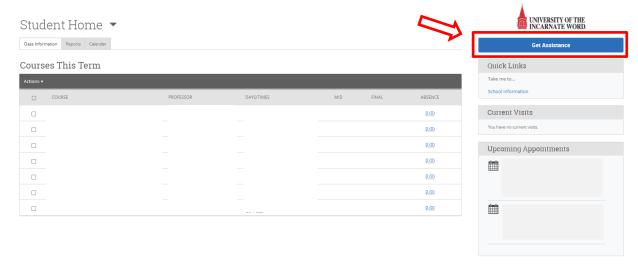
SCHEDULING YOUR OWN COURSE CONTENT TUTORING SESSION

UIW Tutoring Services

UIW undergraduate students can schedule their own course content tutoring sessions with Tutoring Services. To schedule, log into GoUIW (go.uiw.edu), open the <u>EAB Navigate</u> app from the "Quicklinks" card at the top, and follow the steps below.



1. From the Navigate homepage, click the "Get Assistance" option.



2. Using the drop-down menus, select the type of appointment (tutoring), service (course-based tutoring), and date you would like the session (date can be adjusted on next screen). Click the "Find Available Time" option.

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?

*Service

* Course-based Tutoring *

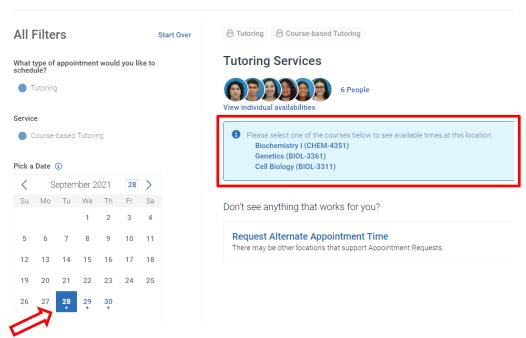
Pick a Date ①

Tuesday, September 28th 2021

Find Available Time

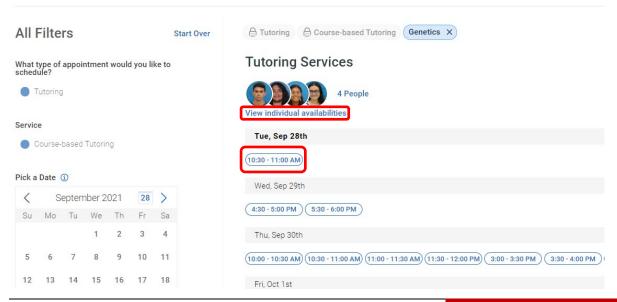
3. Select a day that works for you, then select the course. (If you don't see your course listed, we may not have a tutor for it. Please call us to inquire about specific courses at [210] 829-3870.)





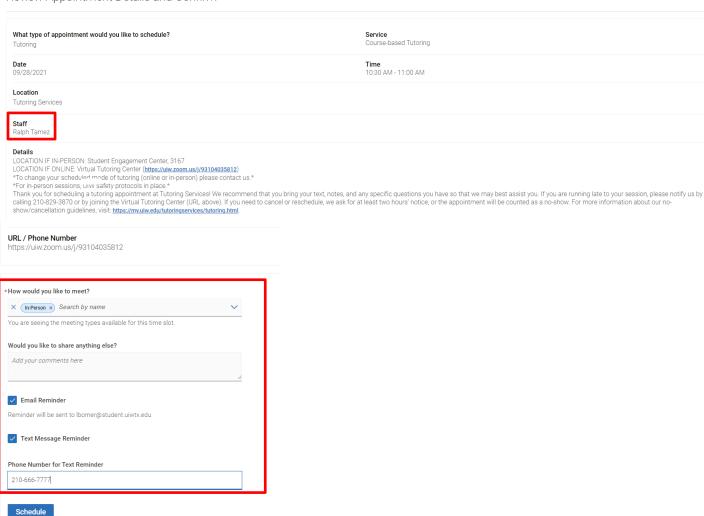
4. Select a day and time that work for you. **Note:** If you're wanting to work with a specific tutor, select "View individual availabilities" first.

New Appointment



5. Review the appointment details on the confirmation page. Make special note of the tutor ("Staff"), as you will need the name if you'd like to extend the appointment length. Then, scroll down to fill in the remaining options (meeting type, comments if applicable, and whether you'd like a reminder for the appointment). Click "Schedule."

Review Appointment Details and Confirm



6. **Extending the appointment time to an hour:** Self-scheduled appointments can only be set in 30-minute increments, but you're welcome to extend your appointment length by repeating the process above (availability permitting). Before extending an appointment, make note of the tutor you scheduled with originally and select their specific availability (step 3) to ensure you are with the same person for the full 60 minutes. In case the same tutor is unavailable for the second half-hour, you may need to work with another tutor or

return at a different time for another appointment. Please call us directly if you have any questions at (210) 829-3870.

Appointment policy: You may schedule up to <u>two</u> hours of tutoring <u>per course</u> ahead of time. After you attend one of the sessions, you are welcome to schedule additional time and continue the process as needed. We encourage you to keep coming back as much as you like.