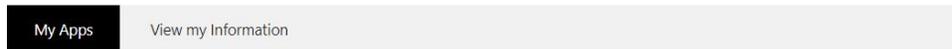


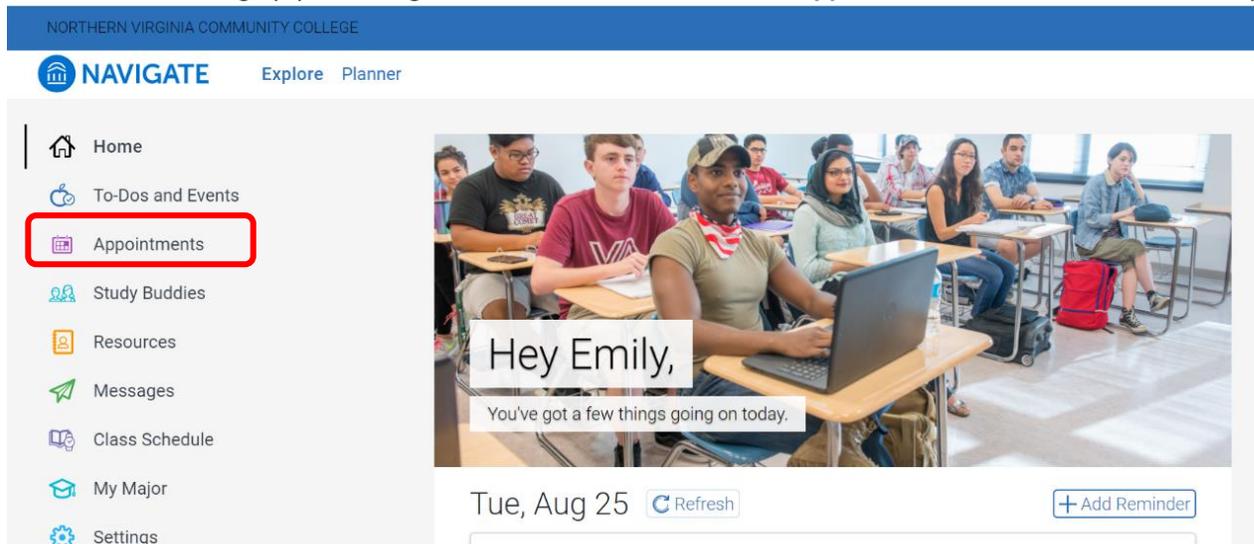
How to Make a Tutoring Appointment in Navigate

If you would like to make an appointment with a NOVA Tutor, the process is simple. You're allowed to have two appointments per subject, per week. Each can be made by following the below process.

1. To start, login to your MyNOVA account at nvcc.my.vccs.edu
2. Choose the "Navigate: Student" option



3. The screen will bring up your Navigate Dashboard. Please choose "Appointments" on the left side of the page:



4. This screen will show you all your upcoming appointments and will provide the option to schedule a new appointment. To initiate a new appointment, click **“Schedule an Appointment”**:

NORTHERN VIRGINIA COMMUNITY COLLEGE

NAVIGATE Explore Planner

Home
To-Dos and Events
Appointments
Study Buddies
Resources
Messages
Class Schedule
My Major
Settings

< Go back

My Appointments

Upcoming Active Past

Clinical Data Coding
Tue, Sep 8 at 1:00 pm [View Details](#)

Schedule an Appointment

5. The next question will ask you what type of appointment you would like to schedule. Choose the button labeled **“> Select”**:

NORTHERN VIRGINIA COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

Home
To-Dos and Events
Appointments
Study Buddies
Resources
Messages
Class Schedule
My Major
Settings

< Go back

Appointment Scheduling

Reason Location & Staff Available Times Confirm

Reason

What type of appointment would you like to schedule? [> Select](#)

X Exit

6. To schedule an appointment with tutoring, click the circle next to "Tutoring" and then select "Answer Next Question":

The screenshot shows the 'Appointment Scheduling' interface. At the top left is a '< Go back' button and at the top right is an 'X Exit' button. Below the title is a '< Back to Reason' button. The main question is 'What type of appointment would you like to schedule?'. There is a single radio button option labeled 'Tutoring', which is selected. A red arrow points to this radio button. At the bottom of the interface is a blue button labeled 'Answer Next Question' with a right-pointing chevron, which is highlighted with a red rectangular border.

7. The next question relates to what kind of appointment you are trying to schedule. **Academic Skills** consists of tutoring options that are not based on class content such as writing assistance, study skills, test prep help, etc. The subject options are for course-based tutoring. For example, for ENG 111 tutoring, select "English and World Languages". For ART 101 tutoring, select "Arts". Choose "Answer Next Question" when finished.

The screenshot shows the 'Appointment Scheduling' interface. At the top left is a '< Go back' button and at the top right is an 'X Exit' button. Below the title is a '< Back to Reason' button. The main question is 'Pick a Service Category'. There is a list of radio button options: 'Academic Skills' (selected), 'Arts', 'Business & Legal Studies', 'English and World Languages', and 'Health Sciences & Nursing'. A red oval highlights the 'Academic Skills' radio button. At the bottom of the interface is a blue button labeled 'Answer Next Question' with a right-pointing chevron, which is highlighted with a red oval.

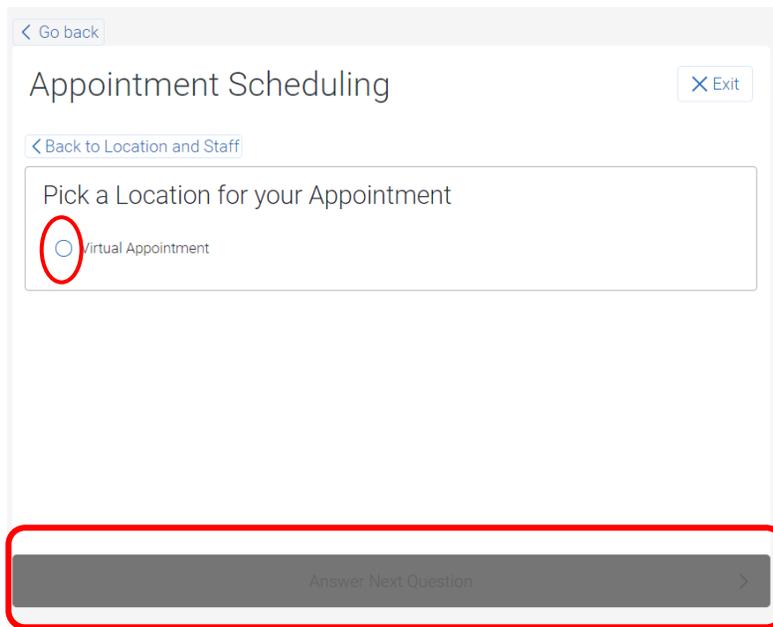
8. On this screen, you pick your service. For a subject-based tutoring like “English and World Languages” or “Mathematics”, you will see the courses you’re enrolled in. If you selected “Academic Skills”, for tutoring that doesn’t require course enrollment, your choices will look like the below. Select the option next to the tutoring service you would like and then choose “Done for Reason”:

The screenshot shows the 'Appointment Scheduling' screen with a title bar containing 'Appointment Scheduling' and an 'Exit' button. Below the title is a 'Back to Reason' link. The main content area is titled 'Pick a Service for your Appointment' and contains three radio button options: 'Academic Skills', 'Preparing for Math Classes (Before Enrollment)', and 'Writing Assistance'. The 'Writing Assistance' option is selected and highlighted with a blue bar. A red circle highlights the radio buttons. At the bottom of the screen, a blue button labeled 'Done for Reason' with a right-pointing arrow is highlighted with a red rectangle.

9. Now review your selections. If you want to change any of the options, click “edit” next to the selection you want to edit. Once all of the correct options are properly input, click “Continue to Next Step”:

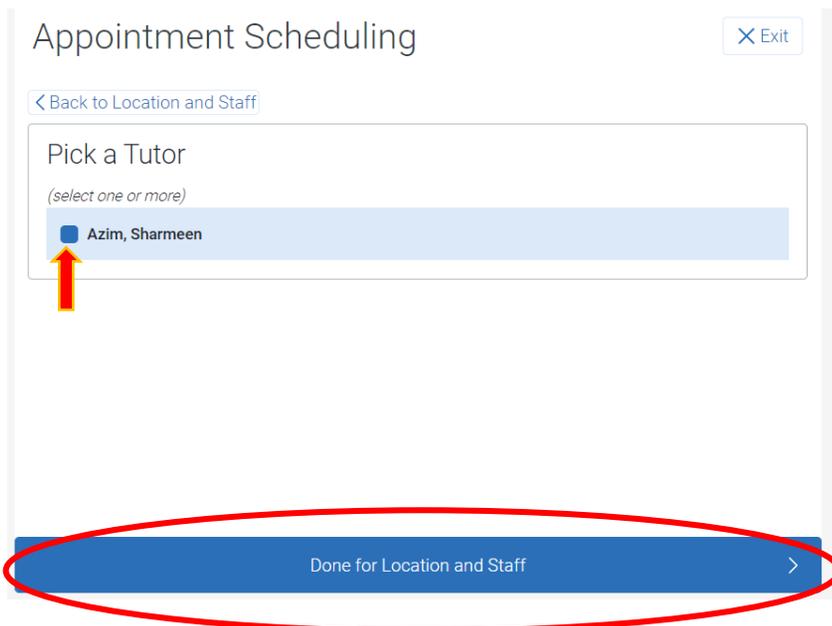
The screenshot shows the 'Appointment Scheduling' screen with a title bar containing 'Appointment Scheduling' and an 'Exit' button. Below the title is a 'Go back' link. The screen has a progress bar with four steps: 'Reason', 'Location & Staff', 'Available Times', and 'Confirm'. The 'Reason' step is active. The main content area is titled 'Reason' and contains three sections: 'What type of appointment would you like to schedule?' with 'Tutoring' selected, 'Pick a Service Category' with 'Academic Skills' selected, and 'Pick a Service for your Appointment' with 'Writing Assistance' selected. Each section has an 'Edit' button with a right-pointing arrow. A red circle highlights these 'Edit' buttons. At the bottom of the screen, a light blue button labeled 'Continue to Next Step' with a right-pointing arrow is highlighted with a red rectangle.

10. Now choose the location of your appointment. For Fall 2020, all appointments are virtual. In the future, this is where you will have the option to select physical campus locations to visit your tutor in person. Click the circle next to your choice and then click “[Answer Next Question](#)”.



The screenshot shows the 'Appointment Scheduling' interface. At the top left is a '< Go back' link, and at the top right is an 'X Exit' button. Below the title is another '< Back to Location and Staff' link. The main content area is titled 'Pick a Location for your Appointment' and contains a single radio button labeled 'Virtual Appointment', which is circled in red. At the bottom of the interface is a dark grey button labeled 'Answer Next Question' with a right-pointing chevron, also circled in red.

11. The next box will ask you to choose your tutor. All tutors that can cover your chosen tutoring service will show up below. For the broadest list of tutoring times, select all tutors. If you have a specific tutor you would like to work with, select the box next to their name:



The screenshot shows the 'Appointment Scheduling' interface. At the top left is a '< Back to Location and Staff' link, and at the top right is an 'X Exit' button. Below the title is another '< Back to Location and Staff' link. The main content area is titled 'Pick a Tutor' with the instruction '(select one or more)'. Below this is a list of tutors, with the first entry 'Azim, Sharmeen' having a blue selection box next to it, indicated by a red arrow. At the bottom of the interface is a blue button labeled 'Done for Location and Staff' with a right-pointing chevron, circled in red.

12. Please review your chosen location and possible tutors. If you need to change your selection, choose “**edit**” or if you’re satisfied with your choices, choose “**Continue to Next Step**”.

Reason Location & Staff Available Times Confirm

Location & Staff

Pick a Location for your Appointment

Virtual Appointment

Edit

Pick a Tutor

Azim, Sharmeen

Edit

Continue to Next Step

13. Navigate will read all the availability of the tutors you chose in the previous option and display it on the screen. To choose a day, click the box with the date on it.

Reason Location & Staff Available Times Confirm

Available Times

Selected day and time Aug 31 @ 9:00 AM

< Previous Week Next Week >

SUN 30 Aug	MON 31 Aug (9)	TUE 01 Sep	WED 02 Sep	THU 03 Sep	FRI 04 Sep (9)	SAT 05 Sep (9)
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Before noon After noon

09:00 AM 10:00 AM 11:00 AM

Continue to Next Step

You can schedule up to two weeks in advance, so to change your week, click “**next week**”.

You will know how many appointments are available in a day by looking under the day of the week.

You can choose the time of day using these buttons. Before noon are appointments from 10am – 12pm. After noon are appointments from 12 – 6pm.

Choose your preferred time here.

Choose “**continue to next step**” once you have determined your appointment day and time.

14. On this screen, you will see all of your final appointment details including the service, the date, the time, the tutor, and the location of the appointment. We ask that in the box labeled “**Anything specific you want to discuss?**” that include your email address and comments about the concepts you are hoping to cover, as well as the details about your assignment. When you’re finished, click “**Confirm Appointment**”.

Appointment Scheduling ✕ Exit

Reason Location & Staff Available Times ✓ Confirm

Confirm

Writing Assistance
One Time Appointment

Mon, Aug 31 9:00 - 10:00 am Sharmeen Azim

Virtual Appointment

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder

Send email to exmiller@nvcc.edu

Confirm Appointment >

15. Your appointment is now made. You should receive an email confirmation reiterating this information and the Zoom information to meet with your tutor virtually. That email will also contain information on how to cancel your appointment, if needed. We suggest cancelling at least a day prior to your appointment. If you have any questions or concerns during this process, you may contact tutoring@nvcc.edu and a tutoring center staff member will respond.