

HOW TO...

Make Tutoring or Writing Appointment (Basics)

1

After clicking the *Schedule an Appointment* button from the Tutoring or Writing Services' page, you will see your personal appointment dashboard. Click on the *Schedule an Appointment* tile to search for available appointments.

2

Notice there are TWO options in the search engine: *Class/Subject* and *Service/Reason*.

3

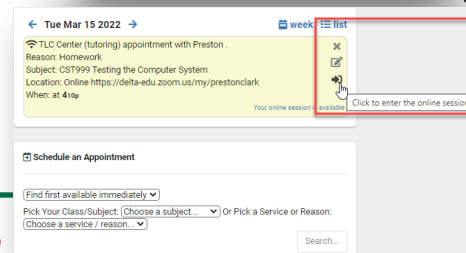
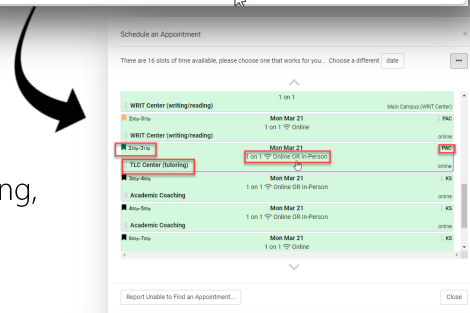
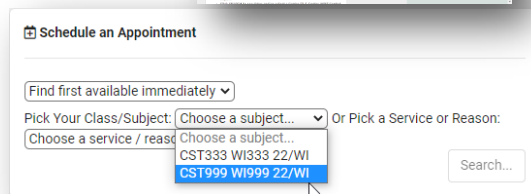
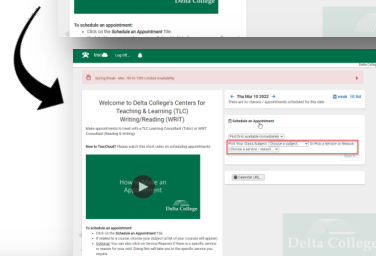
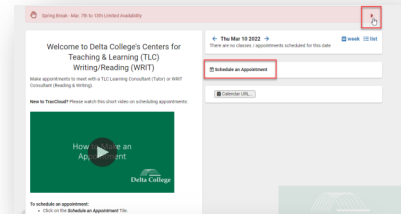
You can either select a subject AND reason; select subject OR reason; or select BOTH options. Using both options will limit your search to a learning or writing consultant specifically with the identified skills.

4

By using only ONE of the search options, you will see broader options available based on the CENTER providing the service. Select an appointment for the Center that closely fits your need: Tutoring, Writing/Reading, Coaching (study skills).

5

Once you select an appointment time, fill out the form presented and click **SAVE**. A **confirmation** will be sent to your **Delta email** with instructions for your appointment. You can see your appointment appear in the calendar tile showing today's date. Click the week/list to view more appointments you may have.



Can't find what you're looking for?

While viewing the list of appointments, click on the *Report Unable to Find an Appointment* button to report the problem. Also, there are **more options** available when searching for an appointment. See the **Advanced Options** on next sheet and be sure to watch the video to see how it's done!

For additional assistance ...

Teaching & Learning Center (TLC)
TLC@delta.edu or 989-686-9314

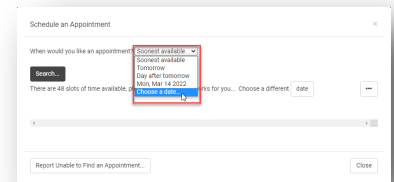


HOW TO...

Make Tutoring or Writing Appointment (Advanced Options)

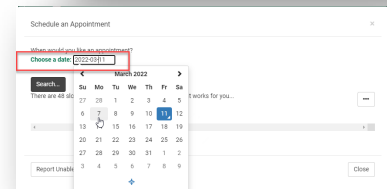
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There are additional features that can help you to refine your search. When looking at appointment times, click on the DATE button. Select "Choose a date" from the menu.



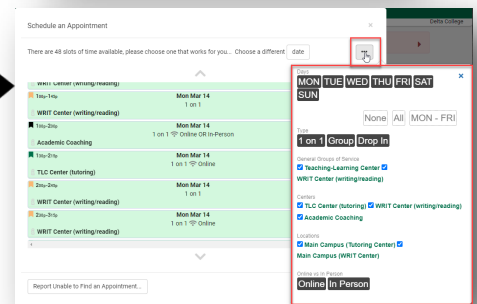
2

Select the specific date you wish to have an appointment. Click the SEARCH button.



1

You can refine the appointments listed by clicking on the *ellipsis* (...) button. There, you can choose the specific Center, days, online/on campus, and the type of appointment options you wish to view :1-on-1, Group, etc.

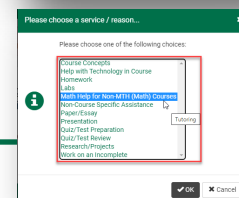
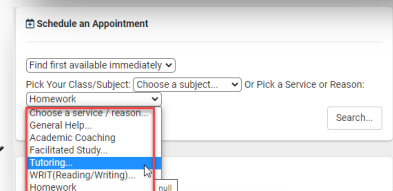


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When choose a Service or Reason with "... " after it, you will be taken to an additional list of options.

2

Select the option that fits closest to your need for the service or reason for the appointment.



Keep In Mind...

There is **more** than ONE way to find the appointment you need! If you don't find what you are looking for, feel free to ask us!

For more assistance

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TLC@delta.edu or 989-686-9314

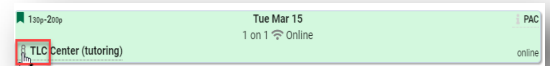


HOW TO...

See Info on the Center and Tutor

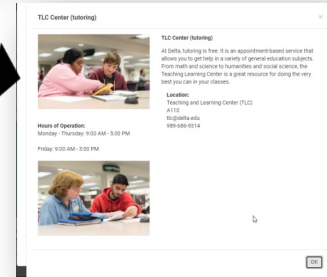
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While in the appointment list, click on the **i** icon in front of the Center name.



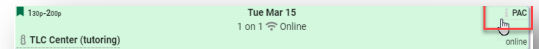
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Additional information about the Center will appear.



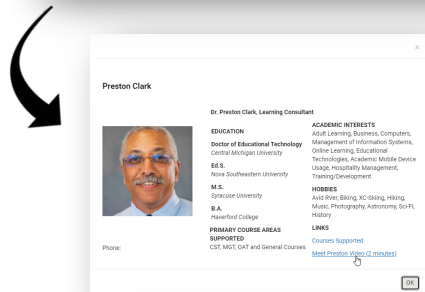
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Click on the **i** icon next to the initials, name or "consultant" moniker of the attending learning or writing consultant.



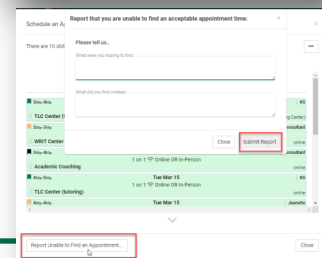
2

Here you will find information about the learning or writing consultant who will meet you for the appointment.



1

Sometimes you may not be able to find an appointment. Click on the button, *Report Unable to Find an Appointment*. Fill out the brief form and someone will contact you by the next business day or sooner!



Keep In Mind...

Additional "How to..." assistance is always available! You can always call or send us an email. We'll do our best to respond quickly.

For more assistance

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