Tutor Scheduling _Spring 2019
College of Architecture and Design

Overview
Tutoring sessions can be scheduled by all students in the college using Office 365 and Outlook. The following tutors be scheduled:

CoAD_Tutor1
CoAD_Tutor2
CoAD_Tutor3

Please note the following when using the college’s tutoring service:
- The college’s Digital Tutoring Center is in Rm. 309
- The tutoring service is free to use
- Tutors provide assistance with basic digital skills
- You can schedule a tutor in one 30-minute session daily
- Walk-ins are welcome as tutors are available
- Spring 2019 hours:
  - Monday-Thursday: 6-9 p.m.
  - Saturday-Sunday: 12-3 p.m.
- More details: archdesign.utk.edu/for-students/tutoring/.

Using Office 365 to Schedule a Tutoring Session
Students using the Gmail web interface for their UTK VolMail account will need to use the Office 365 web interface instead for tutor scheduling.

Instructions for Reserving Tutors through the Office 365 Web Interface

PLEASE NOTE: After successfully reserving a tutor, you should receive an email confirmation of the reservation. No email confirmation means no reservation.

Login to your UTK Office 365 account, which is accessible from the UTK homepage
  - Username = your UTK email address
  - Password = your UTK email password

Change to Calendar view
  - Click the “grid” icon in the upper left and choose Calendar from All apps.

Viewing Tutor Calendars

You will want to view a tutor’s calendar in order to quickly determine availability. Tutor calendars are listed in the left sidebar of the Office 365 web interface. If the tutor you want to schedule is listed in the sidebar, you can skip ahead to Scheduling Tutors below. If you don’t see any of the tutors above listed in the left sidebar, you’ll want to add them to the sidebar using the following one-time procedure:
• Right-click Your Calendars on the left sidebar and choose Open Calendar
  o In the From Directory field, enter the tutor name exactly as listed above, click Search Directory. Click to select the tutor once it is found, then click Open.

The tutor should now be listed in the left sidebar. Repeat as necessary to add additional tutors.

Scheduling Tutoring Sessions

Click a tutor in the left sidebar to open its calendar. If there is an opening on the tutor’s calendar that meets your needs, you’re ready to reserve the tutoring session. First, be sure that your calendar (not the tutor’s calendar) is active by clicking on the Calendar title just below the name of the month in the upper left. (Note that your calendar is simply named “Calendar,” while the tutor calendars are named using the tutor number.)

With your calendar active, click the New icon in the upper left. This will open the Details dialogue.

• In the Add a title for the event field (upper left of the Details dialogue), enter the names of users reserving the tutor.
  o In the Add People field (just to the right of the Add a title for the event field) enter the tutor name you would like to reserve (as it appears listed in these instructions above). Click to select the tutor once it is found.
    ▪ Enter the starting and ending dates and times in their respective fields (just below the Add a title for the event field).
      • Click Send in the upper left.

Using Microsoft Outlook to Schedule a Tutoring Session

Those needing help with their Outlook client should contact either Jeff Wilkinson (jwilkin3@utk.edu) or Don Swanner (dswanner@utk.edu).

IMPORTANT: You should receive an email confirmation of the reservation. No email confirmation means no reservation.

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