

# Scheduling a Tutoring Appointment

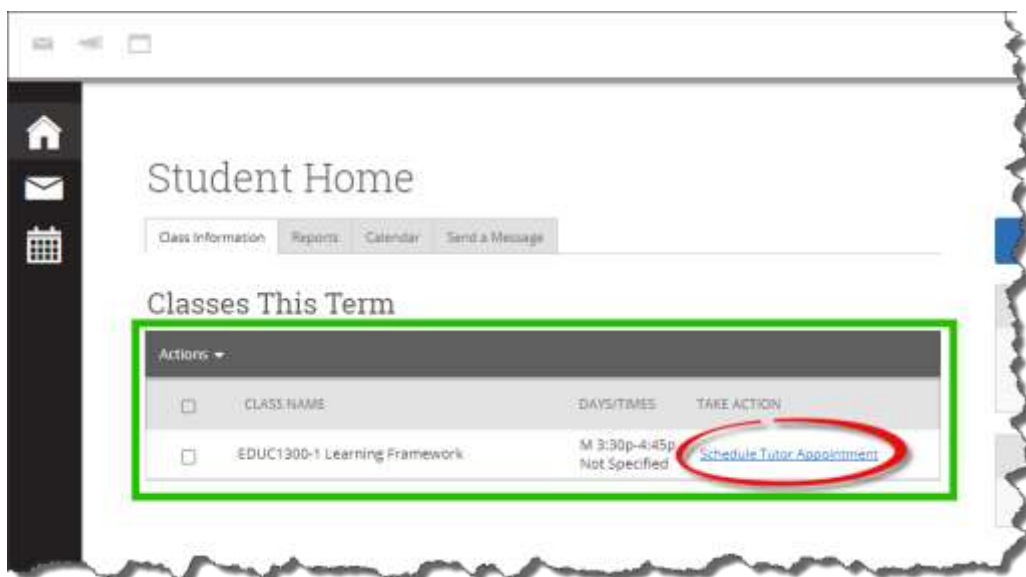


## Scheduling a Tutoring Appointment Using Grades First

1. **Login** to Apache Access.
2. **Click** on the **Schedule Tutoring** link in the **Resources** channel on the **Home** page.



3. **Click** the **Schedule Tutor Appointment** link for the appropriate course in the **Classes This Term** table.



## Scheduling a Tutoring Appointment

- The **Schedule a Tutoring Appointment** window displays the **course name** for the class for which you are about to schedule tutoring.
- **Location options** include online tutoring and the Tutoring Center (Vaughn Library, second floor).
- In order to participate in **Online tutoring, students must download, installed, and login to Blackboard Instant Messenger (BBIM) prior to their appointment.**
- The TJC IT Service Desk (903.510.3963) can provide assistance for students who are not familiar with BBIM.

1. **Click** on a **tutoring location** in the **Choose Location** drop down list.



2. **Click** on the **calendar icon** to select a calendar view for selecting a day for tutoring **OR** **Click** on the **forward button** to advance the date by one day to select a date for tutoring.

The **Tutoring Scheduling table** shows you available tutors and times on the **date you have selected**. If multiple tutors are available on that date, you will see availability for all of them. If they already have other commitments, you will see those on their schedule as colored and labeled blocks as shown in the Legend.

3. **Click** on an **Open time** to select the time you would like to receive tutoring.

## Scheduling a Tutoring Appointment

Schedule a Tutor Appointment

You have chosen to create an appointment for **EDUC1300-1 Learning Framework**

Locations will only appear below if tutors are available.

What location do you prefer?  
Tutoring Center (Library, 2nd floor)

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM
Alexis			open	open	open	open	open	open
Tara				open	open	open	open	open
Ebrima							open	open
Bernardette						open	open	open
Bailey								open

In the **Create Appointment dialog box**, you can add additional information for the tutor and request a reminder.

4. **Click** the **Add Comment link** to open a comments box and add additional information for the tutor.

**For all students:** It is **recommended** that you provide a comment so the tutor can be prepared to address the specific topic on which you need assistance.

5. **Click** the **Send Me an Email button** in the **Reminder** section to receive a reminder email about your tutoring appointment.

*The Send Me a Text button has been disabled in our system for confidentiality reasons.*

6. **Click** the **Submit** button to schedule the appointment.

The tutor's schedule now shows a **Tutoring appointment** on the table where you have booked an appointment. **This time is reserved for you and no other student can schedule that tutor on that day and time.** **If you will be unable to make the appointment, please cancel your appointment so that another student can receive tutoring if they need it.**

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM
Alexis			open	open	open	open	open	open
Tara				open	open	open	open	open
Ebrima							tutoring	open
Bernardette						open	open	open
Bailey								open

7. **Click** on the **Home** button in the left hand navigation to return to the GradesFirst Home screen. Your tutoring appointment is shown in the Upcoming Appointments box on the right hand side of the screen.

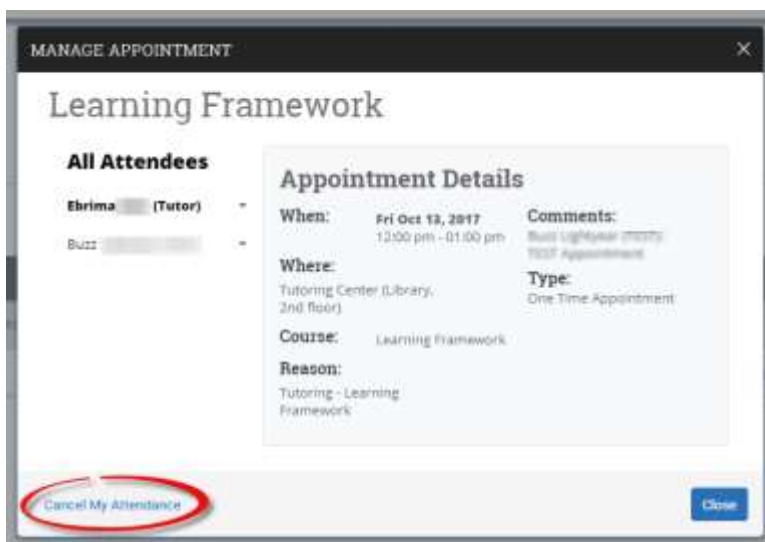
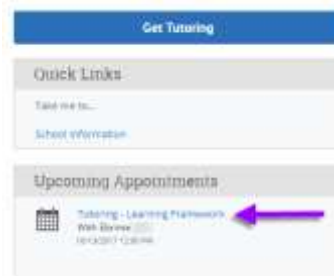
## Scheduling a Tutoring Appointment

### Canceling a Tutoring Appointment

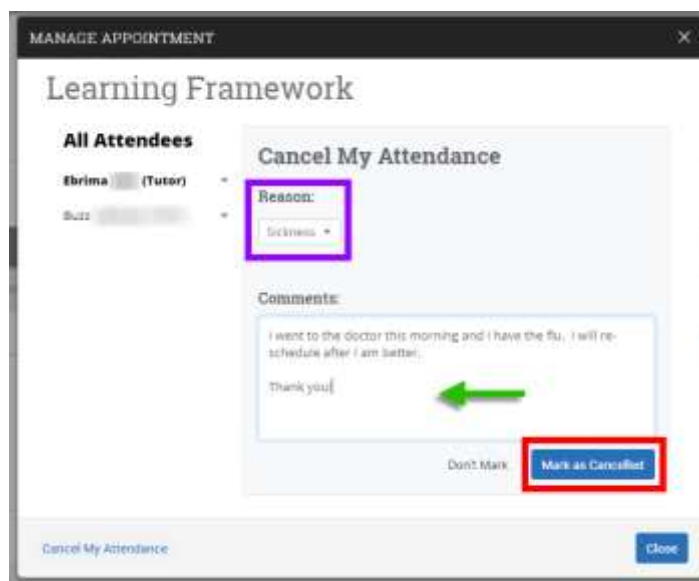
1. **Click** on the **Tutoring – Subject Matter** link in the **Upcoming Appointments** box.

The *Manage Appointment* dialog box shows all the appointment details, including any *Comments* you may have left for the tutor about the subject on which you need tutoring.

2. **Click** the **Cancel My Attendance** button to cancel the tutoring appointment.



3. **Select** a **Reason for cancelling** the tutoring appointment in the **Reason** drop down list.
4. **Type** a **comment to explain** in further detail.
5. **Click** the **Mark as Cancelled** button to cancel the appointment.



A red Appointment Cancelled box will appear verifying your appointment cancellation.