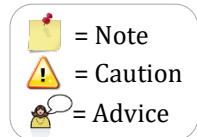


Introduction

This guide shows you how to schedule tutoring appointments in the Navigate student success platform, as well as locate the name and contact information of Reynolds tutors.

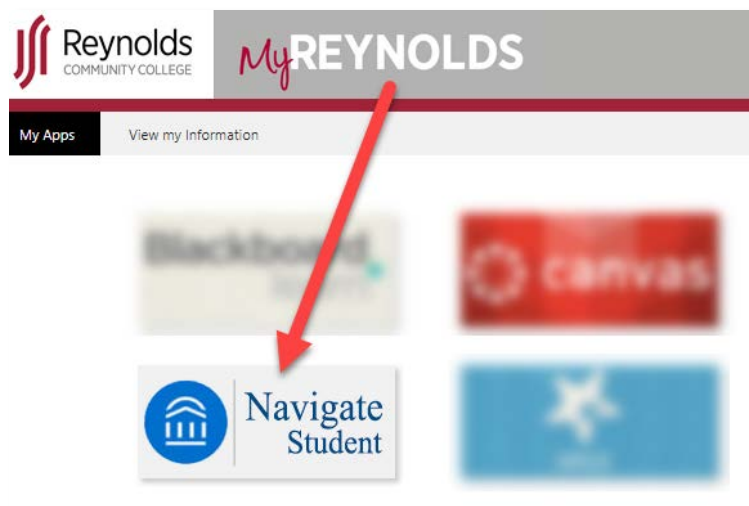


To Schedule a Tutoring Appointment

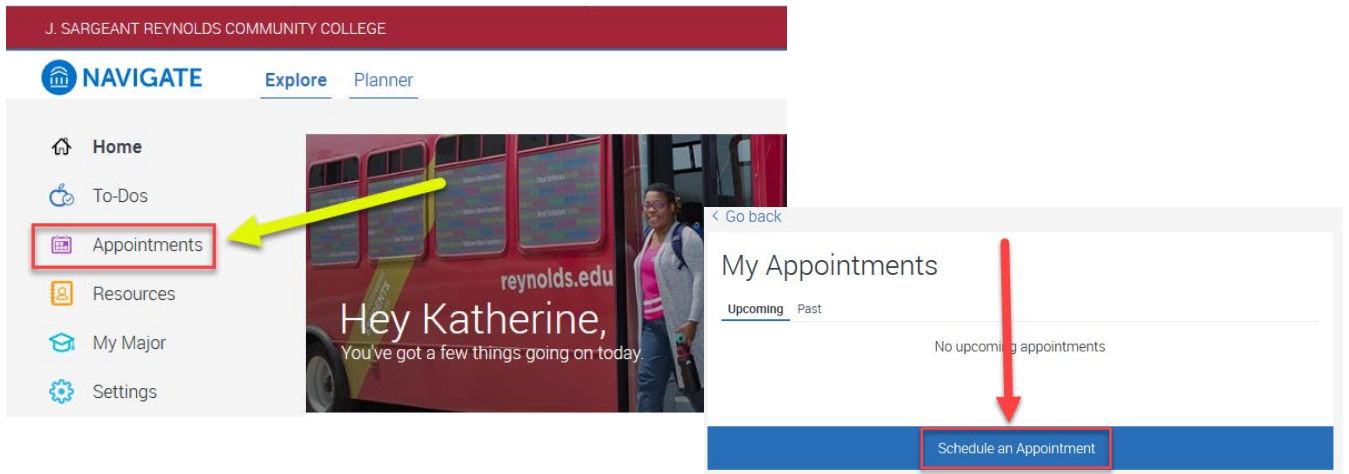
1. Using the **Google Chrome** or **Mozilla Firefox** browser, locate and log into **MyReynolds** from the college homepage: www.reynolds.edu.



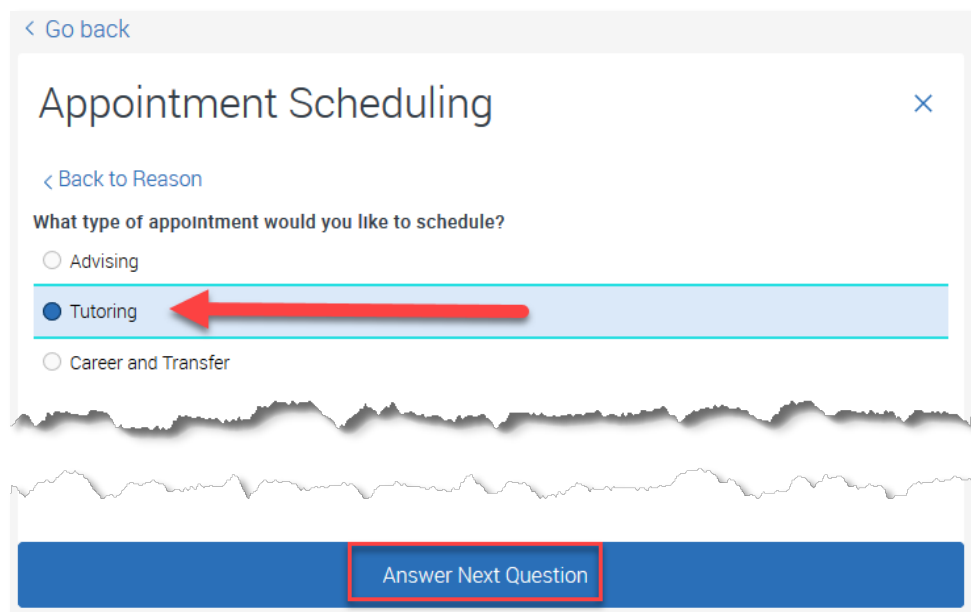
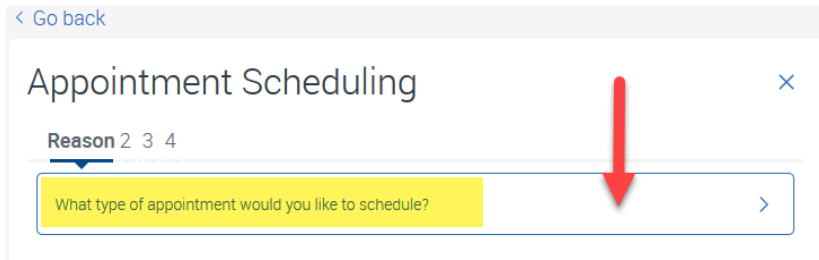
2. In **MyReynolds**, locate and click the **Navigate Student** icon.



3. Click the **Appointments Calendar** to **Schedule an Appointment**.



4. Select **TUTORING** from the **dropdown** menu and then click **Answer Next Question**



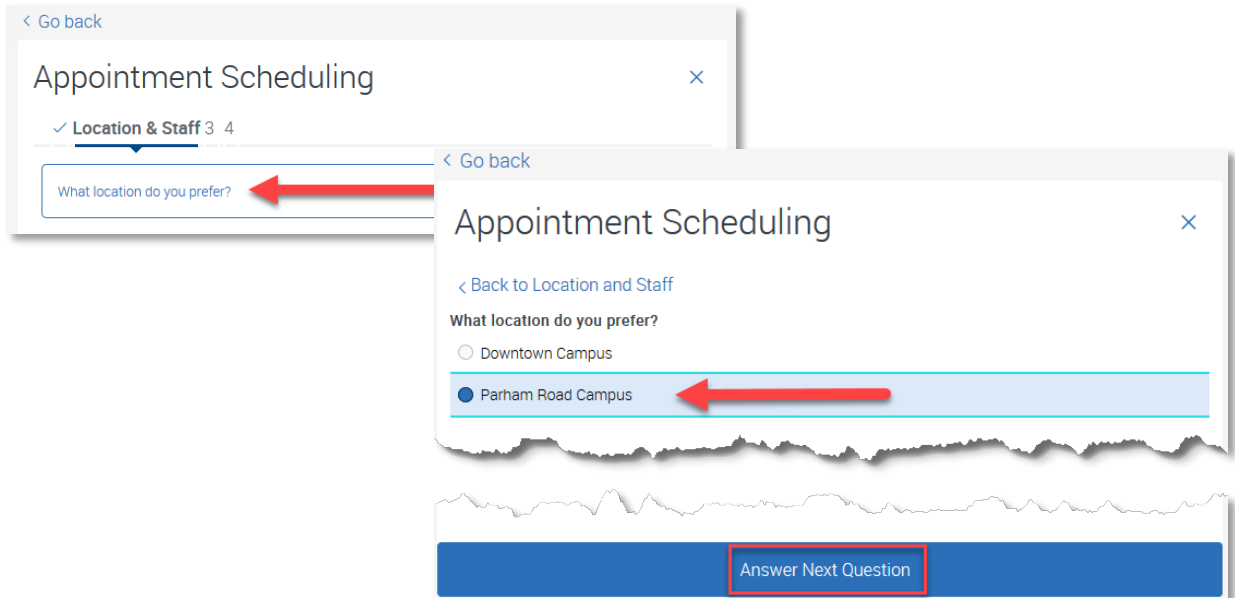
5. Select the type of tutoring you would like to schedule, then click **Answer Next Question**. On the Option Window, select which service you'd like to meet with a tutor for, then click **Done for Reason**.

The image shows two screenshots of the 'Appointment Scheduling' interface. The left screenshot displays the question 'What type of tutoring would you like to schedule an appointment for?' with two radio button options: 'Math Tutoring' and 'Other Tutoring'. A red arrow points to the 'Other Tutoring' radio button. Below the options is a blue button labeled 'Answer Next Question', which is highlighted with a red box. The right screenshot displays the question 'Choose which service you'd like to meet with a tutor for.' with six radio button options: 'Other Tutoring - ESL tutoring (Group)', 'Other Tutoring - ESL tutoring (Individual)', 'Other Tutoring - Subject-based (Group)', 'Other Tutoring - Subject-based (Individual)', 'Other Tutoring - Writing (Group)', and 'Other Tutoring - Writing (Individual)'. A red arrow points to the 'Other Tutoring - Writing (Individual)' radio button. Below the options is a blue button labeled 'Done for Reason', which is highlighted with a red box.

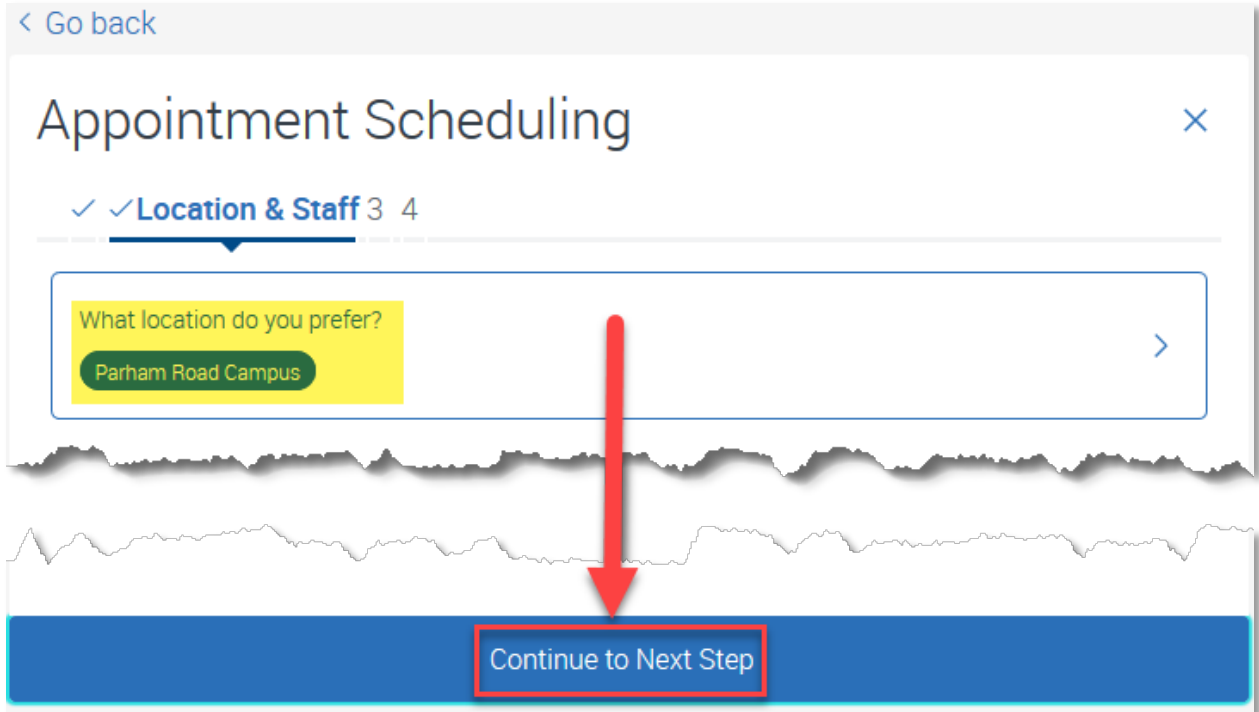
6. Once you have reviewed the confirmation window of your choices, click **Continue to Next Step**.

The image shows a screenshot of the 'Appointment Scheduling' interface. At the top, there is a 'Go back' link and a close button. Below the title, there is a progress indicator showing 'Reason 2 3 4' with a checkmark next to 'Reason 2'. The main content area contains three steps, each with a question and a right-pointing arrow: 'What type of appointment would you like to schedule?' with 'Tutoring' selected; 'What type of tutoring would you like to schedule an appointment for?' with 'Other Tutoring' selected; and 'Choose which service you'd like to meet with a tutor for.' with 'Other Tutoring - Writing (Individual)' selected. At the bottom, there is a blue button labeled 'Continue to Next Step', which is highlighted with a red box.

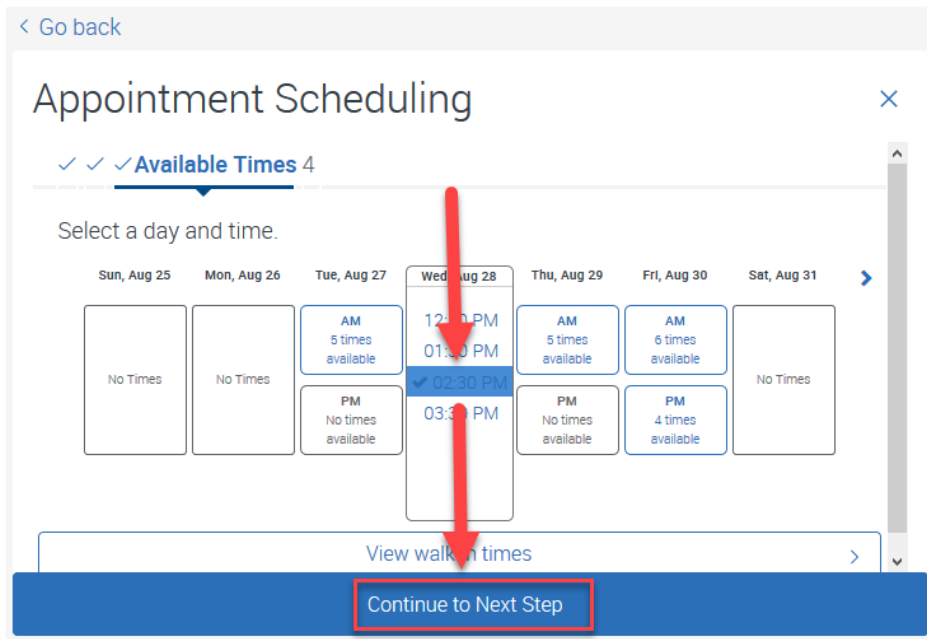
7. Choose your location on the **Location & Staff** page, then click **Answer Next Question**.



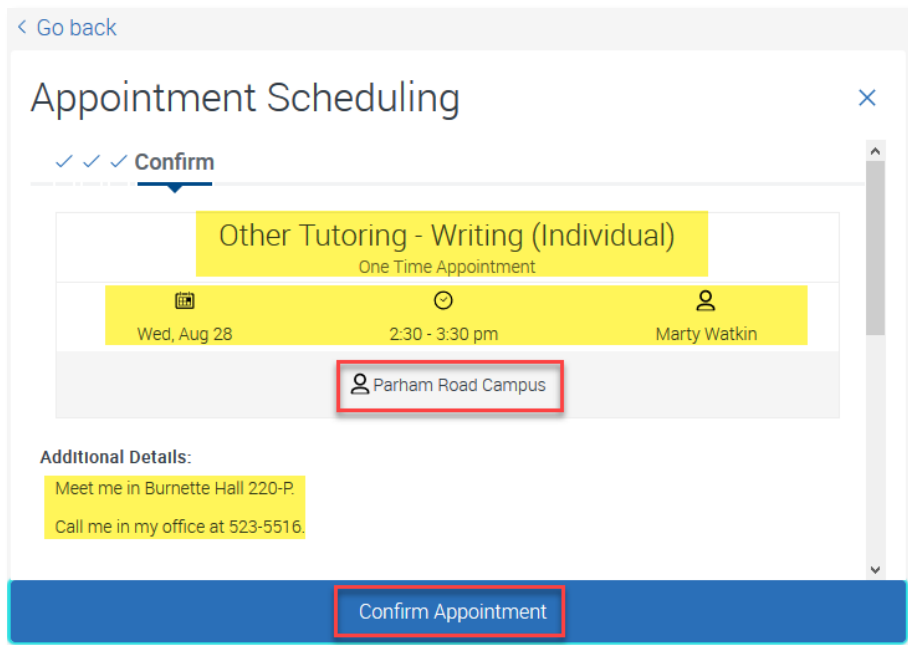
8. Confirm your location and then click **Continue to Next Step**.



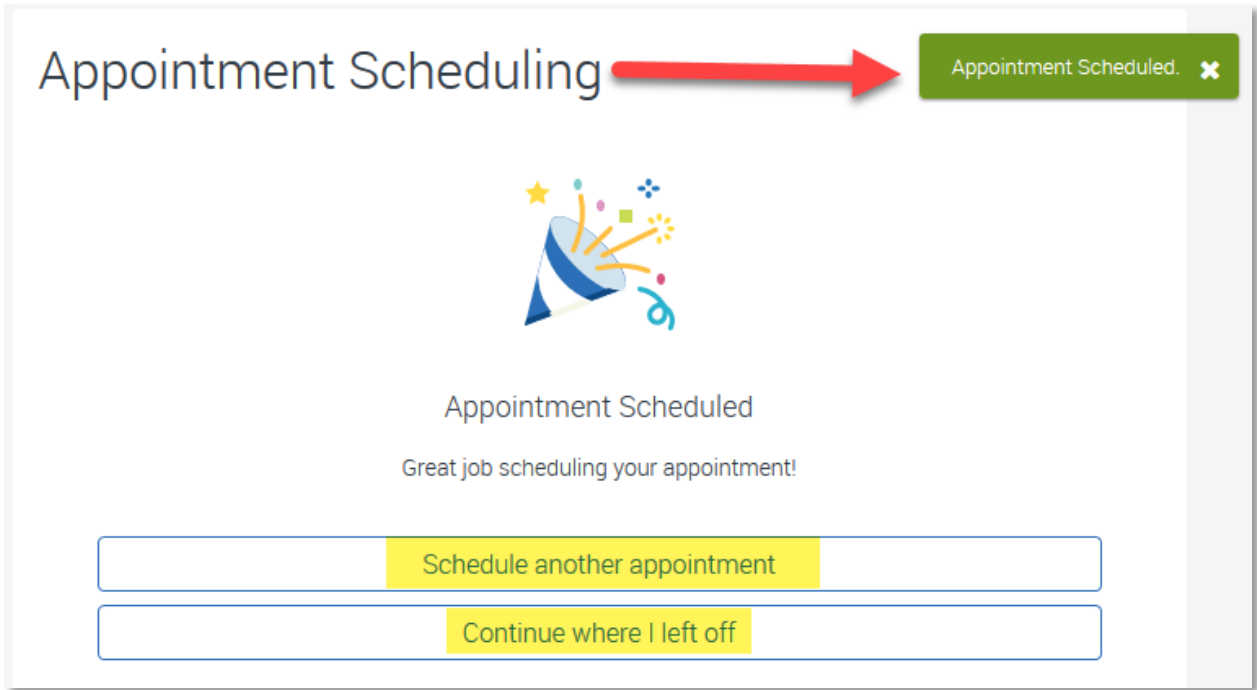
9. Find and click on a scheduled appointment time of your choosing. Then click **Continue to Next Step**.



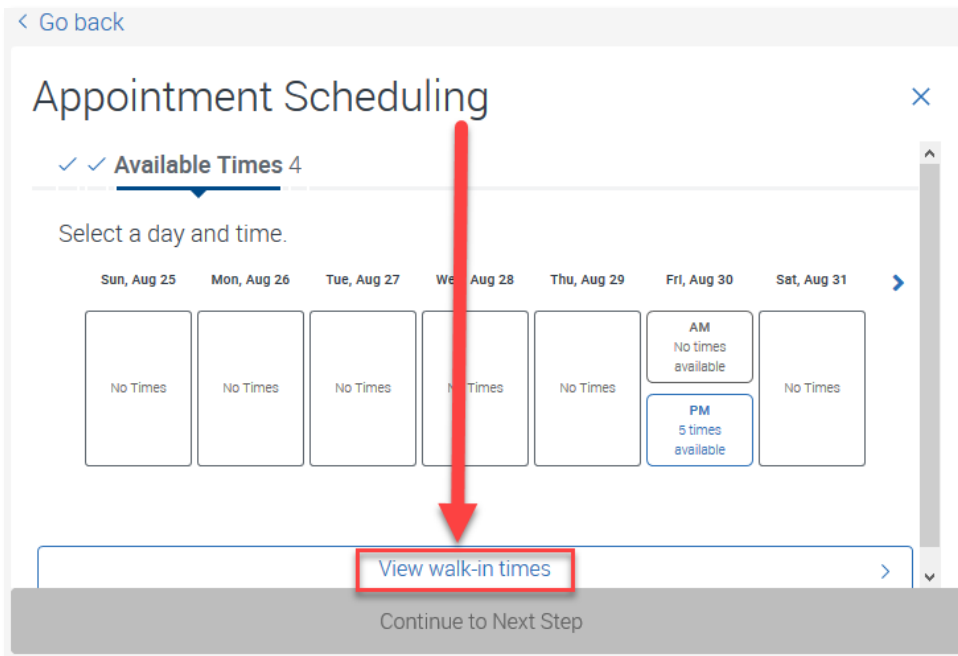
10. Confirm the tutoring session you wish to receive including date, time and location are correct. Additional details are provided including tutor name and the meeting place.



11. An **Appointment Scheduled** window will appear, confirming your appointment.



12. To schedule a walk-in appointment repeat steps one through nine. Then on the Appointment Scheduling window, select **View walk-in times**.



13. The next window will show you the schedule of someone who is available for walk-in appointments at your desired location.

The screenshot shows a window titled "Appointment Scheduling" with a close button (X) in the top right corner. At the top left is a "Go back" link. The main content is for "Parham Road Campus" and lists the schedule for "Daniel Westfall":
- Tuesday, Thursday 4:00pm-6:30pm, 2019 Fall
- Monday, Wednesday, Friday 4:00pm-7:00pm, 2019 Fall
- Monday-Friday 12:00pm-3:00pm, 2019 Fall
Below the schedule, there are two lines of text: "<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>" and "<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>". A mouse cursor is pointing at the second line of text.

14. Upcoming appointments will now appear in your **My Appointments** section on your **Navigate Student homepage**.

The screenshot shows the "NAVIGATE" student homepage for J. Sargeant Reynolds Community College. The top navigation bar includes "Explore" and "Planner". A sidebar on the left contains links for Home, To-Dos, Appointments (highlighted), Resources, My Major, and Settings. The main content area shows a "My Appointments" section with a "Go back" link. Under the "Upcoming" tab, there is one appointment: "Other Tutoring - Writing (Individual)" on "Wed, Aug 28 at 2:30 pm". A blue button at the bottom right says "Schedule an Appointment".