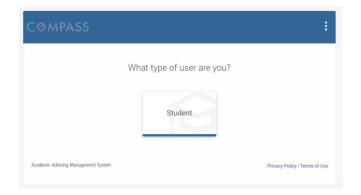


Scheduling an OFLL Tutoring Appointment

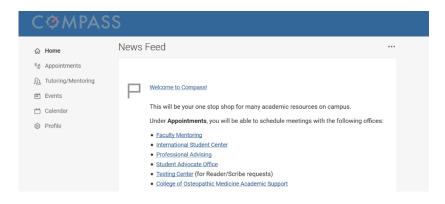
1. Go to <u>https://liberty-insight.symplicity.com/students</u>. If prompted to choose a user type, select "Student."



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

LIBERTY UN	NIVERSITY	, ,
Sign in		
someone@liberty.e	du	
Can't access your acco	unt?	
Sign-in options		
	Back	Next

3. Once you have logged into Compass, you will be directed to the homepage.



4. Click on the **Tutoring/Mentoring** link in the left-hand margin. You will see your current appointments schedule. However, to schedule a new appointment, scroll down and click the blue **New Appointment Request** button.

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ేశ్ Appointments మై Tutoring/Mentoring	ome / Your Tutoring/Mentoring Appointments Tutoring/Mentoring		
 Events Calendar Profile 	Requested Appointments	Approved Appointments	
	No records found.	No records found.	
CØMPASS	5		AN
^Ω ¹ Home ^A ^A ^A ^D ^A	No records found.	No records found.	
	New Appointment Request		

Note: It is highly recommended that you bookmark the **Tutoring/Mentoring** page for easy access to all your OFLL tutoring appointment information.

5. Under Appointment Type, click the Choose button; select Online Foreign Language Lab and the language. Then click Done.

	Home / Your Tutoring/Mentoring Appointments		AN
ាំ _{ខំ} Appointments ភ្ន <u></u> Tutoring/Mentoring	Tutoring/Mentoring		
 한 Events 한 Calendar ② Profile 	Appointment Type Choose Date Range 2020-05-26 Select to Select	Start by choosing an initial filter from the choices at left	

Cho	OSE DONE	BACK
Academic Peer Mentoring		Free
Online Foreign Language Lab		Ge
Tutoring		
Writing Center	D	Sp Sp
	DONE	BACK



6. There are several filters you can use to choose the day, time, and tutor for your appointment; however, <u>skip these options</u>, scroll down, and click **Check Availability** to see all of the available appointment options.

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☆ Home	Location
åδ Appointments	~
2 Tutoring/Mentoring	Days of the Week
🛱 Events	Sun
🗂 Calendar	Mon
Profile	Tue
	Wed
	🗆 Thu
	🗆 Fri
	Sat
	Check Availability
	Back To Tutoring/Mentoring

7. Once the appointment availability list has populated, check the days and times, and click the tutor's name to schedule your appointment.

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බ Home ී Appointments දියු Tutoring/Mentoring	Home / Your Tutoring/Mentoring Appointments Tutoring/Mentoring		
 Events Calendar Profile 	Appointment Type Spanish Tutoring × Choose	Wednesday, May 27, 2020 Olivia Jones https://libertyu.webex.com/meet/obrown5(Online:WebEx) 30 mins (1 of 1 slots available)	
	Date Range 2020-05-26 Select to	Olivia Jones https://libertyu.webex.com/meet/obrown5 (Online:WebEx) 30 mins (1 of 1 slots available)	3:30 pm
	2020-09-23 Select	<u>Olivia Jones https://libertyu.webex.com/meet/obrown5 (Online:WebEx)</u> 30 mins (1 of 1 slots available)	4:00 pm
	Time Range 08 v 00 v am v Clear	Olivia Jones https://libertyu.webex.com/meet/obrown5 (Online:WebEx) 30 mins (1 of 1 slots available)	4:30 pm

Note: The OFLL uses **WebEx** for all live tutoring sessions. Each tutor has a separate WebEx meeting room, and the link for the online meeting room is next to his or her name in Compass. Make note of the link and copy/paste it into your browser at the time of your appointment.

8. The appointment request form will open with the prefilled appointment information (e.g. day, time, etc.); however, you will also be required to fill out the **Professor's Name**, **Course Code**, **Appointment Purpose**, and **Concepts** sections.

rm Tutoring/Mentoring	×	Confirm Tutoring/Mentoring	×	Confirm Tutoring/Mentoring
	^	Professors' Name	^	Professors' Name
Language Lab/Spanish Tutoring	- 11			
s://libertyu.webex.com/meet/obrown5	- 11	Course Code (e.g. CSPA 101)		Course Code (e.g. CSPA 101)
	- 11	Appointment Purpose		Appointment Purpose
n			~	
		Please provide any particular concepts or questions you v work on during your appointment.	rould like to	Required Tutoring Appointment Final Oral Exam
				Additional Speaking Practice Grammar or Writing Assistance Other

9. Click the **Submit Request** button at the bottom to schedule your appointment.



10. You will be taken to the **Tutoring/Mentoring** page, where you can see your currently scheduled appointments under the **Approved Appointments** section.

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⇔ Home	Home / Your Tutoring/Mentoring Appointments		
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 Events Calendar Profile 	Requested Appointments	Approved Appointments	
		1 Results	showing ²⁰ ,
		ST Spanish Tutoring WebEx May 27, 2020 - 300 pm Location Online	:

Note: After scheduling your appointment, you will receive an email confirmation with all of your appointment details, including the OFLL Tutor's WebEx room link.

Dear Aliza Marie Nogueras,
Thank you for making an appointment with Spanish Tutoring. The appointment details are as follows:
Staff: Olivia Jones https://libertyu.webex.com/meet/obrown5 Date: May 27, 2020 Time: 03:00pm Length: 30 minutes Location: WebEx - 35352b943c7a9f79ac9859c521324609
If you need to cancel this appointment, you may do so through the Tutoring/Mentoring menu item in the Compass sidebar.
Thank you,
Spanish Tutoring College of Applied Studies & Academic Success
(434) 592-4100
Liberty University Training Champions for Christ since 1971

11. If necessary, you can also cancel your appointments on the **Tutoring/Mentoring** page. To do so, click on the menu icon with three dots next to the appointment information, and click **Cancel**.

Approved Appointments		Approved Appointments
1 Results	Showing 20 🗸	1 Results Showing 20 \sim
ST Spanish Tutoring WebEx May 27, 2020 - 3:00 pm Location Online	:	ST Spanish Tutoring WebEx May 27, 2020 - 3:00 pm Location Online

12. Select a reason for cancelling the appointment in the dropdown menu, and click **Cancel Appointment**.

ancel Appointment	:
indicates a required field	
Choose a reason for cancellation *	
	~
I have a conflict (work/class).	
I am not feeling well.	
I no longer need the appointment.	
Other	
Check Spelling	
Cancel Appointment	

13. You will be redirected to the **Tutoring/Mentoring** page, where you will no longer see the appointment.

CØMPAS	SS	AN
☆ Home	Home / Your Tutoring/Mentoring Appointments	
ත් Appointments	Tutoring/Mentoring	
2 Tutoring/Mentoring		
🛱 Events		
📛 Calendar	Requested Appointments	Approved Appointments
Profile		
	No records found.	No records found.

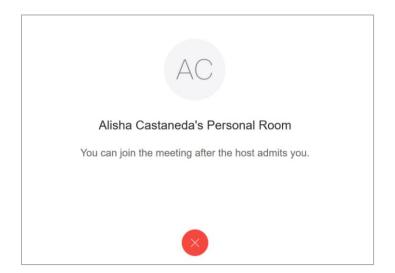
14. At the time of your appointment, click on your tutor's WebEx room link in the appointment confirmation email, or copy/paste the WebEx room link (e.g. https://libertyu.webex.com/meet/obrown5) into your browser.

15. Follow the WebEx prompts to join the WebEx meeting room.

Note: Keep your **Liberty University email** inbox **open** before and during your appointment in case your tutor needs to contact you through email.



16. If the tutor is still working with another student, you will see the following notification. Remain patient, and try again in a couple of minutes. The tutor will open the room as soon as he or she has completed the previous appointment.



17. If you have any trouble with scheduling an appointment or accessing the WebEx room, email <u>onlinefll@liberty.edu</u>. The OFLL staff will be your best resource for prompt assistance.