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?

- Course-based Tutoring
- GACE Test Prep- Math
- 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:

- Armstrong, Engineering Learning Center
- Armstrong, Hawes Hall Room 208
- Armstrong, SMART Center
- Armstrong, Student Success Center
- Armstrong, TRiO
- Statesboro, Centennial Place
- Statesboro, College of Business, Room 2207
Step 7: Select an available course from your current class schedule that you see a tutoring appointment for:

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

Step 10: Click to your day of choice and select from available appointment times.
Step 11: Select a time from the drop-down menu.
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.

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.

Prior to your appointment

- 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.