

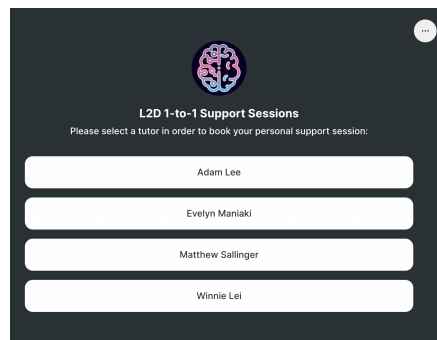


Tutor Support Session Booking Instructions

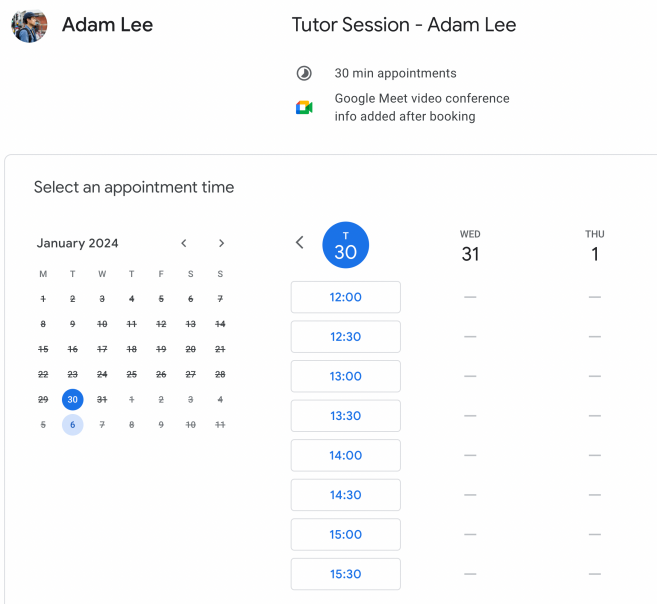
L2D now offers the chance to book a 30-minute, 1-to-1 discussion between students and tutors. This is aimed at allowing students with particular queries to have these answered and walked-through with an L2D tutor. As an example, these queries can either be about a subject area, assignment question, or final project.

Please refer to this instruction document to help you book sessions with a tutor of your choice.

1. Click on the following URL (and bookmark it for safekeeping):
<https://linktr.ee/L2DTutorSessions>
2. From the list, select a tutor of your choosing to see their availability. Please note, if one tutor's availability is not convenient for you, it's a good idea to check on the others in the list, for a wider array of support slots.



3. Each booking consists of a 30-minute slot. Select a slot that is convenient for you. Typically, we make slots available one week at a time.



4. To book a slot, click the time of your choosing, and fill out the form with your name, email address and the reason for your booking. (Tip: give 1-2 sentences in the last field, to help your tutor know what the support session will be about).

The image displays two side-by-side screenshots of a web-based booking interface.

Left Screenshot (Booking Form):

- Title:** Tutor Session - Adam Lee
- Time:** Tuesday, 30 January · 12:00 – 12:30 (GMT+00:00) United Kingdom Time
- Message:** Google Meet video conference info added after booking
- Your contact info:**
 - First name:** Joe
 - Surname:** Bloggs
 - Email address:** joe.bloggs@university.ac.uk
 - Reason for booking:** Basic Python 4 assignment: help with question 2
- Buttons:** Cancel, Book

Right Screenshot (Booking Confirmation):

- Status:** Booking confirmed
- Email:** Email sent to joe.bloggs@university.ac.uk
- Calendar Invite:** 30 JAN Tutor Session - Adam Lee Tuesday · 12:00 – 12:30 (GMT+00:00) United Kingdom Time
- Google Meet:** Join with Google Meet. New to Google Meet? [Learn more](#) about getting started.
- Need to change?** [Cancel your appointment](#)
- Google Calendar:** Create your own appointment page [Learn more](#)
- Buttons:** Close

You should then receive an automatic calendar invite to the provided email address. When the time for your support session arises, it will take place on the automatically provided Google Meet link, which will allow you to engage in a video meeting with your tutor, directly from your web browser. No additional software or sign-ups are required.

If you have any questions regarding your tutor support session, please email us on: admin@learntodiscover.ai