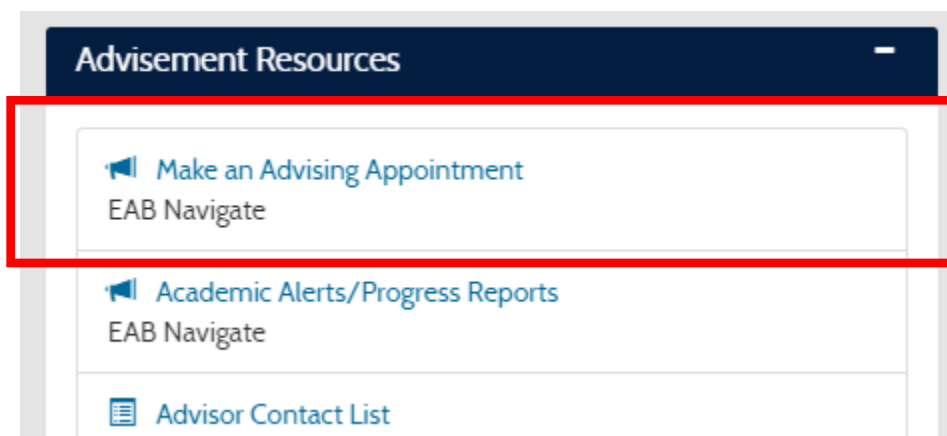


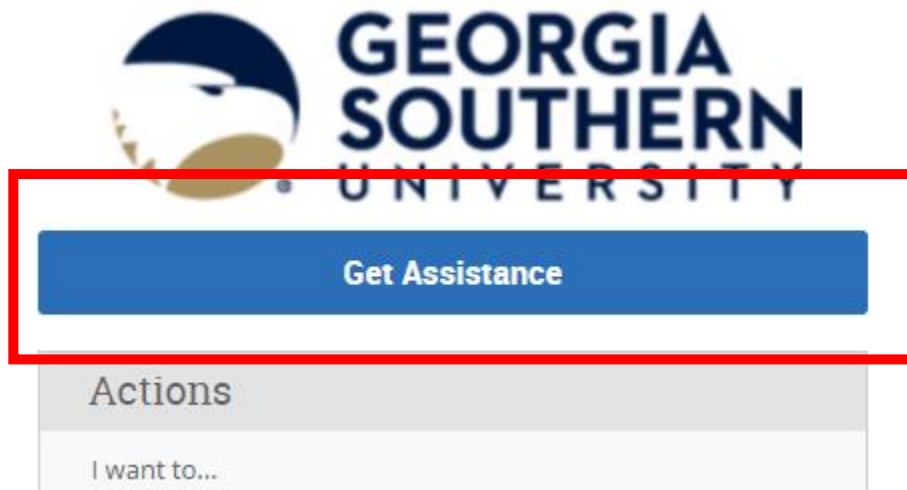
## SMART Center-Instructions for Scheduling a Tutoring Appointment in EAB Navigate

**Step 1:** Login to your MyGS Homepage

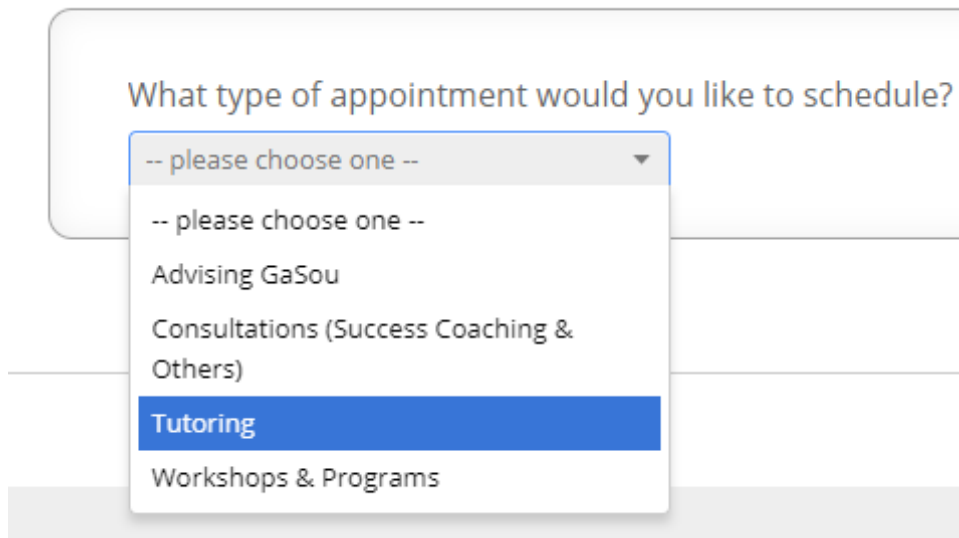
**Step 2:** Schedule through your EAB Navigate account (same way you schedule and advising appointment):



**Step 3:** Select the blue *Get Assistance* button in the top right-hand corner of the page

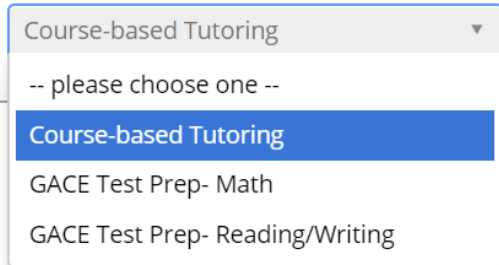


**Step 4:** From the drop-down menu select *Tutoring*



**Step 5:** Select what type of tutoring you are seeking.

Are you looking for tutoring in a class you're in now (course-based) or other tutoring?



A dropdown menu with a grey header containing the text "Course-based Tutoring" and a downward arrow. Below the header are four options: "-- please choose one --", "Course-based Tutoring" (highlighted in blue), "GACE Test Prep- Math", and "GACE Test Prep- Reading/Writing".

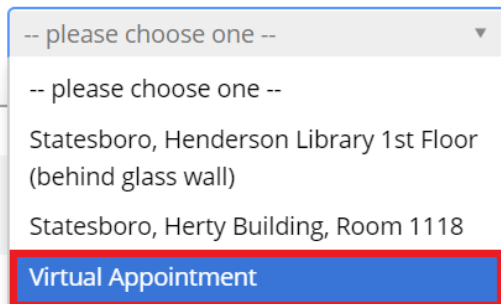
**Step 6:** Select your desired appointment location; students will have the option between a **virtual or on-campus** location. Please note that in-person availability is limited.

*NOTE: Virtual appointments will be conducted using Zoom or GoBoard. A few minutes before your appointment starts, your tutor will send you an email with a link to join!*

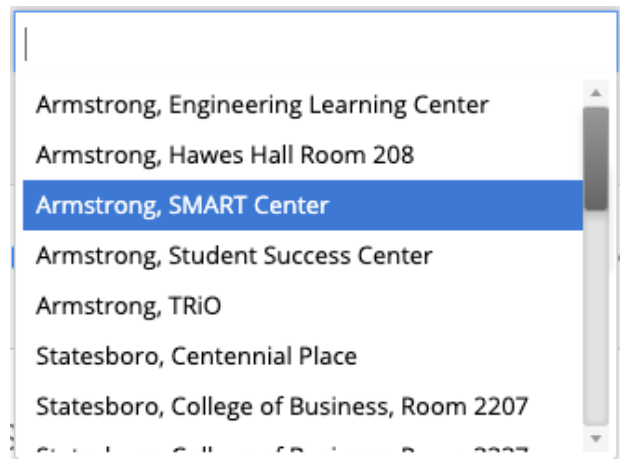
**Virtual Appointment:**

**In-Person Appointment:**

Please select a location option:



A dropdown menu with a grey header containing the text "-- please choose one --" and a downward arrow. Below the header are four options: "-- please choose one --", "Statesboro, Henderson Library 1st Floor (behind glass wall)", "Statesboro, Herty Building, Room 1118", and "Virtual Appointment" (highlighted in blue and enclosed in a red border).



A list of location options for in-person appointments. The list includes: "Armstrong, Engineering Learning Center", "Armstrong, Hawes Hall Room 208", "Armstrong, SMART Center" (highlighted in blue), "Armstrong, Student Success Center", "Armstrong, TRiO", "Statesboro, Centennial Place", and "Statesboro, College of Business, Room 2207". A vertical scrollbar is visible on the right side of the list.

**Step 7:** Select an available course from your current class schedule that you see a tutoring appointment for:

Choose a course

-- please choose one --

-- please choose one --

MATH-1101-02F Introduction to Math Modeling

CRJU-2010-02F Universal Justice (unavailable)

**Step 9:** After selecting your location, leave the next block *blank* so you can view all available appointments and just click *next*.

Leave blank if you want to view all of the available appointments offerings

Any Staff

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

**Step 10:** Click to your day of choice and select from available appointment times.

← Times From March 04 To March 08 →

Morning N/A	Morning N/A	Morning 3 Available	Morning 2 Available	Morning N/A
Afternoon N/A	Afternoon 1 Available	Afternoon 4 Available	Afternoon 3 Available	Afternoon N/A

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

refreshed at 3:19pm EDT.

**Step 11:** Select a time from the drop-down menu.

Times From March 04 To March 08

Mon, Mar 04	Tue, Mar 05	Wed, Mar 06	Thu, Mar 07	Fri, Mar 08
Morning N/A	Morning N/A	Close 3:45pm 4:30pm 5:15pm	Morning N/A	Morning N/A
Afternoon N/A	Afternoon N/A		Afternoon N/A	Afternoon N/A

◀ Back Next ▶

**Step 12:** This is your screen to review for accuracy of the appointment you are scheduling **before** confirming the appointment. Review the details, leave your tutor a comment for what you specifically are needing assistance with, and then press *confirm appointment*.

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

**Appointment Details**

**Who:** Benard Alfayo with Andrious Nelson      **When:** Wednesday, March 25 7:00pm - 7:45pm  
**Why:** Course-based Tutoring      **Where:** Virtual Appointment

**Additional Details**

Hello! My name is Andrious and I am a math tutor in the Academic Success Center. Based on this appointment being virtual, we will meet via a program we utilize called GoBoard; it will be super easy! Prior to the appointment, ensure to check your speaker, microphone and video connection before our appointment. At the time of our appointment, I will send a link to your Georgia Southern student email account to access our virtual meeting board.

If you have a need to cancel this appointment, log in to EAB Navigate and cancel the appointment from there.

Further questions? Contact the Academic Success Center at [asc@georgiasouthern.edu](mailto:asc@georgiasouthern.edu). Thank you!

Is there anything specific you would like to discuss with Andrious?  Send Me an Email  Send Me a Text  
Please provide your mobile number  
912-222-2222

Comments for your staff...  
Hello! I am having some difficulty in my math modeling course with graphs. I'll bring my textbook and example problems I have been trying to work through. See you soon!

◀ Back      **Confirm Appointment**

**Confirm appointment date & type**

**Click "Confirm" to officially schedule the appointment.**

**Include notes to your tutor of what you need assistance with.**



**Step 13:** Review appointment details. You will also receive an automatic appointment confirmation email to your Georgia Southern email account.

**Success! Your Appointment Has Been Created**

**Appointment Details**

**Who:** Gus Eagle with Tutor

**Why:** Course-Based Tutoring

**When:** Wed Mar 06, 2019 04:30 pm - 05:15 pm

**Where:** Virtual Appointment

**Additional Details:**

Hello! My name is Noah, and I am a Tutor for the Academic Success Center. Based on the type of appointment you selected, we will meet via Google Hangout at the time of your virtual appointment.

Be sure to have your Georgia Southern student email account open, and check your speaker, microphone and video connection before our appointment.

At the time of our appointment, I will send you a link for a Google video meeting.

Questions? Contact the Academic Success Center at 912-478-5371 or [asc@georgiasouthern.edu](mailto:asc@georgiasouthern.edu). Thank you!

What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

### **Prior to your appointment**

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- Ensure you have materials readily available that you want to discuss with the tutor.
- Ensure to check your speaker, microphone, and video connection before the appointment begins if utilizing virtual tutoring
  - At time of appointment, ensure you utilize the link provided by your tutor to “join”. This will be sent to your student email just a few minutes before the session starts.
- If coming to an in-person appointment, please ensure to wear your mask and adhere to social distancing guidelines.