

Making a Peer Tutoring Appointment

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



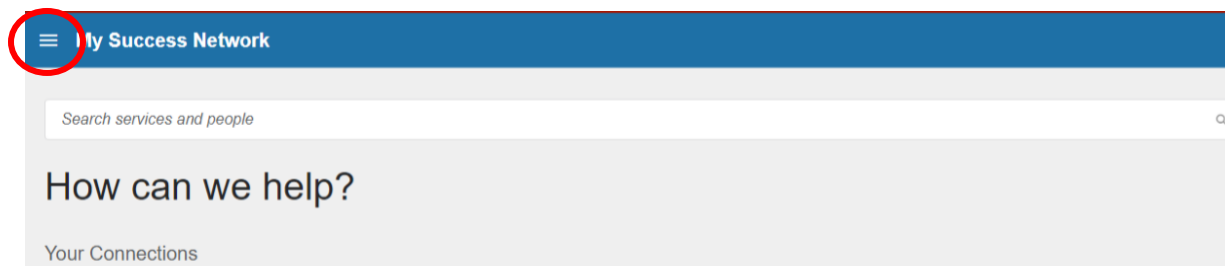
MyJCC for Current Students

Home

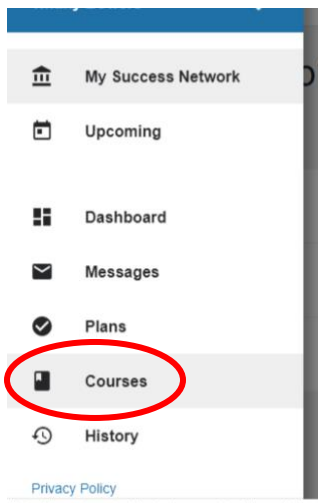
Access your accounts

Banner <ul style="list-style-type: none">Register for coursesSemester scheduleStudent billGrades	Blackboard <ul style="list-style-type: none">Individual course informationOnline coursesGraduation application	DegreeWorks <ul style="list-style-type: none">See your progress toward degree completion	Google account/email <ul style="list-style-type: none">Google Drive accountStudent email	Starfish <ul style="list-style-type: none">Your academic trackerFind instructor office hoursSchedule appointmentsStudent services directory
College Central Network	JCC Alert	LinkedIn Learning	Change password	

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**.

The screenshot shows the 'Courses' page in Blackboard. At the top, there is a blue header with a hamburger menu icon and the word 'Courses'. Below this is a sub-header 'Courses' with a dropdown menu set to 'Spring 2020'. The first course listed is 'English Composition I (ENG-1510-3506)'. To its left, it says 'CREDIT HOURS 3'. Below the course name is a 'NETWORK' section containing the instructor's name 'Jessica Kubiak', her photo, email 'jessica.kubiak@mail.sunyipoc.edu', and a 'Schedule Appointment' link. To the right of the instructor information is a vertical blue bar labeled 'INSTRUCTOR'. The second course listed is 'Intro to Sociology (SOC-1510-3122)'. To its left, it says 'CREDIT HOURS 3'. Below the course name is a 'NETWORK' section containing the instructor's name 'Meghan McCune', her photo, phone '(716) 3787542', email 'MeghanMcCune@mail.sunyipoc.edu', and the note 'Online scheduling not available'. To the right of the instructor information is a vertical blue bar labeled 'INSTRUCTOR', a purple box with the text 'KEEP CALM WE HAVE A TUTOR' and a 'Schedule Appointment' link highlighted with a red border, and a vertical purple bar labeled 'SERVICE'.

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

The screenshot shows the 'Schedule Appointment' page. At the top, there is a blue header with a back arrow icon and the text 'Schedule Appointment'. Below this is a purple circular logo with the text 'KEEP CALM WE HAVE A TUTOR' and the word 'Tutoring' in large black font. Below the logo is a purple horizontal bar. The main heading is 'What do you need help with?'. There are two radio button options: 'General help with navigating Blackboard/online courses' and 'Help with academic coursework', which is highlighted with a red border. At the bottom left, there is a blue link 'CANCEL'. At the bottom right, there is a blue button 'CONTINUE' highlighted with a red border.

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.

Schedule Appointment

Tutoring

KEEP CALM WE HAVE A TUTOR

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

03-18-2020 → 03-25-2020 Show: All session types

Thursday, March 19 7 available

9:00 am - 10:00 am 60m
Adam Marzalen
Tutor
Distance Tutoring
Intro to Sociology (202005-SOC-1510-3122)

10:00 am - 11:00 am 60m
Adam Marzalen
Tutor
Distance Tutoring
Intro to Sociology (202005-SOC-1510-3122)

10:00 am - 11:00 am 60m
Ginna Hensel
Tutor
Distance Tutoring
Intro to Sociology (202005-SOC-1510-3122)

1:30 pm - 2:30 pm 60m
Alivia Roehrig
Tutor
Distance Tutoring
Intro to Sociology (202005-SOC-1510-3122)

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Review all information on the confirmation page, add your phone number to the comment box so the tutor can reach you should there be technical difficulties, and click confirm.

Schedule Appointment

Tutoring

KEEP CALM WE HAVE A TUTOR

Does this look correct?

Date and Time
Thursday, March 19
10:00 am - 11:00 am

Reason for Visit
Help with academic coursework [change](#)

Team Member
Adam Marzalen
Tutor

Course
Intro to Sociology (202005-SOC-1510-3122)

If you want, tell us a little bit about what's going on so we can help
(555) 555-5555

Location
Distance Tutoring
Please enter your phone # in the box to the right so we can call you to determine how we'll meet.

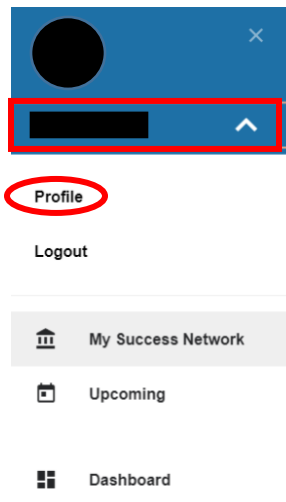
Meeting Instructions
Tutor is currently enrolled in CSC 2670, HIS 1530, and SOC 1510. If you are making an appointment for one of those courses, tutoring session will be a peer learning session. This tutor is also available to tutor some Solidworks (MCT).

[BACK](#) [CONFIRM](#)

You will receive a confirmation email to your JCC email. If your appointment is via Zoom, you will see the Zoom link in the confirmation.

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.

A screenshot of the Starfish user profile page. The page has a blue header with the Starfish logo and a hamburger menu. Below the header is a dark blue bar with the text 'FERPA standards protect student data.' and a last login timestamp '[Last login: 8:11 am 11-04-2019]'. The main content area is divided into sections: 'Contact Information' (with fields for Login, Institution Email, and Alternate Email), 'Email Preference' (with a checkbox for 'Also send notifications to my alternate email address'), 'Phone' (with fields for Phone, Cell Phone, and Video Phone), and 'Time zone' (with a dropdown menu set to '(GMT-05:00) Eastern Time' and a checkbox for 'Display all time zones'). The 'Reminder Preferences' section is highlighted with a red box and contains: 'Weekly Updates' (with a checkbox for 'Send me a weekly status update about My Success Network'), 'Reminder Preferences' (with a checked checkbox for 'Email me' and a dropdown set to '15 minutes before the start of an appointment'), and another checked checkbox for 'Email me at 9:00 am the day of an appointment'. At the bottom of the page, there is a footer with a red asterisk and the text '* Required fields', and two buttons: 'Never Mind' and 'Submit' (highlighted with a red box).