

CHHS SSC Spartan Connect: Peer Tutoring Appointment Guide

Appointment Process: Student View

1. Homepage

The screenshot shows the top navigation area with a dropdown menu, a semester selector set to "Fall 2020", and a user profile icon. Below the navigation is the SJSU SPARTAN CONNECT logo. A prominent blue button reads "Appointments, Drop-ins, and Workshops & Events". Underneath are four sections: "Quick Links" with links for "Take me to...", "School Information", and "Download Center for Reports"; "Current Visits" with the message "You have no current visits."; "Upcoming Appointments" with the message "You have no upcoming appointments."; and "Your Success Team".

Students will click the “Appointments, Drop-ins, and Workshops & Events” button to begin scheduling an appointment. Peer Tutoring this semester will be appointment-based only.

2. 1st Service Area Dropdown

The screenshot shows the NAVIGATE interface. At the top, there is a logo for NAVIGATE, a notification icon with '55', and a dropdown menu set to 'Fall 2020'. The breadcrumb trail reads 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A sidebar on the left contains icons for home, mail, and calendar. The main content area has a form with the question 'What service area would you like?'. A dropdown menu is open, showing options: '-- please choose one --', '-- please choose one --', 'Advising', 'Career', 'Housing (for Housing Residents Only)', 'SJSU Workshops & Events', and 'Tutoring/Mentoring'. The 'Tutoring/Mentoring' option is highlighted in blue.

The 1st service area will ask what the student needs assistance with. **Click the "Tutoring/Mentoring" option.**

3. 2nd Service Area Dropdown

The screenshot shows the NAVIGATE interface. At the top, there is a logo for NAVIGATE, a notification icon with '55', and a dropdown menu set to 'Fall 2020'. The breadcrumb trail reads 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A sidebar on the left contains icons for home, mail, and calendar. The main content area has a form with the question 'What service area would you like?'. The dropdown menu is set to 'Tutoring/Mentoring'. Below this is the question 'What kind of peer assistance do you want?'. A dropdown menu is open, showing options: '-- please choose one --', 'Peer Mentoring', and 'Peer Tutoring'. The 'Peer Tutoring' option is highlighted in blue.

The 2nd service area dropdown will ask the student to choose between "Peer Mentoring" or "Peer Tutoring." **Click the "Peer Tutoring" option.**

4. 3rd Service Area Dropdown

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A dropdown menu is open, asking 'What service area would you like?'. The options are: '-- please choose one --', 'Course-based Tutoring' (highlighted), 'Graduate Student Writing', 'Undergraduate Student Writing', 'Virtual - Course-based Tutoring', 'Virtual - Graduate Student Writing', 'Virtual - Undergraduate Student Writing', and '-- please choose one --'. A 'Next' button is visible at the bottom right of the form area.

The 3rd service area dropdown asks for more detail and will change based on the 2nd service area. **Click the “Course-based Tutoring” option.**

5. Choosing Virtual Location

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system. The breadcrumb trail is 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A dropdown menu is open, asking 'Where do you want to have your appointment?'. The options are: '-- please choose one --', '-- please choose one --', 'CHHS Student Success Center - Virtual' (highlighted), 'Jack Holland Student Success Center - Virtual', and 'Virtual'. A 'Next' button is visible at the bottom right of the form area.

The next page will ask the student to choose a location for the appointment. **Click the “CHHS Student Success Center - Virtual” option.**

8. Appointment Availability

NAVIGATE 117 SJSU Fall 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From September 05 To September 09

Sat, Sep 05	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon 2 Available

* All times listed are in Pacific Time (US & Canada). refreshed at 1:06pm PT.

Don't see the time you're looking for? Virtual Drop-ins may be available! [View Drop-in Times](#)

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The availability of the Peer Tutor will be shown, with available times being highlighted blue while unavailable times remain gray. Click on the Morning or Afternoon button based on the tutor's availability and your preference.

9. Selecting Appointment Time

NAVIGATE 117 SJSU Fall 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From September 05 To September 09

Sat, Sep 05	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon N/A	Afternoon 2 Available

* All times listed are in Pacific Time (US & Canada).

Don't see the time you're looking for? Virtual Drop-ins may be available! [View Drop-in Times](#)

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Close

1:00pm PT

1:30pm PT

Once the blue available appointment time slot is chosen, available times will pop up.

9. Appointment Details + Confirmation

Schedule Appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Kc Javier with Stacy Demertzis	When: Monday, September 28 9:00am - 10:00am PT
Why: Course-based Tutoring	Where: CHHS Student Success Center - Virtual

Additional Details

Thank you for booking your tutoring appointment with the CHHS Student Success Center! Our online tutoring sessions are provided through GoBoard - a tutoring platform created by tutors. We believe this platform is more conducive to tutoring than Zoom. You will receive an email soon from your tutor with a link to your GoBoard. Be sure to save that email so you can enter your GoBoard "room" at the time of your appointment.

If you need to cancel your appointment, be sure to do so at least two hours before your appointment time. To cancel, log in to Spartan Connect, go to your calendar, find your tutoring appointment, click on it to view the details, and click on the 'Cancel Appointment' button.

Is there anything specific you would like to discuss with Stacy? Send Me an Email Send Me a Text

Comments for your staff...

[← Back](#) [Confirm Appointment](#)

Once the time is chosen, your appointment details, such as the Peer Tutor's name, and the date/time will be shown. **To confirm the appointment, scroll down and click the "Confirm Appointment" button. Your appointment is now booked!**