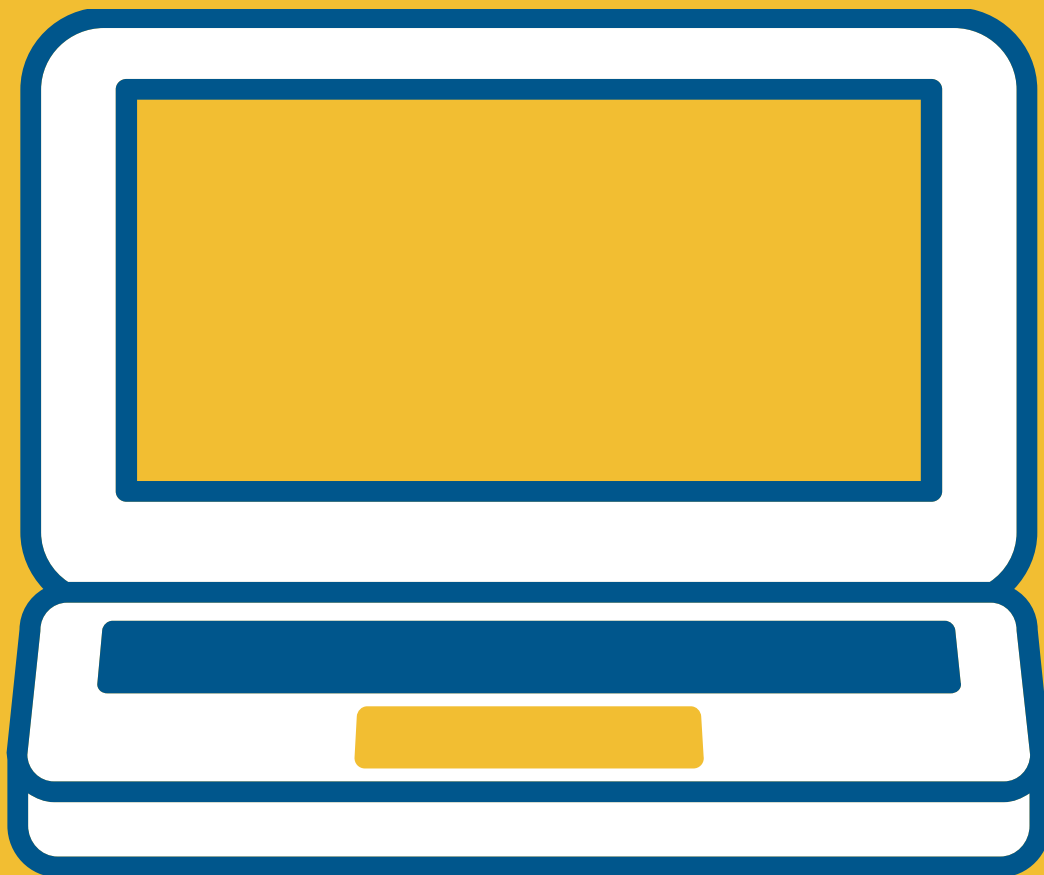
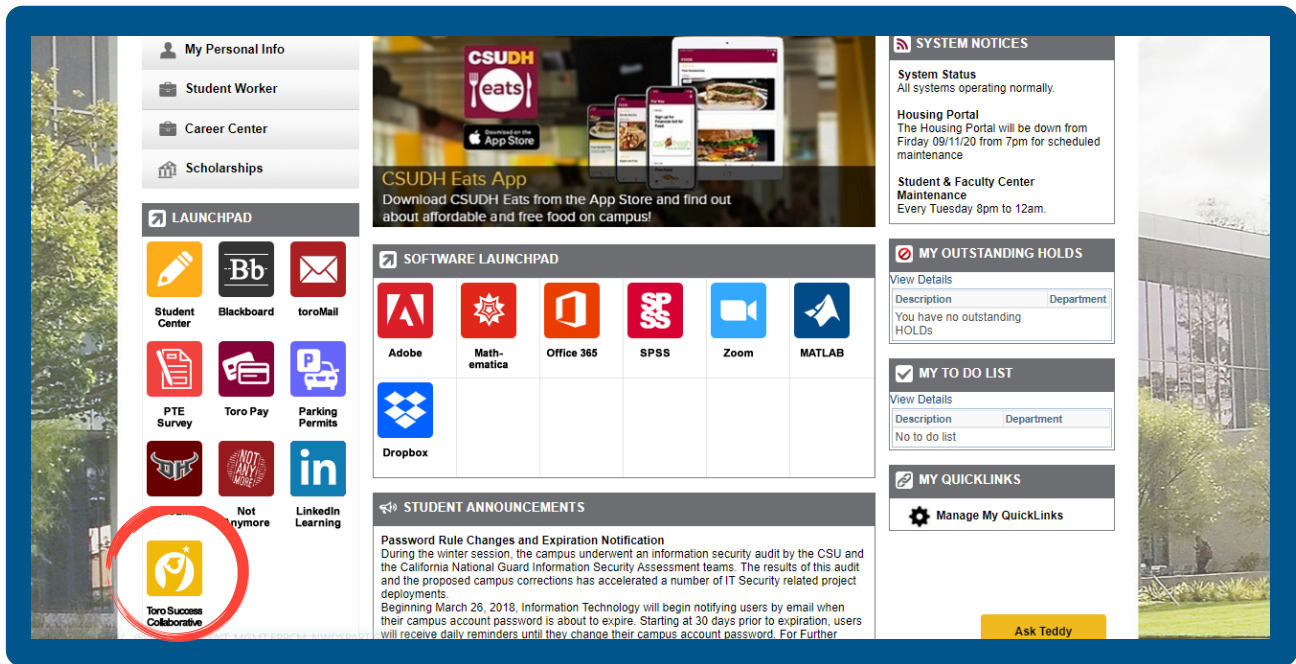




# Scheduling A Tutoring Appointment: A Step-by-Step Guide



# CSUDH | TORO LEARNING & TESTING CENTER



Log into your portal and click on "Toro Success Collaborative".

The screenshot displays the 'Student Home' interface. At the top left, there are navigation tabs for 'Class Information', 'Reports', and 'Calendar'. The main content area is titled 'Classes This Term' and features a table with the following data:

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
AFS-310-42-LEC The African American Experience in the US	<a href="#">Judith Fisher</a>				<a href="#">0.(0)</a>
ENG-308-01-LEC Critical Approaches to Children's Literature	<a href="#">Chance Fraser</a>	MW 11:30a-12:45p PT Alternative Instruction-INST73			<a href="#">0.(0)</a>
GEO-350-01-LEC World Geography	<a href="#">John Menary</a>	MW 1:00p-2:15p PT Alternative Instruction-INST27			<a href="#">0.(0)</a>
MAT-207-03-DIS Mathematics for Elementary School Teachers: Geometry & Statistics	<a href="#">Luis Blazer</a>	MW 7:00p-8:40p PT Alternative Instruction-INST51 MW 10:00a-11:15a			<a href="#">0.(0)</a>

On the right sidebar, there is a blue button labeled 'Schedule an Advising or Tutoring Appointment' with a mouse cursor icon pointing to it. Below this are sections for 'Quick Links' (containing links like 'Take me to...', 'Schedule a General Event', 'Record Class Attendance', 'School Information', and 'Download Center for Reports') and 'Current Visits' (showing 'You have no current visits.').

Click on "Schedule an Advising or Tutoring Appointment" located on the upper right hand side of the page.



Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

What type of appointment would you like to schedule?

Tutoring

Select a Tutoring Service

ONLINE: Tutoring related to one of ...

Next ▶

Select "Tutoring" as your appointment type.

Then select "Online: Tutoring related to one of my classes".

**Note:** Math Study Hall is Mon.-Thurs. from 7-8PM as drop-in (not by appointment). If you need support from a tutor outside of these hours, please select "Tutoring for one of my courses" as your service.

Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

Please select a Location

ONLINE: Toro Learning & Testing Ce... ▾

Select the Course for which you need assistance. You may also visit our website at [csudh.edu/tltc](http://csudh.edu/tltc) for a full list of our Tutors' schedules.

GEO-350-01-LEC World Geography ▾

Select an available Tutor

x Gutierrez, Vincent

If you don't have a preference, just click Next.

◀ Back

Next ▶

Click on "ONLINE: Toro Learning and Testing Center" for location.  
Select the course you need help with.

Note: You are not required to select a tutor but you can select one if you'd like.

## Schedule Appointment

Times From September 11 To September 15

Fri, Sep 11	Sat, Sep 12	Sun, Sep 13	Mon, Sep 14	Tue, Sep 15
Morning N/A	Morning N/A	Morning N/A	Close 9:00am PT 9:30am PT	Morning 5 Available
Afternoon N/A	Afternoon N/A	Afternoon N/A		Afternoon N/A

\* All times listed are in Pacific Time (US & Canada).  
refreshed at 4:17pm PT.

Click here to request a virtual tutoring session using NetTutor. Please include your Professor's name and what you need help with and someone will be in touch with you soon.

[Request Appointment](#)

[Back](#)

[Next](#)

Please choose a time that works for you.

Schedule Appointment

Times From September 11 To September 15

Fri, Sep 11	Sat, Sep 12	Sun, Sep 13	Mon, Sep 14	Tue, Sep 15
Morning N/A	Morning N/A	Morning N/A	<input type="button" value="Close"/> 9:00am PT 9:30am PT	Morning 5 Available
Afternoon N/A	Afternoon N/A	Afternoon N/A		Afternoon N/A

\* All times listed are in Pacific Time (US & Canada). refreshed at 4:17pm PT.

Click here to request a virtual tutoring session using NetTutor. Please include your Professor's name and what you need help with and someone will be in touch with you soon.

Don't see a time available that works for you? Please select the "Request Appointment" option in the yellow banner below and share your needs. Please be as detailed as possible. Someone will reach out to you shortly.



Service > Location & Staff > Select Time > Confirm

## Schedule Appointment

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

### Appointment Details

<b>Who:</b> Christopher Mejia-Serrano with Vincent Gutierrez	<b>When:</b> Monday, September 14 9:00am - 9:30am PT
<b>Why:</b> ONLINE: Tutoring related to one of my classes	<b>Where:</b> ONLINE: Toro Learning & Testing Center

### Additional Details

**https://csudh.zoom.us/j/7614276795**

You will be meeting with your tutor through Zoom.

Please click on the Zoom URL to begin your session. **If you are accessing a scheduled appointment (versus a drop-in session), please take care to not click the link earlier than your scheduled time as your tutor might be finishing up another appointment.**

**All students must check themselves in AND out from their sessions. Please do so through your TSC homepage on the righthand side of your screen.**

**Before you meet with your tutor, please make sure you:**

1. Have a device:
  1. Other than a cellphone with internet access

If you have found and selected a time that works for you, scroll to the bottom of this page to confirm your appointment...



1. Have a device:
  1. Other than a cellphone with internet access
  2. With working audio or a microphone
  3. With video capacities (This is recommended)
2. Know how to access Zoom.
  1. If you have never used Zoom, please review the guide:
  2. <https://www.csudh.edu/Assets/csudh-sites/it/academic-tech/docs/Documentation/Zoom%20User%20%202017.pdf>
3. If you need to cancel your session, please email us at [tlc@csudh.edu](mailto:tlc@csudh.edu) or call us at 310-243-3827.
4. When you are ready for your session, please
  1. Have any materials ready to share through your desktop
  1. Be ready to connect at your start time

#### Online Tutoring Guidelines of Engagement

All students and staff are expected to:

1. Have adequate technology during the session
2. Hold sessions in a location with minimal distractions
3. Be presentable as you work with each other
4. Show respect for one another
5. Abide by the CSUDH Academic Integrity Policy
  1. <https://www.csudh.edu/student-conduct/academic-integrity/>
  2. Understand that having others, even tutors, do your work or give you answers is a violation of the policy.
6. Be patience with each other
7. Work as peers on CSUDH course work and assignments
8. Understand that sessions may be recorded or monitored by TLTC Coordinators

Keep scrolling, and also read the key guidelines for your appointment along the way...

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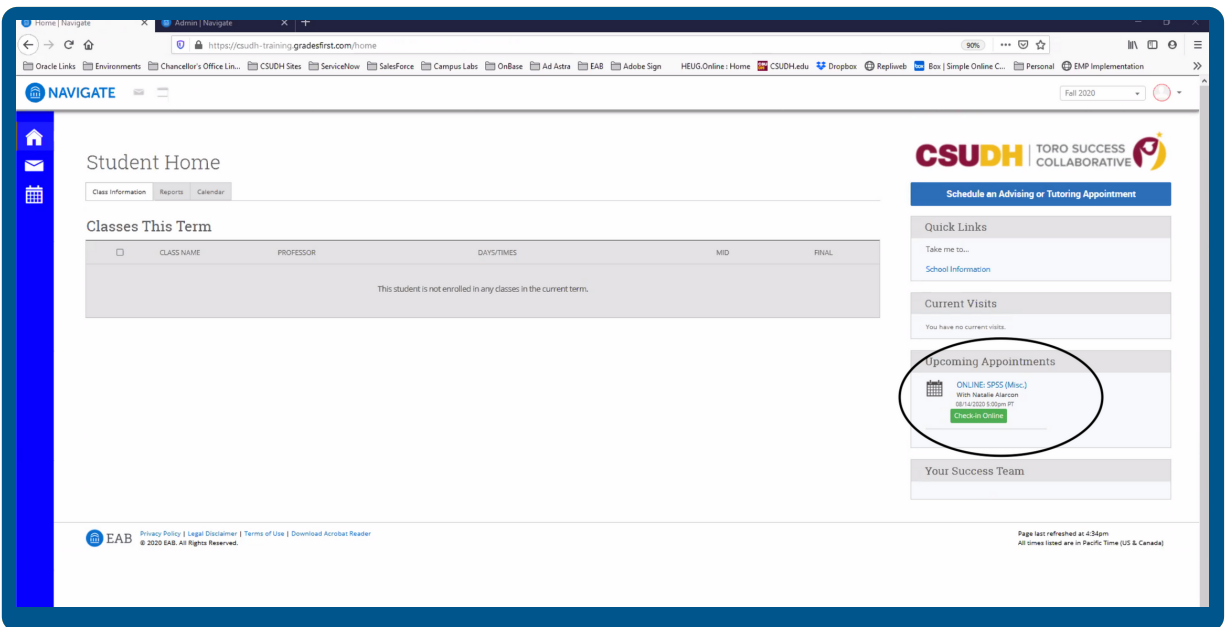
Is there anything specific you would like to discuss with Vincent?

Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number  
Phone Number

[◀ Back](#) [Confirm Appointment](#)

Once you click on "Confirm Appointment", you should get an email confirmation for your appointment, along with a copy of the meeting Zoom link.



PLEASE REMEMBER TO CHECK IN/OUT

through the homepage of your TSC account! You may check into your appointment up to 10 minutes in advance.