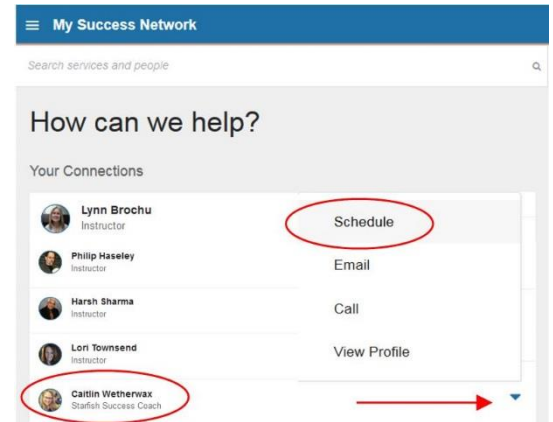


How to Schedule a Success Coach Appointment

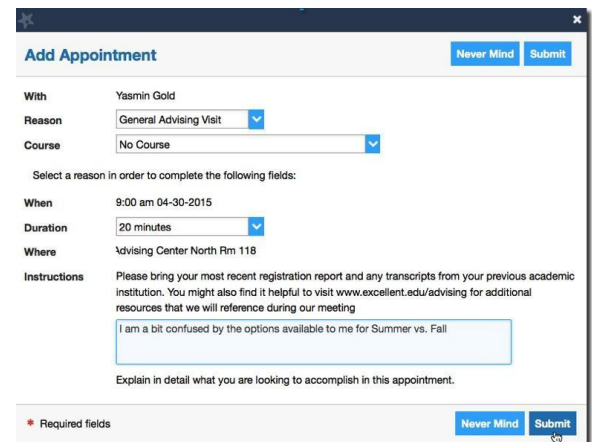
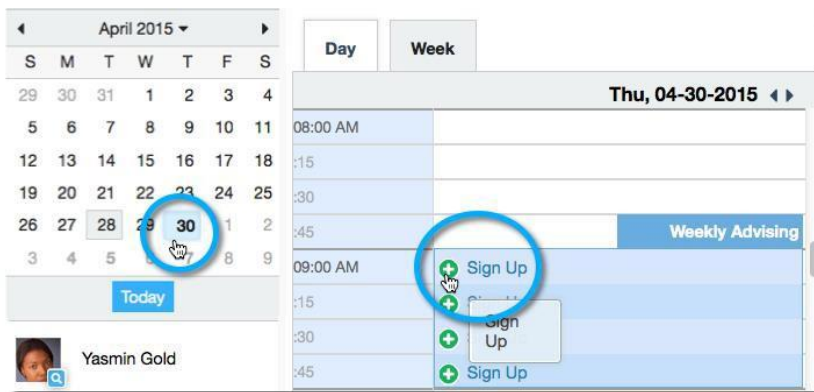
Log into Blackboard

1. Log into **Blackboard Learn** and click on the **Starfish Login** link in the top navigation.
2. You will be taken to your Success Network. Locate your *Success Coach*.



Make an Appointment

1. Click the “show me more triangle” and select **“Schedule”** to the right of you Success Coach’s name in **Your Connections**.
2. Use the small calendar on the left to quickly identify days with available office hours (available days will be shown in bold). Click the desired date in the small monthly calendar to display availability on that day
3. Available time slots on the selected day will include a Sign up link. Click the Sign Up link associated with the desired time slot.



4. This opens the Add Appointment form. Complete the form by selecting a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your Success Coach can be prepared for the meeting.
5. Click Submit to set the appointment. You will get an email with the appointment details and the appointment will be listed on your **Dashboard**.

Change an Appointment

Upcoming appointments will be listed on your Dashboard in the time line view (left column). Click the edit icon (✎) to modify the appointment or the cancel icon (✕) to cancel it.

