

How to book a tutoring appointment – Seneca College

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How to book a tutoring appointment

Step 1

Open your preferred browser window and navigate to Seneca College Sign in page using: www.senecacollege.ca/signin.

Step 2

Once there, click the red 'My.Seneca' link (shown below). You will be redirected to Seneca's Blackboard sign in page where you can enter your login credentials.

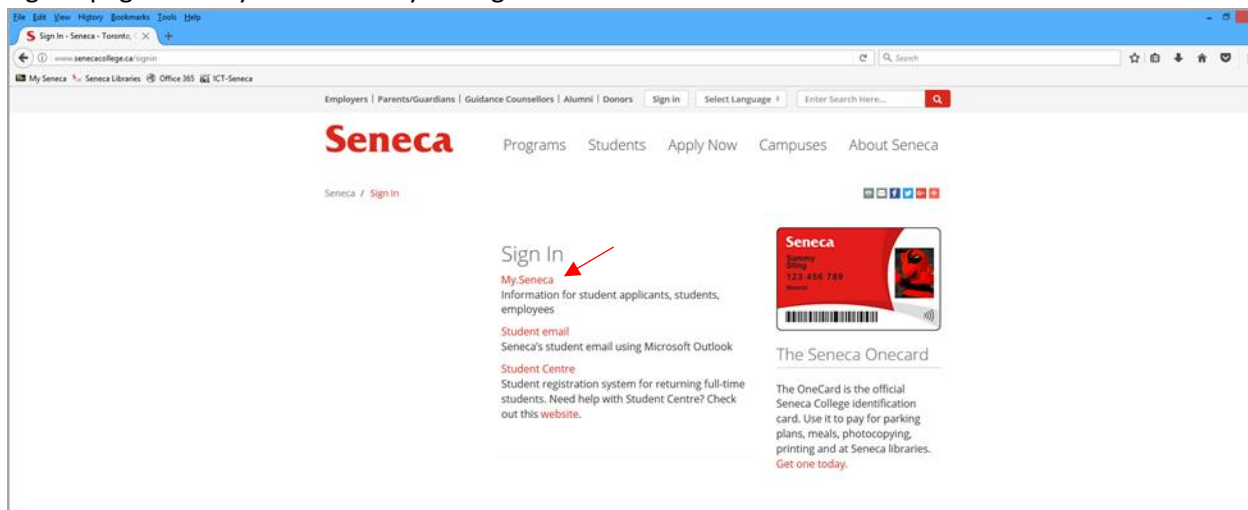


Figure 1

Step 3

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

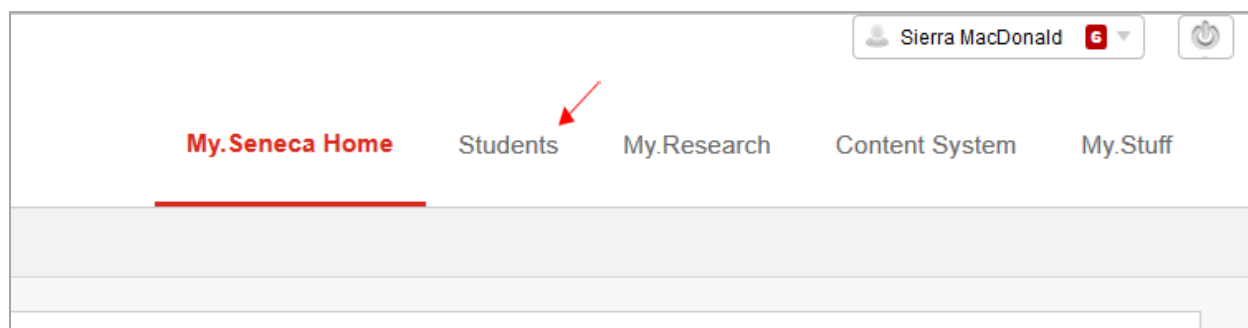


Figure 2

Step 4

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



Figure 3

Step 5

You are now on the Seneca College tutor booking page. Click the appointments icon (figure 4) to continue.

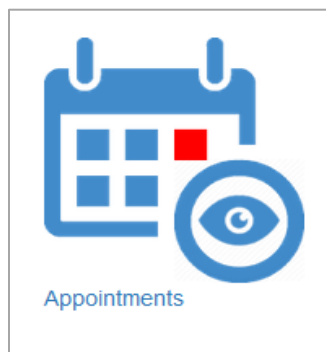


Figure 4

Step 6

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

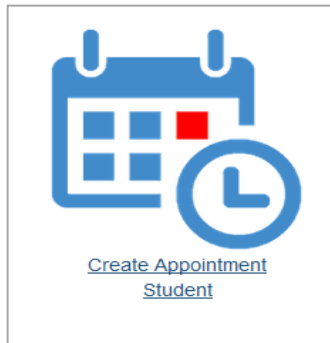


Figure 5

Step 7

Using the “Select Category” and “Select Activity” drop down boxes to choose which campus and what course you would like the tutoring appointment to be for. Click ‘Next’.

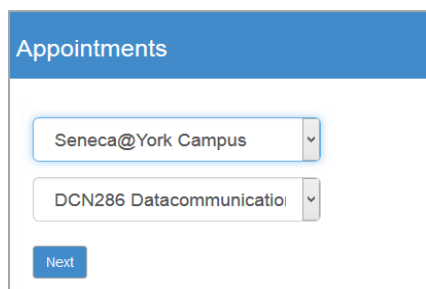
The image shows a web form titled "Appointments" in a blue header. Below the header, there are two dropdown menus. The first dropdown menu has "Seneca@York Campus" selected. The second dropdown menu has "DCN286 Datacommunication" selected. Below these two dropdowns is a blue button with the text "Next".

Figure 6

Step 8

Next, choose which time frame of dates you are looking to schedule a tutoring appointment within. Then, select a tutor by using the drop down bar to see a list of tutors available. Select a time from the available list.

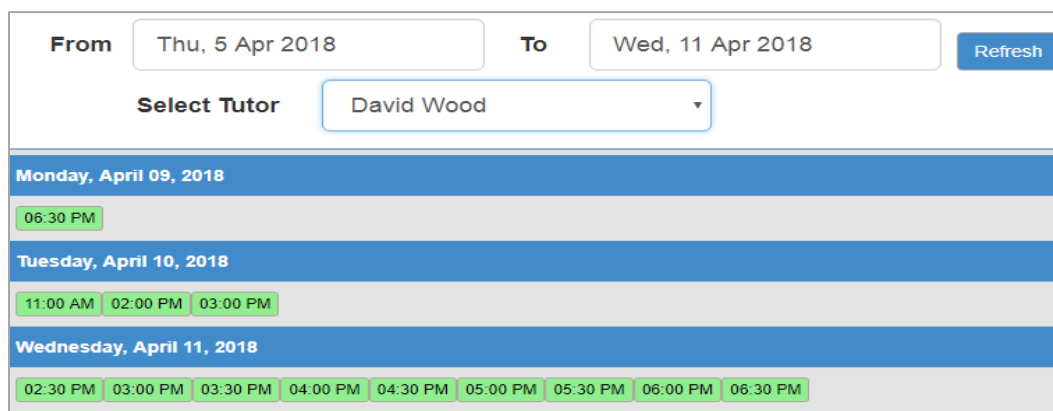
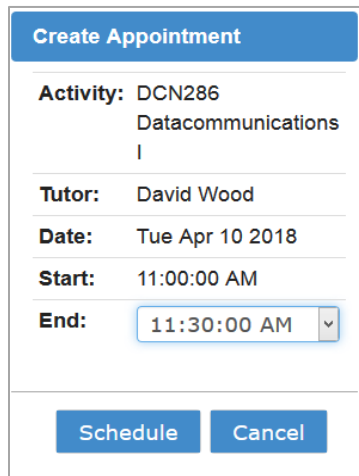
The image shows a complex scheduling interface. At the top, there are two date input fields: "From" with "Thu, 5 Apr 2018" and "To" with "Wed, 11 Apr 2018". To the right of these is a blue "Refresh" button. Below the date fields is a "Select Tutor" label and a dropdown menu showing "David Wood". Below this is a list of dates and times. The dates are "Monday, April 09, 2018", "Tuesday, April 10, 2018", and "Wednesday, April 11, 2018". Each date has a row of time slots. For Monday, there is one slot: "06:30 PM". For Tuesday, there are three slots: "11:00 AM", "02:00 PM", and "03:00 PM". For Wednesday, there are eight slots: "02:30 PM", "03:00 PM", "03:30 PM", "04:00 PM", "04:30 PM", "05:00 PM", "05:30 PM", and "06:00 PM". The time slots are represented by green buttons with black text.

Figure 7

Step 9

A pop up will appear with details of your scheduled appointment (see figure 8). Use the drop-down box to select when you want the tutoring appointment. Once you have confirmed your options are correct, click schedule.



The image shows a 'Create Appointment' pop-up form. It has a blue header with the text 'Create Appointment'. Below the header, there are several fields: 'Activity: DCN286 Datacommunications I', 'Tutor: David Wood', 'Date: Tue Apr 10 2018', 'Start: 11:00:00 AM', and 'End: 11:30:00 AM'. The 'End' field is a drop-down menu. At the bottom of the form, there are two buttons: 'Schedule' and 'Cancel'.

Create Appointment	
Activity:	DCN286 Datacommunications I
Tutor:	David Wood
Date:	Tue Apr 10 2018
Start:	11:00:00 AM
End:	11:30:00 AM ▼
<div>Schedule Cancel</div>	

Figure 8

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

CONGRATS! You have now successfully booked a Seneca College peer tutoring appointment.