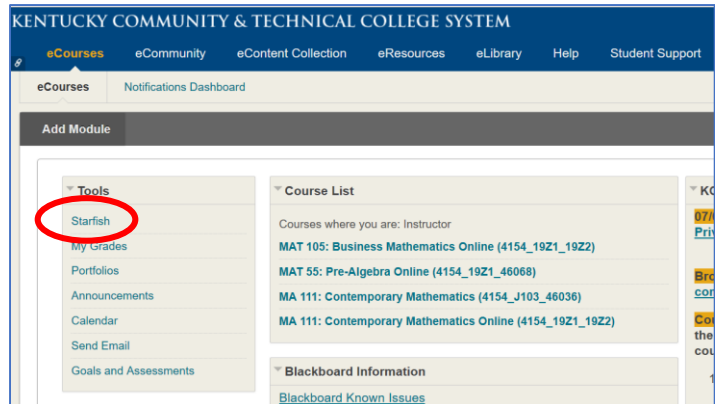


1. Log into your blackboard account with your KCTCS user name and password.

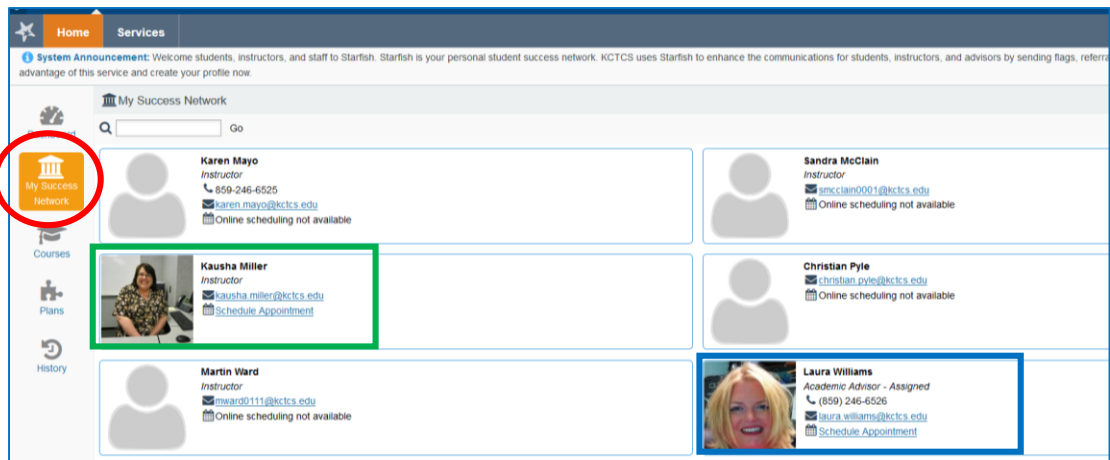
<https://elearning.kctcs.edu>

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

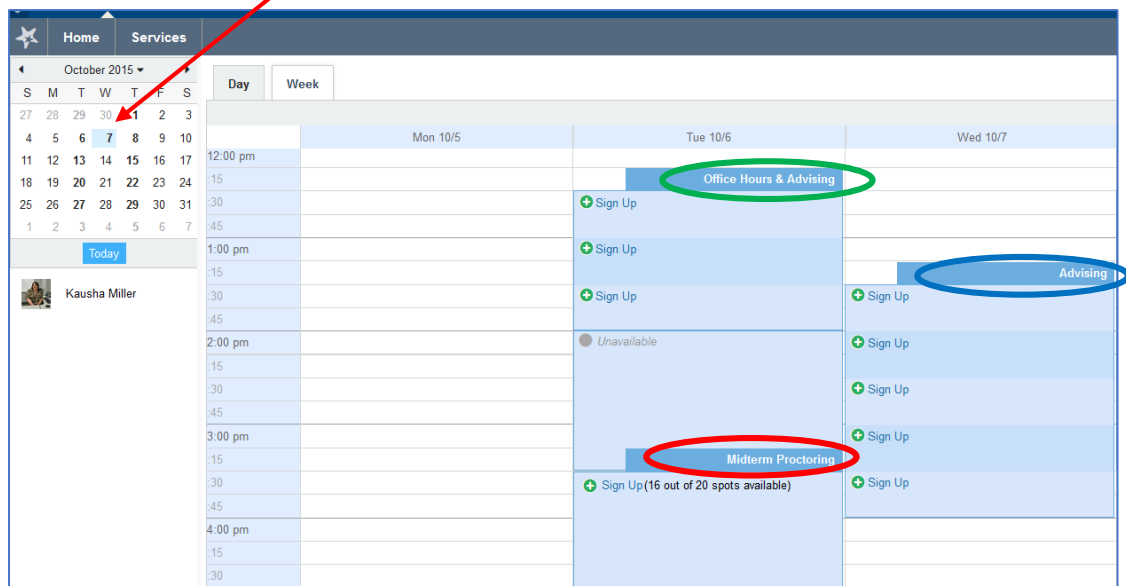


2. Click on **“Starfish”** in the **“Tools”** menu on the left.

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 a red oval)

**Time:** 3:30 pm - 5:30 pm

**Location:** Newtown Campus - CB108

**Instructions:** 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 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 a 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 a 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 a 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 pointing to edit/cancel icons on the Group Session card)