

Guide for Scheduling Tutoring Appointment

Business Learning Center (BLC)
at the University of Illinois at Chicago (UIC)

Overview for Scheduling Tutoring Appointment

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Note: Location of UIC Business Learning Center (PP slide 9)

Step 1: Visiting the UIC Business Connect Website

- Visit **Business Connect** or directly type the URL: uic-cba-insight.symplicity.com/students
- Type your UIC Net ID and Password



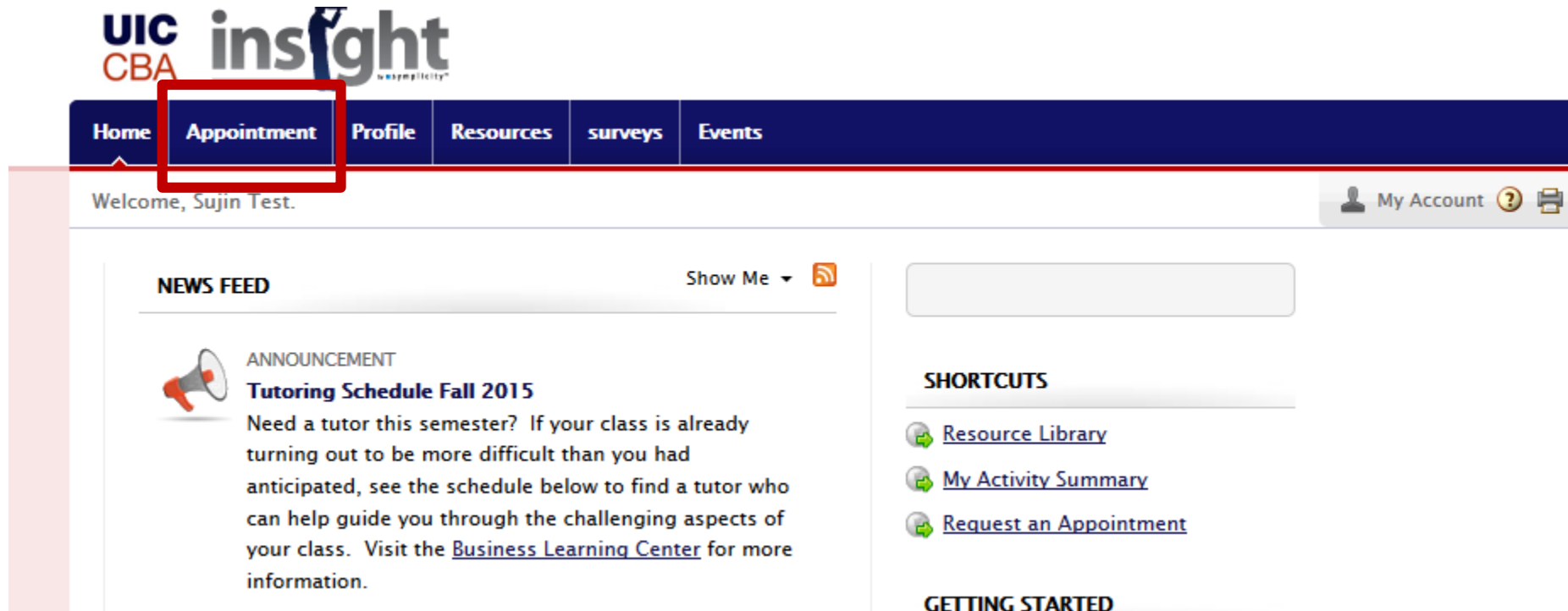
Please log in

Application requesting login: UIC Shibboleth

Log in

Step 2: Appointment Tab

- Begin by clicking the “Appointment” tab option at the top of the page





The screenshot displays the UIC CBA insight website interface. At the top left, the logo for UIC CBA insight is visible, with the tagline 'with simplicity'. Below the logo is a dark blue navigation bar containing several tabs: Home, Appointment, Profile, Resources, surveys, and Events. The 'Appointment' tab is highlighted with a red rectangular box. Below the navigation bar, the user is greeted with 'Welcome, Sujin Test.' and a 'My Account' link with a help icon and a printer icon. The main content area is divided into three sections: 'NEWS FEED' with a 'Show Me' dropdown and a RSS icon, 'SHORTCUTS' with three links: 'Resource Library', 'My Activity Summary', and 'Request an Appointment', and 'GETTING STARTED'.

UIC CBA insight
with simplicity




Home Appointment Profile Resources surveys Events

Welcome, Sujin Test. My Account ?

NEWS FEED Show Me ▾ 

 **ANNOUNCEMENT**
Tutoring Schedule Fall 2015
Need a tutor this semester? If your class is already turning out to be more difficult than you had anticipated, see the schedule below to find a tutor who can help guide you through the challenging aspects of your class. Visit the [Business Learning Center](#) for more information.

SHORTCUTS

-  [Resource Library](#)
-  [My Activity Summary](#)
-  [Request an Appointment](#)

GETTING STARTED

Step 3: Setting Appointment Date and Time

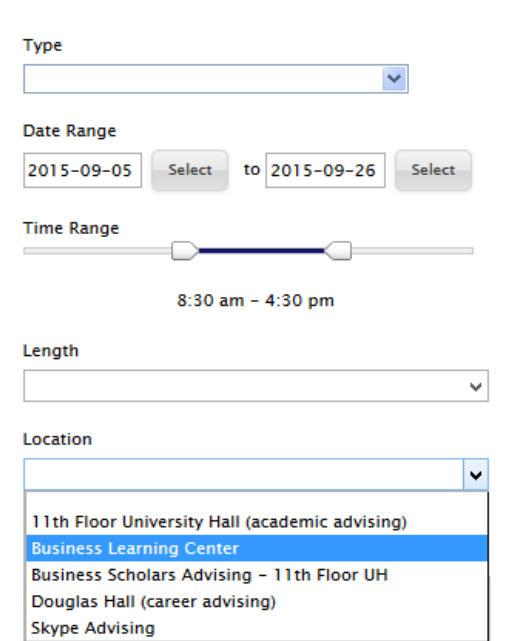
- Click “Request New Appointment”. Next, click the “Location” option tab on the right, scroll down and click the “Business Learning Center” option.
- **Note:** This is where you can set up the tutoring session time length (range).



The screenshot shows the UIC CBA insight website interface. At the top, there is a navigation bar with links for Home, Appointment, Profile, Resources, surveys, and Events. Below the navigation bar, the breadcrumb trail reads 'Home > Advising Appointment'. The main heading is 'Advising Appointment'. Underneath, there is a section titled 'REQUESTED APPOINTMENTS' which is currently empty. A prominent blue button labeled 'Request New Appointment' is visible at the bottom of this section.



Advising Appointment



The screenshot shows the 'Advising Appointment' configuration form. It includes the following fields and options:

- Type:** A dropdown menu.
- Date Range:** Two date input fields with 'Select' buttons. The first field contains '2015-09-05' and the second contains '2015-09-26'.
- Time Range:** A horizontal slider control. The current range is '8:30 am - 4:30 pm'.
- Length:** A dropdown menu.
- Location:** A dropdown menu with a list of options: '11th Floor University Hall (academic advising)', 'Business Learning Center' (highlighted in blue), 'Business Scholars Advising - 11th Floor UH', 'Douglas Hall (career advising)', and 'Skype Advising'.

Step 4: Selecting Tutoring Subject Type

- Once your desired tutoring session date and time are setup, go under the “Type” drag down menu and chose the tutoring subject that you would like to schedule for your appointment

UIC CBA insight

Home Appointment Profile Resources surveys Events

Home > Advising Appointment

My Account ? Log Out

software by symplific

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Type

- Academic Advising
- Business Scholars Students
- Business Scholars SKYPE Advising
- Career/ Internships (Douglas Hall)
- FBI Scholars
- Graduation Check (Seniors Only)
- Tutoring-Accounting
- Tutoring-BA
- Tutoring-Finance
- Tutoring-Information Decision Science

Tuesday, Sep 8, 2015

9:00 am	Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins
9:30 am	Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins
10:00 am	Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins
10:30 am	Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins
11:00 am	Erik Monarrez- Student Tutor Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins Business Learning Center – 30, 60 mins
11:30 am	Erik Monarrez- Student Tutor Sujin Hwang-Student Tutor	Business Learning Center – 30, 60 mins Business Learning Center – 30, 60 mins
12:00 pm	Erik Monarrez- Student Tutor	Business Learning Center – 30, 60 mins

- All available appointment slots will appear.
- Click the time you want to schedule your tutoring appointment.

Step 5: Finalizing Session Appointment

- Please check that all information is correct when confirming your appointment.
- In addition, write a note under **“Additional notes”**. Write about what subject, specific area(s), or problem(s) you need tutoring in. (i.e. ACTG210, Chapter 3 or IDS370 HW problems)
- **Please be specific**, such as quiz/test preparation, homework, etc. Then, click “Submit Request”.

The screenshot shows a 'Confirm Appointment' dialog box with the following details:

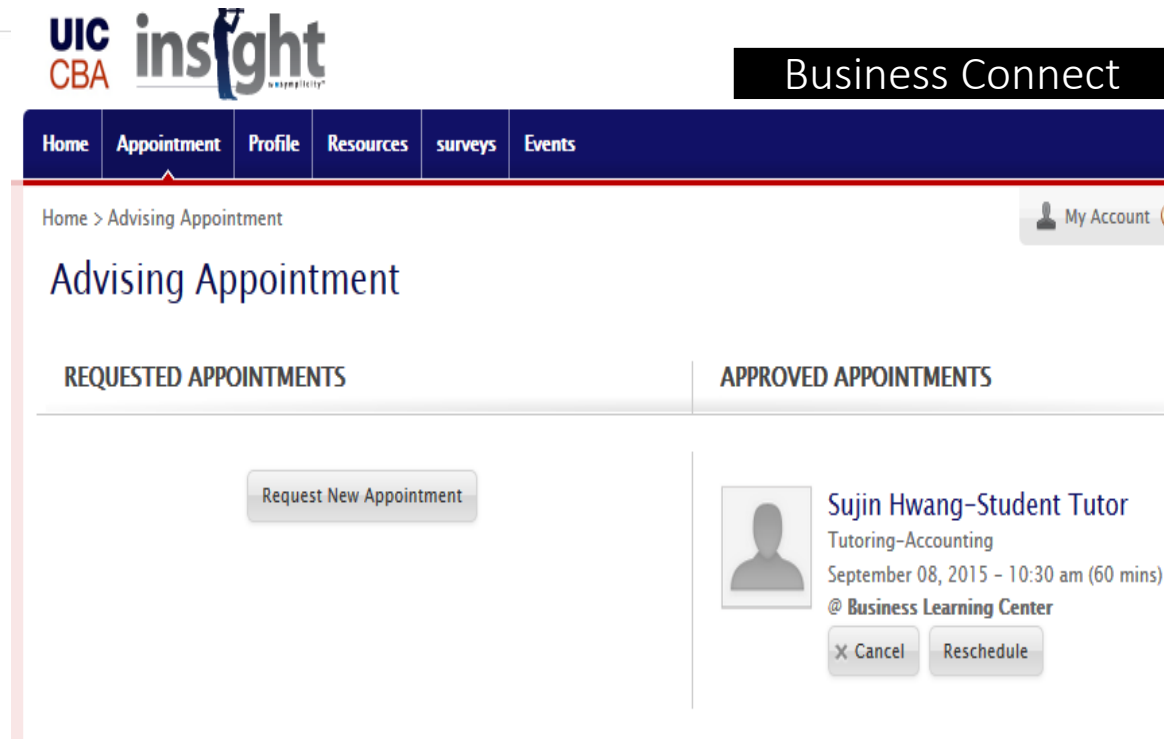
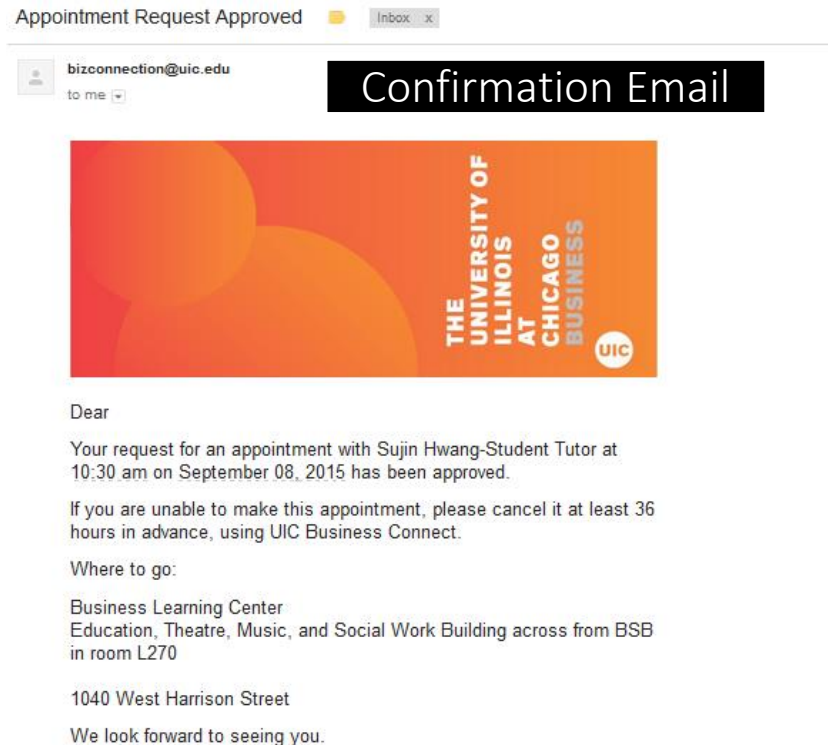
- Length***: 60
- Adviser***: Sujin Hwang-Student Tutor
- Date***: September 08, 2015
- Location***: Business Learning Center
- Time***: 10:30 am
- Type***: Tutoring-Accounting
- Additional Notes**: (Empty text area)

Buttons: Submit Request, Cancel

* indicates a required field

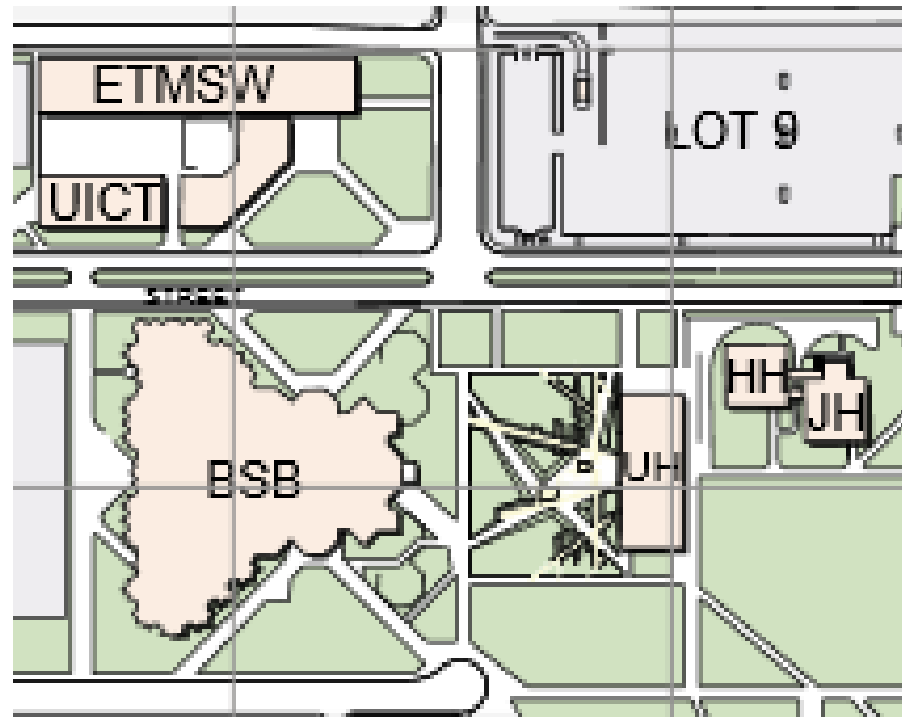
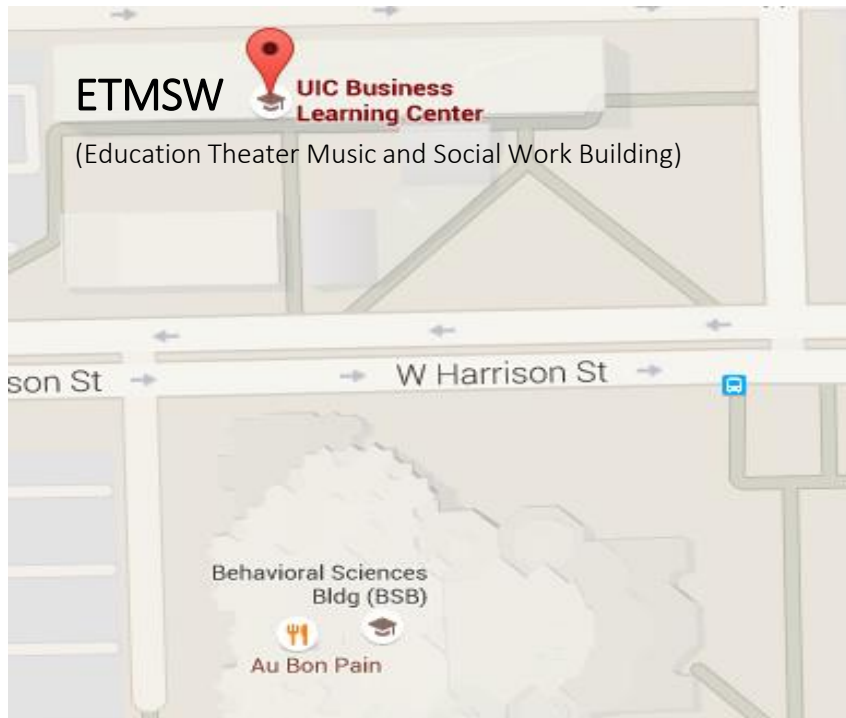
Step 6: Appointment Confirmation

- Once your appointment is requested, you will receive a confirmation email.
- You can also check if your appointment is approved on the Business Connect website.



Where is the BLC?

- The Business Learning Center is located in **ETMSW** (Education Theater Music and Social Work Building) across from BSB in room **L270(Basement)** on the first floor (ground floor).



Contact Us

- Questions or concerns?
- If so, please email us at: blc@uic.edu
- For more information visit our website at <http://businessconnect.uic.edu/student-services/business-learning-center>
- You can also, like **the UIC Business Learning Center on Facebook** to get news and updates about the center.

