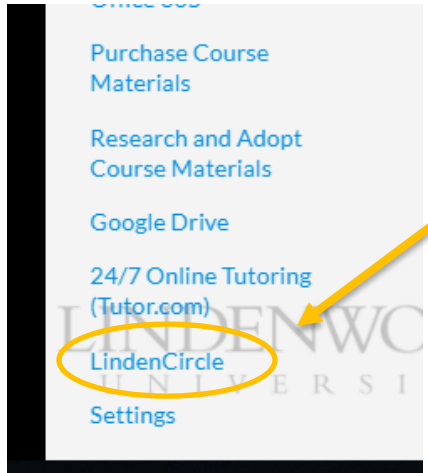



### Welcome to LindenCircle®

LindenCircle provides you with a central location to connect to the people and services that can help you finish what you start – all accessible from the side navigation menu of your LindenCircle **Home** page.

Log in to your LindenCircle Home page by going to Canvas and selecting a course. Once in a course, select the LindenCircle option in the left-hand margin.



This will then take you to the LindenCircle navigation page where you will be selection options using the navigation menu.

The navigation menu  includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors, advisors, Lion Life Coach, or services. LindenCircle can also help you manage the steps you need to take to stay on track and meet your goals.

Here are three great ways to get started:

## 1. Set up your profile

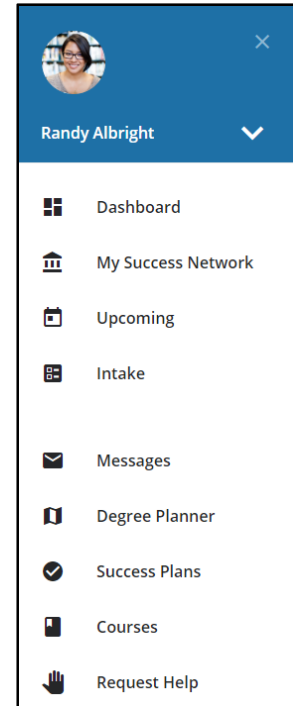
Make it easier for your instructors and advisors to get to know you and stay in contact.

## 2. Connect to people and services that can help you

Use your personalized **My Success Network** and **Courses** channels for quick access to contact information, appointment scheduling, and course help.

## 3. Stay on track

Use the **Upcoming** tab to keep track of upcoming appointments, and your personalized **Dashboard** to see assignments, plans, and recommendations from your instructors.



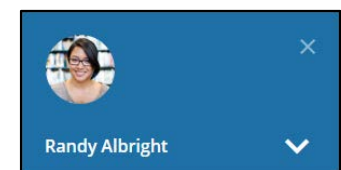
## Not sure what you need?

Browse the Services Catalog or use the **Request Help** option if you can't find what you're looking for through your personalized channels.

*That's it. Simple for you. Powerful for your future.*

## Set up your Profile

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.



1. Open the navigation menu and click your name, and then **Edit Profile** to open your profile.

From here, you can customize your profile by uploading a photo, and adding a secondary email address for receiving LindenCircle emails.

The screenshot shows the 'Edit Profile' interface in LindenCircle. At the top, there is a blue navigation bar with the 'LindenCircle' logo and a hamburger menu icon. Below this, there are two tabs: 'EDIT PROFILE' (which is active and highlighted in orange) and 'NOTIFICATIONS'. The main content area is titled 'Edit Profile' and contains a profile card for 'Randy Albright'. The profile card includes a circular profile picture, an 'Upload Photo' button, and two fields: 'Username' with the value 'ralbright' and 'Institution Email' with the value 'Randy.Albright@starfishcollege.test'. Below the profile card is a 'Contact Information' section with a note: 'Some of your information is automatically updated by your institution and cannot be edited.' This section contains a 'Username' field with the value 'ralbright' and a lock icon, and a partially visible 'Institution Email' field. At the bottom of the page, there are two buttons: 'CLEAR CHANGES' on the left and 'SAVE CHANGES' on the right.

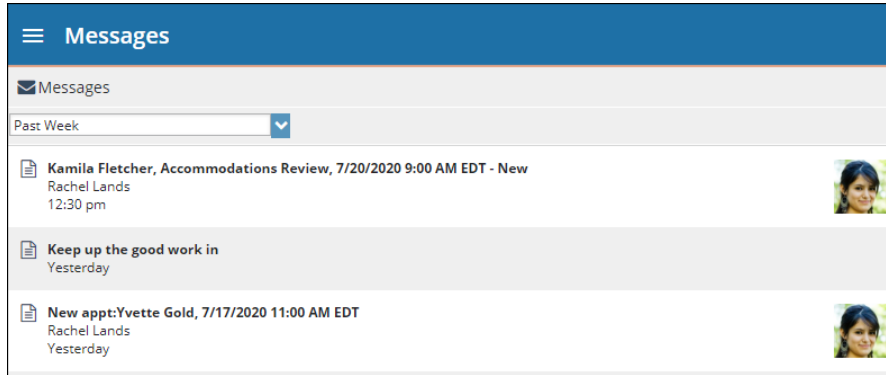
2. Select the **Notifications** tab update your notification preferences.
3. Once you have made your desired changes to your profile, click the **Save Changes** button to save your updates.

## Connect to people and services that can help you

The **My Success Network** and **Courses** channels display the people and services that are available to help you succeed. Here you can find key contact information as well as links to student service web sites and online appointment scheduling.

## Messages

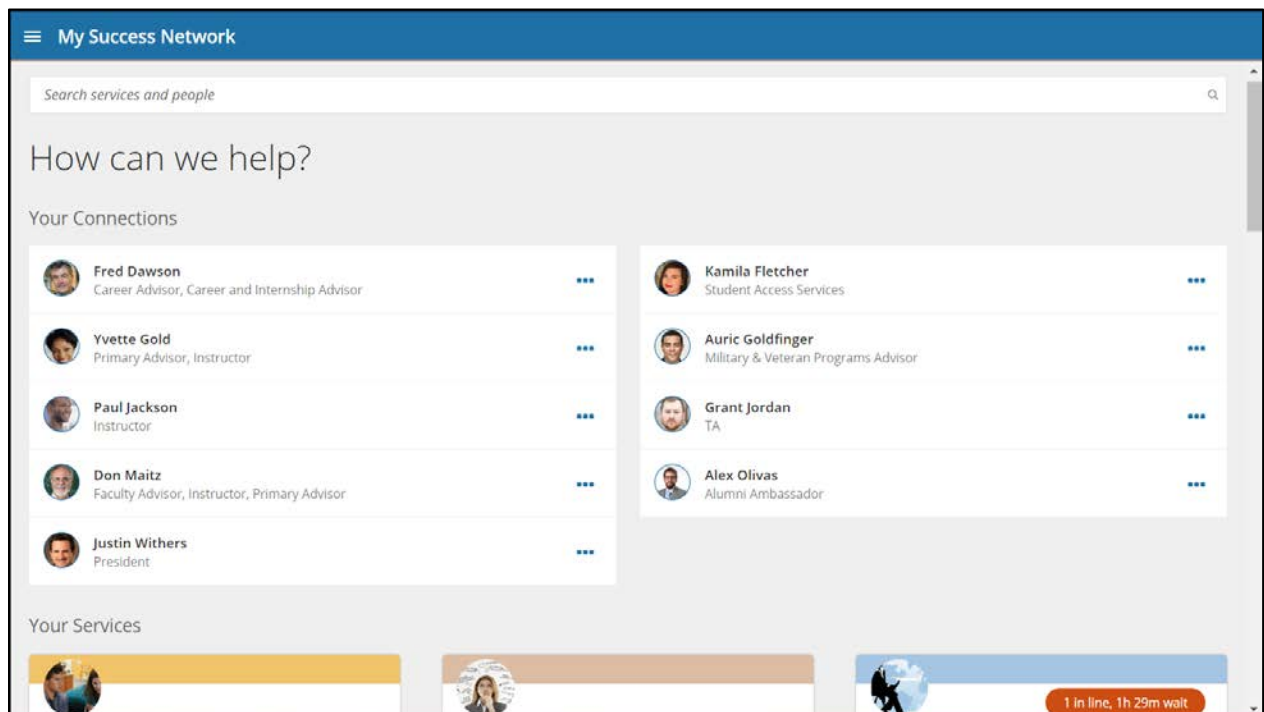
Select **Messages** to display messages sent to you in LindenCircle. Click on any message in the list to display the full contents of that message.



## My Success Network

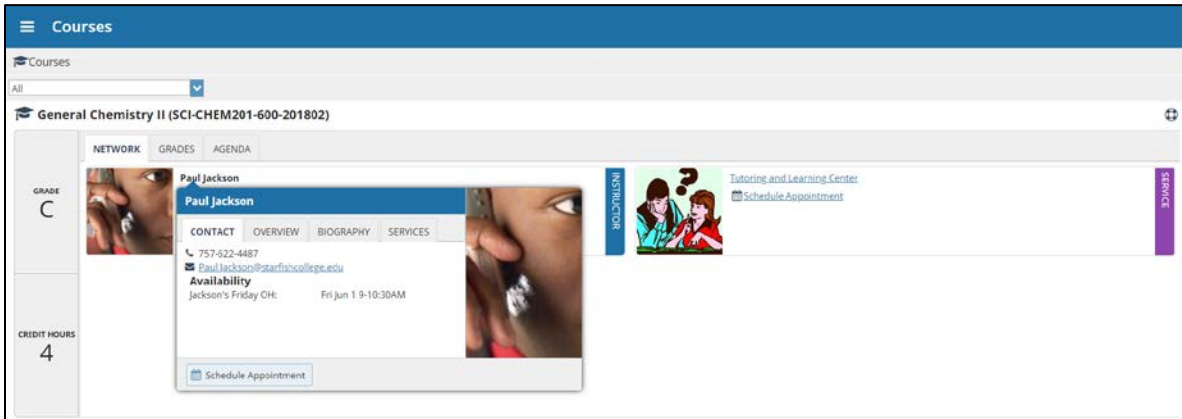
Select **My Success Network** from the navigation menu to display your personalized network. This channel lists the people and resources that are available to assist you. For each person or service listed, you will find contact information, supporting websites, and, if online scheduling is enabled, a link to Schedule Appointment. If a service includes a waiting room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

The Services that are most relevant to you are displayed first. Select Show Other Services at the bottom of the page to see additional services.



## Courses

Select **Courses** from the side navigation menu to display information about courses you are enrolled in as well as contacts and available support related to each. Like the **My Success Network** channel, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to Schedule Appointment or Request Help related to a course.

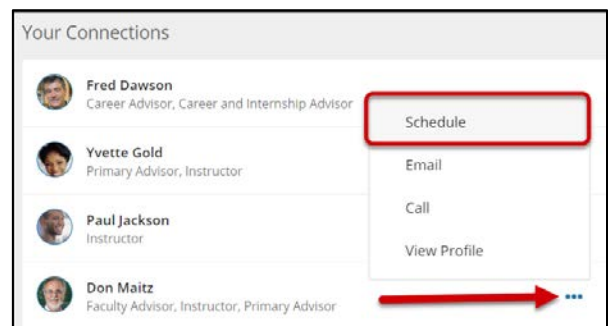


1. Click the Help icon (🔗) link in the upper, right corner next to any of the courses in which you are currently enrolled.
2. This will bring up the **Request Help** form. Select the **Type** of help needed from the drop down menu and give specific **Details** on how staff can assist you.
3. Click the **Submit** button to submit your request when you are finished.

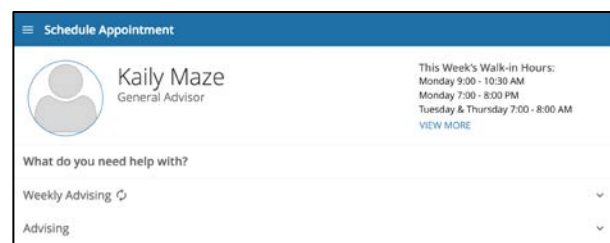
## Make an Appointment

1. From the **My Success Network**, click the ellipsis beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

For Services where appointments are available, select **Schedule** for the desired service.




Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the desired person or service.



## Student Getting Started Guide for LindenCircle

2. Select the type of appointment you want to schedule and choose a reason from the list.

↑ Schedule Appointment



**Kamila Fletcher**  
Student Access Services

What do you need help with?

Accessibility Services ^


Accommodations Review

Equipment Request

Testing Request

3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

↑ Schedule Appointment



**Kamila Fletcher**  
Student Access Services

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

07-17-2020 → 07-31-2020

Show: All session types

Monday, July 20 7 available

9:00 am - 9:20 am  
105 Smith Hall 20m

9:20 am - 9:40 am  
105 Smith Hall 20m

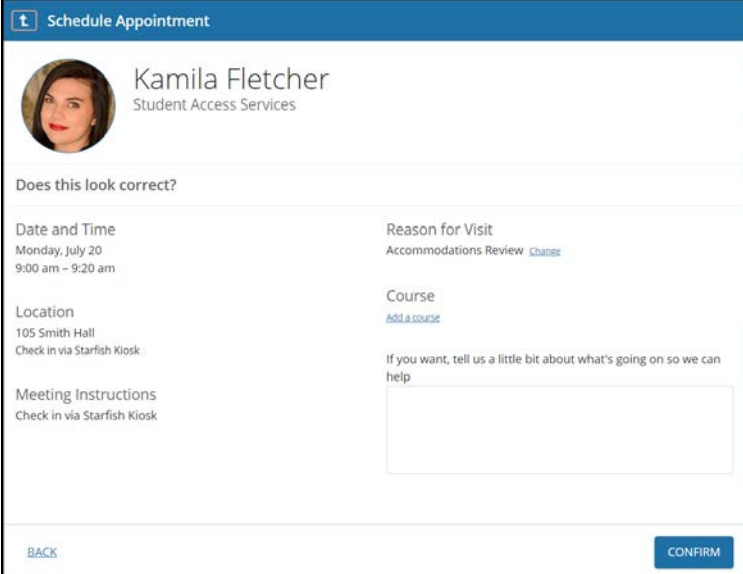
9:40 am - 10:00 am  
105 Smith Hall 20m

← July 2020 →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Student Getting Started Guide for LindenCircle

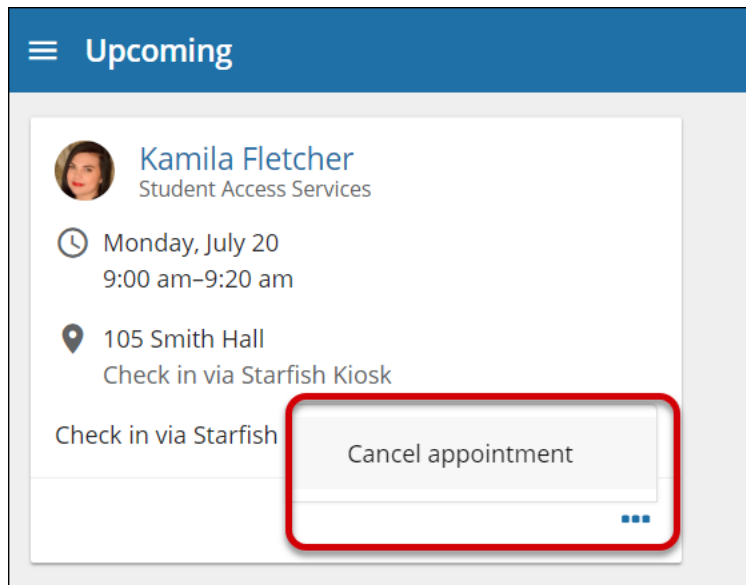
4. Complete your sign up by adjusting any details, such as duration or course, where applicable, and add a description for why you want to meet.
5. Click **Confirm** to finish scheduling the appointment. A confirmation page displays allowing you to make changes to the appointment or jump to another page. Additionally, you will get an email with the appointment details and the appointment will be listed on the **Upcoming** tab.



The screenshot shows a 'Schedule Appointment' form for Kamila Fletcher, Student Access Services. The form includes a profile picture and name at the top. Below is a 'Does this look correct?' section with fields for 'Date and Time' (Monday, July 20, 9:00 am - 9:20 am), 'Location' (105 Smith Hall, Check in via Starfish Kiosk), and 'Meeting Instructions' (Check in via Starfish Kiosk). There are also fields for 'Reason for Visit' (Accommodations Review), 'Course' (Add a course), and a text area for additional notes. At the bottom, there are 'BACK' and 'CONFIRM' buttons.

### Change an Appointment

On the **Upcoming** tab, you can view scheduled appointments and make changes. Click on an appointment to make changes to it, such as changing the location or duration, when available. You can cancel the appointment by clicking the ellipsis **⋮** and selecting **Cancel appointment**.



## Stay on track

### Dashboard

Your **Dashboard** also displays upcoming appointments as well as date-based tasks on the left to help you plan your week. The right-hand column of your Dashboard highlights items that require your attention and may include alerts related to your class work, recommended referrals to campus support offices to help you succeed, and Kudos from your instructors.

The screenshot shows the LindenCircle Dashboard interface. At the top, there is a blue header with the LindenCircle logo and navigation links: "Get the latest on Starfish updates and alerts", "About Starfish", "Ask me a question", and "Download the official Starfish University mobile app here". A "Request Help" button is located in the top right corner. The main content area is divided into four sections:

- Calendar:** Displays a weekly calendar for July 17, 2020. It shows class times for UNIV FRSH101-600-202001 on Monday, Tuesday, and Wednesday from 8 am to 9 am, and on Friday from 7 am to 10 am.
- Notifications (25):** Lists two referral notifications:
  - Attend New Student Orientation Session (Online):** Created by Yvette Gold on 11-22-2019. Due 11-26-2019 (234 Days Overdue). The notification states: "You will be assigned to a New Student Orientation session after completing your Placement Assessment (Step 3). This two-hour class will get you started at StarfishU as well as register for your first quarter of classes. Sign up when..."
  - Schedule with Your Advisor:** Created by Yvette Gold on 01-08-2020. Due 01-31-2020 (168 Days Overdue). The notification states: "The Advising Center must meet with you each term. Schedule your appointment before spots fill up."
- My Connections (9):** Shows a connection with Fred Dawson.
- My Services (14):** Shows a service for Accessibility Support & TRIO Services.

### Success Plans

The **Success Plans** channel will display any customized success plans created for you by your advisor. These plans contain specific tasks with due dates. Click the **View Details** button associated with a plan to display a printable version of the plan.

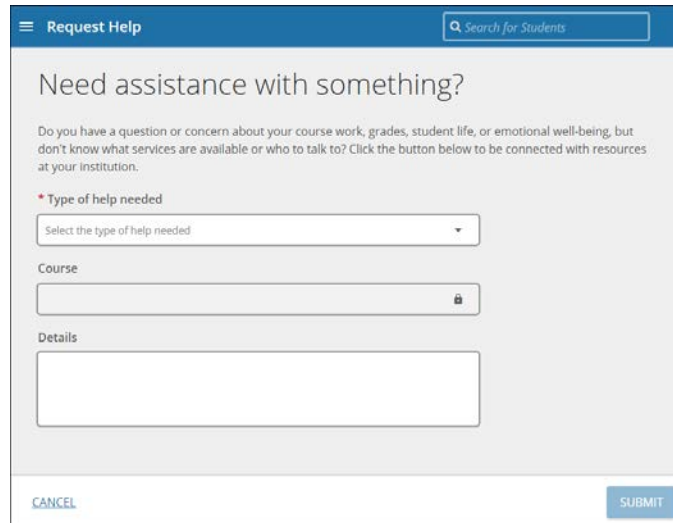


## Not sure what you need?

### Request Help

Select **Request Help** from the navigation menu to see information about where to go for assistance.

From here, you can select **Help Me** to submit a request for help. You will be asked to provide additional information such as the type of help you are requesting, the related course (if applicable), and a description.



We encourage you to make your description as detailed as possible to insure you get the appropriate help needed. Click **Submit** to submit your request when done.

## Frequently Asked Questions

### What if I don't see anyone listed in My Success Network?

Your specific advisors or counselors might not be assigned yet. Check back later or contact your institution's system administrator for additional assistance.

### What if I click the LindenCircle link and get a "You do not have access" message?

Contact your institution's help desk for assistance with accessing the LindenCircle system.

### What if I need more help?

For technical issues, contact the Help Desk at (636) 255-5100 or at [helpdesk@lindenwood.edu](mailto:helpdesk@lindenwood.edu) For questions regarding a flag, please contact your instructor or advisor.

