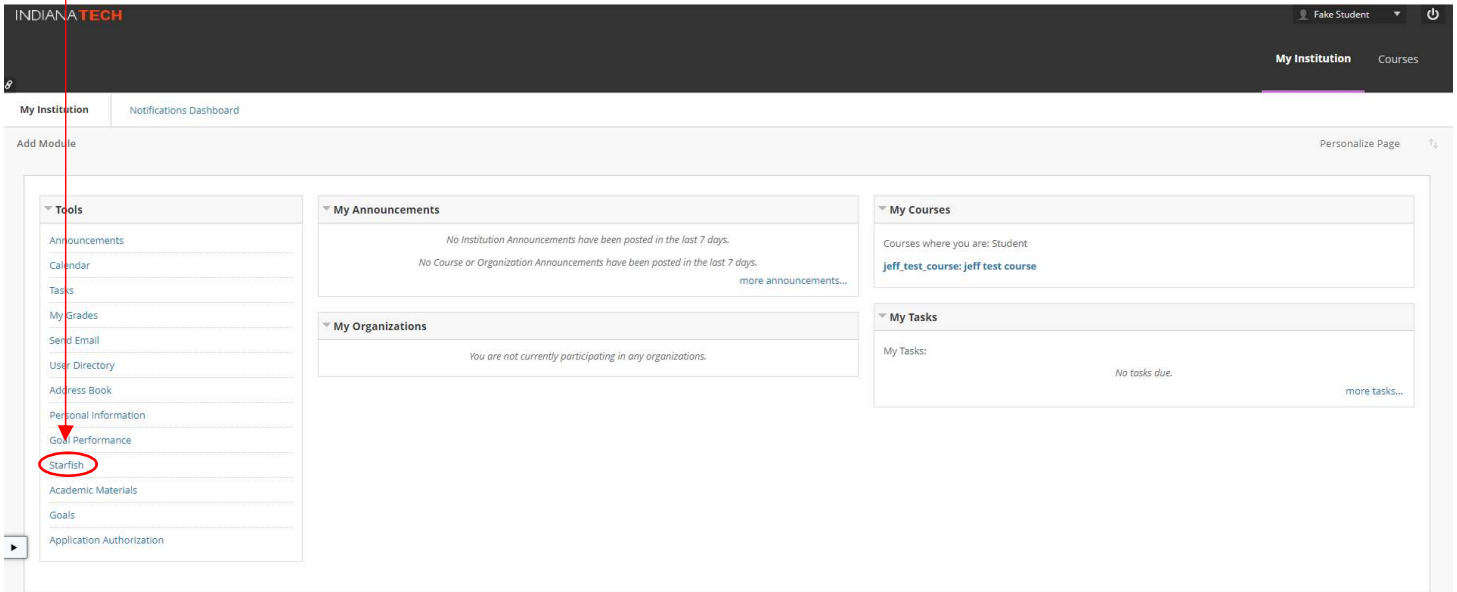


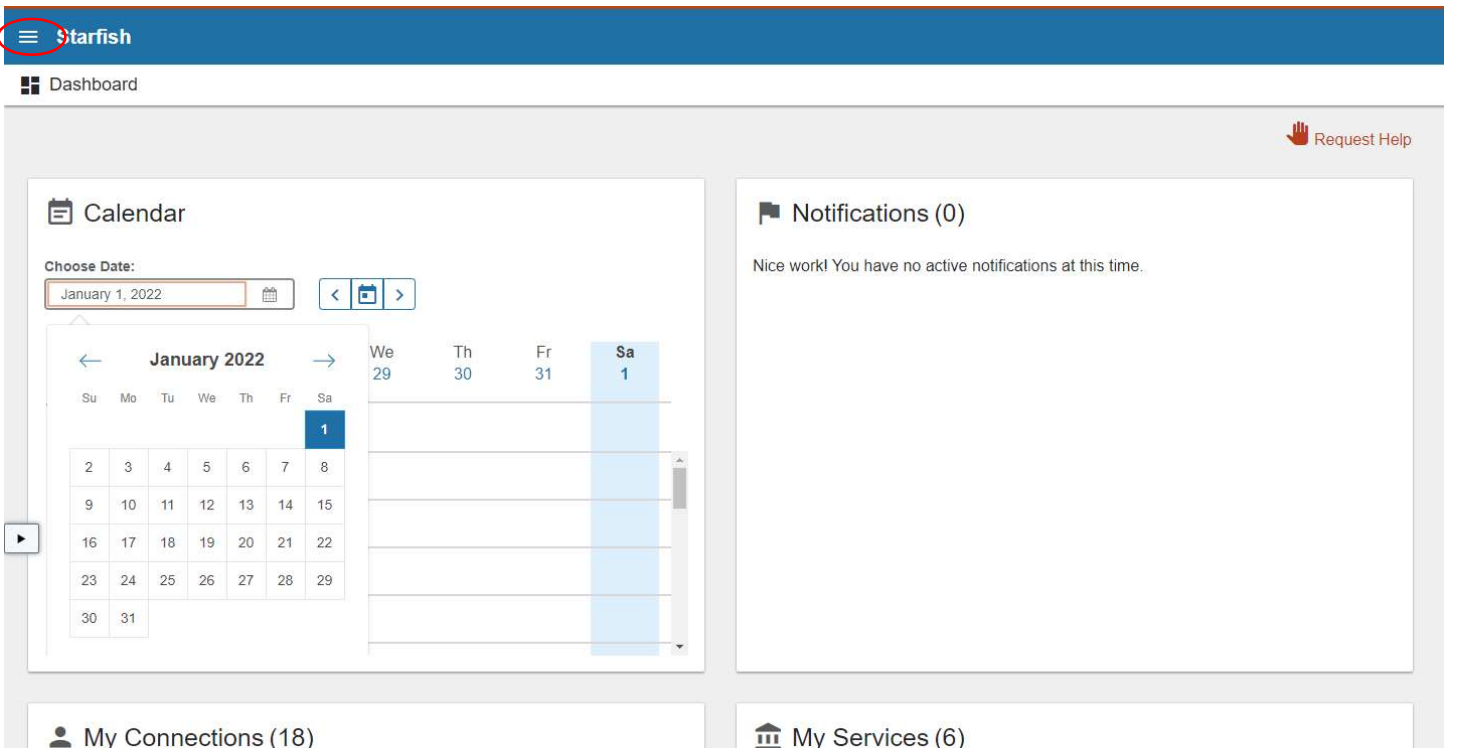
How to Schedule a Tutoring Appointment Using Starfish

1. Go to Blackboard.IndianaTech.edu and log on to your account.
2. Once you are logged on to your account, launch Starfish by selecting the “Starfish” button located in the “Tools” section on your Blackboard home screen.



The screenshot shows the Blackboard home screen. At the top, there is a navigation bar with 'INDIANA TECH' on the left and 'Fake Student' and a power icon on the right. Below this, there are tabs for 'My Institution' and 'Courses'. The main content area is titled 'Add Module' and contains several sections: 'Tools', 'My Announcements', 'My Organizations', 'My Courses', and 'My Tasks'. The 'Tools' section is expanded, showing a list of options: Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, Personal Information, Goal Performance, Starfish (highlighted with a red circle), Academic Materials, Goals, and Application Authorization. A red arrow points from the 'Starfish' option in the 'Tools' list to the next step in the instructions.

3. Once on your Starfish dashboard, click on the drop-down bar located in the upper left-hand corner and then select “courses”.



The screenshot shows the Starfish dashboard. At the top, there is a blue navigation bar with a hamburger menu icon and the text 'Starfish'. Below this, there is a 'Dashboard' section with a grid of widgets. The 'Calendar' widget is selected, showing a calendar for January 2022. The 'Notifications (0)' widget shows a message: 'Nice work! You have no active notifications at this time.' The 'My Connections (18)' and 'My Services (6)' widgets are also visible at the bottom. A red arrow points from the 'Courses' option in the top navigation bar to the next step in the instructions.

- Once in the “courses” section, all of the courses you are currently enrolled in will appear. Scroll down until you find the course that you would like a tutor for. When you find the course, click the “schedule appointment” button under the “service” section.

Courses

Active

Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA)

NETWORK ATTENDANCE AGENDA

Peggy Hug
PSH01@indianatech.edu
Schedule Appointment

Office of Student Success
Schedule Appointment

01 Tutoring Center
Schedule Appointment

McMillen Library
Schedule Appointment

Principles of Information Systems - AA (2021_Fall_IS1150DAYAA)

NETWORK AGENDA

Patricia Tanner
PAT02@indianatech.edu

Office of Student Success
Schedule Appointment

CREDIT HOURS
3

- After you click the “schedule appointment” button, you will select that you need help with “tutoring” and then will move on to select the appointment day and time.

Schedule Appointment

Tutoring Center

What do you need help with?

Tutoring

CANCEL CONTINUE

- After you have selected the day and time you wish to have the appointment, you can click "continue". You will then be directed to review your appointment date, time, and reason before confirming. Once you click confirm, the appointment is scheduled and you will receive an email from Starfish to verify the appointment is scheduled.

Schedule Appointment

Tutoring Center

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

11-29-2021 → 12-01-2021 Filter: All session types

← **November 2021** →

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, November 29 1 available

- 7:00 pm - 8:00 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m

Tuesday, November 30 9 available

- 12:30 pm - 1:30 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m
- 1:30 pm - 2:30 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m
- 2:30 pm - 3:30 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m
- 1:00 pm - 2:00 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m
- 2:00 pm - 3:00 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m
- 3:30 pm - 4:30 pm
Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA) 60m

[BACK](#) [CONTINUE](#)

Schedule Appointment

Tutoring Center

Does this look correct?

Date and Time Tuesday, November 30 1:30 pm - 2:30 pm	Reason for Visit Tutoring Change
Team Member Lily Grewe Tutor	Course Introduction to Psychology - AA (2021_Fall_PSY1700DAYAA)
Location Meet in the OSS, bottom level of Snyder.	If you want, tell us a little bit about what's going on so we can help <input type="text"/>

[BACK](#) [CONFIRM](#)