



## Scheduling a Free Online Tutoring Appointment

1. Log in to MyCourses and click “Free Tutoring” from the menu at the top of the page.
2. Select “eTutoring” from the “Free Online Tutoring” drop-down list.
3. After the “System Check” page, select “Click here to continue” at the bottom, left-hand side of the screen.
4. On the “Welcome to Smarthinking!” page, choose the green button that says, “Work with a Tutor or Career Coach” to access a GGC tutor.
5. From the “Work with a Tutor or Career Coach,” select “Schedule a Future Session” to schedule a future tutoring session in the subject you need help with. Or select “Drop-in” tutoring to work with the first available tutor.

- Make sure your subject selection is labeled “GGC Subject.” For example, choose “GGC Math,” to reach a math tutor from the Academic Enhancement Center.
- For drop-in tutoring, the color green will indicate the GGC tutoring subjects that are available.

**Tip:** If your desired GGC subject is unavailable, you can still schedule a session through selecting a Smarthinking subject option that does not have the “GGC\_” attached to it.

6. Choose your specific course. Available courses are also indicated in green. If your desired GGC course is unavailable, try returning to the subject selection screen and selecting a Smarthinking subject instead of a GGC subject to access the tutoring you need.

### **For Appointment Scheduling Only:**

7. When scheduling an appointment, click on a future timeslot that works for you. Available timeslots will be white. Gray timeslots do not have tutors available during that time for that course.

**Tip:** Live tutoring sessions must be scheduled at least 24 hours in advance!

8. Select the tutor you would like to work with using the drop-down menu that pops up when you click on a timeslot. Note that not all tutors will be available for every subject, so there may be only one tutor for your specific course.
9. Click “Schedule” to proceed, then “Okay” to finish scheduling your appointment.