



# Scheduling Online Tutoring through the Student Success Network (SSN)



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# Overview

Tutoring is now available online by appointment only. Students must now use the Student Success Network (SSN) to search Tutor availability and to schedule appointments. At this time, use of TutorTrac for appointment scheduling has been suspended.

## Reminders:

- Availability is limited and offered on a first-come-first-served basis.
- Appointments must be scheduled at least 24 hours in advance. No same day appointments are allowed.
- Only schedule one appointment per course. A future appointment can be scheduled after your next meeting.
- You are responsible for bringing and providing resources and materials for your Tutor to review and consult during your appointments.

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Student Success Network (SSN)

## Overview and Instructions



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# Overview

The Student Success Network (SSN) allows more communication between students, faculty, and staff. The system can synthesize the data below to help faculty and staff better support you:

- Class attendance, participation, and engagement
- Grades
- Office visits (and now Tutoring visits!)
- Kudos (Great Job!)
- Flags (various concerns)
- Referrals to various offices and professionals

Your activity in the system helps us better support your success!

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



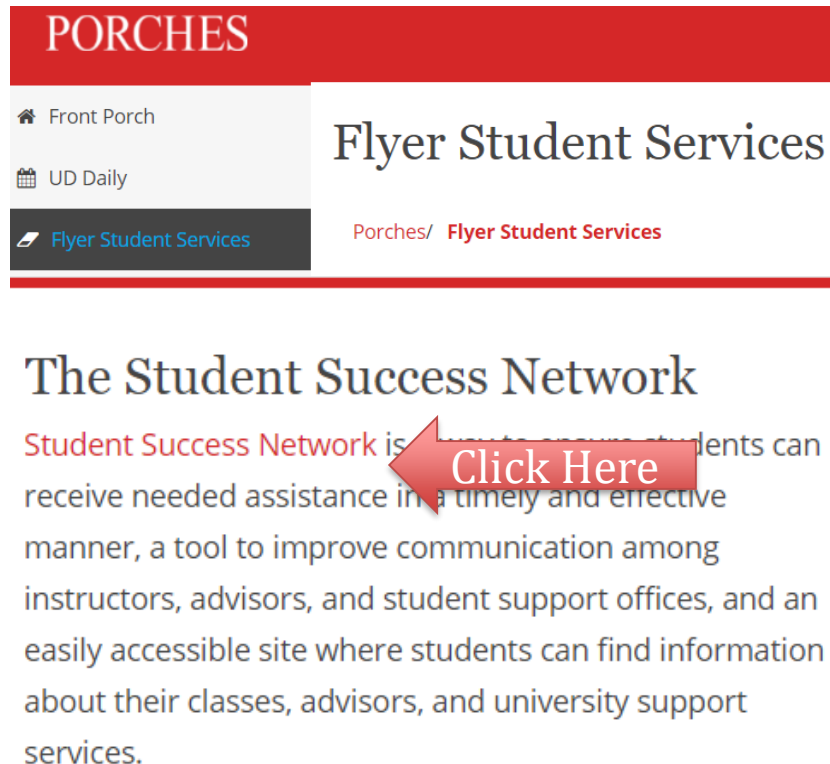
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# Accessing SSN (2 Options)

**Quick Link:** [go.udayton.edu/mysuccessnetwork](https://go.udayton.edu/mysuccessnetwork)

## Porches:

1. [Log into Porches >>](#)
2. Click the tab for Flyer Student Services.
3. Scroll until you see the Student Success Network heading.
4. Click the “Student Success Network” hyperlink.
5. Bookmark this page. [Learn how >>](#)



The screenshot shows the 'PORCHES' website. At the top is a red header with the word 'PORCHES' in white. Below this is a navigation bar with three tabs: 'Front Porch' (with a house icon), 'UD Daily' (with a calendar icon), and 'Flyer Student Services' (with a document icon and highlighted in dark grey). To the right of the tabs, the text 'Flyer Student Services' is displayed. Below the navigation bar, there is a red horizontal line. Underneath this line, the heading 'The Student Success Network' is visible. Below the heading, there is a paragraph of text: 'Student Success Network is a tool that students can receive needed assistance in a timely and effective manner, a tool to improve communication among instructors, advisors, and student support offices, and an easily accessible site where students can find information about their classes, advisors, and university support services.' A red arrow points to the word 'is' in the first sentence of the paragraph, with the text 'Click Here' written inside the arrow.

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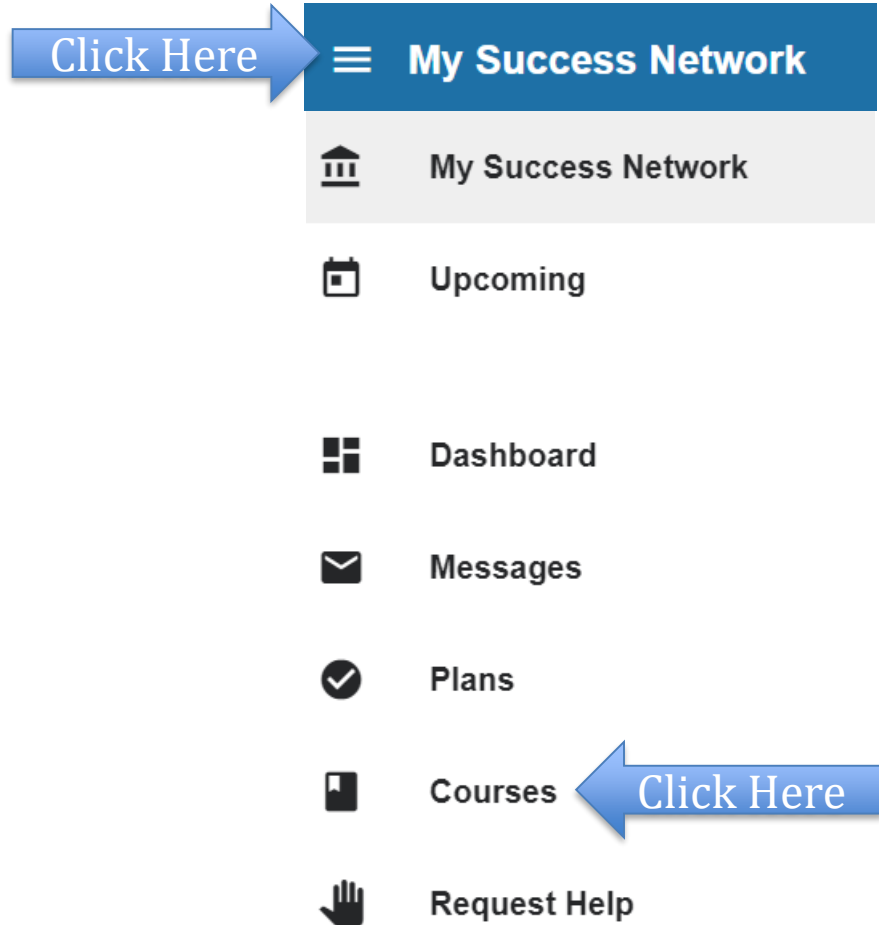


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# Navigating to the Courses Menu

1. Click the My Success Network menu icon.
2. Click the Courses tab.



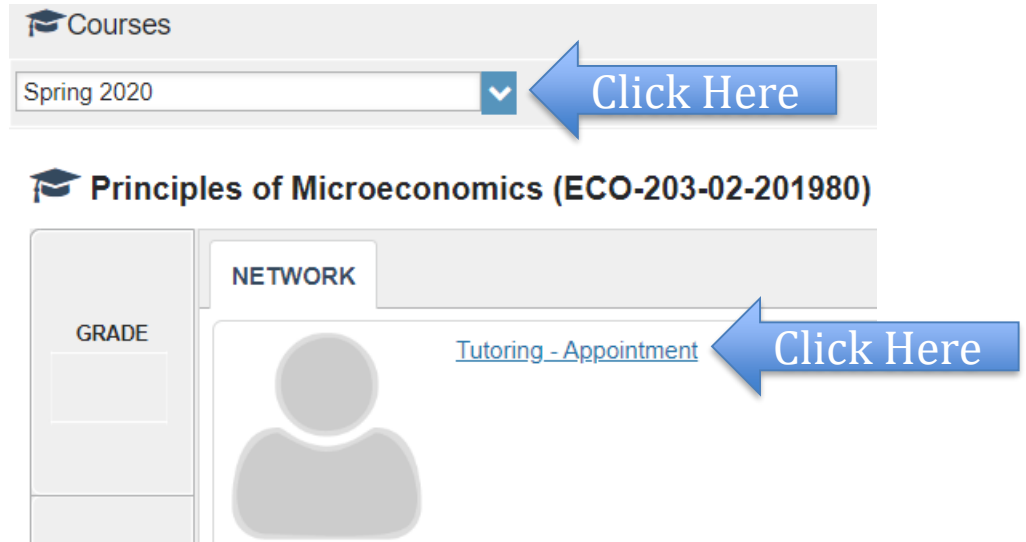
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# Finding Courses Supported by Tutoring

1. Select the current term.
2. Scroll to find a course supported by Tutoring.
3. Click the “Tutoring – Appointment” hyperlink.



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# Selecting the Right Tutor

1. Find a Tutor with a Major similar to your own.
2. Click their name to see the full list of courses they support to find the one you're searching for.

## Warnings:

- *All* Tutors who support *any* subject you are in will appear.
- SSN will not filter Team Members by the course you select.

### Team Members



**John Doe**

Major: Criminal Justice Studies TUTORS: CMM100, ...



**Judy Smith**

Major: Business Economics TUTORS: ECO203, ...



## Judy Smith

Major: Business Economics TUTORS: ECO203, ...



**SCHEDULE APPOINTMENT**

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Scheduling an Appointment

1. Click Schedule Appointment.
2. Click on the Drop Down arrow
3. Select Appointment.
4. Select the time slot that works with your schedule.

## Judy Smith

Major: Business Economics TUTORS: ACC207, ACC208, ECO203

SCHEDULE APPOINTMENT

Click Here

Tutoring - Appointment ^

Click Here

☐ Appointment

Click Here

Tuesday, March 24

4 available

☐ 6:30 pm - 7:00 pm  
Zoom Meeting

30m

Click Here

☐ 7:00 pm - 7:30 pm  
Zoom Meeting

30m

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Configure Your Appointment

1. Click Add a Course
2. Select the course you're needing support in.
3. Describe what you need help with.
4. Click Confirm

## Warnings:

- Your appointment will be cancelled if you do not select a course.
- Only courses the Tutor supports will display.
- Give your Tutor as much information as possible!

Reason for Visit

Appointment [Change](#)

Course

[Add a course](#)

Click Here

Which course do you want to meet for?

☐ Principles of Macroeconomics

Click Here

If you want, tell us a little bit about what's going on so we can help

I've attempted all of my ECO homework but am getting stuck problems using the coefficient of price elasticity of demand

Type Here

Click Here

CONFIRM

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Google Calendar

## Overview and Instructions

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# Overview

The University of Dayton is a Google campus, meaning communication, scheduling, and document storage is completed through apps in the Google Suite.

## Reminders:

- Your UD email account is the primary method used for communicating confirmations and changes with your Tutoring appointments.
- Event invitations will be sent to your UD Google Calendar to remind you that you have a Tutoring Appointment scheduled. **You must click “Accept” for these invitations** or it may cause your appointment slot to get double booked.
- Altering the Google Event in any way may cause you to accidentally cancel your appointment. Therefore, **use email to communicate changes.**

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# Web-Based Zoom Meetings

## Overview and Instructions



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# Overview

Zoom is the primary platform used to host online Tutoring sessions. You should ensure you are equipped with audio and video conferencing tools via your laptop or phone.

## Reminders:

- Online meetings take more time to cover less material, so please focus on only one concept or problem.
- Wait until your scheduled time to join your Zoom meeting. Entering the room early may interrupt sessions already taking place.
- Ensure you're alone in a quiet space (if possible) so that background noises do not hinder your Tutor from understanding you.
- Due to FERPA, you should aim to keep your sessions as private as possible and not allowing others to join in. [Click to learn about FERPA>>](#)

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Accessing the Zoom Link via Email

1. Log in to your UD email.
2. Find your confirmation email from [success@udayton.edu](mailto:success@udayton.edu).
3. Open the email message.
4. Click the Zoom link.

## Warning:

Wait until your appointment is scheduled to begin before clicking your Zoom link to avoid interrupting session already in session.

Thank you for scheduling your online Tutoring appointment.

**Scheduled By:** Rudy Flyer

**Meeting With:** Judy Smith and Rudy Flyer

**Date:** 3/23/2020 6:30 PM EDT

**Location:** Zoom Online Meeting

**Reason for Meeting:** Tutoring Appointment

**Instructions:** Join <https://udayton.zoom.us/j/7490874547>

**Description:** coefficient of price elasticity of demand

**Course:** Principles of Macroeconomics



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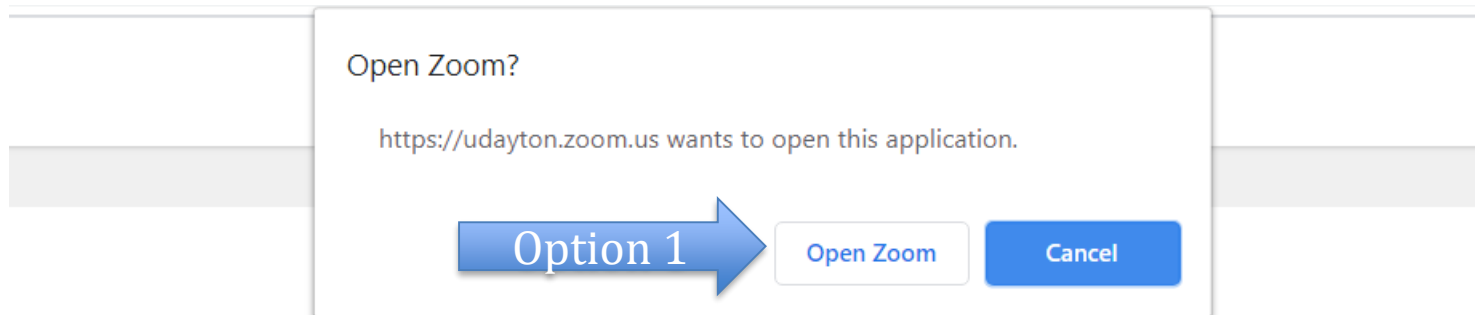
# Joining the Zoom Meeting

## Option 1: Open in Zoom App

Click “Open Zoom” or “download & run Zoom” to access Zoom outside your browser.

## Option 2: Open in Browser

Click “join from your browser” if you do not want to download the Zoom app to your computer.



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Option 2

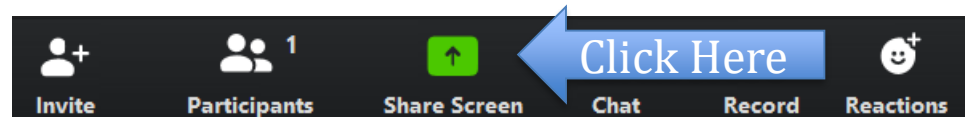
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# Configuring Your Zoom Video

1. Click “Join with Video” when prompted.
2. Click Start or Stop Video when needed.
3. Click “Share Screen” if you need your Tutor to see something on your computer.



## Warnings:

- You should be dressed in attire expected in a classroom.
- Sharing your screen with graphic material is strictly prohibited.
- Failure to comply with these rules may result in suspended access to our services and possibly disciplinary action from the university.

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.

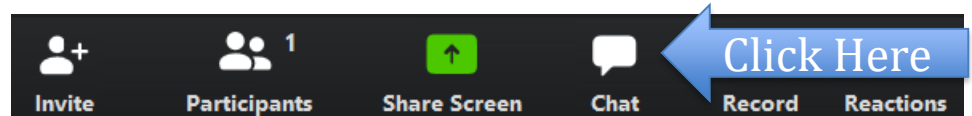


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# Configuring Your Zoom Audio

1. Mute your audio unless you need to speak.
2. Use the Chat feature to send messages to your Tutor as they speak.
3. Ask your Tutor if you can record the session.



## Warnings:

- Use headphones to avoid distracting audio feedback.
- If possible, find a quiet place where you will not be interrupted.
- Sessions can only be recorded if **both** you and your Tutor agree to be recorded.

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