



Faculty Advising and Mentoring (FAM) LMC Connect Training Packet

1. How to access and log in to LMC Connect
2. How to set up your profile
3. How to set up your appointment preferences
4. How to set up your notification preferences
5. How to set up your office hours
6. How to create and edit individual appointments
7. How to create group sessions

Questions?

Website: www.losmedanos.edu/lmconnect

Email: LMCConnect@losmedanos.edu

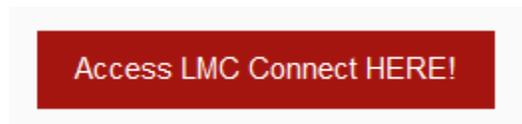


How to access and log in to LMC Connect

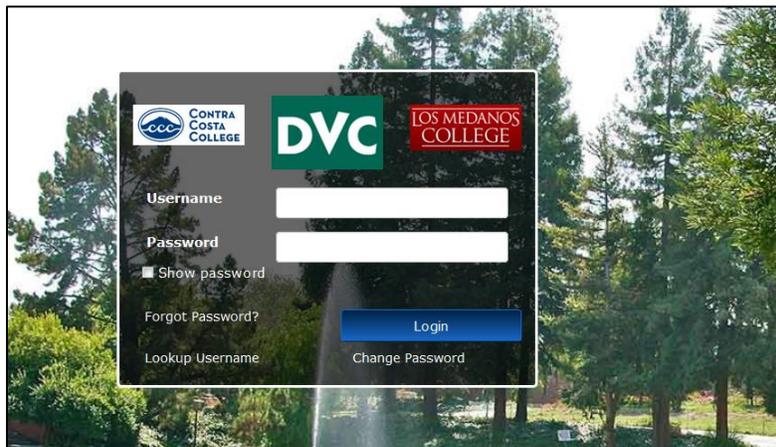
1. Go to: www.losmedanos.edu/lmconnect



2. Click “Access LMC Connect HERE”



3. Log in using your 4CD credentials



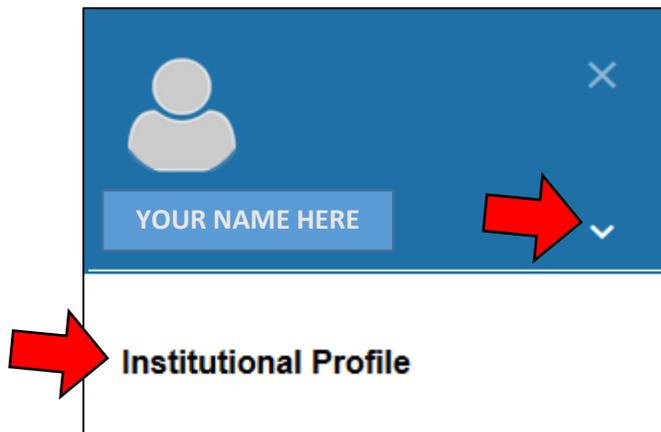


How to set up your profile

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click the down arrow next to your name then click “Institutional Profile”



First/Last Name [Last Login: undefined]

Login Page:

Title:

Contact Information

Login: Institution Email:

Phone: Alternate Email:

Cell Phone: Video Phone:

Send my correspondence to: Institution Email Alternate Email Both

Display all time zones Time zone:

General Overview

A general message should go here. Tell people how you can help them during your office hours.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to

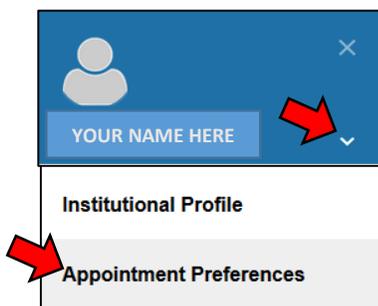


How to set up your appointment preferences

1. Log in to LMC Connect –see “How to log in to LMC Connect” for more instructions
2. Click the **Starfish** menu at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click the down arrow next to your name then click “**Appointment Preferences**”



4. Enter your preferences

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 15 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions
Elsewhere	Conference Room SS3-332	Check in at EOPS front desk
Office	SSC- 127	Check in at the front desk

Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

+ Add Calendar Manager

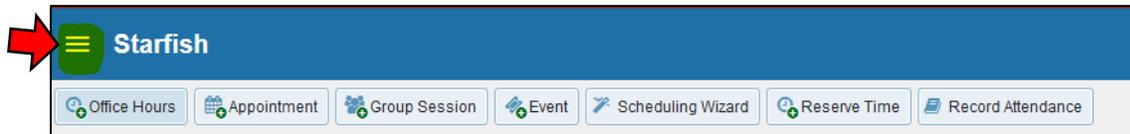
Calendar Manager

No calendar managers selected

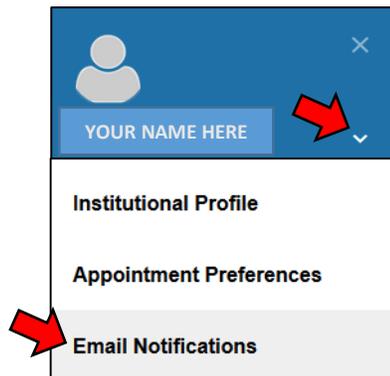


How to set up your notification preferences

1. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



2. From the menu, click the down arrow next to your name then click **“Email Notification”**



3. Enter your preferences

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder
Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts: Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:
 change to my appointments change to my Office Hours/Group Sessions

Success Network Updates: Send me a weekly status update about my Success Network

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 2:00 am
 Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me



How to set up your office hours

NOTE: Setting up your office hours will allow students to make appointments with you through LMC Connect. An outlook reminder will be sent to you regarding your office hours. You will also receive an email notification if a student schedules an appointment.

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. If it’s your first time logging into LMC Connect, the **Office Hours Setup Wizard** will be the default page

Starfish provides a simple and efficient way for people on campus to schedule time with one another, whether that time is face-to-face, over the phone, or even online. All you have to do to get up and running in Starfish is complete the information on the right, which lets people know when you will be available during the term. Then others on campus will be able to schedule appointments with you electronically. It's that easy!

Once you've signed up, you can elect to receive email notifications informing you about your upcoming meetings. Each notice will include the reason for the visit, the person's picture if available, and a link to their profile.

A well-connected campus is a better campus, so start using Starfish now!

Office Hours Setup Wizard
If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?
 M T W T F S S

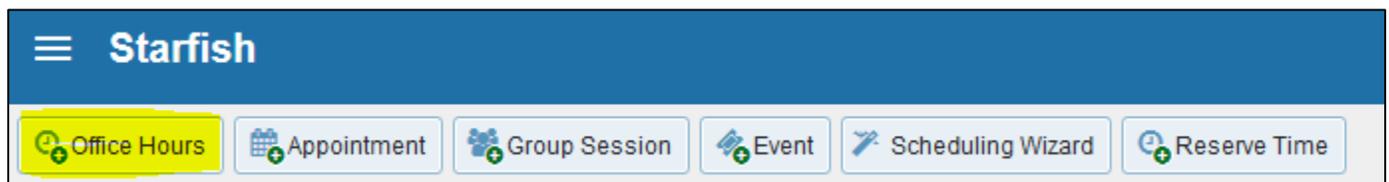
2. What time are your office hours?
Enter Start Time to Enter End Time

3. Where are they?
Type:
Details:
Instructions:

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Close Set up Office Hours

3. If it’s not your first time logging into LMC Connect, click the “Office Hours” link from the top menu



Add Office Hours Never Mind Submit

* Title:

* What day(s)?: Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

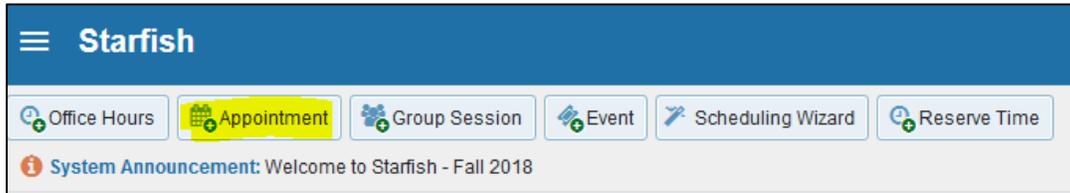
* What time?: to

* Where?: SSC-127
Check in at the front desk



How to create and edit individual appointments

1. From the homepage, click “Appointment”



2. Add appointment details – student, date, time, location, reason, etc.

Note: Location options are set based on your appointment preferences; please refer to “How to set your appointment preferences” for more instructions

Add Appointment [Never Mind] [Submit]

Scheduling | Outcomes | SpeedNotes

With

- * People in Active terms All terms
- * Student [dropdown]

When 09-12-2018 [calendar icon] [Start Time] to [End Time]

Where [Select a location...]

Reason FAM Program [dropdown]

Course No Course [dropdown]

Sharing Shared Private

Detailed Description
Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

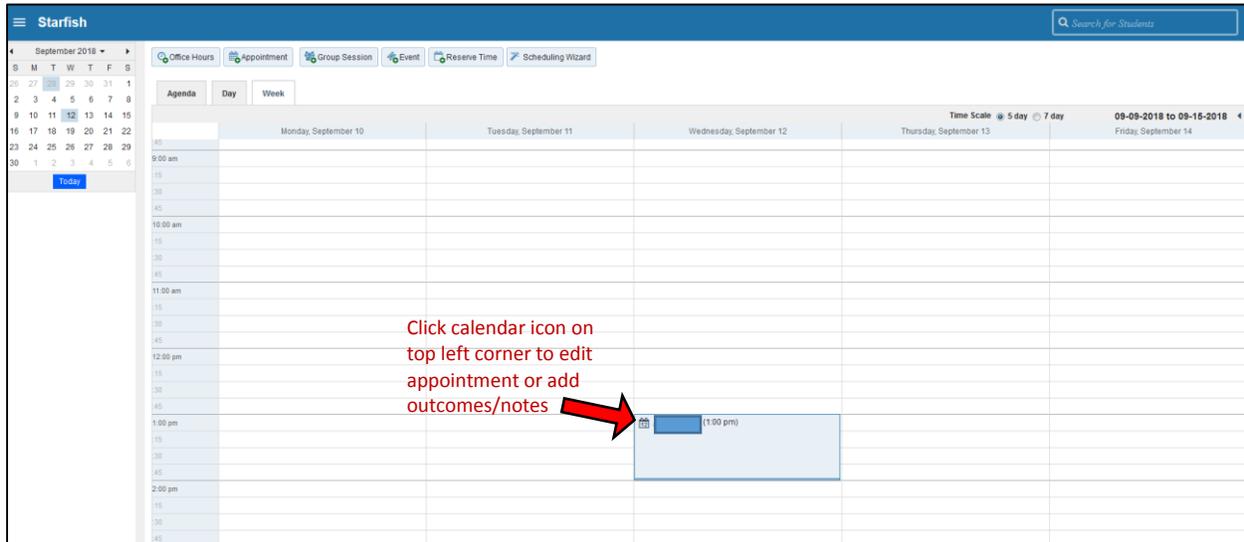
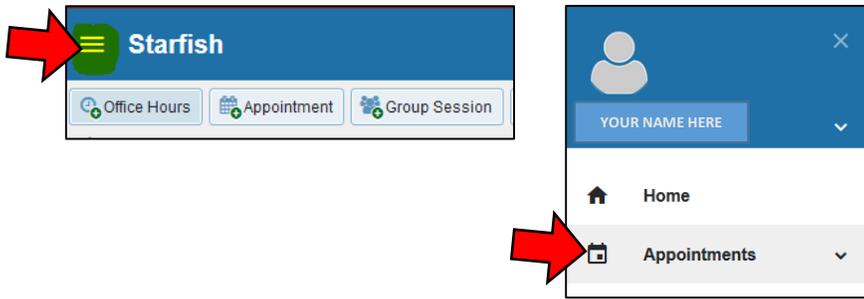
[Detailed Description text area]

Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):

- Student Retention Office

* Required fields [Never Mind] [Submit]

3. All appointments will show up on your calendar



4. Record outcome of appointment

Scheduling | **Outcomes** | SpeedNotes

Time ? to

Attendance Student missed appointment

Email Send a copy of note to student

Comments
Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):

- Student Retention Office

* Required fields

5. **Speed Notes**— reason for appointment must be noted as “FAM Program” for appropriate Speed Notes to show up

Add Appointment

Scheduling Outcomes **SpeedNotes**

Check off the topics discussed and activities completed in this meeting.

1. Disarm

As this is a new relationship with the student I was very conscious about being accessible with body language and tone of voice to develop a personal connection. Other (Disarm)

As this is an ongoing relationship I greeted the student warmly and welcomed them.

2. Discover

I actively listened and I learned about the students interests. I actively listened and learned about past challenges in the students life and listened for the strengths they used to overcome those challenges. I reflected those strengths back to the student.

I actively listened and I learned about things that were very important to the student Other (Discover)

I actively listened and learned about a current challenge in the students life and listened for strengths.

3. Dream

I use what information I learned through the discover process with the student, I focused on the students strengths and interests we discussed career options Other (Dream)

I use what information I learned through the discover process with the student, using the students strengths and interests we discussed transfer options

4. Design

Based on a degree checklist of certificate pathway I helped the student choose courses for next semester I gave the student a degree checklist(s) for the degree(s) that matched their goals

I gave a student a specific contact of an employer related to a job. Other (Design)

5. Do Not Settle

I helped the student organize the assignments and work they needed to do for the class. I helped the student with a specific assignment

I helped the student study for an exam. Other (Do Not Settle)

6. Deliver

The student came to me to talk. Other (Deliver)

* Required fields



How to create group sessions

1. From the homepage, click “group session”



2. **Add group session details** – name, date, time, location, purpose, max # of attendees

Note: Location options are based on your appointment preferences; please refer to “How to add

Add Group Session [Never Mind] [Submit]

* Title: FAM Group Session

* When: Once [v] Date: 09-12-2018 [calendar]

* What time?: 2:00 pm [text] to 3:00 pm [text]

* Where?:
 SSC- 127
Check in at the front desk
 Conference Room SS3-332
Check in at EOPS front desk

* Reason: FAM Program [v]

* How many students?: 5 [text]

Enter the maximum number of students that can sign up for the session.

Allow students to see other students who have signed up

Support supplemental instruction
Restrict the session to students in the same section or course. Note that the selected reason controls whether restriction is limited to the same course or section.

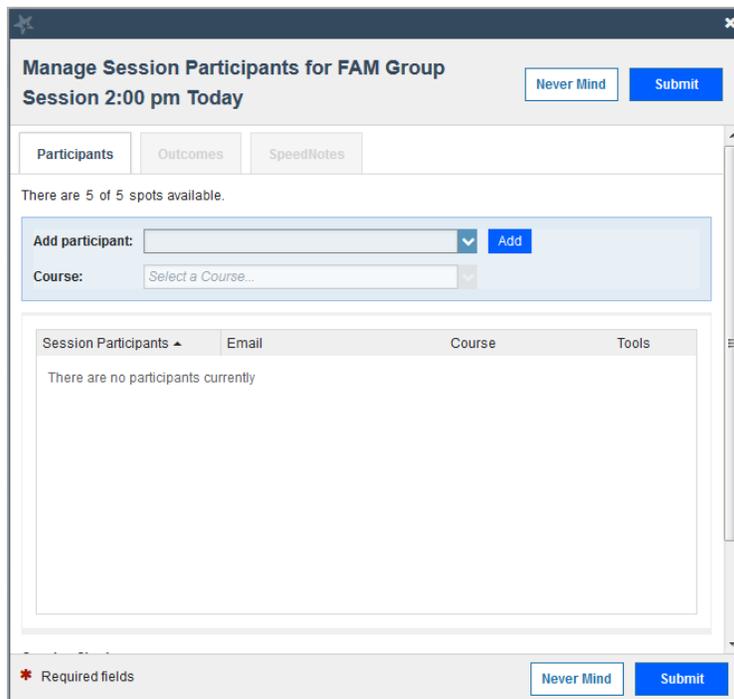
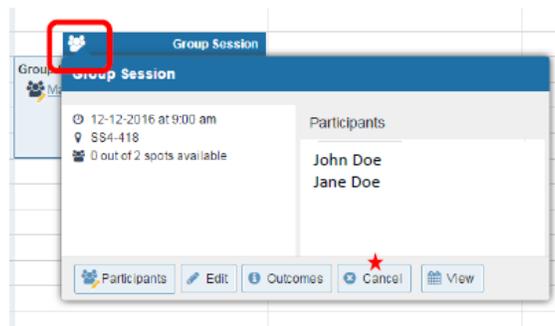
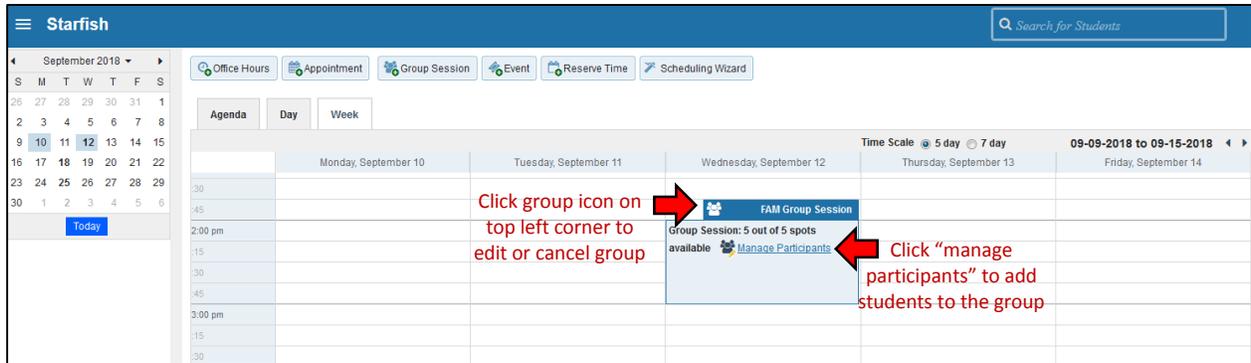
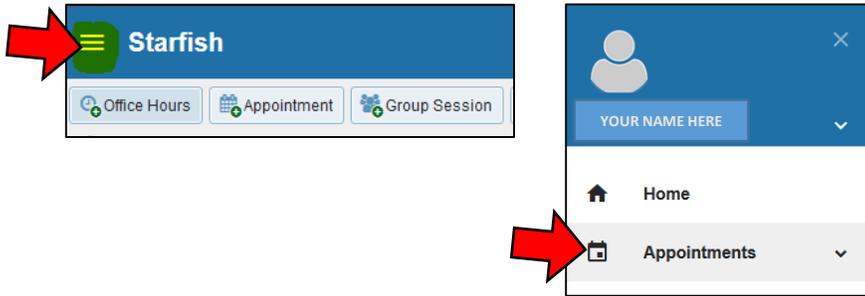
[Instructions] [Start/End Date]

These will be sent to anyone who makes an appointment.

[text area]

* Required fields [Never Mind] [Submit]

3. All group sessions created will show up your calendar



4. Record outcome of group session

The screenshot shows a web interface titled "Manage Session Participants for FAM Group" with a subtitle "Session 2:00 pm Today". It features a "Participants" tab, "Outcomes" tab, and "SpeedNotes" tab. Below the tabs, there are fields for "Actual Start Time" and "Actual End Time". A "Participant Comments" section contains two student entries, each with a text area and a "Student missed session" checkbox. At the bottom, there are "Session Sharing" options (Shared/Private) and a "Permissions" section listing "Student Retention Office". "Never Mind" and "Submit" buttons are present at the top right and bottom right.

5. Speed Notes—reason for appointment must be noted as “FAM Program” for appropriate Speed Notes to show up

The screenshot shows the "SpeedNotes" tab selected in the "Manage Session Participants" interface. It contains a checklist of activities to be checked off during the meeting, organized into six numbered sections:

- 1. Disarm**
 - As this is a new relationship with the student I was very conscious about being accessible with body language and tone of voice to develop a personal connection.
 - As this is an ongoing relationship I greeted the student warmly and welcomed them.
 - Other (Disarm)
- 2. Discover**
 - I actively listened and I learned about the students interests.
 - I actively listened and I learned about things that were very important to the student
 - I actively listened and learned about a current challenge in the students life and listened for strengths.
 - I actively listened and learned about past challenges in the students life and listened for the strengths they used to overcome those challenges. I reflected those strengths back to the student.
 - Other (Discover)
- 3. Dream**
 - I use what information I learned through the discover process with the student, I focused on the students strengths and interests we discussed career options
 - I use what information I learned through the discover process with the student, using the students strengths and interests we discussed transfer options
 - Other (Dream)
- 4. Design**
 - Based on a degree checklist of certificate pathway I helped the student choose courses for next semester
 - I gave a student a specific contact of an employer related to a job.
 - I gave the student a degree checklist(s) for the degree(s) that matched their goals
 - Other (Design)
- 5. Do Not Settle**
 - I helped the student organize the assignments and work they needed to do for the class.
 - I helped the student study for an exam.
 - I helped the student with a specific assignment
 - Other (Do Not Settle)
- 6. Deliver**
 - The student came to me to talk.
 - Other (Deliver)

At the bottom, there are "Required fields" and "Never Mind" / "Submit" buttons.