Making a Peer Tutoring Appointment

Go to MyJCC and log in to Starfish. Your login will be the same as you use for Blackboard.

Open the navigation menu.

Click on Courses.
If The Learning Centers have peer tutors available for your course(s), you will see a tutoring service next to your instructor’s information. Click **Schedule Appointment**.

Choose what you need help with and click **continue**.

Choose the appointment that works best for you and click **continue**.

**Note:** You will see all available times for the dates selected on the calendar. If you do not see anything or need a meeting date outside of that timeframe, click on your desired date on the calendar on the left side of the screen.
Review all information on the confirmation page, add your phone number to the comment box, and click confirm.

Note: Once you’ve confirmed the appointment, a staff member will reach out to you, at the number you entered on the confirmation page, to speak to you about your needs and find the best platform for your distance tutoring appointment to take place.

You will receive a confirmation email to your JCC email.
Do you want a reminder prior to your appointment? You can set up that preference in your profile.

Open the navigation menu. Click on your name then profile.

Adjust your reminder preferences how you’d like to make sure you don’t miss any scheduled appointments and click submit.

***IMPORTANT***
A member of the learning center staff will call you at the number you provided to gather information to figure out which mode of tutoring is best, based on your technology access:

- **GoBoard:** an online platform with which you will connect with video and audio to the tutor, as well as have a digital white-board to write on; you will need a reliable high-speed Internet connection
- **Phone:** When you don’t have a reliable high-speed Internet connection
- **Email:** To exchange documents; can also be used for composition/help with writing papers.