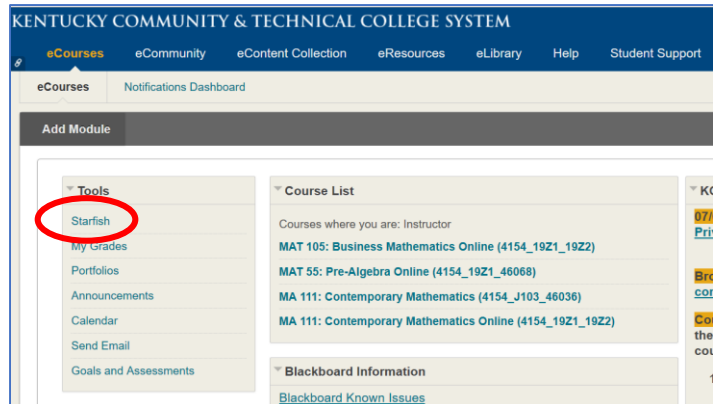


1. Log into your blackboard account with your KCTCS user name and password.

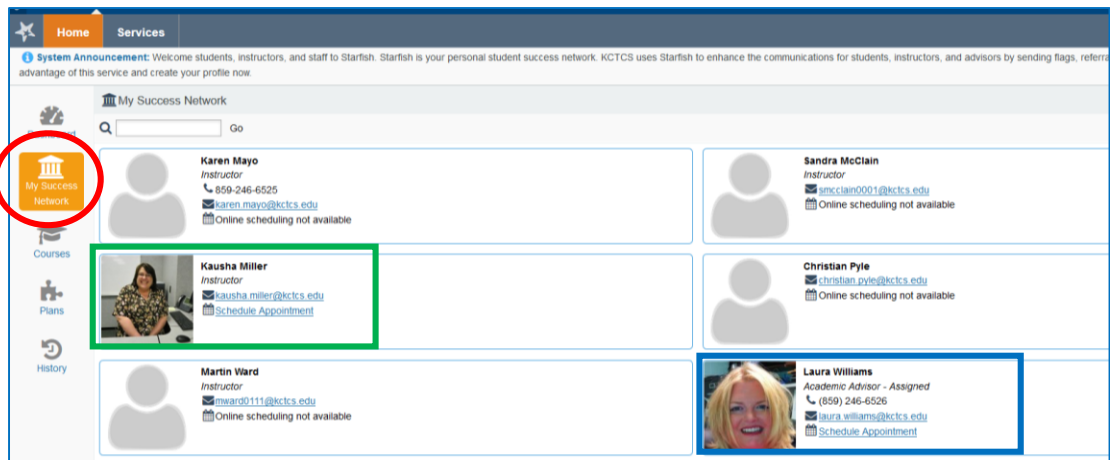
<https://elearning.kctcs.edu>

Note: You can also access STARFISH through your Student Self-Service

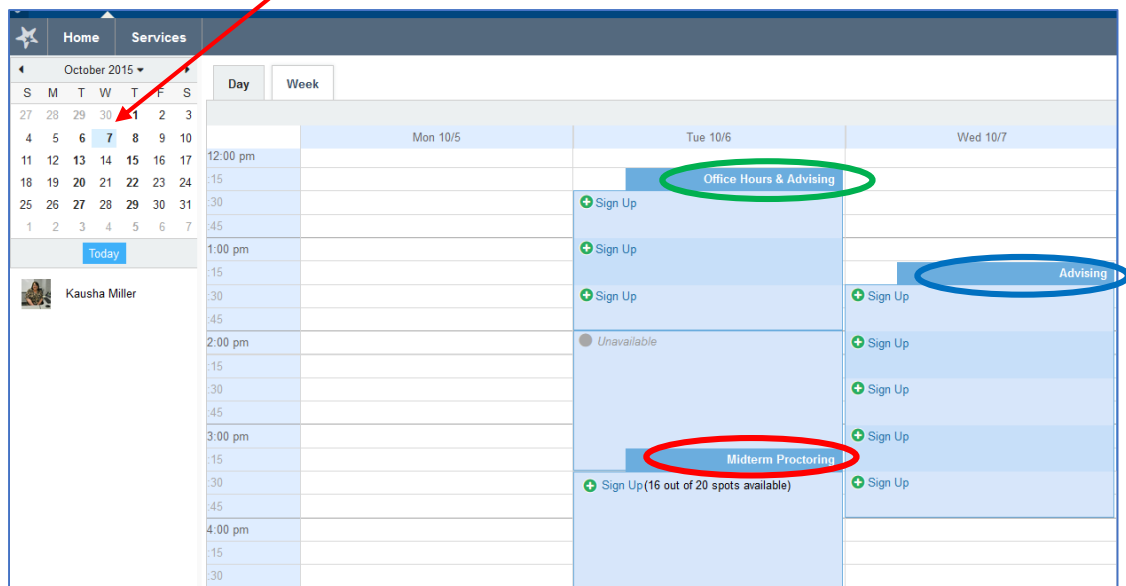


2. Click on **“Starfish”** in the **“Tools”** menu on the left.

3. On the Home Page, Click on **“My Success Network”** which include your instructors, resources and assigned advisor. Scroll through until you find your **Instructor** or **Advisor** and click on **“Schedule Appointment”**



4. A Calendar will appear with available dates in **BOLD**. Look for available appointment times for your desired dates or Testing window. Choose the appropriate type of appointment, **“Office Hour”**, **“Advising”**, or **“Proctoring”** and click on **“Sign Up”**



5. Complete the Appointment Form.

For **Proctoring**, be sure to indicate your course, then click **“Sign Up”**

For **Office Hours** or **Advising**, be sure to indicate the reason for the visit and what type of visit it will be (phone or in person) and click **“Submit”**

Sign Up for Midterm Proctoring [Never Mind] [Sign Up]

Session: Midterm Proctoring with Miller, Kausha

Course: [No Course] (highlighted with red oval)

Time: 3:30 pm - 5:30 pm

Location: Newtown Campus - CB108

You have signed up for your Midterm Proctoring on Tuesday, October 6th from 3:30 - 5:30pm. Proctoring will take place at the BCTC Newtown Campus in the Classroom Building

Instructions: Room CB108. Please be sure to show up early and have a picture ID available. You should bring your own writing utensils, scratch paper, calculators and any other allowed materials. Please see the Midterm tab in MyLabsPlus for more information.

[Never Mind] [Sign Up]

Add Appointment [Never Mind] [Submit]

With: Williams, Laura

*** Reason:** [Registration / Class Schedule] (highlighted with red oval)

Course: [No Course]

Select a reason in order to complete the following fields:

When: 10:30 am 09-30-2015

*** Duration:** 30 minutes

*** Where:** [In-person in AT 202E Coope] (highlighted with red oval)

Instructions: If you wish to meet by phone, you should CALL ME, (859) 246-6526, at the appointment time. Otherwise, I will expect to see you in my office in the Academic Technical Building, Suite 202, Office E on the Cooper Campus.

Details
Explain in detail what you are looking to accomplish in this appointment.

[Never Mind] [Submit]

* Required fields

6. After successfully submitting, your name should appear on the available time and you will receive a confirmation email in your KCTCS email account and the appointment will appear on your Dashboard.

Home **Services**

System Announcement: Welcome students, instructors, and staff to Starfish. Starfish is your personal student success network. KCTCS uses Starfish to enhance the communications advantage of this service and create your profile now.

Dashboard (highlighted with red oval)

TUESDAY 10-06-2015

3:30 pm

Group Session

- Reason: Proctored Exam
- Newtown Campus - CB108
- Contemporary Mathematics (BLC_4154_MA_111_J103_46036)
- Kausha Miller

FRIDAY 10-09-2015

Human Health & Wellness
(BLC_4154_KHP_230_19Z1_56312)

Assignment Due: Chapter 09 Quiz
Karen Mayo

Edit or cancel your appointment here. (red callout box)

(edit and cancel icons highlighted with red oval)