





How to Create Tutoring Appointment

Step 1

- ▶ Right hand side you will see the word Options. Click to Schedule an Appointment. This action will launch the appointment scheduling interface where you can begin setting up your tutoring session.

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Stephanie Barrera Moran

Overview Success Progress History Courses Path More ▾

Overview

Social Science and Hum AA Associate in Arts Liberal Arts	Classification Upper Sophomore
Major History ▾	Most Recent Enrollment 2024 Spring Term


Goals & Interests (supplied by the student)

There was an error retrieving this information.

Categories

Tags

LaGUARDIA
COMMUNITY COLLEGE

Options 

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Report on Appointment](#)
- [Schedule an Appointment](#)
- [Issue a Referral](#)


Staff Alerts Referrals

Active Alerts Campaigns

Student is not involved in any active campaigns

Links

- [DegreeWorks](#)
- [Student Summary View](#)
- [Schedule Builder](#)



Step 2

- ▶ Left hand side you will see the word Filters. You will need to appropriately set the Care Unit, Location, and Service to narrow down your options.
- ▶ Care Unit- Tutoring & Technology. This ensures you are accessing the relevant resources for tutoring.
- ▶ Location- Modern Language Lab (Preference) Ensure it matches what you are looking for
- ▶ Service- Tutoring Appointment Modern Language (Preference) Pick a service indicated *Appointment* Confirm the service matches the help you need to facilitate accurate scheduling.

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Care Unit: Tutoring & Technology

Location: Modern Language Lab

Service: **Tutoring Appointment - Modern Languages

Course: ELS-101 Elementary Spanish I

Meeting Type: Phone

Select a Date: June 2024

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Mori, Marilin	For: Appointments/Drop-Ins Mon, Wed 9:00am - 11:00am ET (2024 Spring Term)
<input type="radio"/>	Nagano, Tomonori	For: Appointments/Drop-Ins Mon-Fri 8:00am - 5:00pm ET
<input type="radio"/>	Bellido Guillen, Maryluz Milagros	
<input type="radio"/>	Rosario, Julio	

Save Appointment Cancel

Continue Step 2

- ▶ Course- ELS101 (Preference) Selecting the correct course ensures that you are matched with a tutor equipped to assist in that subject.
- ▶ Meeting type (Preference) Choose your preferred meeting type, such as in-person, virtual, or phone consultation.
- ▶ Select a Date Choose a suitable date that fits your schedule. Be mindful of any deadlines or commitments.

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Care Unit: Tutoring & Technology

Location: Modern Language Lab

Service: **Tutoring Appointment - Modern Languages

Course: ELS-101 Elementary Spanish I

Meeting Type: **Phone**

Select a Date: June 2024

Available Slots Left in Appointment (0)

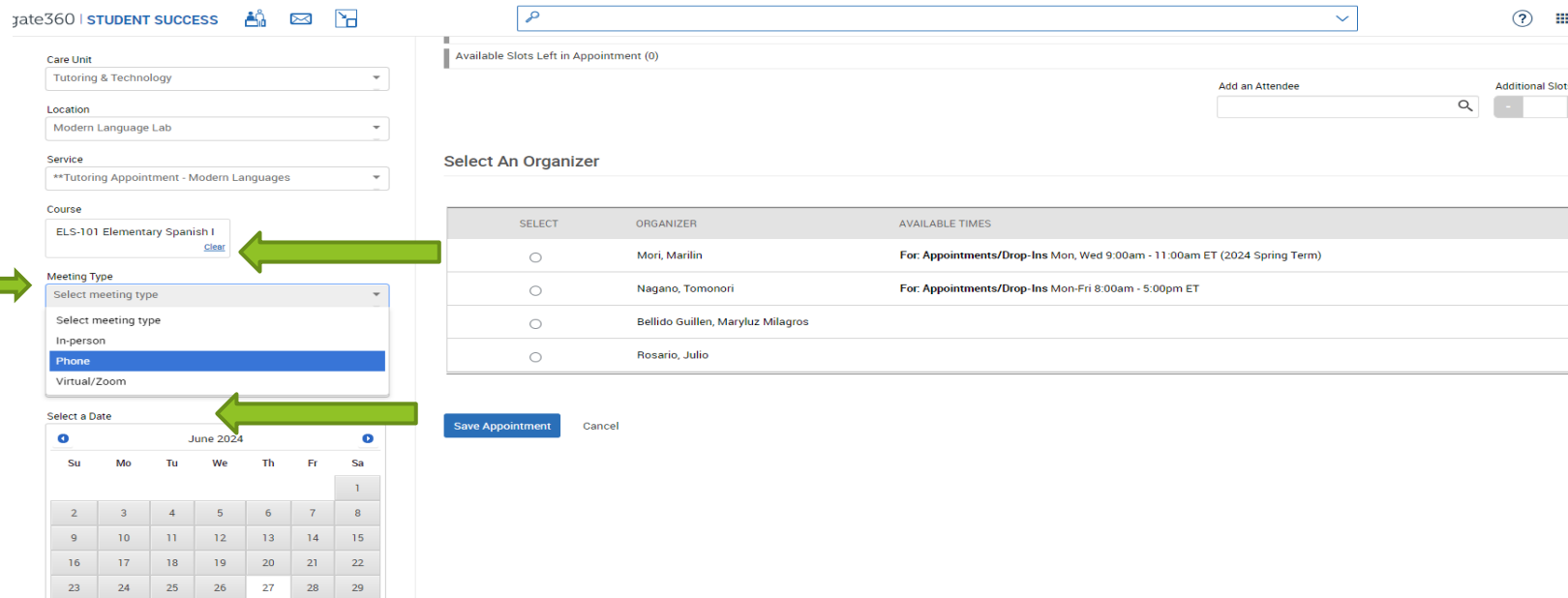
Add an Attendee

Additional Slots

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Mori, Marilin	For: Appointments/Drop-Ins Mon, Wed 9:00am - 11:00am ET (2024 Spring Term)
<input type="radio"/>	Nagano, Tomonori	For: Appointments/Drop-Ins Mon-Fri 8:00am - 5:00pm ET
<input type="radio"/>	Bellido Guillen, Maryluz Milagros	
<input type="radio"/>	Rosario, Julio	

Save Appointment Cancel



Step 3

- ▶ You will see the word Select An Organizer(Tutor). Select the Organizer(Tutor)
- ▶ Choose A Time to Meet- Length (Preference) Specify the length of the session you prefer.
- ▶ Select Time Slot- Pick an available time slot that accommodates you

COMMUNITY COLLEGE - **TEST SITE**

STUDENT SUCCESS

ring Appointment - Modern Languages

01 Elementary Spanish I

Type meeting type

Date

June 2024

Mo	Tu	We	Th	Fr	Sa
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

nders

E-mail Reminder to the organizer attendee?

E-mail Reminder to non organizer attendees?

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	Mori, Marilin	For: Appointments/Drop-Ins Mon, Wed 9:00am - 11:00am ET (2024 Spring Term)
<input checked="" type="radio"/>	Nagano, Tomonori	For: Appointments/Drop-Ins Mon-Fri 8:00am - 5:00pm ET
<input type="radio"/>	Bellido Guillen, Maryluz Milagros	
<input type="radio"/>	Rosario, Julio	

Choose A Time To Meet

Length: 60 min

Availabilities: Show Availabilities for This

TIME SLOT	06/23 (SUN)	06/24 (MON)	06/25 (TUE)	06/26 (WED)	06/27 (THU)	06/28 (FRI)
10:00am - 11:00am ET		DROP-IN	DROP-IN	DROP-IN	DROP-IN 0/1	DROP-IN
11:00am - 12:00pm ET		DROP-IN	DROP-IN	DROP-IN	DROP-IN 0/1	DROP-IN
12:00pm - 1:00pm ET		DROP-IN	DROP-IN	DROP-IN	DROP-IN 0/1	DROP-IN
1:00pm - 2:00pm ET		DROP-IN	DROP-IN	DROP-IN	DROP-IN	DROP-IN
2:00pm - 3:00pm ET		DROP-IN	DROP-IN	DROP-IN	DROP-IN 0/1	DROP-IN
3:00pm - 4:00pm ET		CONFLICTS	DROP-IN	DROP-IN	DROP-IN	DROP-IN

Step 4

- ▶ Scroll down Repeat This Appointment- Do not Repeat unless you need a recurring session.
- ▶ Save Appointment- Make sure to save your appointment to lock in your time. You will receive a confirmation email regarding your appointment details.

The screenshot shows a Zoom appointment scheduling interface. On the left, there is a calendar for June 2024. The main area displays a grid of time slots from 3:30pm to 8:00pm ET. A conflict is shown for 3:30pm-4:00pm ET on Monday, June 24th. The 5:30pm-6:00pm ET slot on Wednesday, June 26th, and the 5:30pm-6:00pm ET slot on Thursday, June 27th, are selected with blue checkmarks. Below the grid, the 'Repeat This Appointment?' section is highlighted with a green arrow pointing to the 'Repeat' dropdown menu, which is currently set to 'Does not repeat'. Another green arrow points to the 'Save Appointment' button. A third green arrow points to the 'Send a text reminder to the organizer' checkbox in the 'Reminders' section.

TIME SLOT	06/23 (SUN)	06/24 (MON)	06/25 (TUE)	06/26 (WED)	06/27 (THU)	06/28 (FRI)
3:30pm - 4:00pm ET		CONFLICTS			DROP-IN	
4:00pm - 4:30pm ET					DROP-IN	
4:30pm - 5:00pm ET					DROP-IN	
5:00pm - 5:30pm ET					DROP-IN	
5:30pm - 6:00pm ET				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6:00pm - 6:30pm ET						
6:30pm - 7:00pm ET						
7:00pm - 7:30pm ET						
7:30pm - 8:00pm ET						
8:00pm - 8:30pm ET						

Thank you

If you have any question, email Julio Rosario the Modern Language Lab Manager

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