
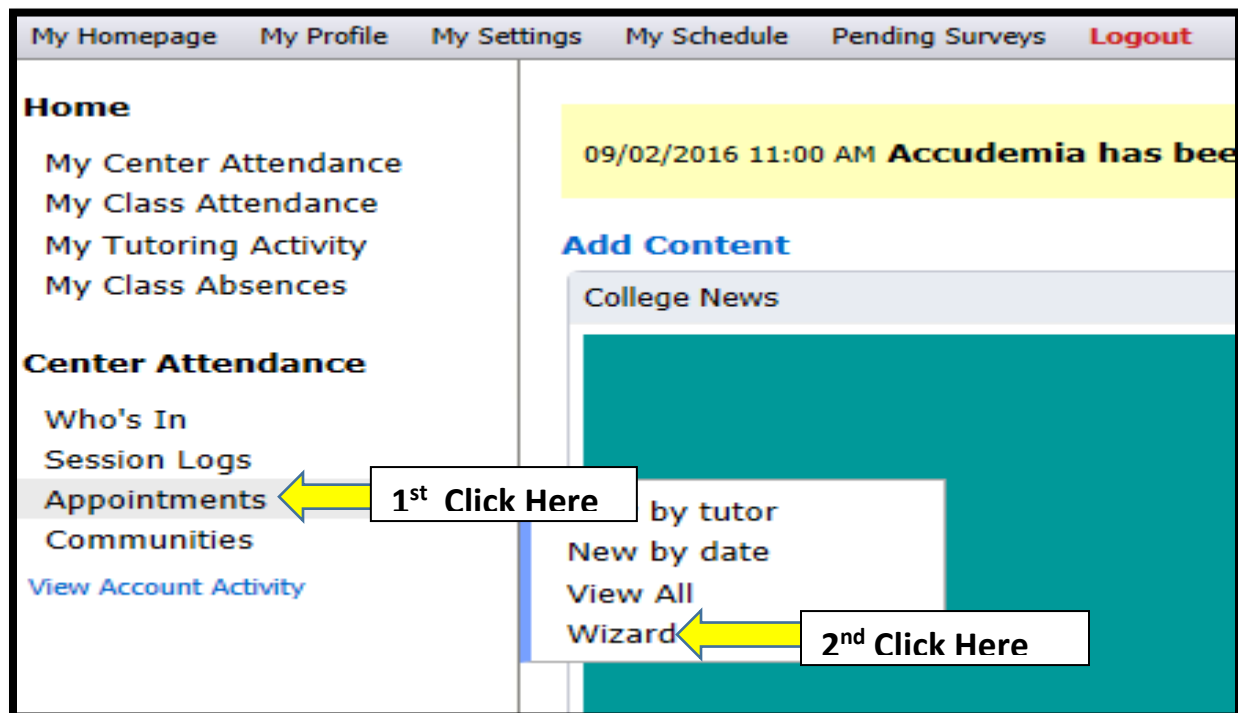

HOW TO SCHEDULE AN APPOINTMENT FOR INDIVIDUAL TUTORING

- 1) Login to ACCUDEMIA by visiting www.esu.edu/tutoring
 - a) Enter your 9-digit student ID number, followed by your password.



User ID:
Password:
[Sign In](#)
[Forgot your password?](#)

- 2) Click on **Appointments** and then click on **Wizard**.



The screenshot shows the ACCUDEMIA user interface. At the top, there is a navigation bar with links: My Homepage, My Profile, My Settings, My Schedule, Pending Surveys, and Logout. The main content area is divided into two columns. The left column contains a sidebar menu with the following items: Home, My Center Attendance, My Class Attendance, My Tutoring Activity, My Class Absences, Center Attendance, Who's In, Session Logs, Appointments, Communities, and View Account Activity. The right column displays a notification for 09/02/2016 11:00 AM, followed by an 'Add Content' section with a 'College News' header. Below this, a dropdown menu is open, listing options: by tutor, New by date, View All, and Wizard. Two yellow arrows point to the 'Appointments' link in the sidebar and the 'Wizard' option in the dropdown menu, with callouts '1st Click Here' and '2nd Click Here' respectively.

3) Click on **University-Wide Tutoring Program** and then click **Next**.

The screenshot shows the 'Appointments Wizard' interface. At the top, there are two buttons: 'Previous' (blue) and 'Next' (grey). A yellow arrow points from a box labeled '2nd Click Here' to the 'Next' button. Below the buttons, the text 'Appointments details' is followed by 'Students:' and a blacked-out field. Underneath, the heading 'Filter the center where you want to schedule appointments:' is followed by a list of options: 'All' (with a house icon) and 'University-Wide Tutoring Program' (with a group of people icon). A yellow arrow points from a box labeled '1st Click Here' to the 'University-Wide Tutoring Program' option.

4) Select the days by clicking in the appropriate box and then click **Next**.

The screenshot shows the 'Appointments Wizard' interface. At the top, there are two buttons: 'Previous' (blue) and 'Next' (grey). A yellow arrow points from a box labeled '2nd Click Here' to the 'Next' button. Below the buttons, the text 'Appointments details' is followed by 'Students:' and a blacked-out field. Underneath, the heading 'Filter the days of the week when you want to create appointments:' is followed by a list of options: 'All days' (with a checkbox), 'Sunday' (with a checkbox), 'Monday' (with a checkbox), 'Tuesday' (with a checkbox), 'Wednesday' (with a checkbox), 'Thursday' (with a checkbox), 'Friday' (with a checkbox), and 'Saturday' (with a checkbox). A yellow arrow points from a box labeled '1st Click Here' to the 'Monday' checkbox.

5) Click on the magnifying glass. Put in the first 3-4 letters of the class. For example, **BIO** or **MATH**.

Appointments Wizard

Previous Next

Appointments details
 Students: [REDACTED]
 Filtered day(s): Mon, Wed, Fri

Select the class of the appointments:

| Code 🔍 | Class 🔍 |
|-----------------|---|
| ART-101-14064-1 | [ART-101-14064-1] GN: Introduction to Art |
| ART-101-14065-2 | [ART-101-14065-2] GN: Introduction to Art |
| ART-101-60597-1 | [ART-101-60597-1] GN: Introduction to Art |
| ART-101-91798-1 | [ART-101-91798-1] GN: Introduction to Art |
| ART-101-91799-2 | [ART-101-91799-2] GN: Introduction to Art |
| ART-101-91799-H | [ART-101-91799-H] GN: Introduction to Art |
| ART-151-14066-1 | [ART-151-14066-1] GN: Basic Drawing |
| ART-151-14066-2 | [ART-151-14066-2] GE: Basic Drawing |
| ART-151-15111-1 | [ART-151-15111-1] GE: Basic Drawing |
| ART-151-16019-2 | [ART-151-16019-2] GN: Basic Drawing |
| ART-151-16019-3 | [ART-151-16019-3] GE: Basic Drawing |
| ART-151-17508-3 | [ART-151-17508-3] GN: Basic Drawing |
| ART-151-91800-1 | [ART-151-91800-1] GN: Basic Drawing |
| ART-151-91802-3 | [ART-151-91802-3] GN: Basic Drawing |
| ART-151-93540-2 | [ART-151-93540-2] GE: Basic Drawing |

1st Click Here

6) Find the course name, number and CRN that you are taking and click on the **course** and then click **Next**. The course CRN can be found by visiting your myESU page, under the "Students" tab, on the right hand side under "Student Resources" viewing your "Concise Student Schedule".

| Code 🔍 | Class 🔍 |
|------------------|--|
| MATH-090-14435-2 | [MATH-090-14435-2] Intermediate Algebra |
| MATH-090-16217-1 | [MATH-090-16217-1] Intermediate Algebra |
| MATH-090-60129-1 | [MATH-090-60129-1] Intermediate Algebra |
| MATH-090-60478-1 | [MATH-090-60478-1] Intermediate Algebra |
| MATH-090-61051-1 | [MATH-090-61051-1] Intermediate Algebra |
| MATH-090-91979-2 | [MATH-090-91979-2] Intermediate Algebra |
| MATH-090-94462-1 | [MATH-090-94462-1] Intermediate Algebra |
| MATH-100-14436-1 | [MATH-100-14436-1] GN: Numbers Sets & Structures |
| MATH-100-14437-2 | [MATH-100-14437-2] GN: Numbers Sets & Structures |

2nd Click Here

3rd Click Here

7) Check in the box to select **Individual Tutor Session**. Click **Next**.

Appointments Wizard

Previous Next **2nd Click Here**

Appointments details
Students: [REDACTED]
Filtered day(s): Mon, Wed, Fri
Class: [MATH-100-14436-1] GN: Numbers Sets & Structures

Select the services of the appointments:

| <input type="checkbox"/> Service |
|---|
| <input type="checkbox"/> CRLA Tutor Training |
| <input type="checkbox"/> Drop-In Lab |
| <input checked="" type="checkbox"/> Individual Tutor Session 1st Check Here |
| <input type="checkbox"/> Small Group Tutoring Session |
| <input type="checkbox"/> STAR Student |
| <input type="checkbox"/> Supplemental Instruction |
| <input type="checkbox"/> WS / GA / GSW (Hours) |

Showing 1-7 of 7 [1 selected]

8) Check the box next to the name of the tutor you want to make an appointment, followed by clicking **Next**.

Appointments Wizard

Previous Next **2nd Click Here**

Appointments details
Students: [REDACTED]
Filtered day(s): Mon, Wed, Fri
Class: [MATH-100-14436-1] GN: Numbers Sets & Structures
Services: Individual Tutor Session

Filter the tutors of the appointments:

| <input checked="" type="checkbox"/> Tutor |
|--|
| <input checked="" type="checkbox"/> Zelienka, Allyson R 1st Check Here |

Showing 1-1 of 1 [1 selected]

- 9) Drag the mouse across the **green boxes** to select the time slot for you individual session; a reservation notice will pop up asking if you want to make recurring reservations. “Click No, One-time”.

Appointments Wizard

Appointments details
Students: ██████████
Filtered day(s): Mon, Wed, Fri
Class: [MATH-100-14436-1] GN: Numbers Sets & Structures
Services: Individual Tutor Session

Appointment reservations [Add recurring](#)
You have no reservations


Open a schedule and add appointment reservations:

Zelienka, Allyson R

| | 8 AM | | | | 9 AM | | | | 10 AM | | | | 11 AM | | | | 12 PM | | | | 1 PM | | | |
|------------------------------|------|-----|-----|-----|------|-----|-----|-----|-------|-----|-----|-----|-------|-----|-----|-----|-------|-----|-----|-----|------|-----|-----|-----|
| | 0 | '15 | '30 | '45 | 0 | '15 | '30 | '45 | 0 | '15 | '30 | '45 | 0 | '15 | '30 | '45 | 0 | '15 | '30 | '45 | 0 | '15 | '30 | '45 |
| Wednesday, February 14, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday, February 16, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, February 19, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday, February 21, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday, February 23, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, February 26, 2018 | | | | | | | | | | | | | | | | | | | | | | | | |

1st Drag Here →

Reservation

 Do you want to make recurring reservations?

2nd Click Here ←

10) If the appointment reservation is correct, check box to the left of the appointment, followed by **Next**.

Appointments Wizard

[Previous](#) [Next](#) **2nd Click Here**

Appointments details
Students: ██████████
Filtered day(s): Mon, Wed, Fri
Class: [MATH-100-14436-1] GN: Numbers Sets & Structures
Services: Individual Tutor Session

Appointment reservations (1) [Add recurring](#) [Hide](#) [Select all](#) [Select none](#) [Remove](#) [Change time](#) [Change duration](#)

1. Monday, February 19, 2018 at 12:30 PM for 15 min. with Zelenka, Allyson R

Open a schedule and add appointment reservations:

Zelenka, Allyson R

| | 8 AM | | | | 9 AM | | | | 10 AM | | | | 11 AM | | | | 12 PM | | | | 1 PM | | | | 2 PM | | | |
|------------------------------|------|-----|-----|-----|------|-----|-----|-----|-------|-----|-----|-----|-------|-----|-----|-----|-------|-----|-----|-----|------|-----|-----|-----|------|-----|-----|-----|
| | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 | '0 | '15 | '30 | '45 |
| Wednesday, February 14, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday, February 16, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, February 19, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday, February 21, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday, February 23, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, February 26, 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

11) Confirm your appointment information is correct. If so, click **Finish**.

Appointments Wizard

←

Appointments details
Students: ██████████
Filtered day(s): Mon, Wed, Fri
Class: [MATH-100-14436-1] GN: Numbers Sets & Structures
Services: Individual Tutor Session


Please check the appointment reservations' status. Only appointments with valid reservations will be created

██████████ **1 valid, 0 invalid**

Valid reservations
Monday, February 19, 2018 at 12:30 PM for 15 min. with Zelenka, Allyson R at University-Wide Tutoring Program

12) Click yes to finalize appointment.

Accudemia

 Are you sure you want to continue making the appointments?

→

Congratulations! You have scheduled your individualized tutoring appointment. You and the tutor will receive an email explaining the arranged appointment.