**Scheduling a Tutor (takes less than two minutes)**

After login, you will be brought to the scheduling screen. You will see the availability for the current week of the schedule you chose at login. You may adjust the dates by clicking on <PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK> to view different weeks, or click on the calendar icon to view a particular day.

To view the different ‘Available Schedules’ click on the drop-down menu.

After you’ve chosen the desired schedule, you can further refine your search by course using the ‘Limit to’ drop down menu to find the course for which you are seeking assistance.

Once you’ve chosen the course, it will show you the available tutors and times in which tutors are available for that course. Choose an available time from the open slots in the tutor’s schedule and click on that space. You may join a session already in progress or choose from a future date/time.
After you’ve chosen a time from the available slots, a pop-up box will appear asking for the following information:

Your personal information will be filled in for you as the ‘Client’.

The Appointment Date will be displayed along with the time you chose and indicate the tutor that was chosen.

The Appointment Limits indicates you can choose appointments as short as 15 minutes or as long as one hour. All appointment locations are ‘Online’ at this time. Instructions on how to access the online appointment are included here.

You will be asked to provide the name of your instructor and what you would like to work on with the tutor. The ‘Appointment Focus’ indicates the course for which you are seeking assistance. The tutor may be available for additional courses through the drop down menu.

If there are documents that would be helpful to your tutoring session (articles, assignments, etc.) you may upload them prior to the session for the tutor to review.

After you have provided all of the necessary information, click on ‘Create Appointment’. You will receive a conformation email after the appointment has been submitted.
Joining a Waitlist

If a tutor’s sessions are full, you can join the waitlist and be notified of cancellations.

To join the Waitlist for a particular day, click on ‘Waiting List’ on the bottom of that schedule entry.

A pop-up box will appear with the waiting list options and will indicate the date in which you’ve chosen to join the waiting list, the means by which you can be notified of new openings, and the options of selecting the staff member, and limiting the times in which you would be willing to consider meeting for an appointment that may become available.

Choose the staff member you wish to meet with by selecting their name from the drop-down menu. It should be the tutor that tutors for the course in which you are seeking assistance.

Choose the earliest time in which you would be available to accept a waitlist appointment by choosing the time in the ‘Limit based on starting time’ drop-down menu.

Choose the latest time in which you would be available to accept a waitlist appointment by choosing the time in the ‘Limit based on ending time’ drop-down menu.

After your selections have been made, ensure they are the correct tutor, start and end times. If they are all correct, click on ‘Join Waiting List’.