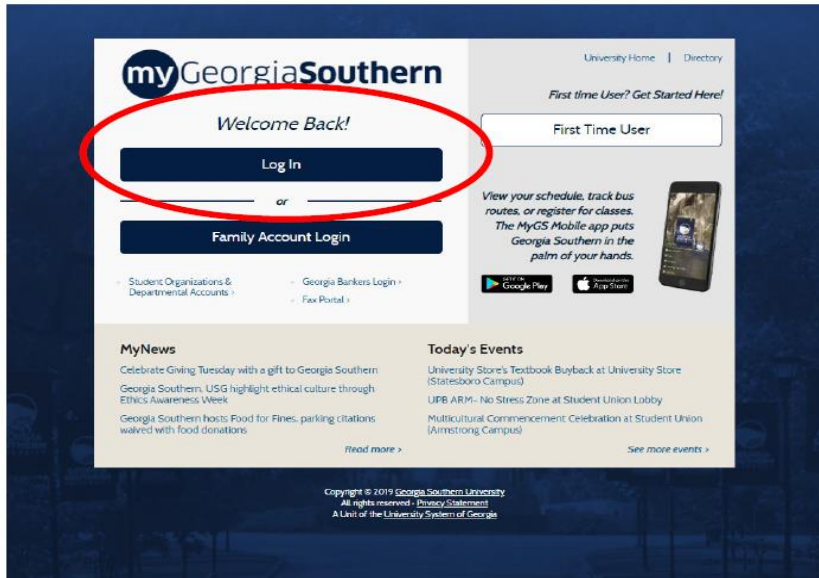
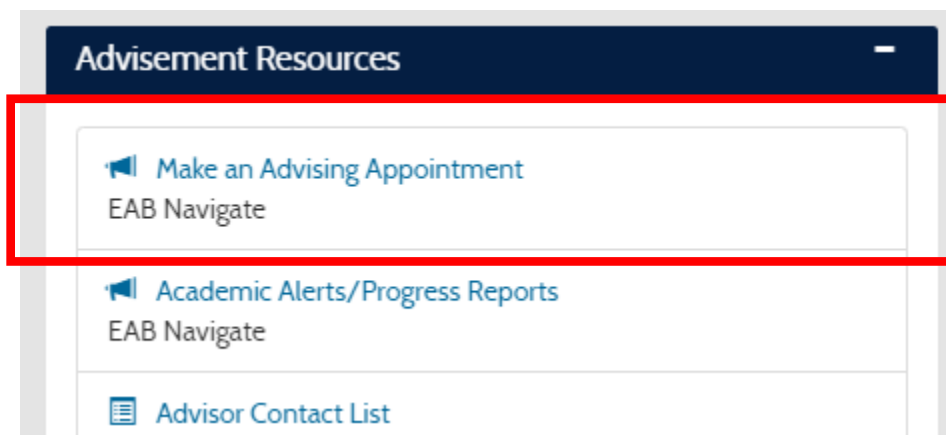


Academic Success Center-Instructions for Scheduling a Virtual Tutoring Appointment in EAB Navigate

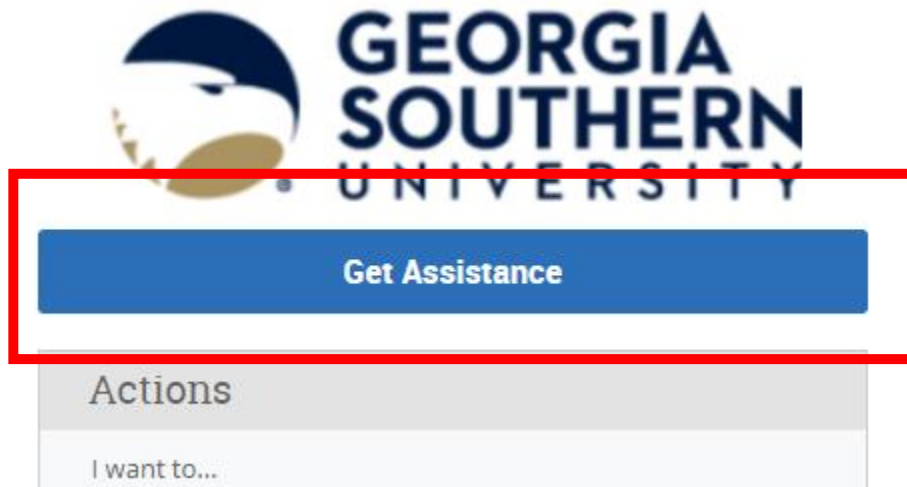
Step 1: Login to your MyGS Homepage



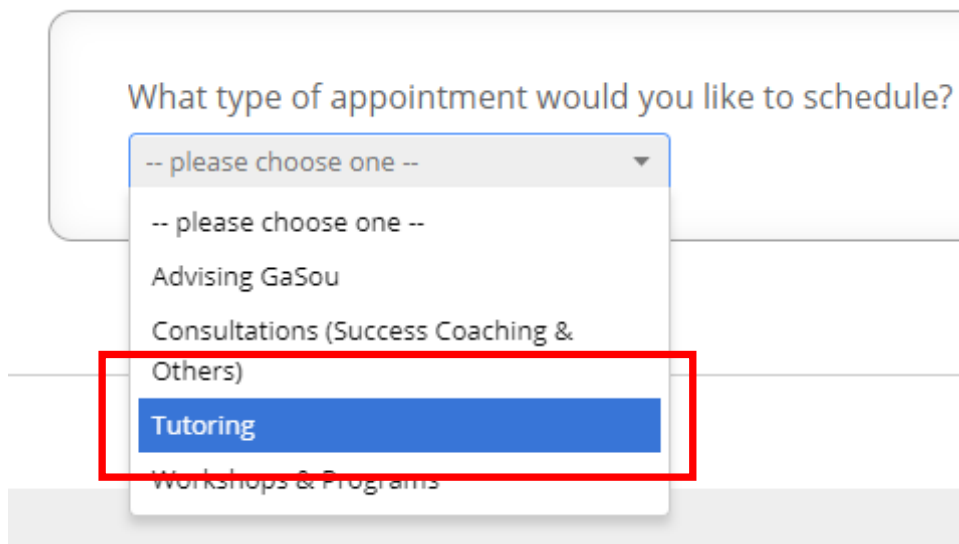
Step 2: Schedule through your EAB Navigate account (same way you schedule and advising appointment):



Step 3: Select the blue *Get Assistance* button in the top right hand corner of the page



Step 4: From the drop-down menu select *Tutoring*



Step 5: Select *Virtual Tutoring*

Are you looking for tutoring in person or online (virtual)?

-- please choose one --

-- please choose one --

Virtual Tutoring

Step 6: Select the reason for your visit, then click *Next*.

Are you looking for tutoring in a class you're in now (

-- please choose one --

please choose one

Course-based Tutoring

Step 7: Select *Virtual Appointment* as your location.

-- please choose one --

-- please choose one --

College of Business, Room 3337

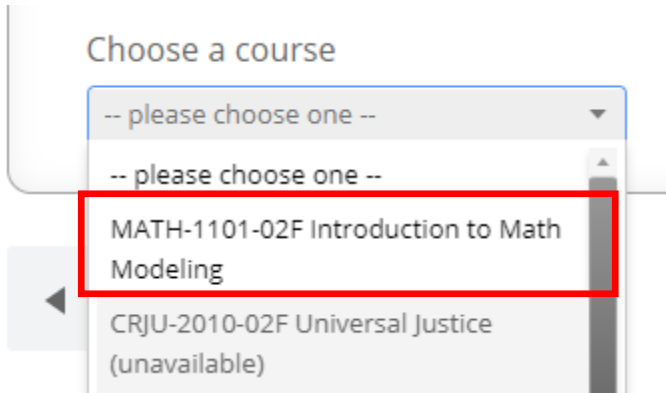
Henderson Library 1st Floor (behind glass wall)

Herty Building, Room 1118

Math/Physics Building, Room 2000

Virtual Appointment

Step 8: Select an available course from your current class schedule that you see a tutoring appointment for.



Step 9: After selecting your location, leave the next block *blank* so you can view all available appointments and just click *next*.



Step 10: Click to your day of choice and select from available appointment times.



Step 11: Select a time from the drop-down menu.



Times From March 04 To March 08

Mon, Mar 04 | Tue, Mar 05 | **Wed, Mar 06** | Thu, Mar 07 | Fri, Mar 08

Morning N/A | Morning N/A | **Close** | Morning N/A | Morning N/A

Afternoon N/A | Afternoon N/A | 3:45pm | Afternoon N/A | Afternoon N/A

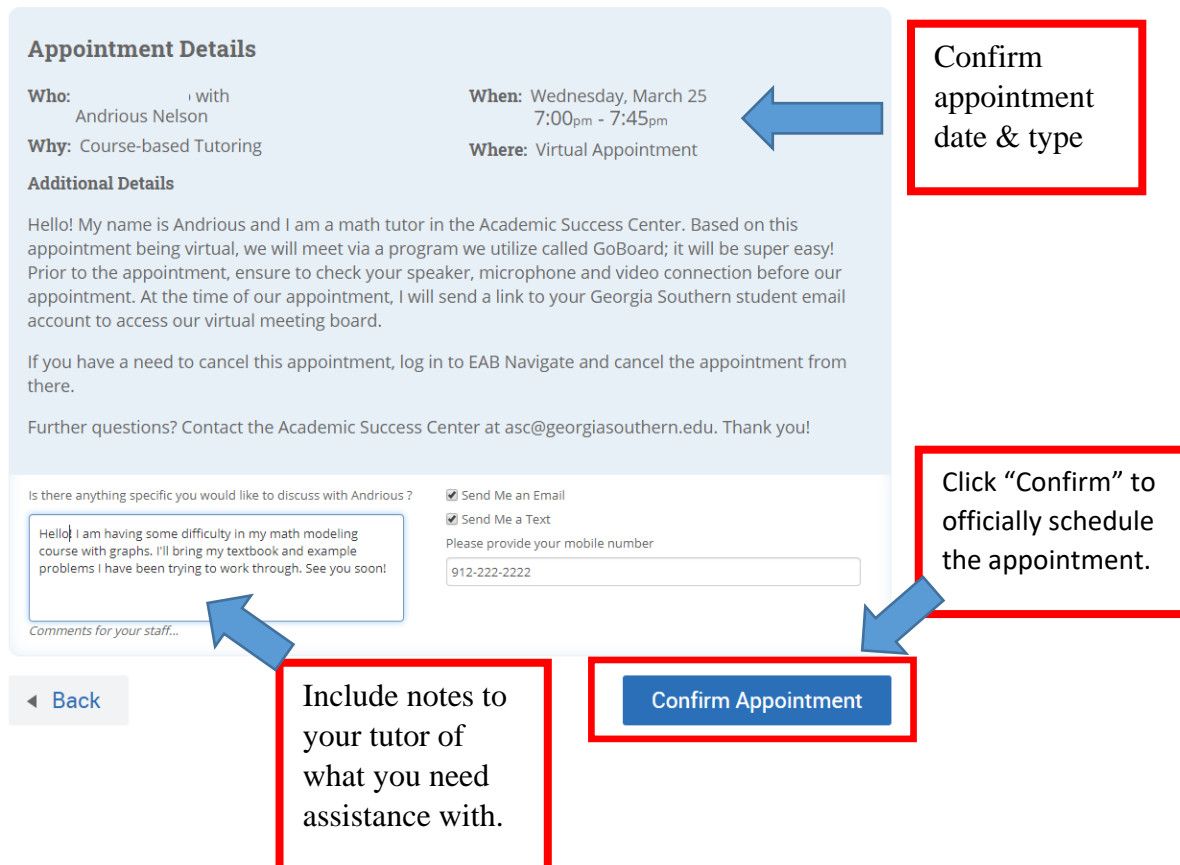
4:30pm

5:15pm

◀ Back | Next ▶

Step 12: This is your screen to review for accuracy of the appointment you are scheduling **before** confirming the appointment. Review the details, leave your tutor a comment for what you specifically are needing assistance with, and then press *confirm appointment*.

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



Appointment Details

Who: with Andrious Nelson **When:** Wednesday, March 25 7:00pm - 7:45pm

Why: Course-based Tutoring **Where:** Virtual Appointment

Additional Details

Hello! My name is Andrious and I am a math tutor in the Academic Success Center. Based on this appointment being virtual, we will meet via a program we utilize called GoBoard; it will be super easy! Prior to the appointment, ensure to check your speaker, microphone and video connection before our appointment. At the time of our appointment, I will send a link to your Georgia Southern student email account to access our virtual meeting board.

If you have a need to cancel this appointment, log in to EAB Navigate and cancel the appointment from there.

Further questions? Contact the Academic Success Center at asc@georgiasouthern.edu. Thank you!

Is there anything specific you would like to discuss with Andrious ? Send Me an Email Send Me a Text

Please provide your mobile number

912-222-2222

Comments for your staff...

◀ Back | **Confirm Appointment**

Confirm appointment date & type

Click "Confirm" to officially schedule the appointment.

Include notes to your tutor of what you need assistance with.



Step 13: Review appointment details. You will also receive an automatic appointment confirmation email to your Georgia Southern email account.

Success! Your Appointment Has Been Created

Appointment Details

Who: Gus Eagle with Tutor

Why: Course-Based Tutoring

When: Wed Mar 06, 2019 04:30 pm - 05:15 pm

Where: Virtual Appointment

Additional Details:

Hello! My name is Noah, and I am a Tutor for the Academic Success Center. Based on the type of appointment you selected, we will meet via Google Hangout at the time of your virtual appointment.

Be sure to have your Georgia Southern student email account open, and check your speaker, microphone and video connection before our appointment.

At the time of our appointment, I will send you a link for a Google video meeting.

Questions? Contact the Academic Success Center at 912-478-5371 or asc@georgiasouthern.edu. Thank you!

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

Prior to your appointment

- Ensure you have materials readily available that you want to discuss with the tutor.
- Ensure to check your speaker, microphone, and video connection before the appointment begins
- At time of appointment, ensure you utilize the link provided by your tutor to “join”