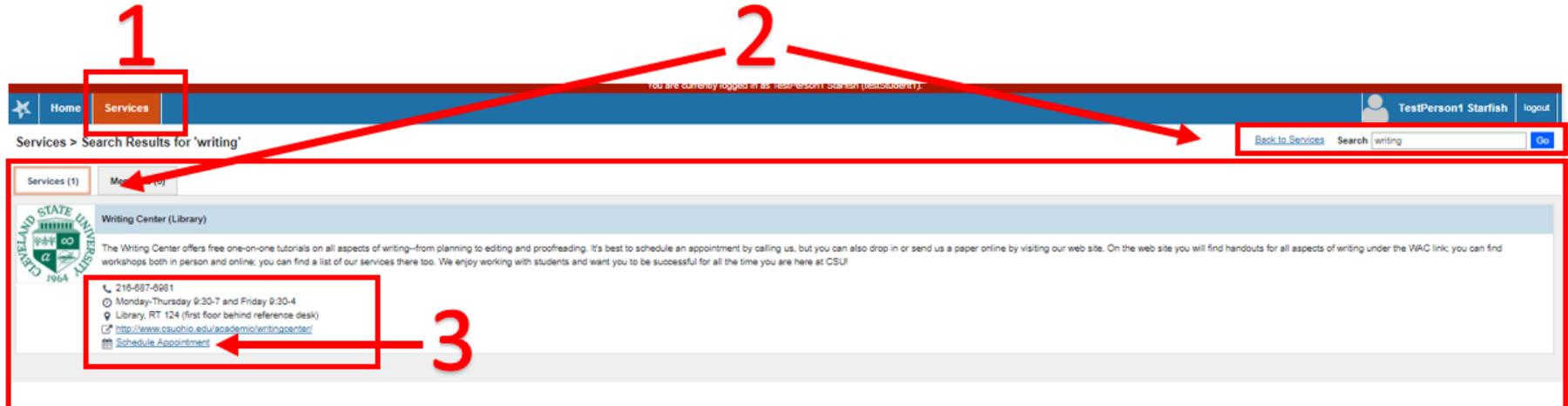


How to Guide: Signing up for a Writing Center Appointment

How to schedule a Writing Center Appointment?

1. Login to Starfish
2. Once in Starfish you will scroll down and select 'Services' (1)> Writing Center (Library)(2) > Schedule an Appointment (3). Note that you can also search for 'Writing Center' (2).



3. After selecting 'Schedule an Appointment', you will need to find a day for their appointment (1) and then select the appropriate time they would like to schedule your appointment for on that day (2)

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The screenshot shows a web interface for booking a Writing Center appointment. At the top, there are navigation links for 'Home' and 'Services', and a user profile for 'TestPerson1 Starfish' with a 'logout' link. Below the navigation is a calendar for August 2017. A red box labeled '1' highlights the calendar, with the date '16' selected. To the right of the calendar is a 'SIGN-UP' button. Below this is the 'Writing Center (Library)' section, which contains a table of appointments. The table has three columns: 'Time', 'Appointments', and 'Type'. The 'Appointments' column contains a green plus icon and the text 'Sign Up (1 available spot)'. The 'Type' column contains 'One-on-one session'. A red box labeled '2' with an arrow points to the row for the 4:30 pm appointment.

Time	Appointments	Type
2:30 pm	+ Sign Up (1 available spot)	One-on-one session
3:00 pm	+ Sign Up (1 available spot)	One-on-one session
3:30 pm	+ Sign Up (1 available spot)	One-on-one session
4:00 pm	+ Sign Up (1 available spot)	One-on-one session
4:30 pm	+ Sign Up (1 available spot)	One-on-one session

- Next, you will then need to select a reason (1), enter in details (2), and then select either 'Never mind' or 'Next' (3).

How to Guide: Signing up for a Writing Center Appointment

Add Appointment Details Review Confirmation

Service Writing Center (Library)
Date 08-16-2017
When Wednesday at 4:30 pm starting 08-16-2017

Reason ENG 099
Academic Writing Tutorial
ENG 099

Duration

Detailed Description
Explain in detail why you need this appointment
To work on an essay for MTH 1435

* Required fields

Never Mind Next >

5. Students will then be taken to the confirmation page and should review their appointment information (1). Then, they can either 'Schedule', edit it or cancel their appointment (2).

How to Guide: Signing up for a Writing Center Appointment

Add Appointment Details Review Confirmation

⚠ Please review the details below and click this button to schedule your appointment. **Schedule >**

1

With	Boyd, Kaitlin ✉ k.i.boyd24@vikes.csuohio.edu
When	Wednesday at 4:30 pm starting 08-16-2017
Reason	ENG 099
Course	No Course ?
Duration	30 minutes
Location	<input type="text" value="RT 124"/>
Occurrences	1 appointment will be scheduled on 08-16-2017.
Detailed Description	To work on an essay for HIST 455 and for MTH 1435 and for MTH 1435

2

* Required fields

Never Mind **< Back** **Schedule >**

How to Guide: Signing up for a Writing Center Appointment

6. Once 'Schedule' is selected, students should receive an email confirmation.

Thank you for scheduling an appointment with us! 😊