



SUFFOLK  
UNIVERSITY  
BOSTON

# **Student Facing:**

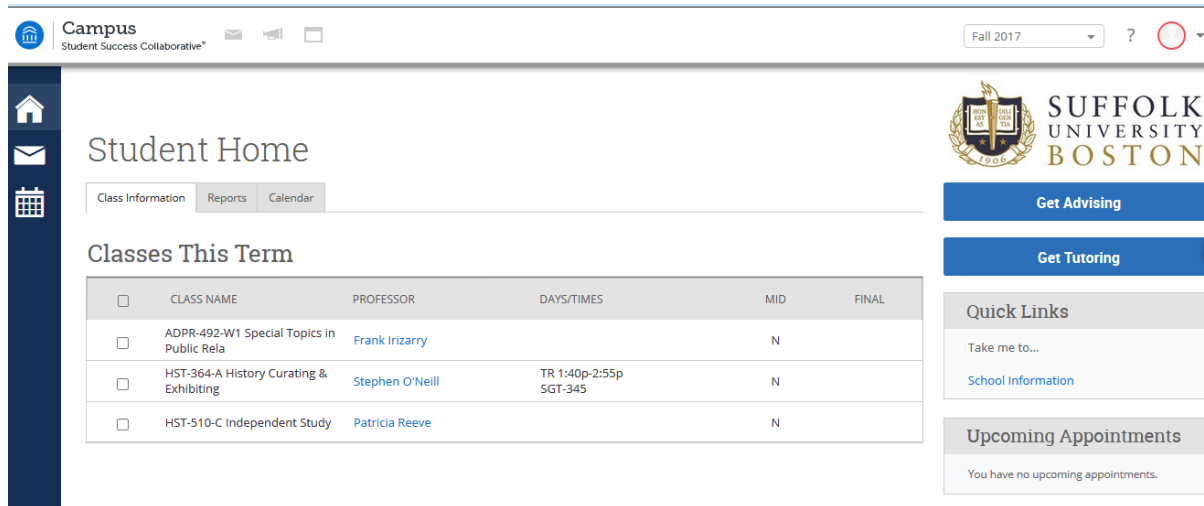
## **Scheduling Tutoring: SBS Writing Fellow Appointments**

# Home Page:

## Create a SBS Writing tutoring appointment

Log into SSC Campus: <https://suffolk.campus.eab.com>  
(use your single sign on credentials as you would to sign into your MySuffolk account.)

Click on the “Get Tutoring” button on the right hand side of your screen.



Campus Student Success Collaborative

Fall 2017

Student Home

Class Information Reports Calendar

Classes This Term

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	ADPR-492-W1 Special Topics in Public Rela	Frank Irizarry		N	
<input type="checkbox"/>	HST-364-A History Curating & Exhibiting	Stephen O'Neill	TR 1:40p-2:55p SGT-345	N	
<input type="checkbox"/>	HST-510-C Independent Study	Patricia Reeve		N	

Get Advising

Get Tutoring

Quick Links

Take me to...

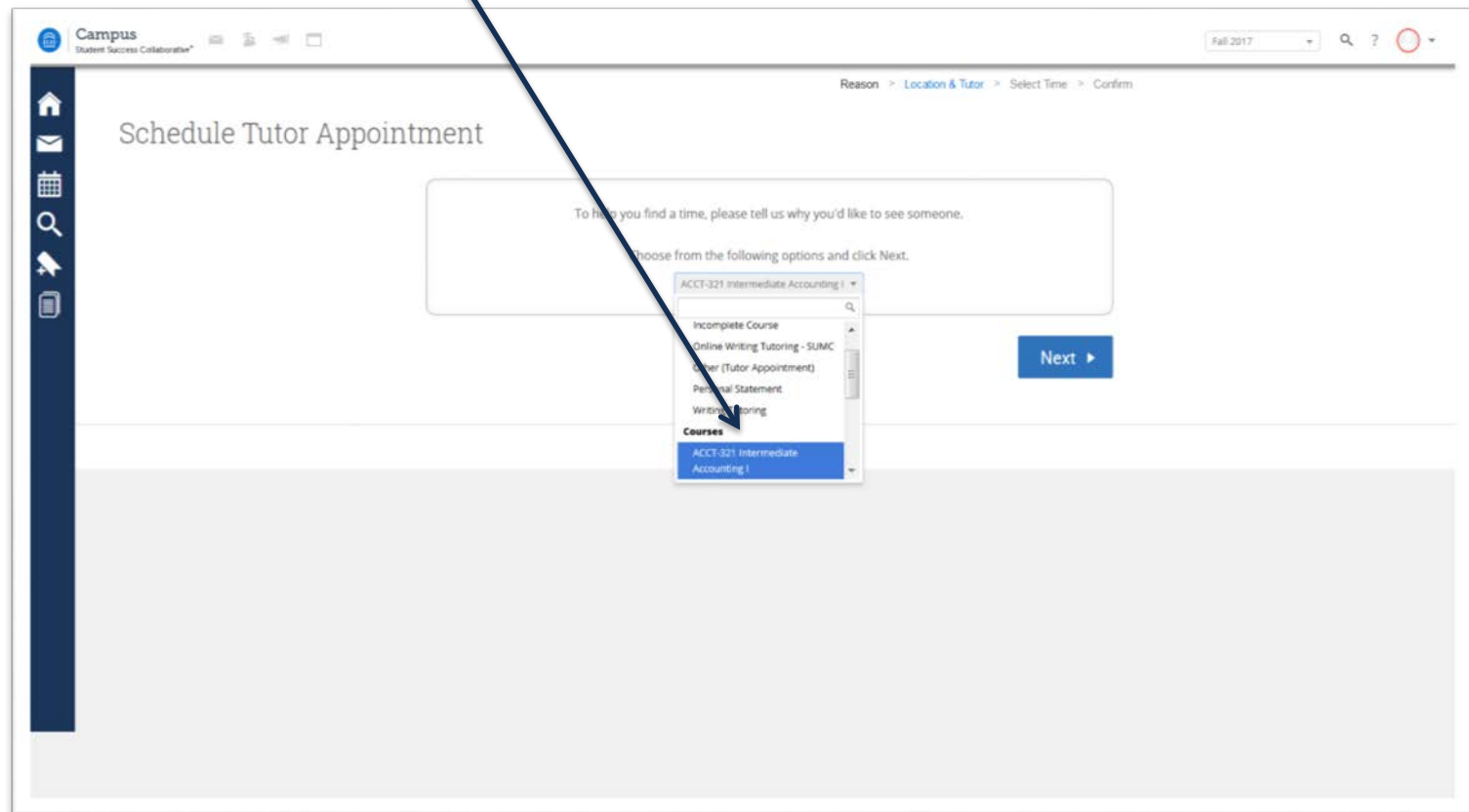
School Information

Upcoming Appointments

You have no upcoming appointments.

# Schedule a SBS Writing Tutoring Appointment

Select the course you would like SBS writing tutoring for.



The screenshot shows a web browser window with the title 'Campus Student Success Collaborative'. The page is titled 'Schedule Tutor Appointment'. At the top right, there is a breadcrumb trail: 'Reason > Location & Tutor > Select Time > Confirm'. Below the title, there is a text input field with the placeholder text 'To help you find a time, please tell us why you'd like to see someone.' Below this field, it says 'Choose from the following options and click Next.' A dropdown menu is open, showing a list of options: 'ACCT-321 Intermediate Accounting I', 'Incomplete Course', 'Online Writing Tutoring - SUMC', 'Other (Tutor Appointment)', 'Personal Statement', and 'Writing Tutoring'. The 'Courses' section is highlighted, and 'ACCT-321 Intermediate Accounting I' is selected. A blue 'Next' button is visible to the right of the dropdown menu. A blue arrow points from the text above to the selected course in the dropdown menu.

# Where will you meet?

Select the “SBS Writing Fellows (73 Tremont St, 9<sup>th</sup> Floor)” location for your appointment

Campus  
Student Success Collaborative

Fall 2017

Reason > Location & Tutor > Select Time > Confirm

## Schedule Tutor Appointment

What location do you prefer?

— please select a location for the appointment —

- Any Location
- please select a location for the appointment —
- CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)
- SBS Writing Fellows (73 Tremont, 9th Floor)**

Back Next



# Who will you meet?

Choose the specific tutor that is assigned to your class section and then click the “Next” button on the bottom right to view all days/times that tutor is available.

The screenshot shows a web interface for scheduling a tutor appointment. The page title is "Schedule Tutor Appointment". The breadcrumb trail is "Reason > Location & Tutor > Select Time > Confirm". The form has two main sections: "What location do you prefer?" with a dropdown menu showing "Writing Fellows (73 Tremont, 9th Floor)", and "Which tutor? You may select more than one. If you don't have a preference, just click Next." with a dropdown menu showing "Ma, Henry" (highlighted) and "Dukes, Kayla". A blue arrow points from the text above to the "Ma, Henry" option. At the bottom, there are "Back" and "Next" buttons.



# When will you meet?

Choose a date and time.

Each appointment will be 30 minutes in length. If you feel you need additional time for this appointment you must contact the Division of Student Success at: 617.573.8034

The screenshot shows a web interface for scheduling a tutor appointment. At the top left is the 'Campus Student Success Collaborative' logo. On the right, there is a dropdown menu for 'Fall 2017' and a search icon. Below the header is a navigation breadcrumb: 'Reason > Location & Tutor > Select Time > Confirm'. The main heading is 'Schedule Tutor Appointment'. Below this is a section titled 'Appointment Times This Week' with left and right navigation arrows. The interface displays a grid of days from Monday to Friday. Each day has two time slots: 'Morning' and 'Afternoon'. For Monday, Tuesday, Wednesday, and Thursday, both slots are marked 'N/A'. For Friday, the 'Morning' slot is 'N/A' and the 'Afternoon' slot is '4 Available'. A yellow banner at the bottom contains the text 'View the times you can see a staff member without an appointment.' and a button labeled 'View Walk-in Times'.

Mon, Sep 25	Tue, Sep 26	Wed, Sep 27	Thu, Sep 28	Fri, Sep 29
Morning N/A	Close 6:00pm 6:30pm	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon 4 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

# Confirm Your Appointment

Review the information on the “Appointment Details” screen. Please enter your phone number and any additional comments for your tutor in the box on the left side and set a reminder by clicking on “Send Me an Email” on the bottom right hand side. (“Send Me a Text” is currently disabled.) Click on “Confirm Appointment” on the bottom right.

Campus Student Success Collaborative™

Fall 2017

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

**Who:** [redacted] with Jill Eisenberg

**When:** Tuesday, September 26  
9:30am - 10:00am

**Why:** ACCT-H321 Intermediate Accounting I

**Where:** CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)

**Additional Details** THIS IS NOT REAL AVAILABILITY. THIS IS FOR TESTING.

*Is there anything specific you would like to discuss with jill ?*

Comments for your tutor...

*Would you like to set a reminder?*

Send Me an Email Send Me a Text

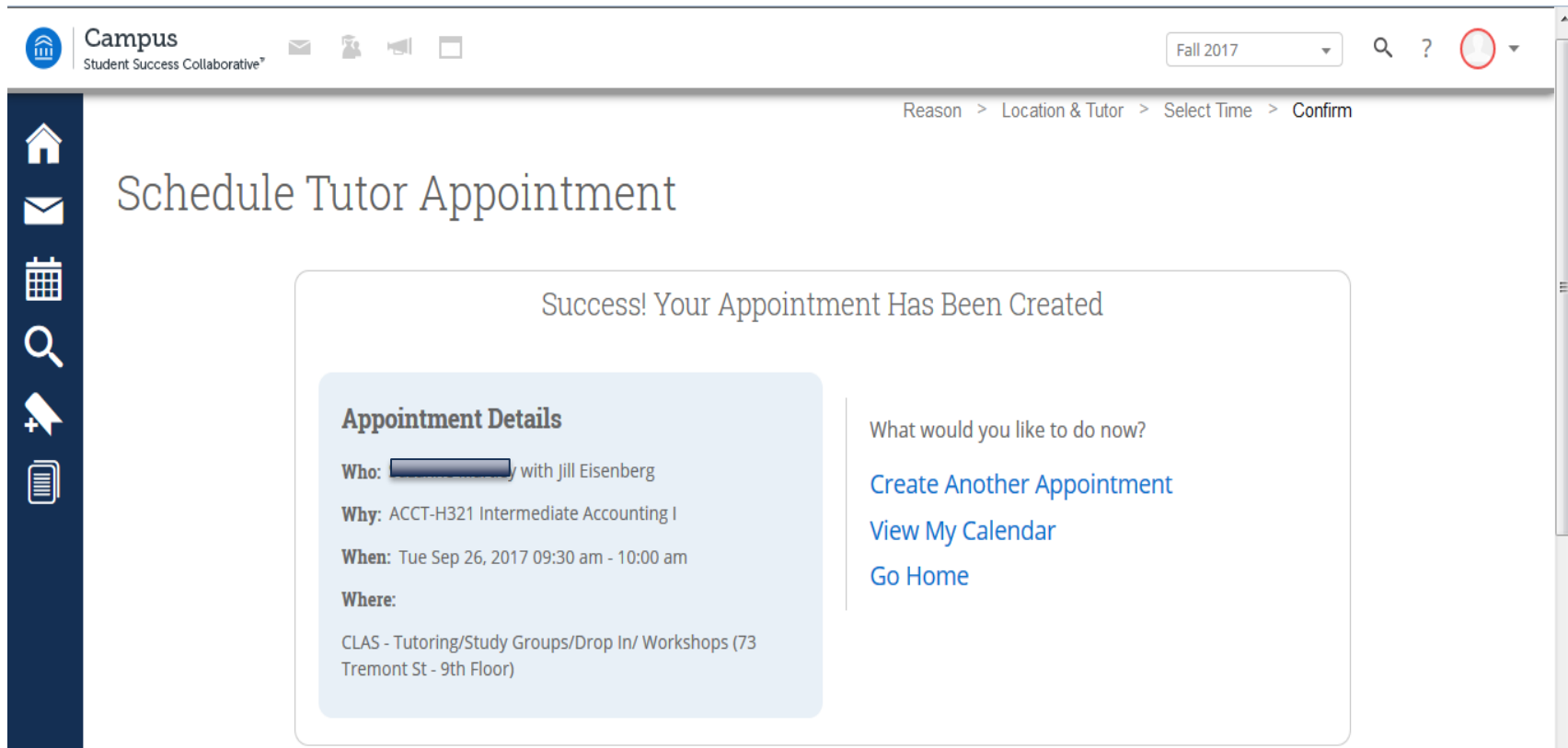
Email will be sent to [redacted]

◀ Back

Confirm Appointment

# Appointment Confirmation

A confirmation screen will appear.



The screenshot shows a web application interface for scheduling a tutor appointment. The top navigation bar includes the 'Campus Student Success Collaborative' logo, a search bar, and a dropdown menu set to 'Fall 2017'. A breadcrumb trail reads 'Reason > Location & Tutor > Select Time > Confirm'. The main heading is 'Schedule Tutor Appointment'. A central message box states 'Success! Your Appointment Has Been Created'. To the left, a sidebar contains icons for home, mail, calendar, search, and a plus sign. The appointment details are as follows:

Appointment Details	
Who:	[Redacted] with Jill Eisenberg
Why:	ACCT-H321 Intermediate Accounting I
When:	Tue Sep 26, 2017 09:30 am - 10:00 am
Where:	CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)

On the right side of the confirmation box, there are three links: 'What would you like to do now?', 'Create Another Appointment', 'View My Calendar', and 'Go Home'.