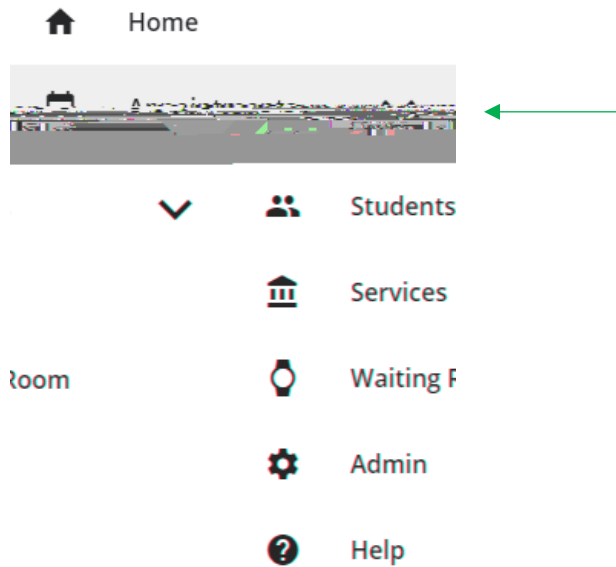


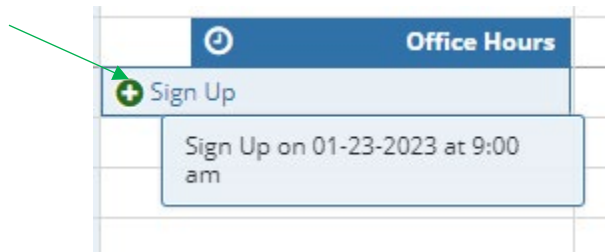
Steps to migrate student appointments out of Cranium and into Starfish

Set up your screen so that you can access both Cranium and Starfish

1. Create a new appointment in Starfish first.
 - x In Cranium, identify the student's name, appt. date & time.
 - x In Starfish select Appointments

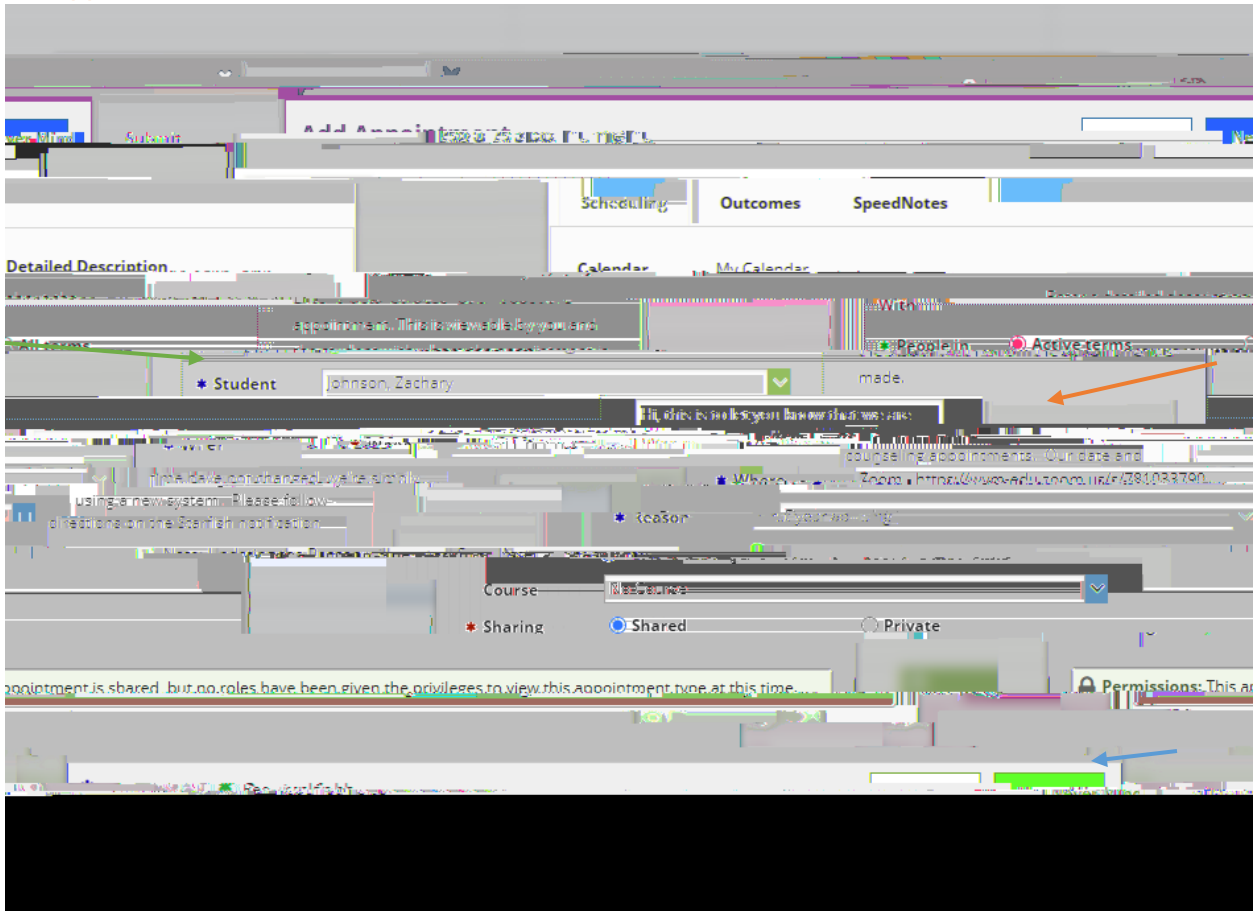


- x Click + to sign up student to your appointment.”

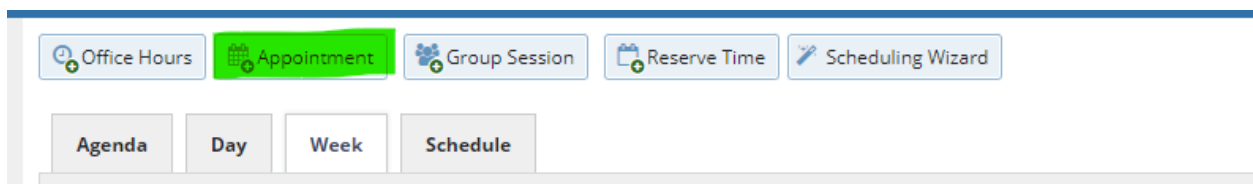


Steps to migrate student appointment out of Cranium and into Starfish

- x Type Student's name and it will appear
Copy over any detail information from Cranium that both you and the student will see regarding the appointment. Click Submit.



- x If not signing student up with open availability, but Adding Appointment to schedule, select the Appointment tab and follow the directions above.



2. Cancel same appointment in Cranium

