## How to Make a Tutoring Appointment in Navigate

Every student can make two appointments per subject, per week. To make an appointment with a NOVA tutor, follow the process below.

- 1. To begin, log into your MyNOVA account at nvcc.my.vccs.edu
- 2. Choose the "EAB Navigate Student" app located on your MyNOVA landing page



 Clicking on the app will take you to the Navigate Dashboard. Choose "Appointments" on the lefthand side of the page.



4. This screen will show you all your upcoming appointments and will give you the option to schedule a new appointment. To make a new appointment, click "Schedule an Appointment."

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Appointments	Appointments			
Study Buddies				
Resources	My Appointments My Team History			

5. The next page will ask you what type of appointment you want to schedule, the service, and the date. Select "Tutoring" as your type of appointment. You may choose "Advising" to speak to an academic advisor.

Advising	

6. Choose your subject of choice. "Academic Skills" consists of tutoring options that are not based on class content like study skills, test prep help, etc. "Writing Assistance" is for students who need help with essays in classes that are not English or ESL, like History, Science, Art History, Business essays, etc. For ART-101, select "Art." For any English or ESL classes, select "English (ENG, ENF, EDE)." For Math, select "Mathematics (MTH and MDE)." NOVA also offers tutoring for certain world languages. Check Navigate to see if there is a tutor available for the language you are studying.

Service *		Service +	
Mathematics (MTH and MDE)	× ^	Mathematics (MTH and MDE)	× ^
Academic Skills	<u>^</u>	Math	
Academic Skills		Mathematics (MTH and MDE)	_
Writing Assistance			
irte		Science & Engineering	
4 to		Biology	
Art		Social Sciences	
nglish and World Languages		Communications	
English (ENG, ENF, EDE)		History	
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Mathematics (MTH and MDE)	× ^	Service *	
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Psychology		Sociology	•
Sociology		TEAS Prep	
TEAS Prep		TEAS Prep	
TEAS Prep		Technologies	
Technologies			
rechnologies			
Computer Science		Other	
Other	-	Student Development (SDV)	

7. Then, you will select the date you want your appointment. Keep in mind you cannot make same-day appointments in Navigate.

Augu	st 12, 2	2024				
Aug	ust	<b>~</b>	2024	<b>~</b> <	9	>
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8. Once you have all three options selected, click "Find Available Time."

Northern Virginia Community	College			
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Appointments	New Appointment What can we help you find?			
<u>ල</u> යි Study Buddies	Below you will find available options for scheduling an appointment. If you cannot find something that you are holding for try the other appointment View Drop-In Times		]	
Resources	options to see available options for dropping in or requesting an Show More  Meet With Your Success Team			
😥 Surveys				
Notifications 2	What type of appointment would you like to schedule? * Tutoring × ✓			
Class Schedule	Service *			
🗑 Major Explorer	Mathematics (MTH and MDE) × ·			
🏷 Favorites	August 12, 2024			
? Help	2 Find Available Time			
💎 Forage (New)				-

9. You will then be brought to a page that lets you choose the time that best suits your schedule. Scroll down to where you will find three more drop-down menu options.

Ne	w A	ppo	oint	mer	nt			
All	Filte	rs				St	tart Over	( TUTORING) ( MATHEMATICS (MTH AND MDE))
What t Tuto	ype of a ring	appoir	ntment	would y	ou like i	to sch	nedule?	CA Carlos Armendia Landivar Virtual Appointment
Service Mathematics (MTH and MDE)								Please select one of the courses below to see available times at this location. <u>University Physics II (PHY-242)</u> Calculus III (MTH-265)
Pick a	Date 🛈							<u></u>
Aug	ust	~	2024	<b>~</b> <	9	>		
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10. Here, you will choose the Staff (optional), the Location (all campuses offer tutoring, including virtually), and the Course you need tutoring in.

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otan		Staff			
Search by name	^	Carlos Armendia Landivar			
Carlos Armendia Landivar		Location			
Search by name	$\sim$	Virtual Appointment			
Course		Virtual Appointment			
Select course	$\sim$	Select course			

Staff	
Carlos Armendia Landivar	×
Location	
Location	
Virtual Appointment	× ~
Course	
Calculus III (MTH-265)	× ^
Calculus III (MTH-265)	

11. Once those three options are selected, a list of times will appear on the right-hand side of the page. Select a time that works best for you.

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All I	Filte	ers				Start Over	TUTORING     MATHEMATICS (MTH AND MDE)     CARLOS ARMENDIA LANDIVAR X
Vhat t	ype of	appoii	ntment	would y	ou like	to schedule?	
Tuto	ring						Carlos Armendia Landivar
Service	e						Virtual Appointment
Math	ematio	cs (M1	rH and I	MDE)			Mon, Aug 12th
Pick a Date 🕢							11:00 - 12:00 PM
Aug	ust	~	2024	<b>~</b> <	9	>	
S	М	Т	W	Т	F	S	Tue, Aug 13th
				1	2	3	(10.00 - 11:00 AM) (11:00 - 12:00 PM)
4	5	б	7	8	9	10	
11	12	13	14	15	16	17	Wed, Aug 14th
18	19	20	21	22	23	24	(10.00 - 11.00 AIM (11.00 - 12.00 PM)
25	• 26	27	28	29	30	31	Thu, Aug 15th
							(10:00 - 11:00 AM) (11:00 - 12:00 PM)
							Fri Aug 16th

12. Once a time is chosen, it will take you to a confirmation page. Make sure your appointment details are correct. Under "Details," you will be able to find the name of your tutor and the room number on the campus your appointment will take place on. If you have chosen a virtual appointment, you will be given a zoom link.

oback Dashboard	onfirm	
What type of appointment would you like to schedule?	Service	
Tutoring	Mathematics (MTH and MDE)	
Date 08/12/2024	<b>Time</b> 11:00 AM - 12:00 PM	
Location Virtual Appointment		
<b>Staff</b> Carlos Armendia Landivar		
Details		
Thank you for making a tutoring appointment! Your tutor will be <b>Carlos</b>	s Armendia and your session will be approximately 50 minutes long.	
At the scheduled time, please use this 200M link to access your tutors https://yoos.zoom.us/i/8826371616	s waiting room:	
*Once it is time to begin, your tutor will admit you from the waiting roo	m.	
If you are not familiar with using Zoom, you can watch this one-minute	e YouTube video on how to join a Zoom Session:	
https://www.youtube.com/watch?v=vFhAEoCF7jg	-	
Please understand that time may not allow for each and every one of v	your questions to be answered. Also, your tutor will not do your work for you	

13. Scroll down. If you would like to receive email and text message reminders about your appointment, make sure both boxes are checked and that the correct phone number appears where you would like your reminders to go to. When ready, click "Schedule."

Would you like to share anything else?
Add your comments here
Email Reminder
Reminder will be sent to
Text Message Reminder
Phone Number for Text Reminder
Schedule

14. Your appointment is now made. You will receive an email confirmation reiterating the information necessary to meet your tutor in-person or virtually. Keep in mind that if you for some reason need to cancel your appointment, that email will also contain information on how to cancel your appointment, if needed. We suggest cancelling at least a day before 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.