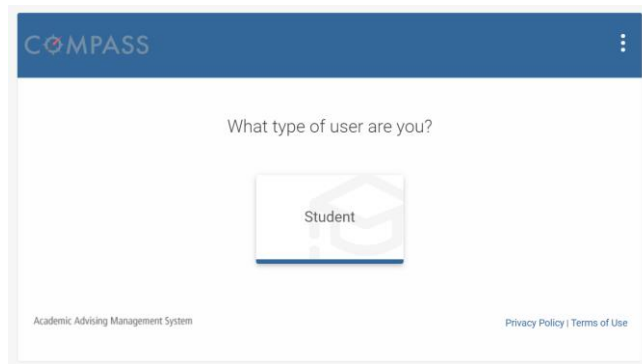
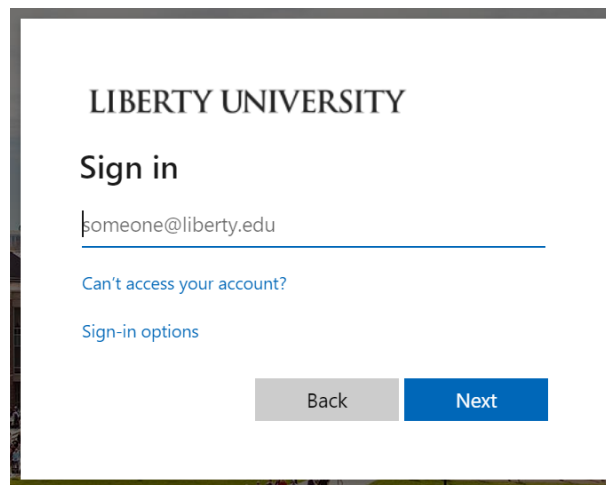


## Scheduling an OFLL Tutoring Appointment

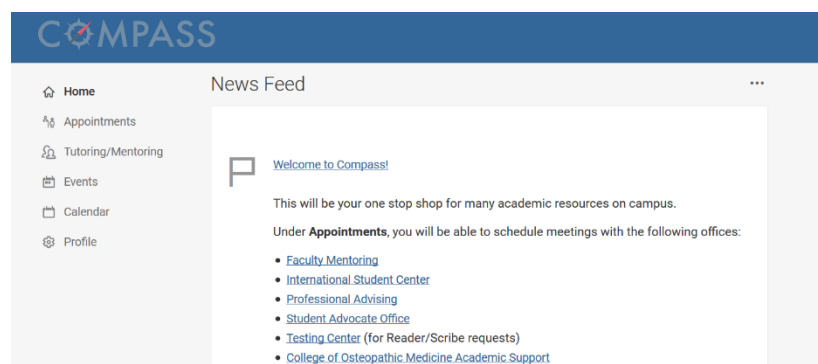
1. Go to <https://liberty-insight.symplcity.com/students>. If prompted to choose a user type, select "Student."



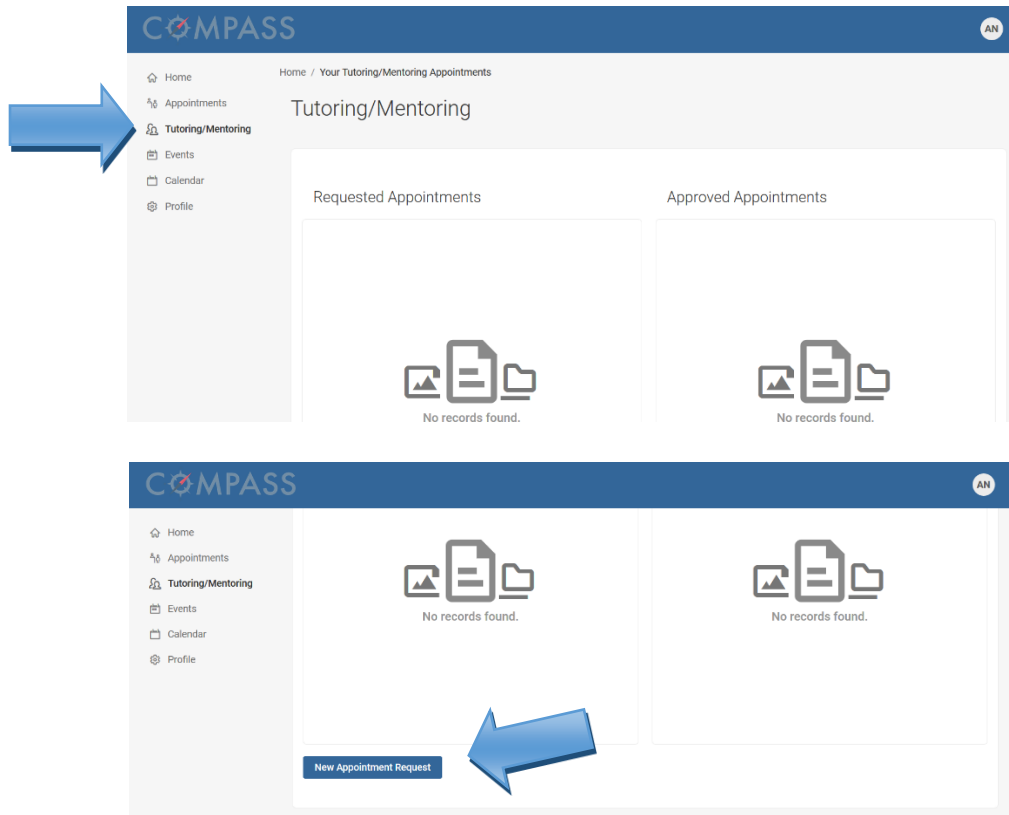
2. Use your Liberty University username and password to sign in.



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

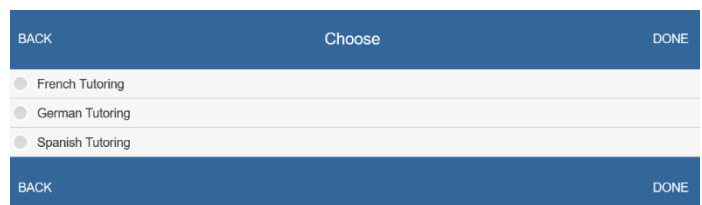
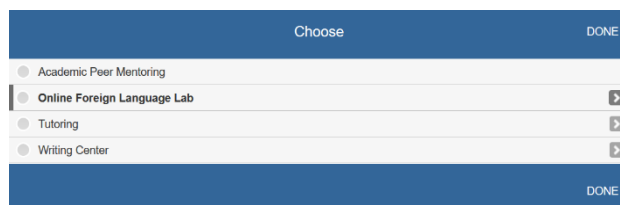
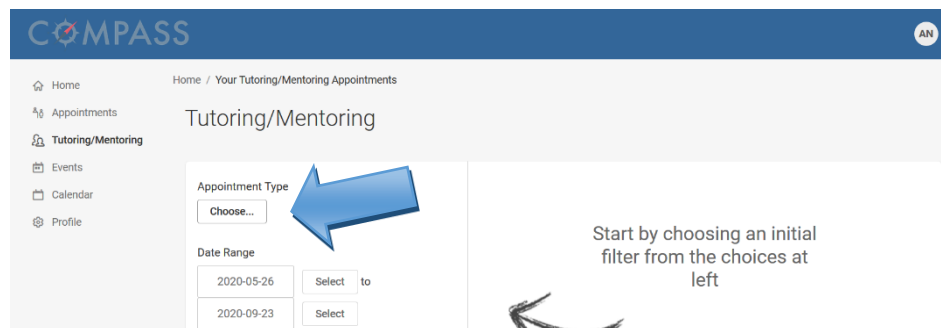


4. Click on the **Tutoring/Mentoring** link in the left-hand margin. You will see your current appointments schedule. However, to schedule a new appointment, scroll down and click the blue **New Appointment Request** button.

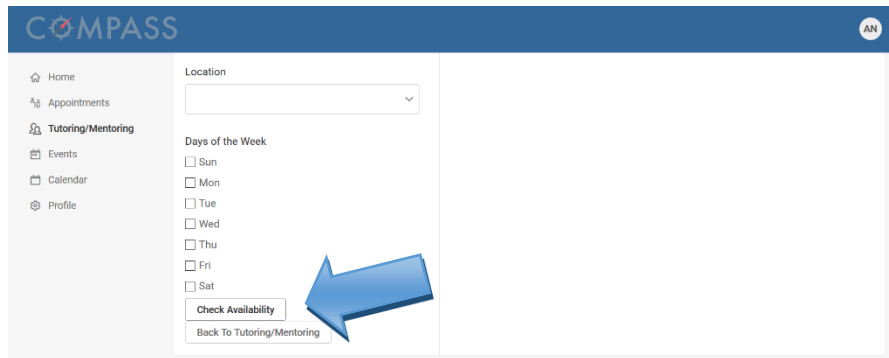


**Note:** It is highly recommended that you bookmark the **Tutoring/Mentoring** page for easy access to all your OFLL tutoring appointment information.

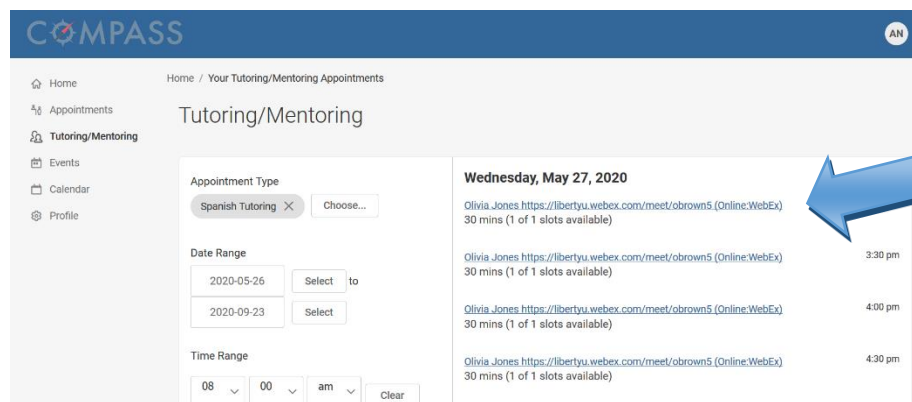
5. Under **Appointment Type**, click the **Choose** button; select **Online Foreign Language Lab** and the language. Then click **Done**.



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

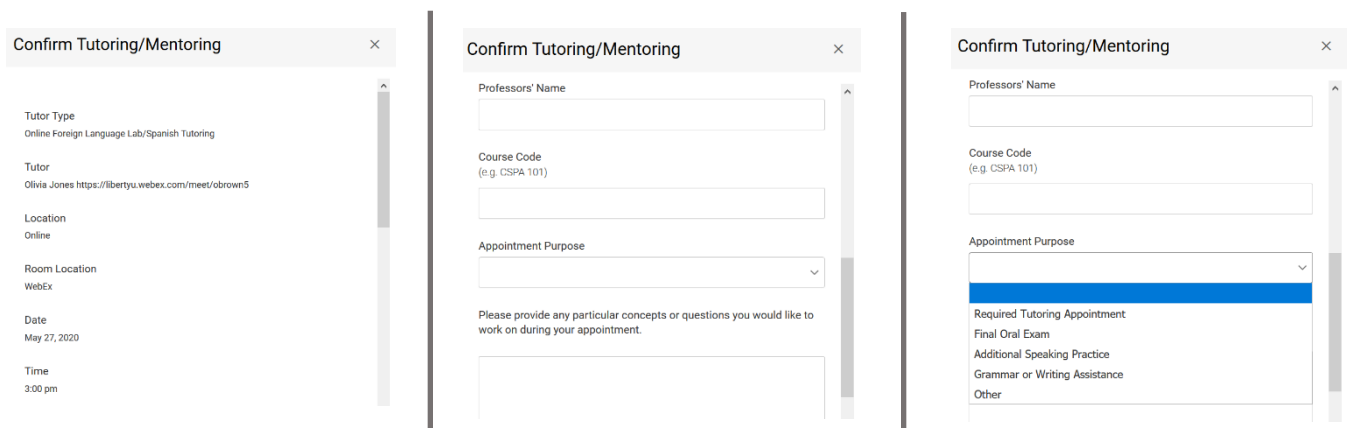


7. Once the appointment availability list has populated, check the days and times, and click the tutor's name to schedule your appointment.



**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.

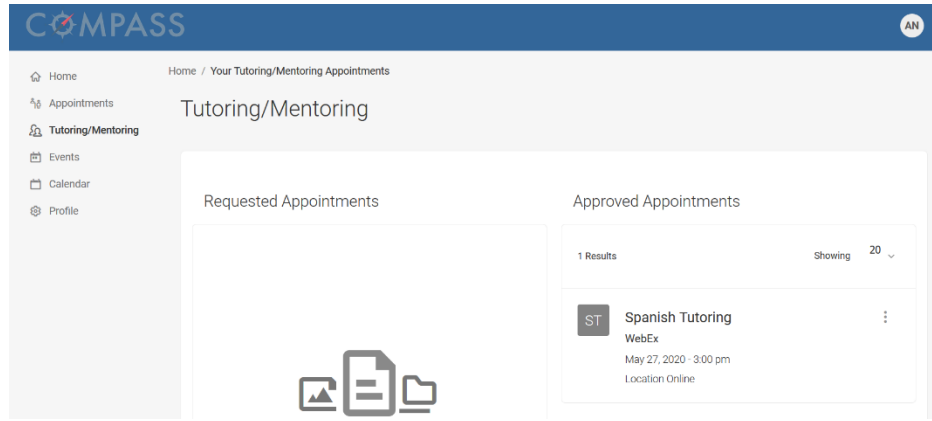
8. The appointment request form will open with the prefilled appointment information (e.g. day, time, etc.); however, you will also be required to fill out the **Professor's Name**, **Course Code**, **Appointment Purpose**, and **Concepts** sections.



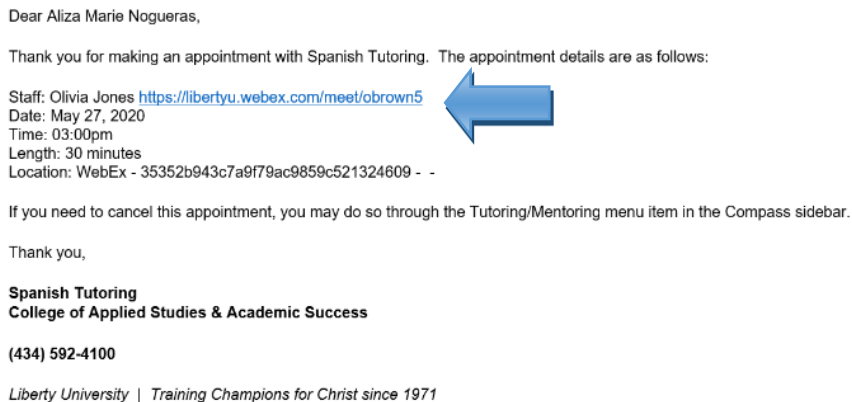
9. Click the **Submit Request** button at the bottom to schedule your appointment.



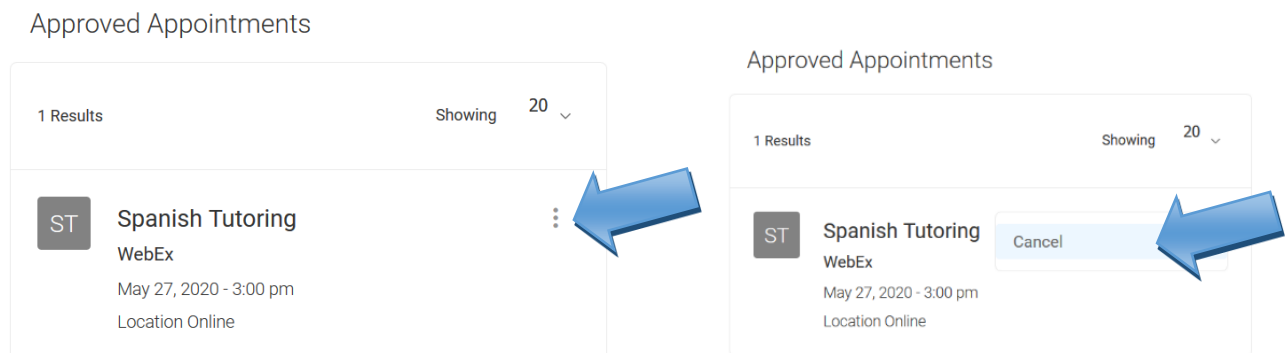
10. You will be taken to the **Tutoring/Mentoring** page, where you can see your currently scheduled appointments under the **Approved Appointments** section.



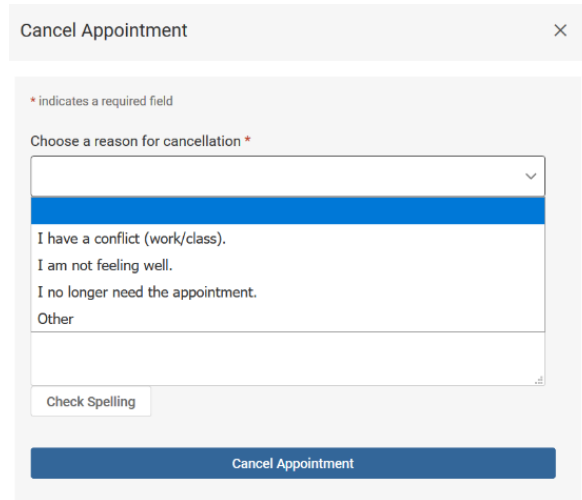
**Note:** After scheduling your appointment, you will receive an email confirmation with all of your appointment details, including the OFLL Tutor's WebEx room link.



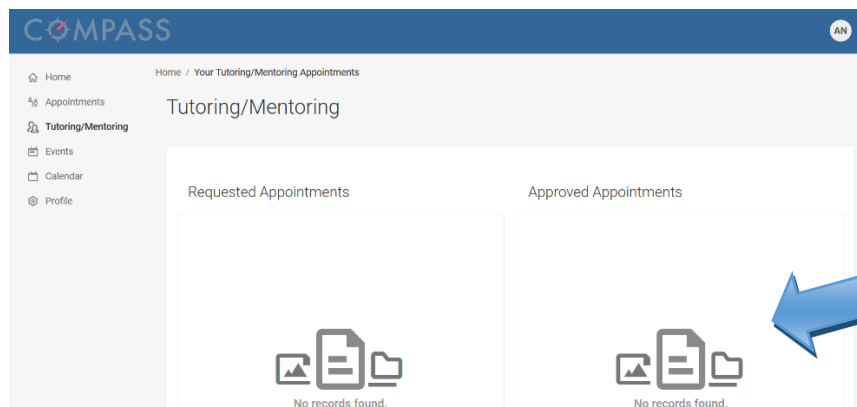
11. If necessary, you can also cancel your appointments on the **Tutoring/Mentoring** page. To do so, click on the menu icon with three dots next to the appointment information, and click **Cancel**.



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



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



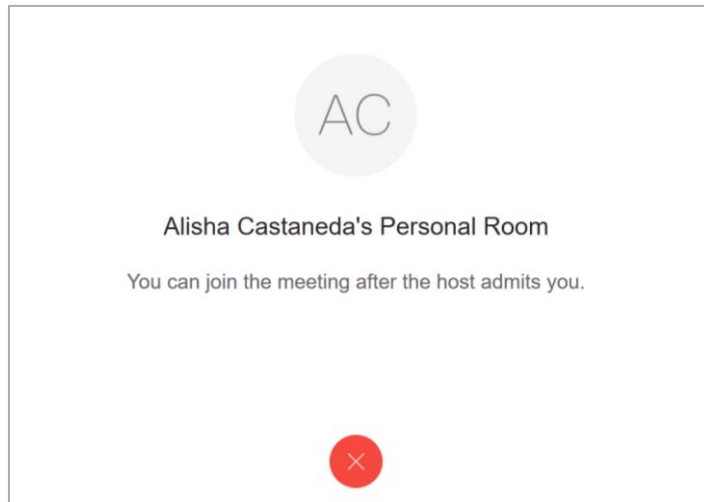
14. At the time of your appointment, click on your tutor's WebEx room link in the appointment confirmation email, or copy/paste the WebEx room link (e.g. <https://libertyu.webex.com/meet/obrown5>) into your browser.

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 [onlinefl@liberty.edu](mailto:onlinefl@liberty.edu). The OFLL staff will be your best resource for prompt assistance.