



SUFFOLK  
UNIVERSITY  
BOSTON

# **Student Facing:**

## **Scheduling Tutoring: Content Specific Appointments**

# Home Page:

## Create a content specific 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	

SUFFOLK UNIVERSITY BOSTON

Get Advising

Get Tutoring

Quick Links

Take me to...

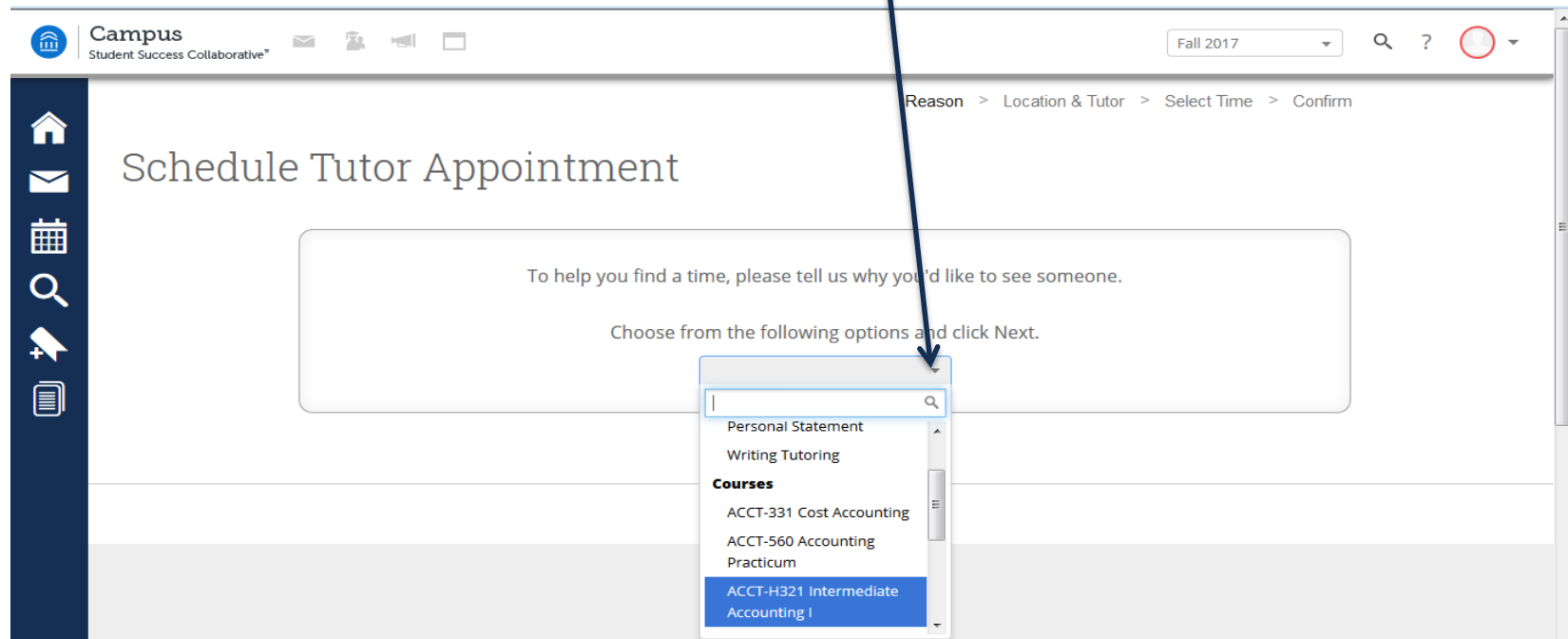
School Information

Upcoming Appointments

You have no upcoming appointments.

# Schedule a Content Specific Tutoring Appointment

Select the course you would like tutoring for.



The screenshot shows a web browser window with the URL 'Campus Student Success Collaborative'. The page title is 'Schedule Tutor Appointment'. The breadcrumb trail is 'Reason > Location & Tutor > Select Time > Confirm'. The main content area contains a text box with the prompt: 'To help you find a time, please tell us why you'd like to see someone. Choose from the following options and click Next.' Below this is a dropdown menu with a search icon. The dropdown list includes 'Personal Statement', 'Writing Tutoring', and a section titled 'Courses' with the following items: 'ACCT-331 Cost Accounting', 'ACCT-560 Accounting Practicum', and 'ACCT-H321 Intermediate Accounting I'. The 'ACCT-H321 Intermediate Accounting I' option is highlighted in blue. A blue arrow points from the text above to the dropdown menu.

Note: If the course you would like tutoring for is not listed please contact the Division of Student Success at 617.573.8034

# Where will you meet?

Select a 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 --

-- please select a location for the appointment --

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

Back

Next

# Who will you meet?

Choose a specific tutor you would like to meet with or simply click the “Next” button on the bottom right to view all days/times that a tutor is available.

The screenshot shows a web browser window with the following elements:

- Header:** "Campus Student Success Collaborative" logo and navigation icons (mail, user, calendar, window). A dropdown menu shows "Fall 2017". Search, help, and user profile icons are on the right.
- Breadcrumbs:** Reason > Location & Tutor > Select Time > Confirm
- Section Title:** "Schedule Tutor Appointment"
- Form Content:**
  - Question: "What location do you prefer?"
  - Dropdown menu: "CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)"
  - Question: "Which tutor? You may select more than one. If you don't have a preference, just click Next."
  - Text input field: "Any Tutor"
- Navigation:** "Back" button (left) and "Next" button (right).
- Left Sidebar:** A dark blue vertical bar with icons for Home, Mail, Calendar, Search, Location, and Documents.



# 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

Campus Student Success Collaborative

Fall 2017

Reason > Location & Tutor > Select Time > Confirm

## Schedule Tutor Appointment

Appointment Times This Week

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

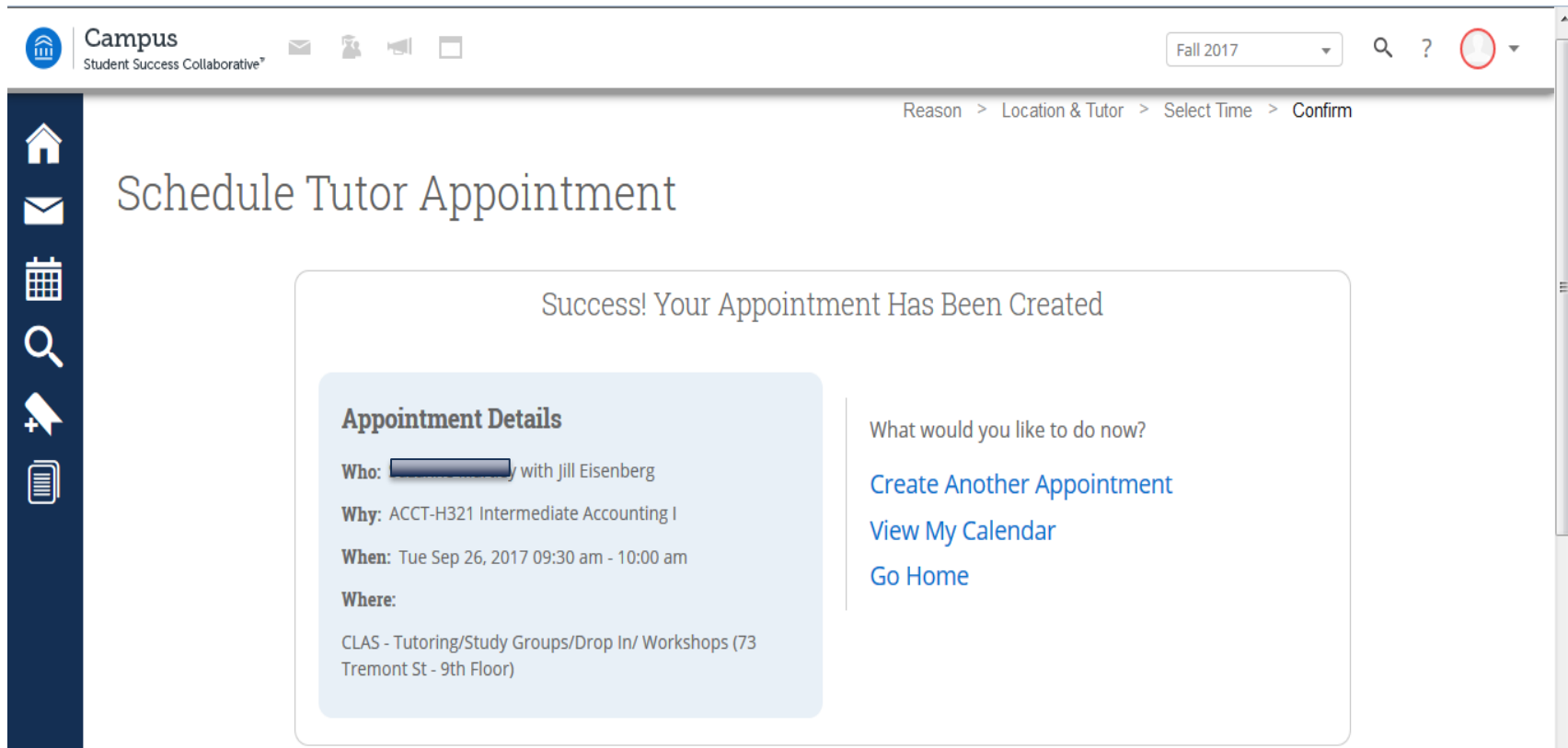
Email will be sent to [Redacted]

◀ Back

Confirm Appointment

# Appointment Confirmation

A confirmation screen will appear.



The screenshot displays 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'. Below this, a light blue box contains 'Appointment Details': 'Who: [redacted] with Jill Eisenberg', 'Why: ACCT-H321 Intermediate Accounting I', 'When: Tue Sep 26, 2017 09:30 am - 10:00 am', and 'Where: CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)'. To the right, a section titled 'What would you like to do now?' offers three links: 'Create Another Appointment', 'View My Calendar', and 'Go Home'. A dark blue sidebar on the left contains icons for home, mail, calendar, search, and a plus sign. A decorative leaf graphic is visible in the bottom right corner.

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Reason > Location & Tutor > Select Time > Confirm

## Schedule Tutor Appointment

Success! Your Appointment Has Been Created

**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)

What would you like to do now?

- [Create Another Appointment](#)
- [View My Calendar](#)
- [Go Home](#)