

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE[™]

Scheduling Online Tutoring Appointments

Login to Navigate and select Appointments **NAVIGATE** Explore ፊ Home < Go back Ć To-Dos and Events My Appointments Appointments Upcoming Past Study Buddies 22 No upcoming appointments Resources 8 Λ Holds Class Schedule Schedule an Appointment My Major ର୍ବ ٠ Settings

NAVIGATE

Explore

Select a "Tutoring and Research" appointment.

分 Home

ਠ To-Dos and Events

- Appointments
- Study Buddies

Resources

- A Holds
- Class Schedule

😚 My Major

🔅 Settings

< Go back **Appointment Scheduling** X Exit < Back to Reason What type of appointment would you like to schedule? Advising Tutoring and Research Counseling

Answer Next Question

分 Home

🏠 To-Dos and Events

Appointments

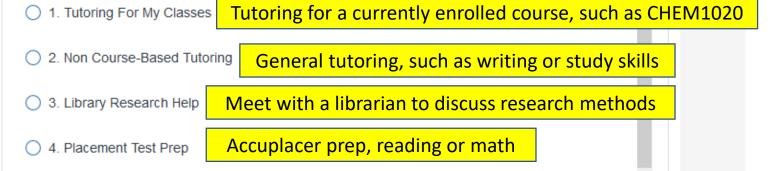
- Study Buddies
- Resources
- A Holds
- Class Schedule
- 😚 My Major
- 🔅 Settings

< Go back

Appointment Scheduling

< Back to Reason

What kind of tutoring do you need?



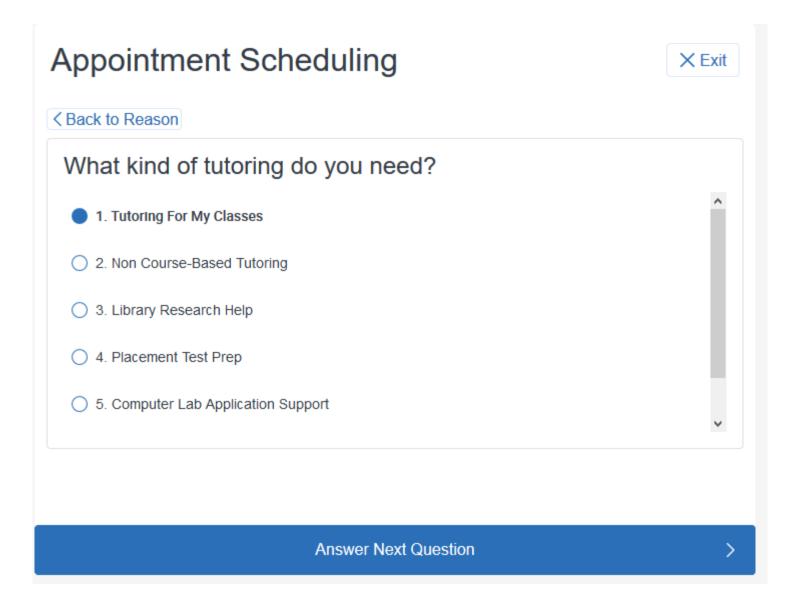
5. Computer Lab Application Support Software/web assistance

Answer Next Question

X Exit

 \checkmark

Appointment Sc	heduling	× Exit
< Back to Reason		
Please choose from	the following options	
O Math Tutoring	Options for non course-based tu	itoring. If you
 Study Skills Tutoring 	choose this option, skip to page instructions.	- ·
 Writing Tutoring 		
		>



Appointment Scheduling

Course-based tutoring dialog: First, select session length

< Back to Reason

V OO DOON

Please choose from the following options

Schedule 30 Minute Tutoring Appointment

Schedule 60 Minute Tutoring Appointment

Done for Reason

>

Appointment Scheduling

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

< Back to Location and Staff

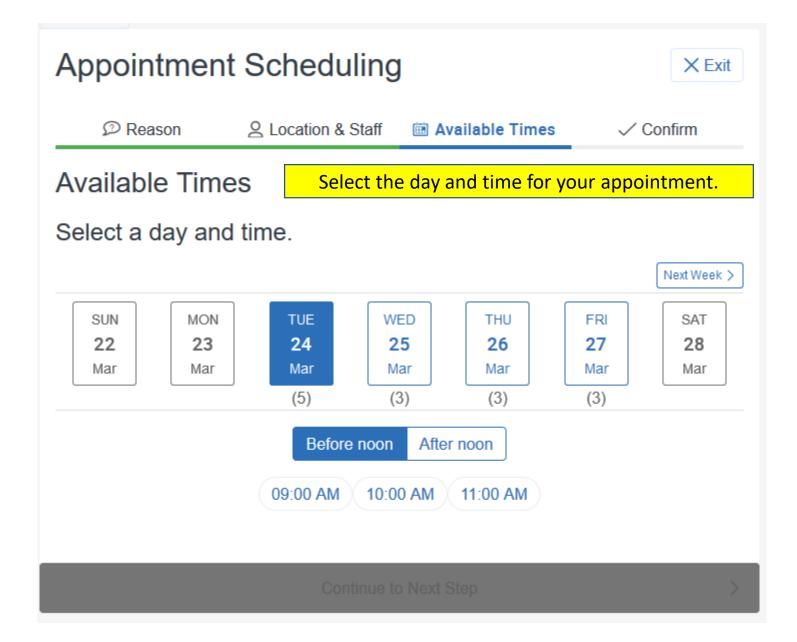
Location for your appointment?

Virtual Academic Support Appointments

Answer Next Question

>

Appointment Scheduling			
K Back to Location and Staff	Select tutor(s) to see available appoint	ments.	
Do you have a tutor preference (select one or more) TUTOR1 TUTOR2 TUTOR3	erence?		
Done	e for Location and Staff	>	

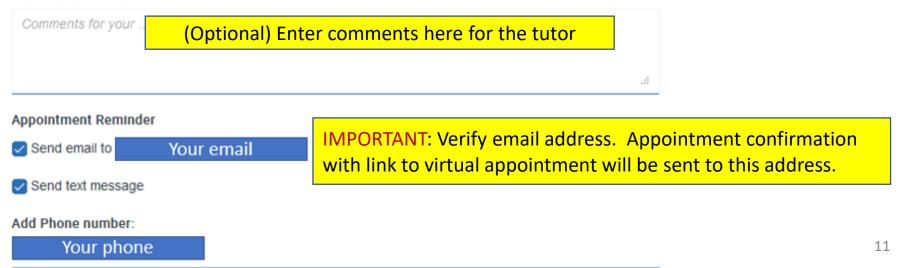


D Reason	오 Location & Staff	Available Times	🗸 Confirm		
Confirm					
Study Skills Tutoring One Time Appointment					
IIII Thu, Mar 26	(11:00 am	- 12:00 pm	2 Tutor name		
Virtual Academic Support Appointments					

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?



Steps for Online Tutoring

- Schedule an appointment through Navigate; if you experience any issues or concerns, please email the <u>ASC</u> (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 <u>academicsuccesscenter@Minneapolis.edu</u>
- Include your starID and the type of tutoring appointment you'd like, as well as 3 possible times (date/hour).