

1. Introduction

The following instructions will go through the steps to book a Seneca College peer tutoring session.

SUPPLIES NEEDED:

- ❖ Computer or laptop with internet access

SKILLS:

- ❖ Basic computer knowledge

2. Instructional Steps

STEP 1:

Open your preferred browser window and navigate to the following website: www.senecacollege.ca/signin. You will then be taken to the Seneca College Sign on page, as seen in figure 1.

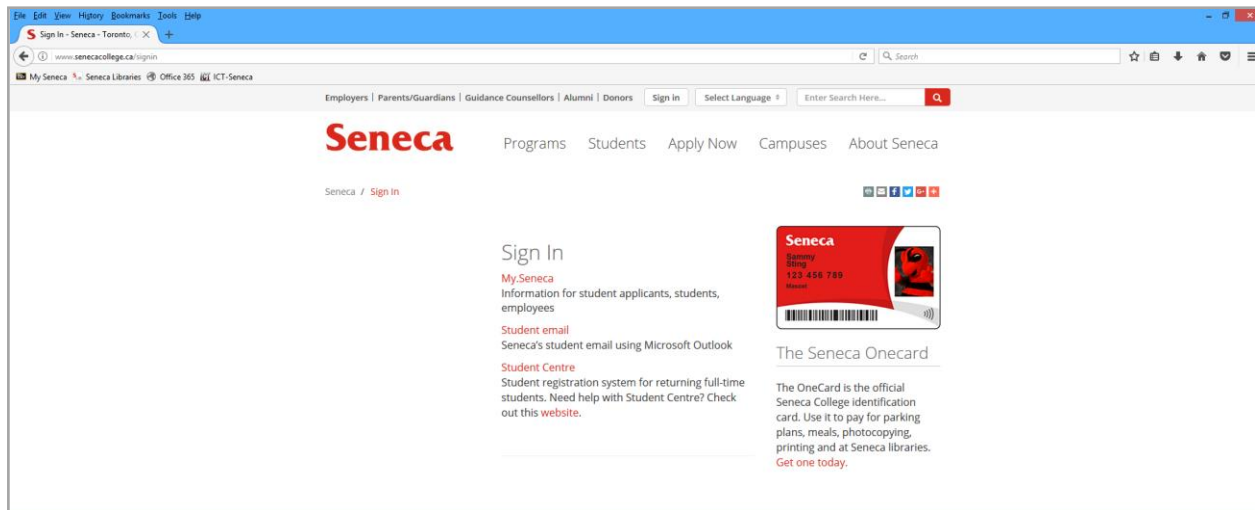


Figure 1

STEP 2:

Once there select the option My.Seneca you will then be redirected to the you to Seneca's Blackboard sign in page where you can enter your login credentials.

STEP 3:

After selecting login, you will be sent to your Seneca Blackboard account. In the top right click the “Students” tab as shown in figure 2.

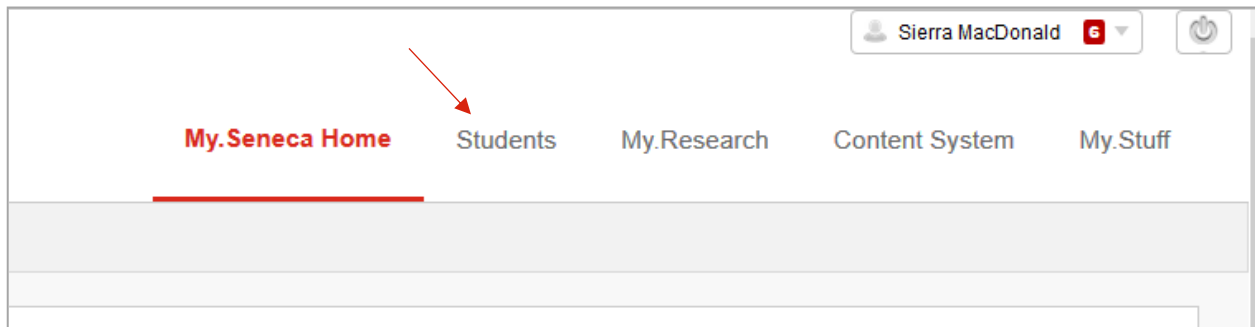


Figure 2

STEP 4:

- I. On the students page on the left hand side there will be a text box with the title “Learning Center – Tutor booking”
- II. Inside of this text box click the link attached to word “here” as seen in figure 3.



Figure 3

STEP 5:

- I. After clicking this link you will now be on the Seneca College tutor booking page.
- II. Click the appointments icon (figure 4) to continue



Figure 4

STEP 6:

- I. Next click the “Create Appointment student” icon (figure 5).

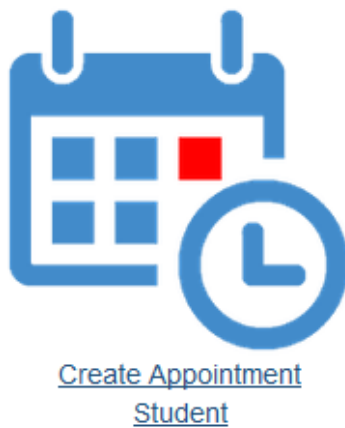
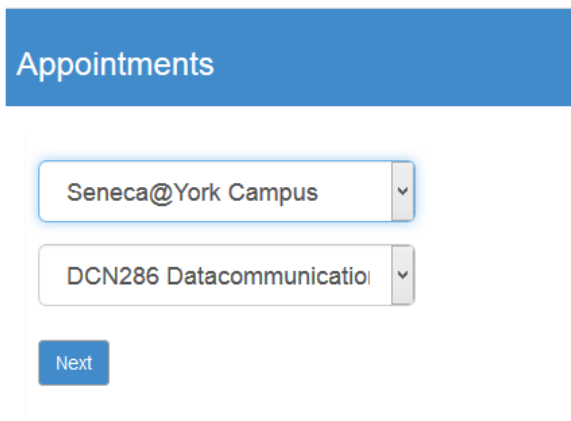


Figure 5

STEP 6:

- I. Using the “Select Category” drop down box select which campus you want the tutoring appointment to be on. (figure 6)
- II. Using the “Select Activity” drop down box select which course you want the tutoring appointment to be for. (figure 6)
- III. Click next



The screenshot shows a web form titled "Appointments" in a blue header. Below the header, there are two dropdown menus. The first dropdown menu is labeled "Seneca@York Campus" and the second is labeled "DCN286 Datacommunicatio". Both dropdown menus have a downward arrow on the right side. Below the dropdown menus is a blue button labeled "Next".

Figure 6

STEP 7:

- I. Select which time frame of dates you are looking to schedule a tutoring appointment within (figure 7).
- II. Using the drop down bar you will see a list of tutors available for the dates you have chosen, select a tutor from the list (figure 7).
- III. Once you have picked your tutor a list of their available times will appear select a time (figure 7).

From To

Select Tutor

Monday, April 09, 2018	
06:30 PM	
Tuesday, April 10, 2018	
11:00 AM	02:00 PM 03:00 PM
Wednesday, April 11, 2018	
02:30 PM 03:00 PM 03:30 PM 04:00 PM 04:30 PM 05:00 PM 05:30 PM 06:00 PM 06:30 PM	

Figure 7

STEP 8:

- I. A box will pop up to confirm the options you have selected are correct (figure 8)
- II. Select when you want the tutoring appointment to end by using the drop down box.
- III. When you have confirmed your options are correct click schedule.

Create Appointment

Activity: DCN286
Datacommunications I

Tutor: David Wood

Date: Tue Apr 10 2018

Start: 11:00:00 AM

End: 11:30:00 AM

Schedule

Cancel

Figure 8

Note: Appointments are scheduled in 30 minute intervals with a maximum of 60 minutes total.

STEP 9:

- I. You have now successfully booked a Seneca College peer tutoring appointment.