

## How to Schedule a Tutoring Appointment

1. Sign in to **Penji**
2. Click **Learn**
3. Choose Schedule 30 minute appointment or Schedule 60 minute appointment
4. Click **Join a class** to search for the class you are taking
  - a. Classes may not be listed in alphabetical order, keep scrolling if you do not see your class in order
  - b. If you do not see your class listed, please email Lisa Kasper at [lmkasper@muskingum.edu](mailto:lmkasper@muskingum.edu) to request help.
5. Click the class you have chosen, then **Next**
6. Choose an available time in the calendar, click **Select**
7. Choose a tutor (If there is only one tutor, click the one shown on the screen.)
8. Click **Select**
9. Choose a meeting location (one or more of the locations below may be available), click **Next**
  - a. In-person option: Study Center at Chess 317
  - b. Online options: Zoom or GoBoard
10. Make a note for the tutor about what you want to cover in the session.
11. Click **Complete** to schedule your meeting

## What to expect after you have scheduled a tutoring appointment

- You will receive notifications through the Penji app and email that you have requested the appointment and when the tutor accepts the meeting invitation.
- You will receive an email with a link to a Google Drive dropbox where you may upload documents to share with the tutor. (study guide, homework, notes, etc.)
- You will receive a notification and email from Penji 5 minutes before the meeting is scheduled to start. Just click the link to join the meeting.
  - If you are meeting online in GoBoard, you will be asked to sign in. Please use your Muskingum email.