












**MINNEAPOLIS**  
COMMUNITY & TECHNICAL  
**COLLEGE™**

# Scheduling Online Tutoring Appointments

## Login to Navigate and select Appointments



Explore

-  Home
-  To-Dos and Events
-  **Appointments**
-  Study Buddies
-  Resources
-  Holds
-  Class Schedule
-  My Major
-  Settings

[< Go back](#)










## My Appointments

**Upcoming** Past

No upcoming appointments

Schedule an Appointment

Select a "Tutoring and Research" appointment.

-  Home
-  To-Dos and Events
-  Appointments
-  Study Buddies
-  Resources
-  Holds
-  Class Schedule
-  My Major
-  Settings

[< Go back](#)

## Appointment Scheduling

[✕ Exit](#)










[< Back to Reason](#)

What type of appointment would you like to schedule?

- Advising
- Tutoring and Research
- Counseling

Answer Next Question



-  Home
-  To-Dos and Events
-  Appointments
-  Study Buddies
-  Resources
-  Holds
-  Class Schedule
-  My Major
-  Settings

[< Go back](#)

## Appointment Scheduling

[✕ Exit](#)

[< Back to Reason](#)

What kind of tutoring do you need?

- 1. Tutoring For My Classes Tutoring for a currently enrolled course, such as CHEM1020
- 2. Non Course-Based Tutoring General tutoring, such as writing or study skills
- 3. Library Research Help Meet with a librarian to discuss research methods
- 4. Placement Test Prep Accuplacer prep, reading or math
- 5. Computer Lab Application Support Software/web assistance

Answer Next Question [>](#)

# Appointment Scheduling

✕ Exit

< Back to Reason

Please choose from the following options

- Math Tutoring
- Study Skills Tutoring
- Writing Tutoring

Options for non course-based tutoring. If you choose this option, skip to page 8 for further instructions.

Done for Reason



# Appointment Scheduling

✕ Exit

< Back to Reason

What kind of tutoring do you need?

- 1. Tutoring For My Classes
- 2. Non Course-Based Tutoring
- 3. Library Research Help
- 4. Placement Test Prep
- 5. Computer Lab Application Support

Answer Next Question



## Appointment Scheduling

[← Back to Reason](#)

Please choose from the following options

- Schedule 30 Minute Tutoring Appointment
- Schedule 60 Minute Tutoring Appointment

Done for Reason



Course-based tutoring dialog:  
First, select session length

## Appointment Scheduling

Currently, all appointments are online using the Zoom platform, which is available free to students.

[← Back to Location and Staff](#)

Location for your appointment?

Virtual Academic Support Appointments

Answer Next Question





# Appointment Scheduling

✕ Exit

Select tutor(s) to see available appointments.

< Back to Location and Staff

Do you have a tutor preference?

*(select one or more)*

TUTOR1

TUTOR2

TUTOR3

Done for Location and Staff



# Appointment Scheduling

✕ Exit

? Reason

👤 Location & Staff

📅 Available Times

✓ Confirm

## Available Times

Select the day and time for your appointment.

Select a day and time.

Next Week >

SUN 22 Mar	MON 23 Mar	<b>TUE 24 Mar</b> (5)	WED 25 Mar (3)	THU 26 Mar (3)	FRI 27 Mar (3)	SAT 28 Mar
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Before noon

After noon

09:00 AM

10:00 AM



11:00 AM


Continue to Next Step >

## Confirm

### Study Skills Tutoring

One Time Appointment

 Thu, Mar 26	 11:00 am - 12:00 pm	 <b>Tutor name</b>
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 Virtual Academic Support Appointments

### Additional Details:

Thank you for scheduling a virtual tutoring appointment. You will receive an email confirmation with a link to join at the appointment time. In advance, please install Zoom (go to D2L/Resources). Please also verify that your computer is not muted and that your camera is on/ uncovered.

### Anything specific you want to discuss?

Comments for your . . . (Optional) Enter comments here for the tutor

### Appointment Reminder

Send email to **Your email**

Send text message

### Add Phone number:

**Your phone**

**IMPORTANT:** Verify email address. Appointment confirmation with link to virtual appointment will be sent to this address.

# Steps for Online Tutoring

- Schedule an appointment through Navigate; if you experience any issues or concerns, please email the [ASC](mailto:academicsuccesscenter@Minneapolis.edu) (academicsuccesscenter@Minneapolis.edu).
- A Zoom link will be created for your appointment. This link will appear in an automated email that is sent when the link is added to the Navigate appointment record.
- Install Zoom before your appointment. Log in to D2L, open the Resources menu and select Zoom. Follow the instructions to install.
- Turn on computer or device speaker, microphone, and camera.
- The Zoom phone app can also be used; however, file sharing and virtual whiteboard will not be available.
- When it is time for your appointment, open the link from the Navigate.
- The session will be recorded, and a link to review your session will be emailed to you. Because of the recording, Zoom will request your permission when you enter the meeting.

Please contact the Academic Success Center with any questions, concerns, or issues.

- Email [academicsuccesscenter@Minneapolis.edu](mailto:academicsuccesscenter@Minneapolis.edu)
- Include your starID and the type of tutoring appointment you'd like, as well as 3 possible times (date/hour).