

Revised Student Instructions for Using Starfish to Book Tutoring Appointments Fall 2020

1. First, it's a good idea to check the [Tutoring Schedule](#) on the Tutoring Center's webpages to make sure that we have a tutor for your course. If there is not a tutor for the course on which you'd like to work with a tutor, email TutoringCenter@morrisville.edu to request a tutor for that course. Be sure to provide the name and number of your course (e.g., BIOL 285).
2. If there is at least one tutor listed for your course on the Tutoring Schedule, login to Blackboard.
3. Then, login to Starfish by clicking on the link at the far right of your Blackboard landing page and then on the next page clicking the Starfish logo. Now enter your campus username and password.
4. In Starfish, click on the "hamburger" menu (3 short horizontal lines) in the upper left corner next to "My Success Network."
5. Click on the link to your Courses page from the list of options that appear.
6. On your Courses page, choose Active (not All) from the pulldown menu to see only your current classes. (You may need to refresh this page, as it sometimes does not automatically show only your active courses.)
7. Find the course that you'd like to work on with a tutor and find one of our two services:
 - a. Tutoring Center-Morrisville Campus for course content help, or
 - b. Writing Tutoring-Morrisville Campus for help with a writing or reading assignment from any course

The screenshot displays the Starfish web application interface. At the top, there is a navigation bar with a hamburger menu icon and the text "Courses". A search bar on the right contains the text "Search for Students". Below the navigation bar, a dropdown menu is set to "Active". The main content area shows two course entries:

- Research Methods App Psyc II (PSYC-362-01-202001)**: This course has 4 credit hours. It lists two services: "Tutoring Center - Morrisville Campus" (with a "Schedule Appointment" link) and "Writing Tutoring Tutoring Center - Morrisville Campus" (with a "Schedule Appointment" link). Blue arrows point to these links from the right side of the page.
- Tests and Measures (PSYC-461-01-202001)**: This course has 3 credit hours. It lists one service: "Writing Tutoring Tutoring Center - Morrisville Campus" (with a "Schedule Appointment" link).

At the bottom of the page, there is a footer with copyright information: "Copyright © 2008-2020, Starfish Retention Solutions, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending." The Windows taskbar at the very bottom shows the time as 5:04 PM on 1/27/2020.

8. Click the Schedule Appointment button in the box for the service that you would like to use. Do NOT click on the link for the service (Tutoring Center or Writing Tutoring) itself.
9. On the next page, click the button for Course Content, Reading Assignment, or Writing Assignment. Then click Continue.
10. If we have a tutor for your class for the dates highlighted on this page's calendar, click on a time that you are free to meet with a tutor. You can also click on the button for more choices at the bottom of the page to see more times. Then click Continue.
 - a. If there are no sessions available, click on dates further in the future. Choose a time that works for you and click Continue. Appointments must be scheduled in advance; in most cases the scheduling deadline is 24 hours in advance. If you would like to work with a tutor sooner, NightOWL online tutors for COMP & writing assignments for any class, math, biology, chemistry, accounting, economics, PSYC 101, NURS 120 & 150 & med math, and PHYS through 128.
 - b. If you still don't see anything available in Starfish, we may not have a tutor or a tutor with an available time (or there may be electronic glitches with the software). Email TutoringCenter@morrisville.edu and we will see what we can do to find a tutor or a time that works for you (or resolve the technical glitch).
11. If you were able to choose a time and hit continue, the Confirmation page opens. Review everything:
 - a. make sure the date and time are correct and work for you;
 - b. note the name of your tutor;
 - c. make sure the course is the one you'd like to work on;
 - d. add any additional details about what you'd like to discuss and/or work on with the tutor in the text box (e.g., specific topic, test prep, lab assignment, revision of paper, developing ideas & thesis for paper, time management, etc.);
 - e. if everything is correct, click the Confirm button. Then you should receive an automated email confirming your appointment. Keep that email. You should also see the appointment notice on your Upcoming page in Starfish. Set a reminder on your paper or electronic calendar if it hasn't populated there for you automatically. Make sure that your electronic devices are set to Eastern time so that there are no discrepancies showing for the time of your appointment.