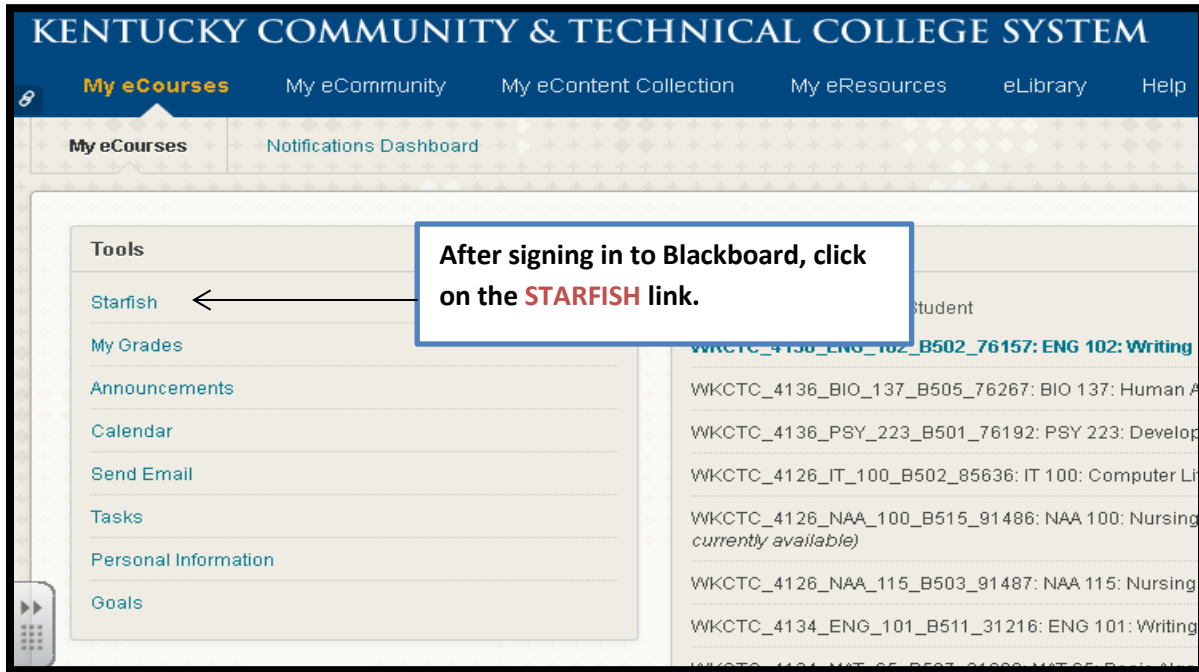
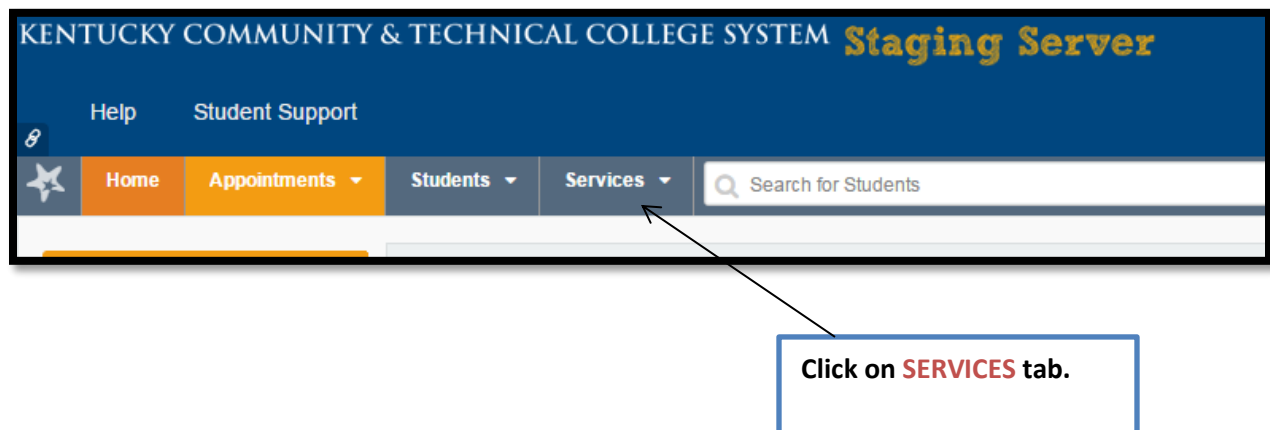


## How to Schedule an Appointment in Starfish

Step 1:



Step 2:



Step 3:

**Tutoring at WKCTC**

Tutoring at WKCTC

8:00-4:30

WKCTC

[Schedule Appointment](#)

[Waiting Room](#)

There are no students in the waiting room.

Page 1 of 1

Then click on **TUTORING at WKCTC**.

First, go to the last page to find WKCTC.

Step 4:

REED, KRISTY (*Tutor*)  
Member of: [West Kentucky - Tutoring](#)

Contact Info  
Institution Email: [kreed0036@kctcs.edu](mailto:kreed0036@kctcs.edu)

No schedule available.

SKIPWORTH, SUSAN (*Tutor*)  
Member of: [West Kentucky - Tutoring](#)

Contact Info  
Institution Email: [sskipworth0003@kctcs.edu](mailto:sskipworth0003@kctcs.edu)

[Schedule Appointment](#)

[Office Hours](#)  
Office Hours: Thu Dec 25 8AM-2PM

[General Overview](#)  
MAT 55 through MAT 150, ENC 90-91, ENG 101-102, DLC 100 and CIT 105, etc.

Next, click on **SCHEDULE APPOINTMENT**.

First, you will see a list of tutors. Look for your course code under **GENERAL OVERVIEW** to find a tutor who can assist you in that class. **NOTE: It is very important that you review this listing in order to select the correct tutor for your class.**

Step 5:

The screenshot displays the 'Kentucky Community & Technical College System Staging Server' interface. At the top, there are navigation links for 'Help' and 'Student Support'. Below this is a menu bar with 'Home', 'Appointments', 'Students', and 'Services'. A search bar labeled 'Search for Students' is also present. The main content area features a calendar for December 2014 on the left, with the 18th highlighted. To the right of the calendar is a 'Day' view of appointment slots. Each slot is marked with a grey circle and the text 'Time has already passed'. A callout box with a blue border and white background contains the text 'Choose the date that you would like to make the appointment.' with an arrow pointing to the 18th of the month.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM **Staging Server**

Help Student Support

Home Appointments Students Services Search for Students

December 2014

S	M	T	W	T	F	S
30	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	31	1	2	3
4	5	6	7	8	9	10

Today

Day Week

08:00 AM Time has already passed

08:15 Time has already passed

08:30 Time has already passed

08:45 Time has already passed

09:00 AM Time has already passed

09:15 Time has already passed

09:30 Time has already passed

09:45 Time has already passed

10:00 AM Time has already passed

10:15 Time has already passed

Choose the date that you would like to make the appointment.

Step 6:

The screenshot displays a scheduling interface with two tabs at the top: "Day" and "Week". The "Day" tab is selected. The interface shows a vertical list of time slots on the left, ranging from 08:00 AM to 12:00 PM. Each time slot is followed by a green plus sign icon and the text "Sign Up". A callout box with a blue border and white background points to the "Sign Up" button for the 09:30 AM slot. The callout box contains the text: "Choose the time of appointment by clicking on SIGN UP." The "SIGN UP" text in the callout is in red, bold, uppercase letters.

Time Slot	Action
08:00 AM	+ Sign Up
08:15	
08:30	+ Sign Up
08:45	
09:00 AM	+ Sign Up
09:15	
09:30	+ Sign Up
09:45	
10:00 AM	+ Sign Up
10:15	
10:30	+ Sign Up
10:45	
11:00 AM	+ Sign Up
11:15	
11:30	+ Sign Up
11:45	
12:00 PM	+ Sign Up

Step 7:

The screenshot shows a web form titled "Add Appointment" with a close button (X) in the top right corner. The form contains the following fields and options:

- With:** Skipworth, Susan
- \* Reason:** A dropdown menu with "Tutoring" selected.
- Course:** No Course
- When:** 9:00 am Tomorrow
- \* Duration:** A dropdown menu.
- \* Where:** A dropdown menu with "Collaborate" and "Tutoring Center" as options.
- Details:** A text box with the placeholder text "Explain in detail what you a... appointment."

At the top right of the form are two buttons: "Never Mind" and "Submit". At the bottom right, there are also two buttons: "Never Mind" and "Submit".

First, use this drop down box to select **Tutoring**.

Using this drop down box, choose what course you want the session to focus on.

Using this drop down box, choose **Collaborate** for Online tutoring or select **Tutoring Center** for On-Campus tutoring.

Using the text box, explain what you would like to focus on during your session: study skills, review for test, etc.

When finished, click **SUBMIT**.