

Schedule early!

If you cannot complete scheduling before the time you want, the session is delayed by 15 minutes.

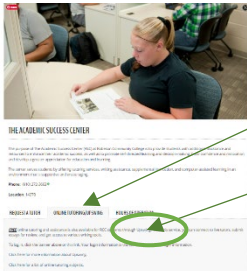
Schedule a Tutor

The screenshots in this document were taken from the video at <https://www.youtube.com/watch?v=8h3vsdrO4ZQ> which might be helpful to new students. To view the video, click on the link.

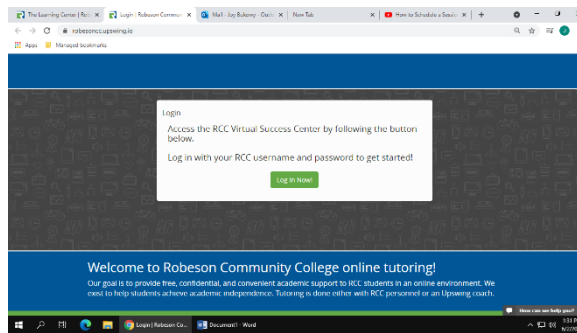
Using a Subject search:

1. Scroll down to the bottom of the ASC page. Click the Upswing tab, then the Upswing link.

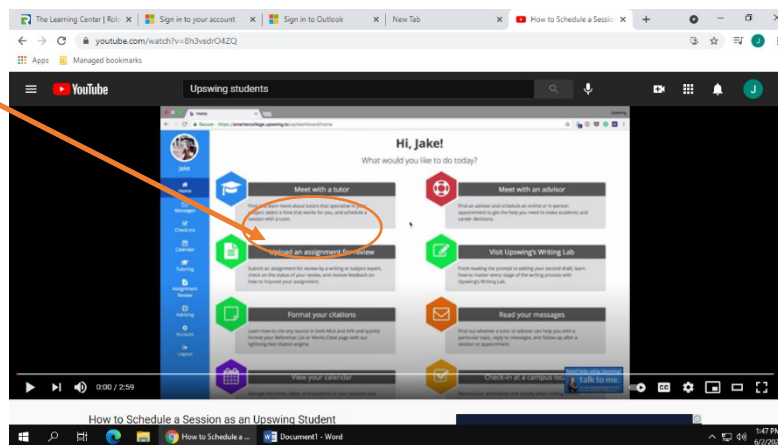
Can also type robesoncc.upswing.io in your browser



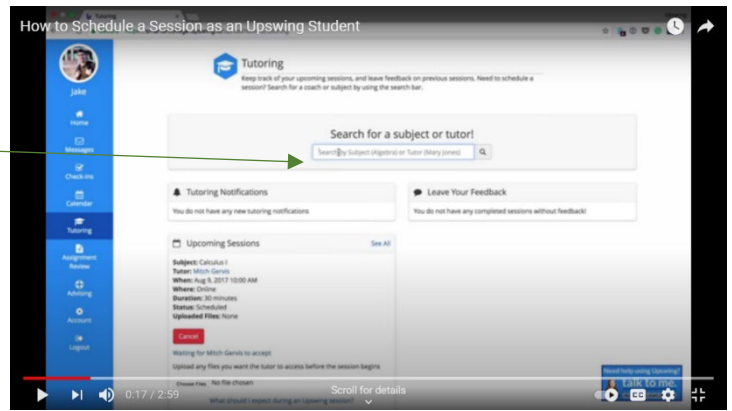
2. Click **Log in Now!** Log in with your student username and password.



3. Click Meet with a Tutor.

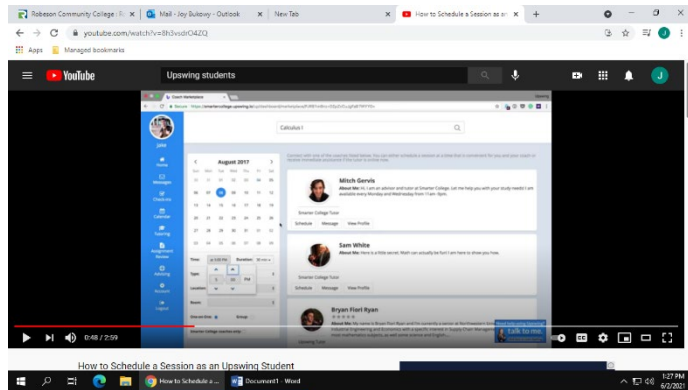


- Click in Search for a subject or tutor and type the course title (Intro to Computers, PC Literacy, etc., not the course code.) You can also type your tutor's name.

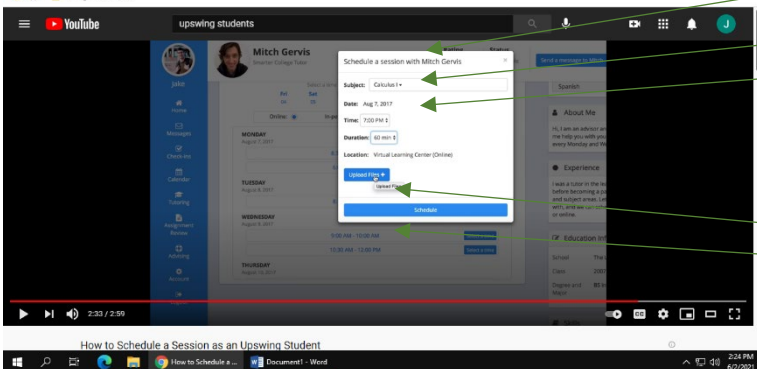
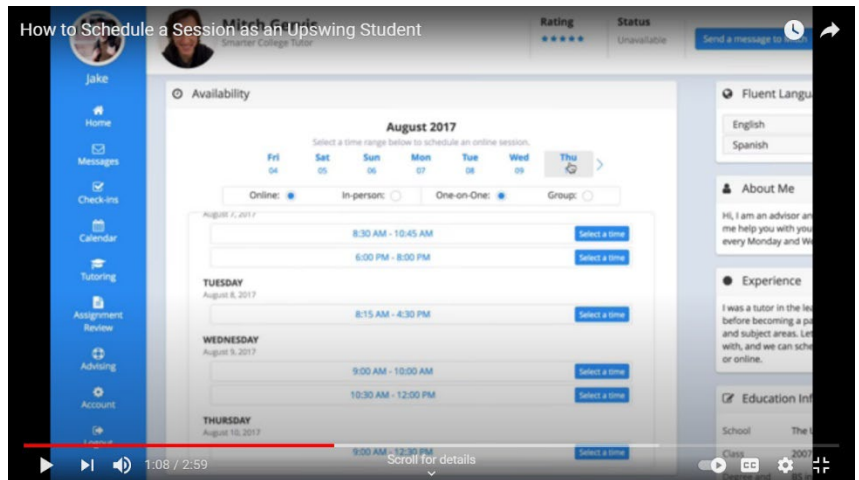


You will next see a dialog that shows a calendar, and a list of available tutors.

- Click the date on the calendar, then click on the tutor's name.



- To schedule a time within the tutor's available times, click the Select a Time button to the right of an available time range.



- You will then get a popup. Select the subject, choose the time within the range if not completed and select the duration, either 30 min or 60 min.
- If there are files that you wish to work together with your tutor, you can click the upload button, and upload those files.
- Finally, click the schedule button. After about 10 minutes, you should be able to see the tentative session in your calendar. A message is sent to the tutor asking them to confirm the session. Once they do, you can

enter the room about 5 minutes before the session.