

Making A One Time Group Appointment

1. Students must complete and turn in a Group Appointment Form in order to request group tutoring. Groups can consist of up to 3 students, all of whom must be in the same course section.
2. Check the Group Request Form for the appointment time and start date the students are requesting. Open the schedule of the tutor whose availability matches the request, and locate the corresponding availability block. Click on X on that availability.
3. This will open the “Confirm Delete” dialogue box. Click on **DELETE THIS**.
4. Create a new appointment in the now empty time slot. In the editing screen for the appointment, click in the box labeled **MAX**, and type in the number of students who will be attending the group appointment.
5. The label at the top of the editing screen will change from displaying “Single Person Availability” highlighted in green to displaying “Multi-Person Availability” highlighted in yellow, as seen in the picture below.
6. Click on the arrow next to **REASON** select “Group”, then click SAVE.
7. The availability block will now be yellow instead green. You can now enter each tutee’s information as you would for an individual appointment. After attaching all tutees to the appointment, click on each student’s name.
8. Select the **SUBJECT** & enter in a **PHONE #** for each student, then click save.
9. Voila! You’ve just created a one time group appointment!