

## How to make a tutoring appointment in Starfish:

1. Log into your Blackboard account
2. On the right side of the blue Welcome tile, click on “Go to Starfish”
3. This will bring you to “My Success Network” page. Scroll down until you see the “Tutor Center” tile and click on the “Schedule” button located on the bottom of the tile.
4. You are now on the Schedule Appointment page. Under the What do you need help with? Click the Tutoring-General box and then click the blue continue button on the bottom right corner.
5. The next page shows a calendar to the left. Use this to find the date you would like to schedule a tutoring session. On the right are tutor tiles that include the tutor's name, subjects they tutor, and availability for that day. There is a “show more times” button at the bottom of the page.
6. From this list find a tutor for your subject along with the day and time that fits your schedule. To select the tutor, click on the circle next to the appointment time. Then click the blue continue button on the bottom right corner.
7. If a tutor has both virtual and on campus availability the next page will give you a drop-down arrow for location options of virtual or on campus. Select location and then click the blue continue button on bottom right corner. (If there is no location option, you will be directed to the confirmation page.)
8. Click the blue confirm button at the bottom right corner to schedule the appointment. You will receive a confirmation email from Starfish with all the Tutors information including the zoom link if it is a virtual session. On campus tutoring sessions are held at the Tutoring Center in the Arpino Building. If you are not able to make the scheduled appointment, please contact the tutor.
9. If you cannot find a tutor for your subject or availability, please email the Tutoring Center at [tutoring@cc.rcsj.edu](mailto:tutoring@cc.rcsj.edu) or you can fill out the [Tutor Request Form](#)
10. If you would like a coaching session (non-subject) fill out the [Coaching Request Form](#)