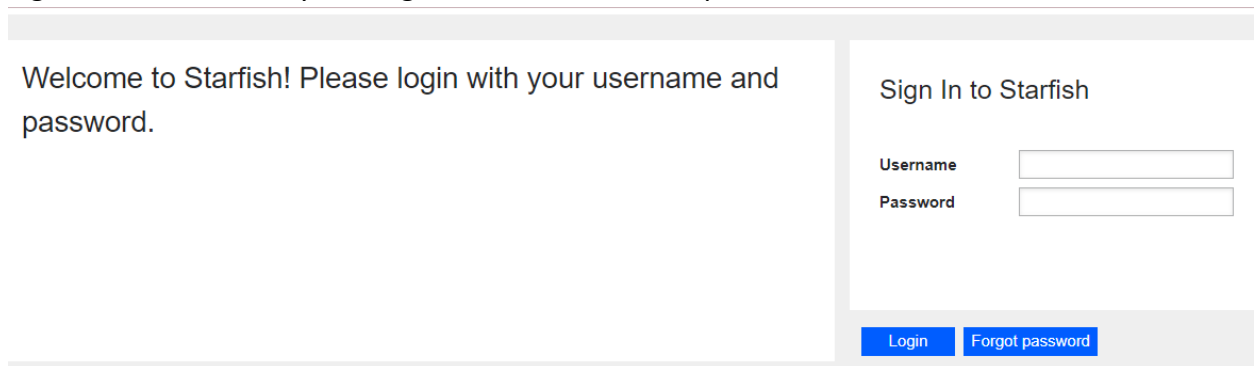# Starfish Appointment Guide for Subject Tutoring

This guide outlines step-by step instructions for how to make and cancel an appointment with a Subject Tutor in the Learning Commons. If you have any difficulties making an appointment or connecting with a tutor, please reach out to Alex Crawford with any questions.

How to Make an Appointment Using the Direct Link

1. Use this direct link to access our tutoring calendar: https://augustana.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4527784/schedule

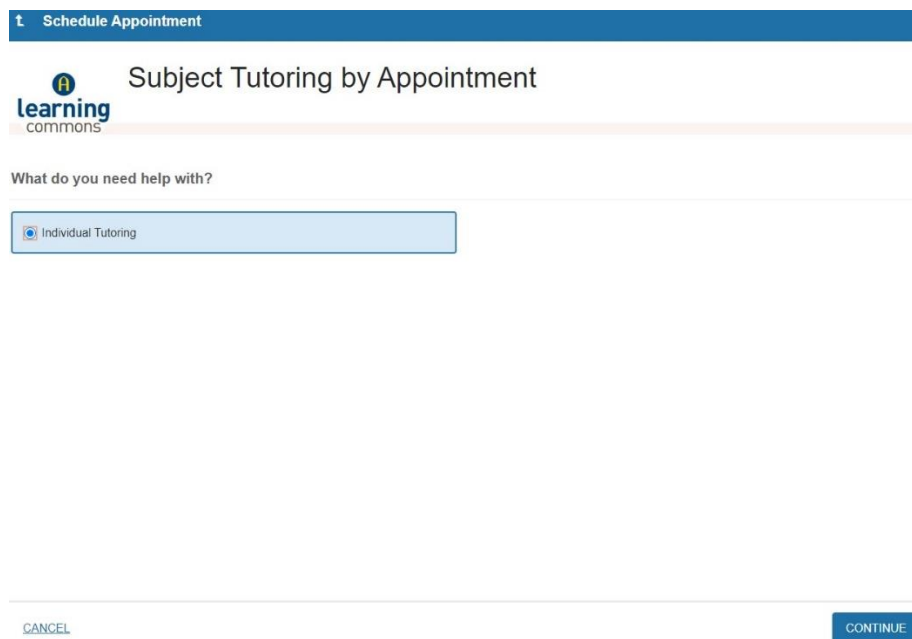2. Sign into Starfish with your Augustana username and password.

Welcome to Starfish! Please login with your username and password.

Sign In to Starfish

Username

Password

Login   Forgot password

3. Select "Individual Tutoring" and click **Continue**.

t Schedule Appointment

Subject Tutoring by Appointment

learning commons

What do you need help with?

◉ Individual Tutoring

CANCEL   CONTINUE

4. Under **Course** select the course you are seeking support for. All enrolled courses will display, but we do not offer tutoring support for all courses. Please check our list of supported courses first. If you do not see tutoring available on our list, then no appointment availabilities will display, not matter how many weeks into the future you look.

   NOTE: If you are seeking reading/writing support, please visit the Reading/Writing Center's website to learn how to make an appointment.

5. Click through the calendar to select different dates. Based on the date range, different tutors and times will populate. Select the date, time, and location that works best for you. Tutoring takes place in multiple locations and in some cases, you can select your meeting location, so be sure to check the location details. Once you have selected an appointment, click **Continue**.

6. Type in any notes you would like your tutor to see. It's helpful to let the tutor know what topics you'd like to cover during the session.

Schedule Appointment

Does this look correct?

Date and Time
Friday, October 14
7:00 pm – 7:40 pm

Team Member
Name of Tutor

Spanish or Biology Tutor

Location
library

Meeting Instructions
I am so excited to meet you! Please bring any notes/materials from class with the subjects you want to work on & meet in the library :)

Reason for Visit
Individual Tutoring Change

Course
1st Year Spanish I (20221FA-SPAN-101-02)

If you want, tell us a little bit about what's going on so we can help

BACK   CONFIRM

7. Once you have reviewed the details, click **Confirm**.

8. You will receive a confirmation email with your appointment details.
   NOTE: Declining the email invitation for the tutoring session will automatically cancel the appointment on Starfish.

How to Cancel an Appointment

1. Sign into Starfish with your username and password.

Welcome to Starfish! Please login with your username and password.
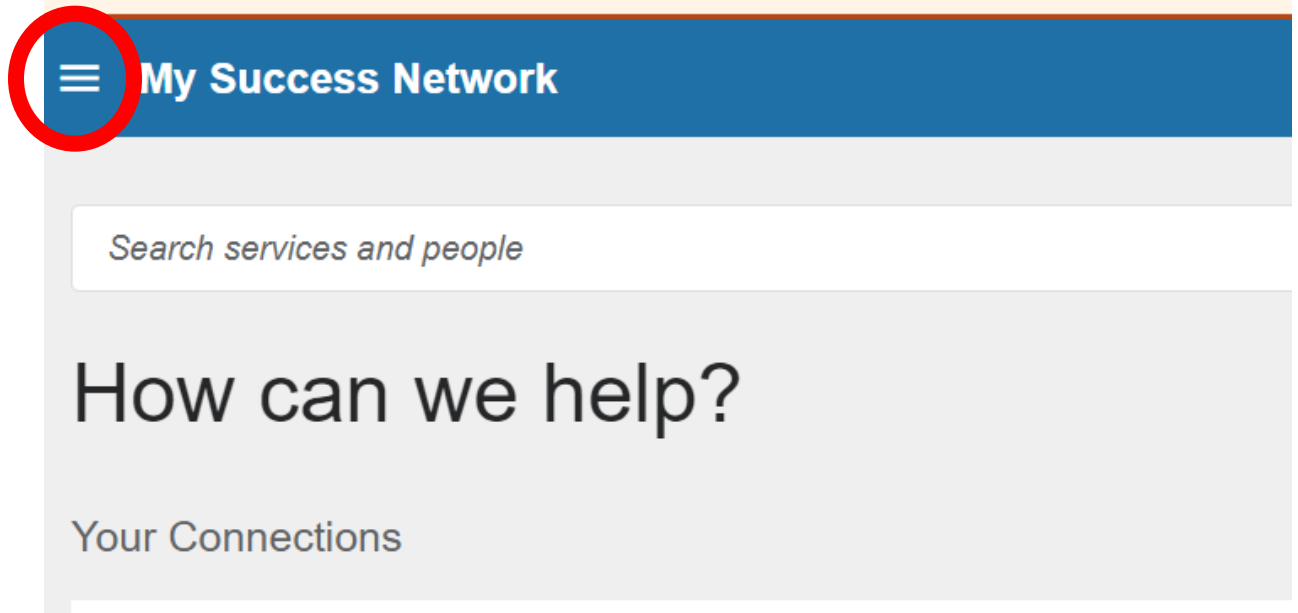
Sign In to Starfish

Username
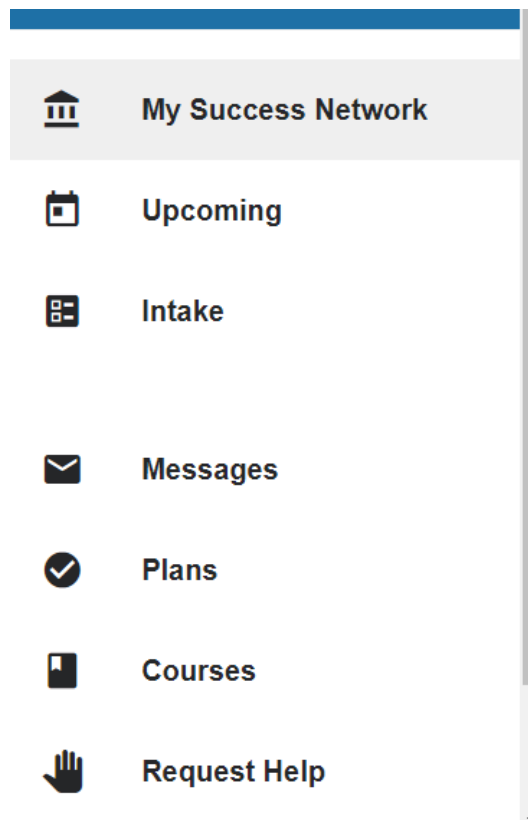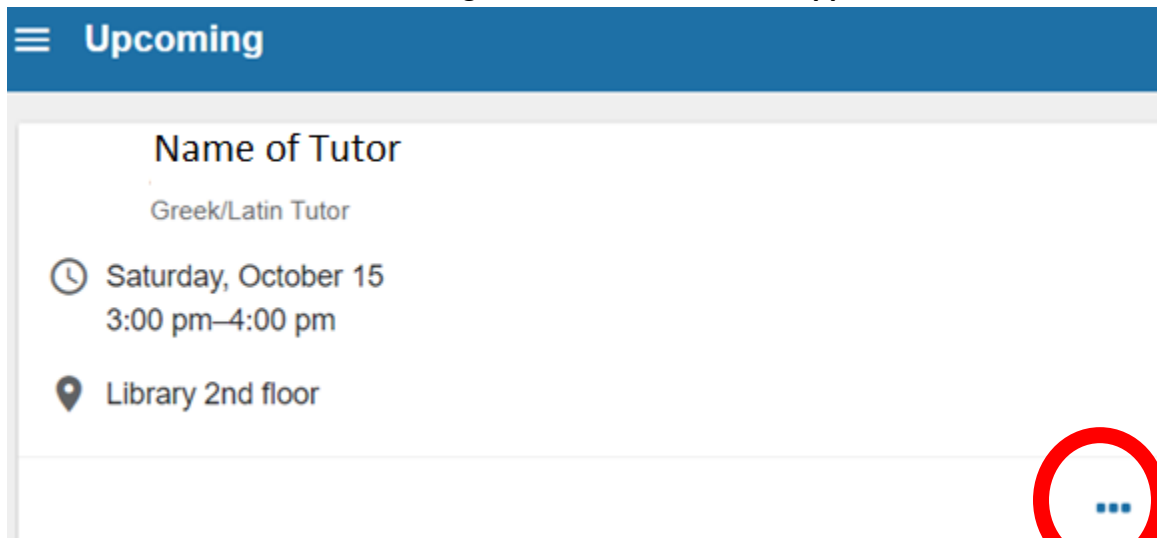
Password

Login   Forgot password

2. On the home page, in the upper left corner, click the menu button)with three white horizontal lines next to **My Success Network)**.
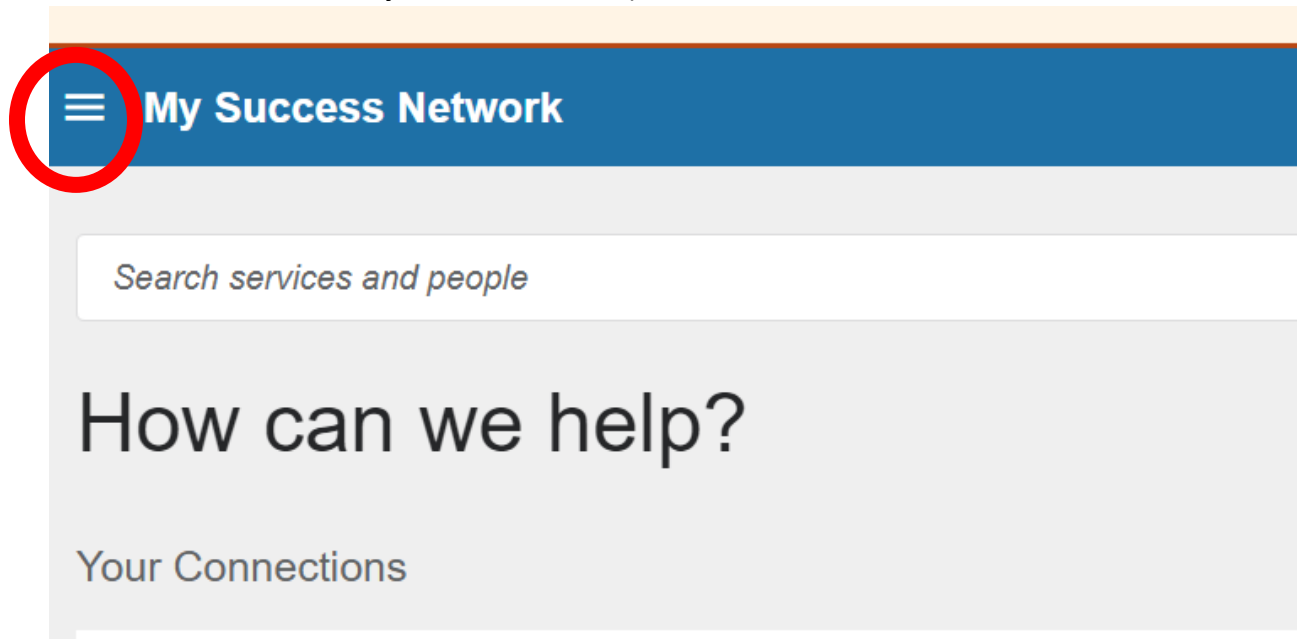
3. A menu will pop up. Click on **Upcoming**.

4. Click on the three dots in bottom right corner. Select **Cancel Appointment**.
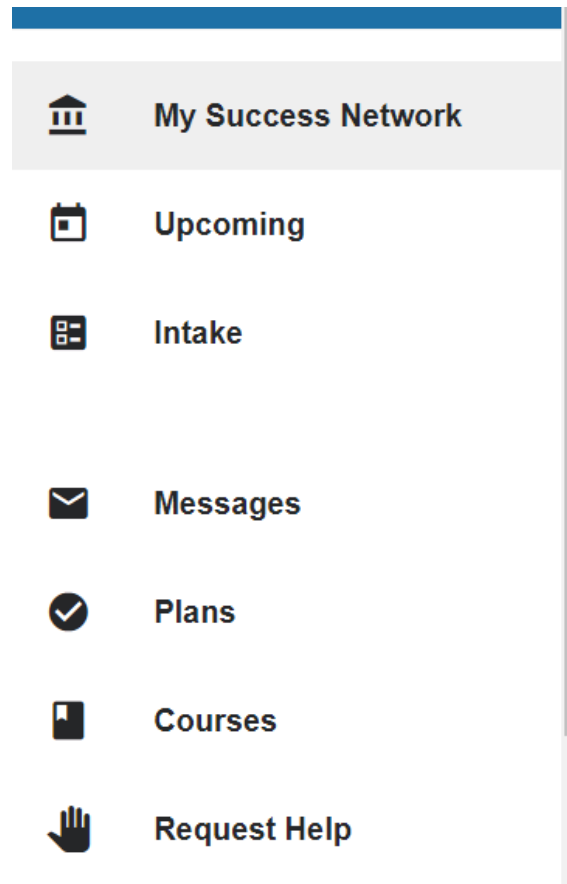

5. Type in any message you would like for the tutor to review. If canceling an appointment with less than 24 hours' notice, please email the tutor to let them know that you will not be attending.

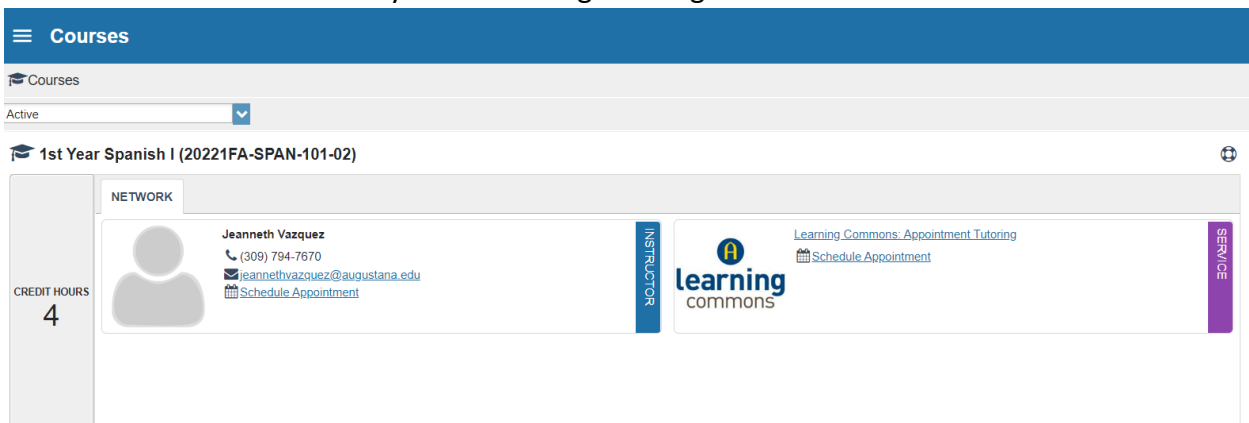**How to Make an Appointment Through the Main Menu**

1. Sign into Starfish with your username and password.

2. On the home page, in the upper left corner, click the Menu button (with three white horizontal lines next to **My Success Network**).

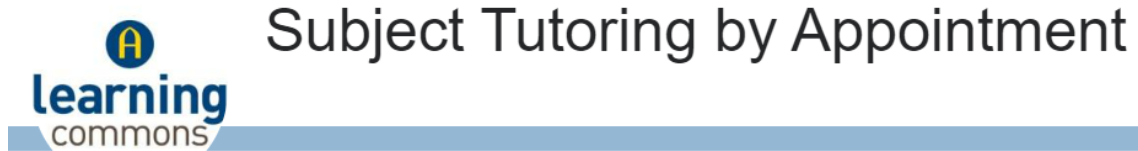3. A menu will pop up. Click on **Courses**.

4. Find the course for which you are seeking tutoring.

5. If tutoring is currently available for the course, you will see **Learning Commons: Appointment Tutoring** and a button that says **Schedule Appointment**. Select **Schedule Appointment**.

If you do not see tutoring available for your course, return to the Menu and select **Request Help**.

6. Select **Individual Tutoring**.

7. Click through the calendar to select different dates. Based on the date range, different tutors and times will populate. Select the date, time, and location that works best for you. Tutoring takes place in multiple locations and in some cases, you can select your meeting location, so be sure to check the location details. Once you have selected an appointment, click **Continue**.

8. Type in any notes you would like your tutor to see. It's helpful to let the tutor know what topics you'd like to cover during the session.

9. Once you have reviewed the details, click **Confirm**.

Schedule Appointment

Does this look correct?

Date and Time
Friday, October 14
7:00 pm – 7:40 pm

Team Member
Name of Tutor

Spanish or Biology Tutor

Location
library

Meeting Instructions
I am so excited to meet you! Please bring any notes/materials from class with the subjects you want to work on & meet in the library :)

Reason for Visit
Individual Tutoring Change

Course
1st Year Spanish I (20221FA-SPAN-101-02)

If you want, tell us a little bit about what's going on so we can help

BACK

CONFIRM

10. You will receive a confirmation email with your appointment details.
    NOTE: Declining the email invitation for the tutoring session will automatically cancel the appointment on Starfish.