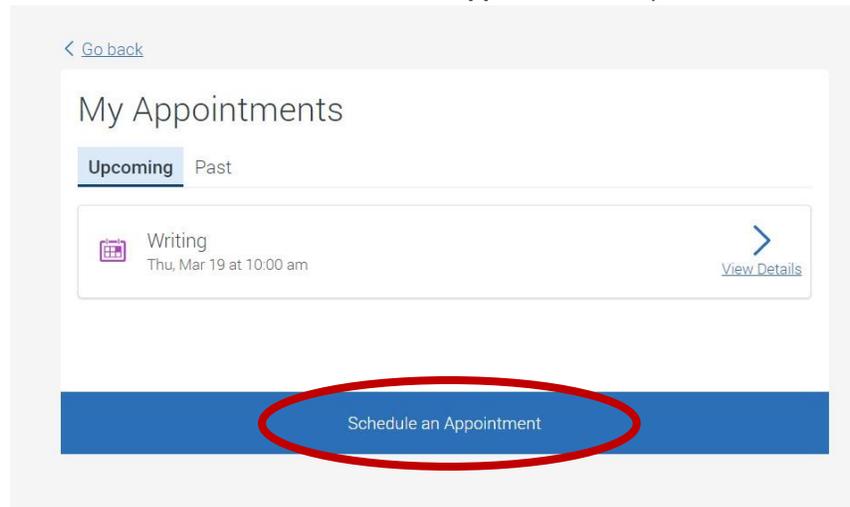
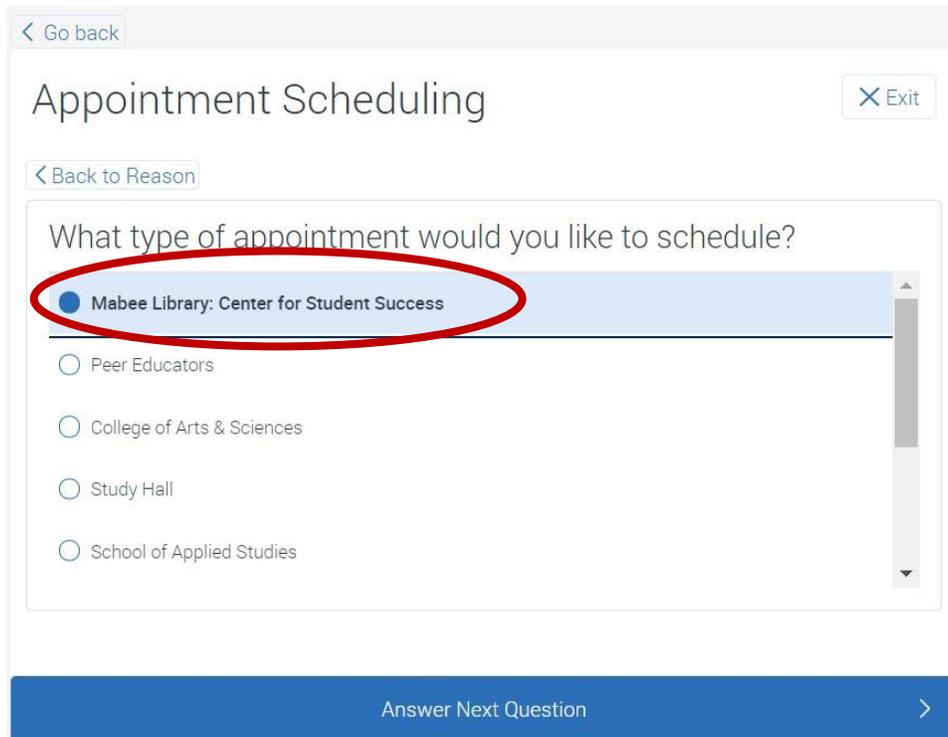


How Do I Make an Appointment with a Tutor for a Virtual Tutoring Session?

Step 1: Open your Navigate App on your smartphone or go to: <http://washburn.navigate.eab.com>
(Make sure you sign in with your Washburn email & password)
Select the **“Schedule an Appointment”** Option



Step 2: Select **“Mabee Library: Center for Student Success”**



Step 3: Select the **“Virtual Tutoring”** Category

Step 4: Select the subject you want help with

Step 5: Check the Information and Select **“Continue to Next Step”**



Tutoring and Writing Center

Step 6: Select “Virtual Tutoring” as the location

The screenshot shows the 'Appointment Scheduling' interface. At the top right is an 'Exit' button. Below the title is a navigation link '< Back to Location and Staff'. The main heading is 'Pick a Location for your Appointment'. A horizontal bar contains a radio button next to the text 'Virtual Tutoring', which is circled in red. At the bottom of the interface is a blue button labeled 'Answer Next Question' with a right-pointing arrow.

Step 7: You can choose a specific tutor, or you can select them all to give you more time options.

Step 8: You can now see the days and times when the tutor/s are available. Choose one that fits into your schedule. Additionally, you can “Request another time” if necessary.

The screenshot shows the 'Appointment Scheduling' interface at the 'Available Times' step. At the top right is an 'Exit' button. Below the title are four tabs: 'Reason', 'Location & Staff', 'Available Times' (which is active), and 'Confirm'. The heading is 'Available Times'. Below this is the text 'Selected day and time' followed by 'Mar 20 @ 10:00 AM'. A 'Next Week >' button is to the right. A calendar grid shows days from Sunday to Saturday. Friday, March 20, is highlighted in blue and has a '(2)' below it. Below the calendar are two buttons: 'Before noon' and 'After noon'. Under 'Before noon', two time slots are shown: '10:00 AM' and '10:30 AM'. Below this is a section titled 'Other Options' with a text input field containing the placeholder text 'Request another time'. At the bottom is a blue button labeled 'Continue to Next Step' with a right-pointing arrow.

Step 9: You will now get a confirmation screen with all of your information.

Make sure it is correct and then select **“Confirm Appointment”**

Appointment Scheduling ✕ Exit

Reason Location & Staff Available Times **Confirm**

Confirm

Writing
One Time Appointment

Fri, Mar 20 10:00 - 10:30 am Angela Beatie

Virtual Tutoring

Additional Details:
Look for an email from me with a link to your Zoom Tutoring session.
~Angela

Anything specific you want to discuss?

Comments for your ...

Appointment Reminder

- Send email to *christina.foreman@washburn.edu*
- Send text message

Add Phone number:
5551234567

Confirm Appointment >

That's it! You are now scheduled to meet with a tutor virtually. Look for an email with a link to the Virtual Tutoring Session through Zoom.

If you have any questions, please reach out to Angela Beatie, Director of Tutoring at tutoring@washburn.edu