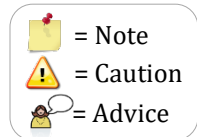


Introduction

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.

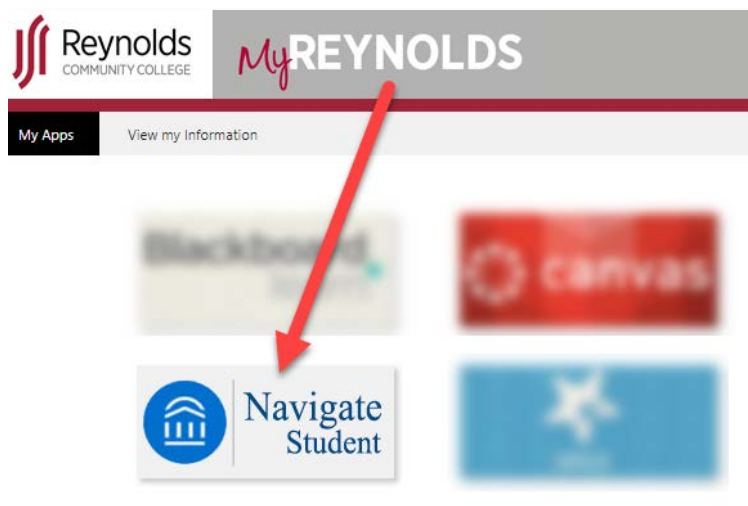


To Schedule a Tutoring Appointment

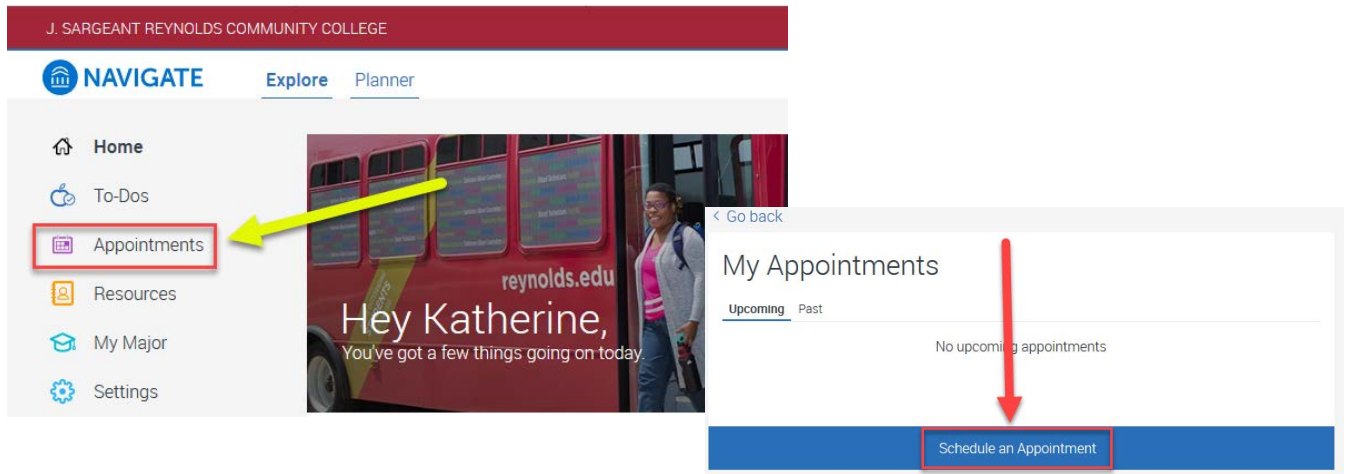
1. Using the **Google Chrome** or **Mozilla Firefox** browser, locate and log into **MyReynolds** from the college homepage: www.reynolds.edu.



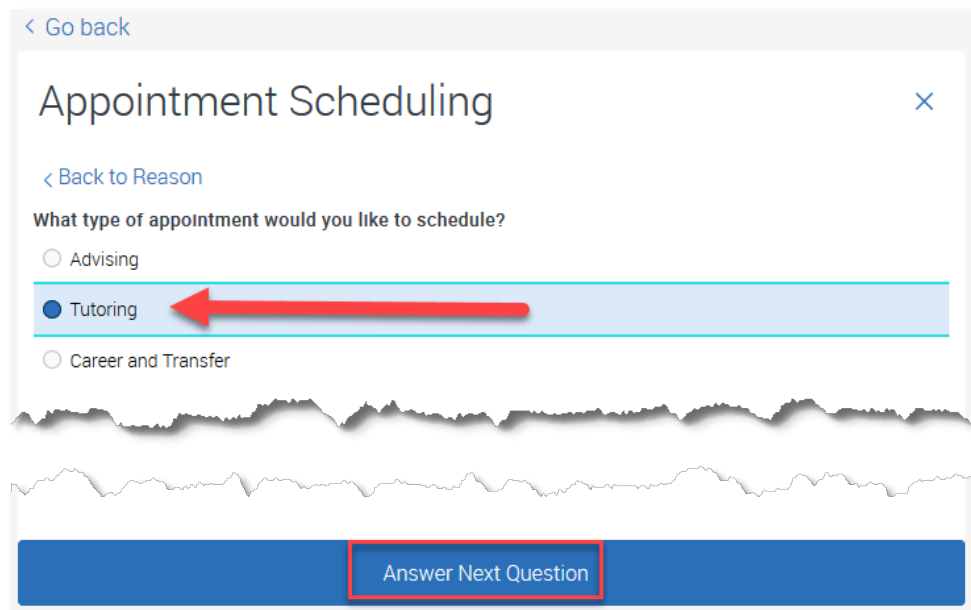
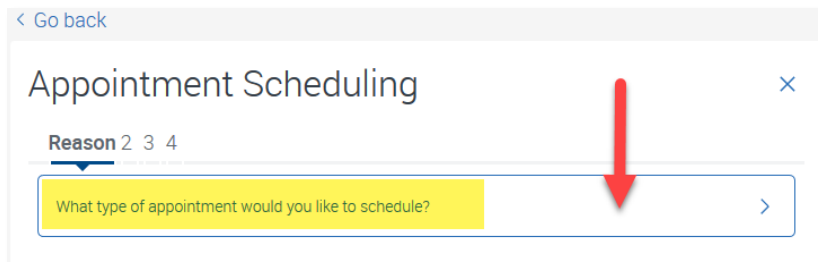
2. In **MyReynolds**, locate and click the **Navigate Student** icon.



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 first screenshot shows the 'Appointment Scheduling' window with a 'Go back' link. The question is 'What type of tutoring would you like to schedule an appointment for?'. The options are 'Math Tutoring' and 'Other Tutoring'. 'Other Tutoring' is selected, indicated by a blue dot and a red arrow. A red box highlights the 'Answer Next Question' button at the bottom.

The second screenshot shows the same window with the question 'Choose which service you'd like to meet with a tutor for.'. The options are '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)'. 'Other Tutoring - Writing (Individual)' is selected, indicated by a blue dot and a red arrow. A red box highlights the 'Done for Reason' button at the bottom.

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

The screenshot shows the 'Appointment Scheduling' window with a 'Go back' link. At the top, it says 'Reason 2 3 4'. Below are three summary items, each with a right arrow: 'What type of appointment would you like to schedule? Tutoring', 'What type of tutoring would you like to schedule an appointment for? Other Tutoring', and 'Choose which service you'd like to meet with a tutor for. Other Tutoring - Writing (Individual)'. A red box highlights the 'Continue to Next Step' button at the bottom.

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

The screenshot shows the 'Appointment Scheduling' window with a progress bar indicating 'Location & Staff' as the current step. The question 'What location do you prefer?' is displayed. Below it, two radio buttons are shown: 'Downtown Campus' and 'Parham Road Campus'. The 'Parham Road Campus' option is selected, indicated by a blue dot. A red arrow points from the question text to this selected option. At the bottom right, a blue button labeled 'Answer Next Question' is highlighted with a red rectangle and a red arrow pointing towards it.

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

This screenshot shows the same 'Appointment Scheduling' window. The progress bar now shows two checkmarks before 'Location & Staff', indicating it has been completed. The question 'What location do you prefer?' is still present, and the 'Parham Road Campus' option is now displayed within a yellow box. A large red arrow points from the bottom of the question area down to the 'Continue to Next Step' button at the bottom of the window, which is highlighted with a red rectangle.

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

< Go back

Appointment Scheduling

✓ ✓ ✓ Available Times 4

Select a day and time.

Sun, Aug 25	Mon, Aug 26	Tue, Aug 27	Wed, Aug 28	Thu, Aug 29	Fri, Aug 30	Sat, Aug 31
No Times	No Times	AM 5 times available	12:00 PM 01:30 PM 02:30 PM 03:30 PM	AM 5 times available	AM 6 times available	No Times
		PM No times available		PM No times available	PM 4 times available	

View walk-in times >

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.

< Go back

Appointment Scheduling

✓ ✓ ✓ Confirm

Other Tutoring - Writing (Individual)
One Time Appointment

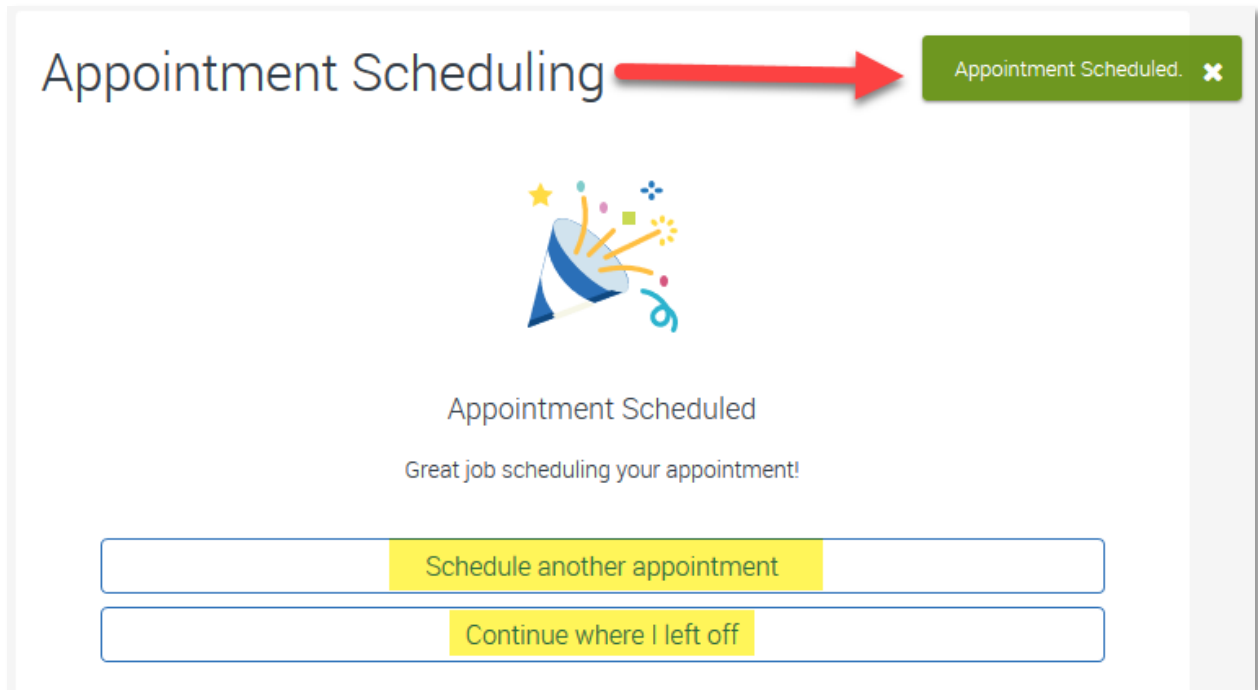
📅	🕒	👤
Wed, Aug 28	2:30 - 3:30 pm	Marty Watkin

📍 Parham Road Campus

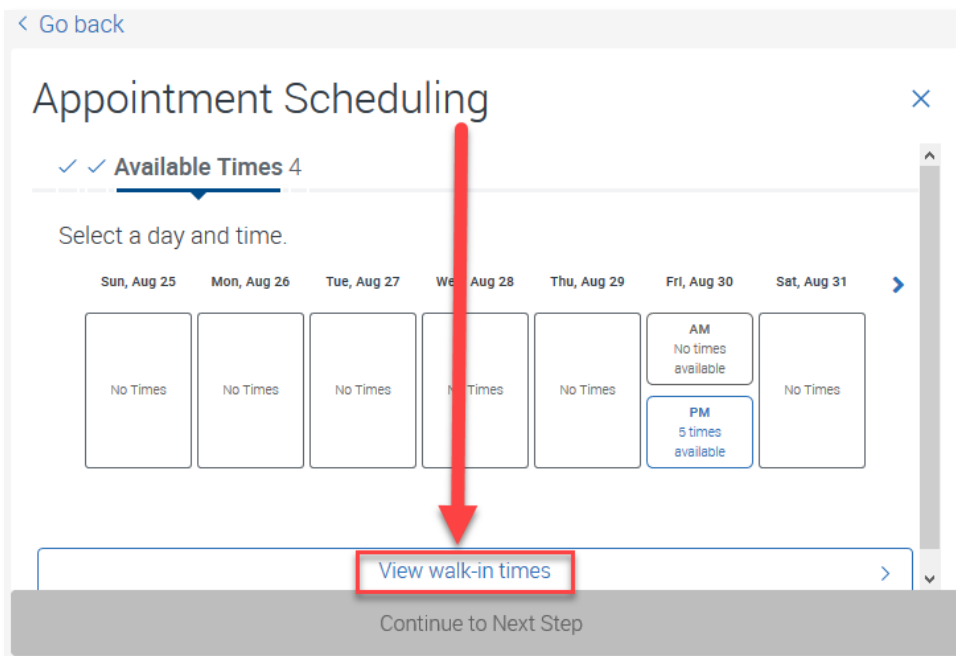
Additional Details:
Meet me in Burnette Hall 220-P.
Call me in my office at 523-5516.

Confirm Appointment

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.

[< Go back](#)

Appointment Scheduling ×

Parham Road Campus

Daniel Westfall
Tuesday, Thursday **4:00pm-6:30pm**
2019 Fall
Monday, Wednesday, Friday **4:00pm-7:00pm**
2019 Fall
<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>
Monday-Friday **12:00pm-3:00pm**
2019 Fall
<p>Meet me in Georgiadis Hall, Room 206 for help with these services.</p>

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

J. SARGEANT REYNOLDS COMMUNITY COLLEGE


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- Home
- To-Dos
- Appointments**
- Resources
- My Major
- Settings

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My Appointments

Upcoming Past

 Other Tutoring - Writing (Individual)
Wed, Aug 28 at 2:30 pm

[Schedule an Appointment](#)