

Scheduling:

Below you will see a screenshot of the scheduling screen and what information you need to enter when scheduling yourself.

The screenshot shows a scheduling interface with several sections:

- Filters:**
 - 1** Type: Tutor Appointment
 - 2** Location: SASSO Younkin Success Center
 - 3** Select a Date: September 2016 calendar
 - 4** Reminders: Send an email reminder? and Send a text reminder?
- People Attending (1):** (Student)
- Available Slots (0):** Add an Attendee: [Search] Additional Slots: [Buttons]
- 5 Select A Tutor:**

SELECT	TUTOR	AVAILABLE TIMES	MAX HRS T / G / 5	HRS REMAINING THIS WK+1 WK+2 WK
<input checked="" type="radio"/>	Richard, Keagan	tue, thu 8:30am-10:30am (August 23, 2016 - December 7, 2016) tue, thu 4:00pm-6:00pm (August 23, 2016 - December 7, 2016)	8 / - / -	4.50 / 4.00 / 4.00
<input type="radio"/>	Thompson, Rachel	wed 4:00pm-10:00pm (August 23, 2016 - December 7, 2016) tue, thu 8:00am-10:00am (August 23, 2016 - December 7, 2016) tue, thu 8:00am-10:00am (August 23, 2016 - December 7, 2016) tue, thu 7:00pm-10:00pm (August 23, 2016 - December 7, 2016)	- / - / -	N/A / N/A / N/A
<input type="radio"/>	AGRAWAL, NITIKA		8 / - / -	8.00 / 8.00 / 8.00
<input type="radio"/>	ALAM, ABDULLAH		- / - / -	N/A / N/A / N/A
<input type="radio"/>	ALBERTSON, HALEE		7 / - / -	6.30 / 5.00 / 5.00
- Choose A Time To Meet:**
 - 6** Length: 30 min
 - Availabilities: Show Availabilities for This Course/Reas...
- TIME SLOT:**

TIME SLOT	08/28 (SUN)	08/29 (MON)	08/30 (TUE)	08/31 (WED)	09/01 (THU)	09/02 (FRI)	09/03 (SAT)
2:00p-2:30p		CONFLICTS	CONFLICTS		CONFLICTS		
2:30p-3:00p		CONFLICTS					
3:00p-3:30p		CONFLICTS					
3:30p-4:00p		CONFLICTS		CONFLICTS			
4:00p-4:30p		CONFLICTS	CONFLICTS	CONFLICTS	<input checked="" type="checkbox"/>		
4:30p-5:00p		CONFLICTS	CONFLICTS	CONFLICTS	<input checked="" type="checkbox"/>		
5:00p-5:30p		CONFLICTS	CONFLICTS	CONFLICTS	<input type="checkbox"/>		
5:30p-6:00p			CONFLICTS		CONFLICTS		
6:00p-6:30p							
6:30p-7:00p							
7:00p-7:30p							
7:30p-8:00p							
- Repeat This Appointment?:**
 - 8** Weekly
 - Sun Mon Tue Wed Thu Fri Sat
 - Every 1 weeks.
 - Repeat Until: 12/07/2016
 - Save Appointment Cancel

1. Make sure the appointment type says “tutoring”
2. Location will need to read “SASSO Younkin” or “SASSO Fawcett”
3. Select the date on the calendar that you would like the appointment to begin (appointments must be scheduled at least 24 hours in advance)
4. Don’t forget to send yourself appointment reminders
5. Choose a tutor who appears in white. Tutors in red do not tutor the course you have chosen.
6. Length of time should be “30 minutes” in order to let you schedule on the ½ hour

7. Be sure to only choose times with a green box. SASSO appointments are 1 hour long so you may choose up to 2 boxes or a 1 hour session.

8. If you would like for your appointment to recur for the entire semester, choose “weekly”, every 1 week, and repeats until the last day of classes.