

# Scheduling a Tutoring Appointment in Compass



1. Click on the blue “Schedule an Appointment” button found on our website, [Liberty.edu/Tutoring](https://liberty.edu/Tutoring).

***Schedule an Appointment via Compass***

2. Use your Liberty username and password to sign in to Compass.

LIBERTY UNIVERSITY

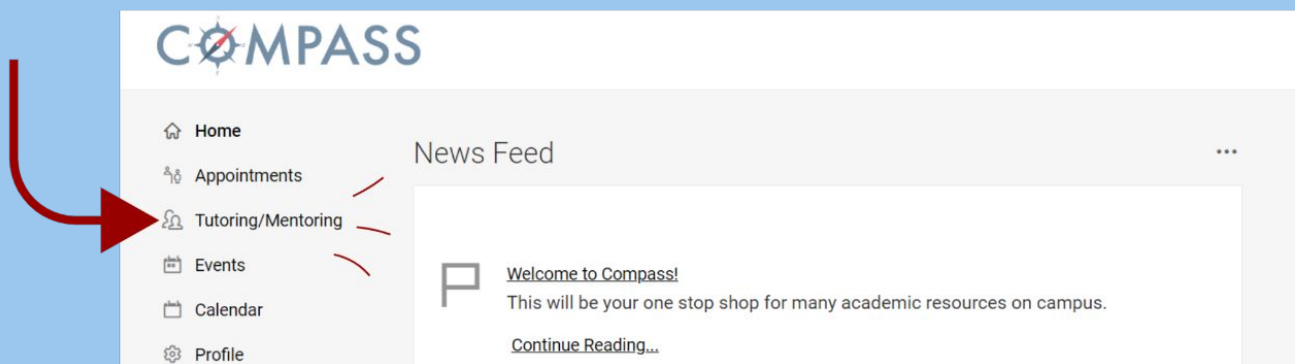
**Sign in**

sparky@liberty.edu

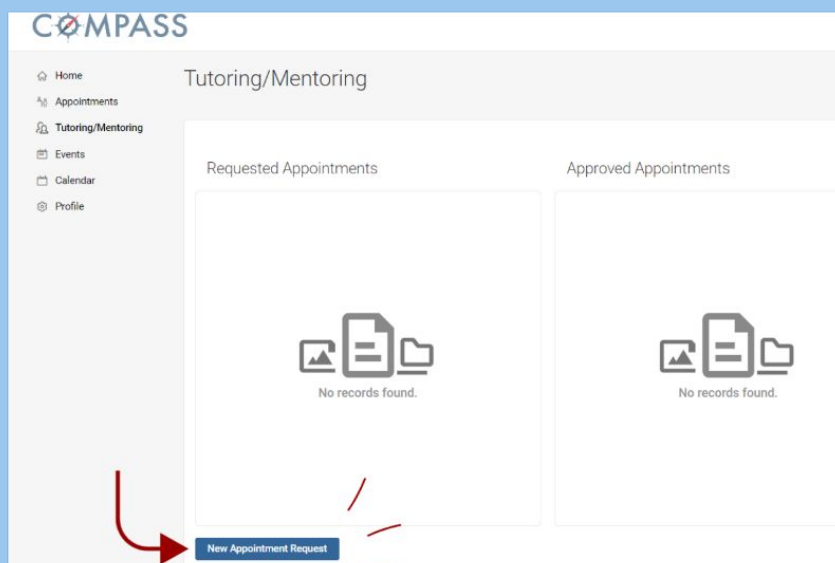
[Can't access your account?](#)

Back Next

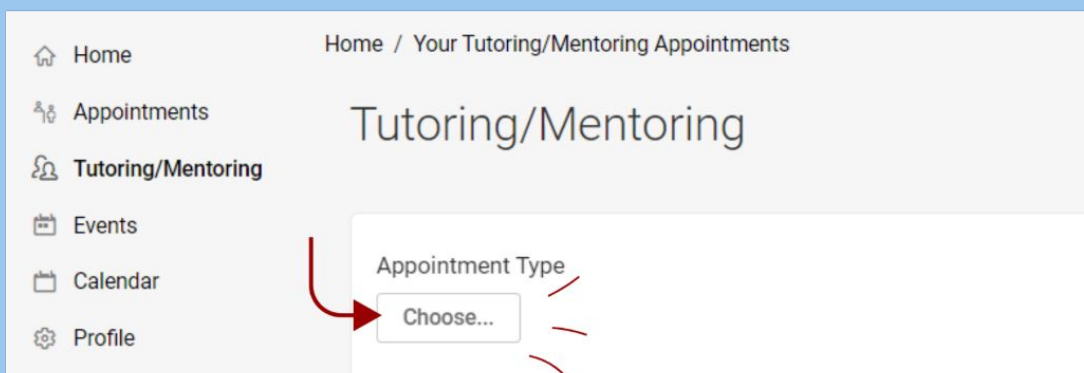
3. On the Compass homepage, click on the “Tutoring/Mentoring” link on the navigation sidebar.



4. To request an appointment, select “New Appointment Request”.



5. Under Appointment Type, select “Choose.”



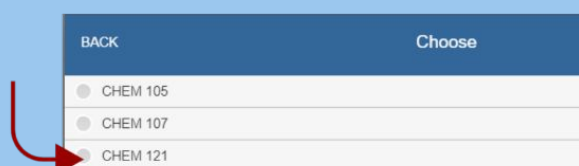
6. Select Tutoring Services.



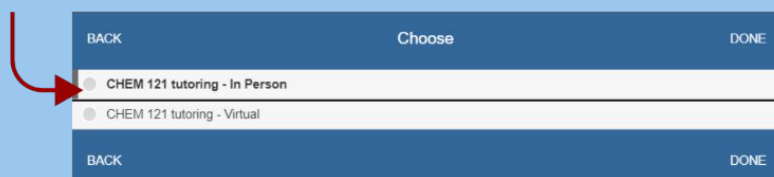
7. Choose the subject of tutoring you need. (Praxis students, select the “Praxis” option.)



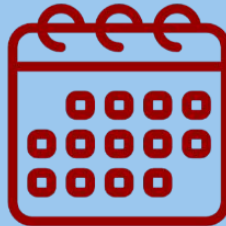
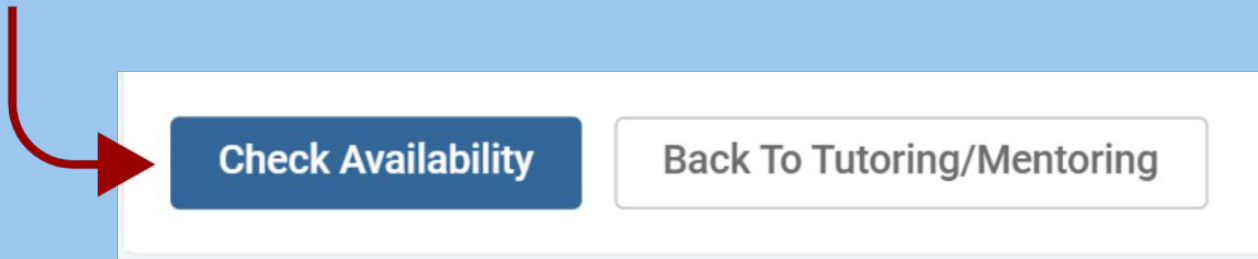
8. Choose your class.



9. Choose the type of appointment and click “Done.”



10. For best results, skip over the filters and click “Check Availability.”



11. Find an appointment that works well with your schedule.

*\*Check both in-person and virtual appointment options for an accurate representation of available appointments.*

A screenshot of a web application for booking appointments. On the left, there are filters for 'Appointment Type' (set to 'CHEM 121 tutoring - In Person'), 'Date Range' (from 2022-07-08 to 2022-11-05), and 'Time Range' (from 08:00 am to 11:00 pm). On the right, a list of appointments is shown for 'Monday, Jul 11, 2022' and 'Tuesday, Jul 12, 2022'. Each appointment entry includes the tutor's name 'Theo Myres (DeMoss 1100:)', the duration '30, 60 mins', and the availability status '(1 of 1 slots available)'. A red circle highlights the second appointment on Monday at 10:45 am.

*One-on-One tutoring is indicated by “1 of 1 slots available.”  
Group tutoring is indicated by more than one slot available,  
such as “15 of 20 slots available.”*

12. Fill out the information in the Confirmation box, and then submit your request.

Confirm Tutoring/Mentoring

×

Length (in minutes)

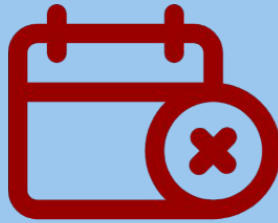
Liberty ID number

In the below box, indicate what specific questions or topics you plan to discuss with your tutor.



Your tutoring appointment request has been submitted! You will receive a confirmation email with your appointment details.

# Canceling an Appointment in Compass



1. On the Tutoring/Mentoring tab in Compass, find the requested or approved appointment you need to cancel. Click the 3 dots beside the appointment and click “Cancel.”

Requested Appointments

1 Results Showing 20 ▾

CP	CHEM 121 tutoring July 12, 2022 - 9:45 am Location: DeMoss 1044	⋮
----	---	---

Cancel

New Appointment Request

2. Fill out the information in the “Cancel Appointment” window and click “Cancel Appointment” to confirm.

Cancel Appointment

\* indicates a required field

Choose a reason for cancellation \*

Please describe

Cancel Appointment