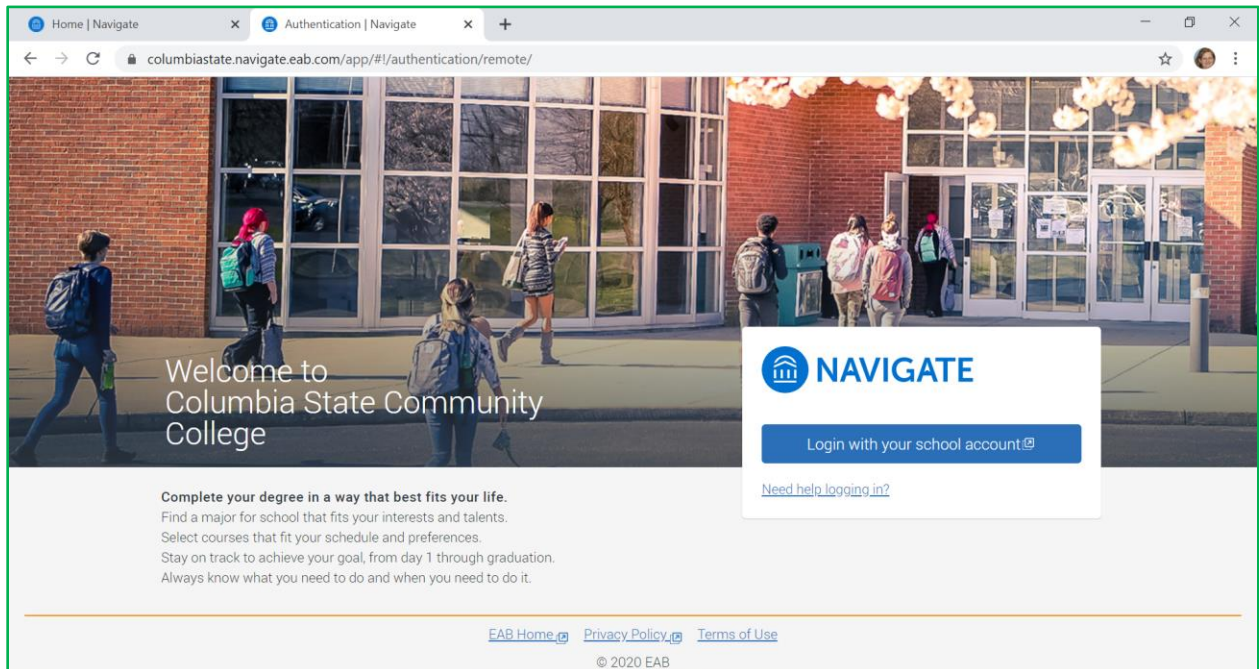![Columbia State Community College logo]

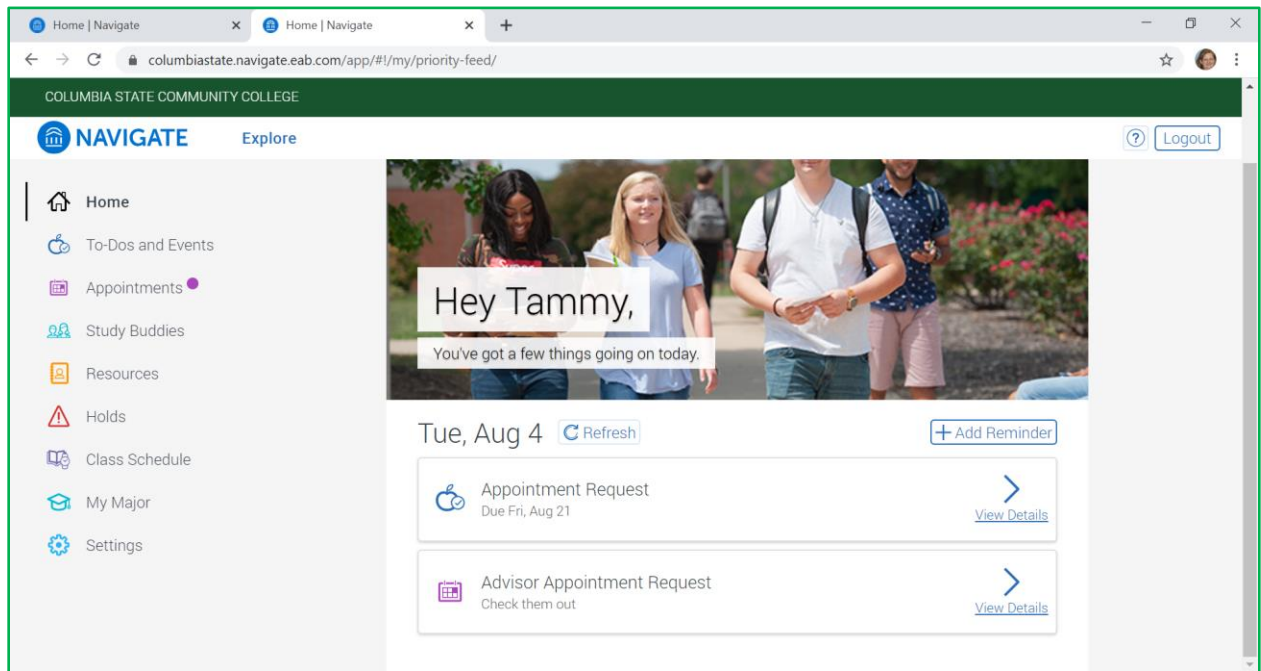# How to Make a Tutoring Appointment Using Navigate

Welcome to the **Tutoring and Learning Center** (TLC) at Columbia State Community College!

Please see below for helpful steps on how to make a tutoring appointment using Navigate:
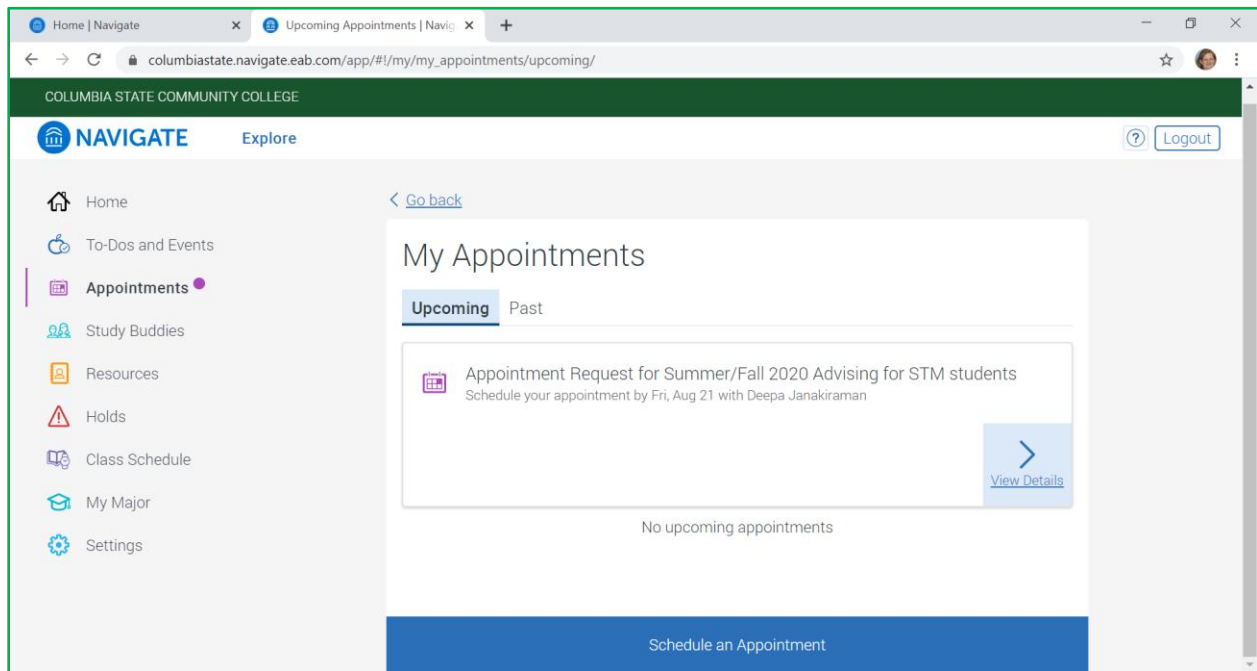
1. Log in to www.columbiastate.edu/navigate > Click on Student Link > log in to Navigate using your school account user name and password

2. Click Appointments (see purple icon) located at the left navigation.

3. Click on Schedule an Appointment at the bottom of the page.

4. From the "Reason" tab, click on the "select" arrow.

5. Scroll down and click on the "Tutoring" option, which will then highlight. Click on the blue "Answer next question" at the bottom.

6. Now you choose the best answer to why you'd like to see a tutor.
   Choices are:
   - Course Based Tutoring [for the classes you're taking]
   - Test Prep (ACT, Accuplacer, Praxis) [for specific tests you're preparing for]
   - Career Prep [for resume writing, interview and other help]

7. If you selected "Course-Based Tutoring" (which will likely fit most students' situation), then you can select your *general* subject. Don't worry; specific choices are on the next screens! Choose from:
   - Math
   - Science
   - Writing

8. For the next tab "Location & Staff", select your location as **Virtual Campus.**

9. Then select an available tutor:

10. Now on the "Available Times" tab, select a date. Note that blue boxes denote open times. Or you can click on the blue "Next Week" arrow to see upcoming dates. Select an open time and enter any notes you would like to share with your tutor.

11. Now, on the final tab "Confirm", click to confirm your appointment.

12. You did it! An e-mail reminder will automatically be sent to your Columbia State e-mail address and to your tutor. It will include the Zoom link to click and enter your tutor's Zoom room at the appointment time.

To get the most out of your live tutoring session with your Columbia State tutor, be sure to come prepared with textbook, course materials and questions. This will help you maximize your one-on-one tutoring session!

Questions? Contact the Tutoring and Learning Center at Tutoring@ColumbiaState.edu