

How to Make a Virtual Tutoring Appointment:

Step 1: Logon to MyVU

Step 2: In the Student Access area under the Academic section click on "Tutor Scheduling"



Quick Links

University Systems

Other Resources

Contact Information, etc:

- Preferred Email Address, Telephone Number, Voice & Text Messaging Number used for E-Alerts, Mailing Address, Emergency Contact
- Need a .edu email address?
- Need your A number?
- Change your MyVU password
- [Student Self Service](#) - Find your grades, financial aid, change password, and more.

Academic

- Incomplete Request (All requests must be made by April 6, 2020)
- Dear Student Spring 2020
- Catalog and Class Offerings
- Spring 2020 Final Exam Schedule
- Your Class Schedule
- Find, Compare and Order Textbooks
- Blackboard (Online Courses)
- Library
- DegreeWorks (Degree Plan & Evaluation)
- Unofficial Transcript and Official Transcript Request
- Take Your Course Survey
- [Tutor Scheduling](#)

Financial

Step 3: Click Logon to Web Gateway

Step 4: Click Appointments

Step 5: Click Create Student Appt.

Step 6: Under Category Choose VU Virtual Tutoring

Appointments - Select Category & Activity

VU Virtual Tutoring ▼

BIOL Biology ▼

Appointment Selection Type:

- Multi-day View (single Tutor)
- Single-day View (all Tutors)

Next

Show available only (applies to [Multi-day View])

Step 7: Select the activity where you need help and click Next: **If the activity you cannot find a tutor in the list for your subject, email dralston@vinu.edu, and we will try to find one.**

Step 8: Select a tutor and click on an available time

From To

Select Tutor ▼

Wednesday, March 25, 2020

02:30 PM 02:45 PM 03:00 PM 03:15 PM 06:15 PM 06:30 PM 06:45 PM 07:00 PM 07:15 PM

Thursday, March 26, 2020

08:00 AM 08:15 AM 08:30 AM 08:45 AM 09:00 AM 09:15 AM 09:30 AM 09:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM
11:45 AM 12:00 PM 12:15 PM 12:30 PM 12:45 PM 02:00 PM 02:15 PM 02:30 PM 02:45 PM 03:00 PM 03:15 PM 03:30 PM 03:45 PM

Friday, March 27, 2020

09:00 AM 09:15 AM 09:30 AM 09:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 01:00 PM 01:15 PM 01:30 PM
01:45 PM 02:00 PM 02:15 PM 02:30 PM 02:45 PM 03:00 PM 03:15 PM

Step 9: Click schedule

Create Appointment

Activity:

CHEM-01 Chemistry 105 and below

Tutor: **Gerard Wise**

Date: **Thu Mar 26 2020**

Start: **9:00:00 AM**

End: **9:45:00 AM** ▼

Appointment Type:

One on One

Group

Notes:

Schedule

Cancel

Before your scheduled appointment, your tutor will email you a link to their virtual tutoring room. Be sure to check your preferred email, including spam folder for information from your tutor.

If you have questions or need help in a class not listed email Danny Ralston at dralston@vinu.edu