World Languages Lab

Starfish Orientation

What is Starfish?



Starfish is the main platform TCC uses to schedule appointments. It allows the students to access a variety of services. One of them is the *World Languages Tutoring* service. Starfish links all students enrolled in languages classes to specialists in their fields. With its dynamic layout and accessibility features to TCC services, Starfish encourages students to focus on improving their academic progress.

How to schedule an appointment using Starfish?

a) Accessing Starfish

1) All TCC students automatically have access to Starfish. The link is visible on MyTCC homepage, Student Home, under Student Quick Links.

	STODENT	ACCOUNT	SAFETY & WE	LLNESS	CONTINUING EDUCATION
Home \gg Student					
Student Quic	k Links				
Frequently Used					
Email	Black	board	OneDrive	User Prof	ile
 Academic Cal 	endar		7	Multi-Factor	Authentication Resources
				Papart a Con	com
✓ Campus Life			/·	Report a Con	cerri
 ✓ Campus Life ✓ Campus Store 	es		7	Software Dov	vnloads
 ✓ Campus Life ✓ Campus Store ✓ Degree Work 	25 S		ר ת ת	Software Dov Starfish	vnloads
 Campus Life Campus Store Degree Work Final Exam Score 	es s hedule		ית ת ת	Software Dov Starfish Student Hand	Ibook
 Campus Life Campus Store Degree Work Final Exam Sc Financial Aid 	es s hedule		ית ת ת ת	Software Dov Starfish Student Hand Student Reso	vnloads Ibook urces
 Campus Life Campus Store Degree Work Final Exam Sc Financial Aid Fuel Pantry 	es s hedule		ית ת ת ת	Software Dov Starfish Student Hand Student Reso TCC GivePulse	vnloads Ibook urces e

- 2) When you log in to your Starfish account, you will see a box labeled 'My Connections.'
- 3) Individual tutors for the language you are studying can be found in 'My Connections' box on the homepage. Click the blue 'Schedule' link to book an appointment with a specific tutor in the 'My Connections' box.
- 4) If you cannot find any tutors in the 'My Connections' box, read the next section for instructions on finding the World Language Lab profile on Starfish.

My Connections (10)		My Services (10)	
Ask TCCI Student Support Center StudentSupportCenter@tulsacc.edu	Î	Academic Advising - Virtual 1 in line C Limited Hours- Check the Website for Details Virtual	≥, 5m wait
ALL	CA	L.	
Serena Thornbrugh World Language Tutor (Japanese)		Academic Success Coaching © 9:00 am - 6 pm Monday- Thursday, Friday 10:00 am-5:00 pm • NE Campus- Academic Building Room 206	
CHEDULE	<u>CA</u>	L	

b) Finding the World Languages Lab

 The Language Lab can be found on the Success Network page. Click the hamburger menu icon in the top left corner of Starfish and select 'Success Network.' You may need to scroll down and click 'Show Other Services' to see the World Languages Tutoring profile.



- 2) Appointments can be made with Languages Lab tutors through either the World Languages Tutoring profile on Starfish or with specific tutors in your 'My Connections' box. On both the World Languages Tutoring profile, and individual tutor profiles, you will see a blue 'Schedule Appointment' button.
- 3) By clicking on the World Languages Tutoring profile page in "My Services," you can see a list of tutors, Languages Lab locations, and how to contact us directly either via email or phone.

t Service Profile			Q Search for Stu	idents
World	Languages Tutoring			
SCHEDULE APPOINTMENT Contact Send an email	Team Members			
Call 918.595.7750 Visit website	World Language Lab Academic Support Specialist		World Language Tutor (Spanish)	
Location	Word Language Tutor (Spanish, Japanese)		Melissa Gies Administrative Assistant II	
Virtual Southeast Metro	Roberto Maduro TCC Language Lab Coordinator		World Language Tutor (Japanese)	
	Overview The Language Labs at Tutsa Community College are designed to meet the curre equipped to support students enrolled in the following language program. • Japanese • French • Spanish	nt and future world language n	eeds of the people and businesses in the Tulsa area and across Oklahoma. At this	time, our staff is

c) Scheduling appointments using Starfish.

What do you need help with?

- You can make an appointment either by selecting a tutor via 'My Connections' box, or by clicking the 'Schedule Appointment' button on the World Languages Tutoring profile. Please note that appointments can be made up to one hour before the tutor's office hours begin. If you need to schedule an appointment for the same day, email <u>languagelab@tulsacc.edu</u> or call (918) 595-7750. Keep in mind that availability at last minute may not be possible, and it is always best to book appointments in advance.
- Select the appropriate language, then select the reason for tutoring. These reasons include the course name, along with required or voluntary tutoring. Please select the correct option for your needs.

Tutoring- World Languages Japanese	^
ELEMENTARY JAPN 1 - Required Kalwa	ELEMENTARY JAPN 1 – Voluntary Tutoring
© ELEMENTARY JAPN 2 - Voluntary Tutoring	INTERMEDIATE JAPN 1 - Voluntary Tutoring
INTERIMEDIATE JAPN 2 - Voluntary Tutoring	

3) From there, you can see a calendar and a list of timeslots. Adjust the date range on the calendar to see available times on different dates. If you selected a specific tutor to book with, only their available times will be listed. While if you clicked the 'Schedule Appointment' button from the World Languages Tutoring profile, timeslots from all tutors that offer services in the language you selected will be displayed.

	World Languag	e Tutor (Japanese)			
hat day and	time works for ye	u?			
appointment time	es you see do not overlap	ith your already scheduled appointments.			
05-17-2023	⇒ 05-31-2	All session types -			
		Thursday, May 18			12 avai
← Su Mo 1	May 2023 - To We Th Pr S 2 3 4 5	6 11:00 am - 11:30 am Multiple appointment locations	30m -	 11:30 am - 12:00 pm Multiple appointment locations 	3
7 I. 14 15	9 10 11 12 15 17 18 19	0 12:00 pm - 12:30 pm Multiple appointment locations	30m	12:30 pm - 1:00 pm Multiple appointment locations	3
21 22 3 28 29 3	23 24 25 26 30 31	1:00 pm - 1:30 pm Multiple appointment locations	30m	1:30 pm - 2:00 pm Multiple appointment locations	3
		2.00 pm - 2:30 pm Multiple appointment locations	30m	2.30 pm - 3.00 pm Multiple appointment locations	3
		 3:00 pm - 3:30 pm Multiple appointment locations 	30m.	3.30 pm - 4:00 pm Multiple appointment locations	3
		L			

4) Next, you will see a confirmation page. Here you will choose the modality of your appointment: Face-to-Face or Zoom, depending on what the tutor you selected offers on that date. This page also includes a comment box for you to type in any additional details about your appointment you would like your tutor to know. You may also add your course name on this page. Confirm all details are correct before submitting.

on for Visit MEDIATE JAPH 1 - Voluntary Totomig science
MEDIATE JAPN 1 - Voluntary Tutoring Charge
e
54
vant, tell us a little bit about what's going on so we can help
29

5) On the confirmation page, your appointment's details will be listed. There are links to change or cancel the appointment, view all upcoming appointments, or return to the main services page. You will receive an email confirmation of your appointment and a reminder the day before your appointment.

Schedule Appointment			
) I look forward to seeing you!			
World Language Tutor (Japanese)			
Date and Time Tuesday, May 23 2:00 pm – 2:30 pm	Reason for Visit INTERMEDIATE JAPN 2 – Voluntary Tutoring		
Location Southeast Campus 1120 (Language Lab)	Make a change to this appointment Return to the main Services page		
Language Lab at Southeast Campus, building 1, first moor	View all upcoming appointments		

d) Upcoming appointments & Cancelling appointments

 Your upcoming appointments can be viewed by clicking the hamburger icon in the top left corner of Starfish and selecting 'Upcoming Appointments.' From here you can see the details of all the appointments you have made, and cancel them if needed.

× ب	t semester! If you haven't visited with your advisor yet, make an appointment now by locating your advisor in the My Connections box and press Schedule, 🔍
Dashboard	Request Hop
m My Success Network ■ Upcoming	Notifications
Messages Plans Courses Request Help Phacy Paky Terms of Use	
	Academic Advising - Virtual I is like, "tim wat Q Liveled Hours-Check the Webelle for Datable Q Vinual CALL

- 2) Please cancel appointments within Starfish at your earliest knowledge of a scheduling conflict. That way you can leave your spot to a student in need.
 - i. Click on the three dots in the box of the appointment you want to cancel and click 'cancel appointment.'
 - ii. A text box will appear where you can explain why you cancelled your appointment, or anything else you want the tutor to know. This is optional.
- e) For questions or to report any scheduling issues regarding the scheduling system, please contact lab staff at <u>languagelab@tulsacc.edu</u>. In your email, please start the subject line with SCHEDULING ISSUES so that we can identify and prioritize your request. In the body of the message, indicate your full name as it appears in the TCC system, your instructor's last name and the name of your course along with your message.

