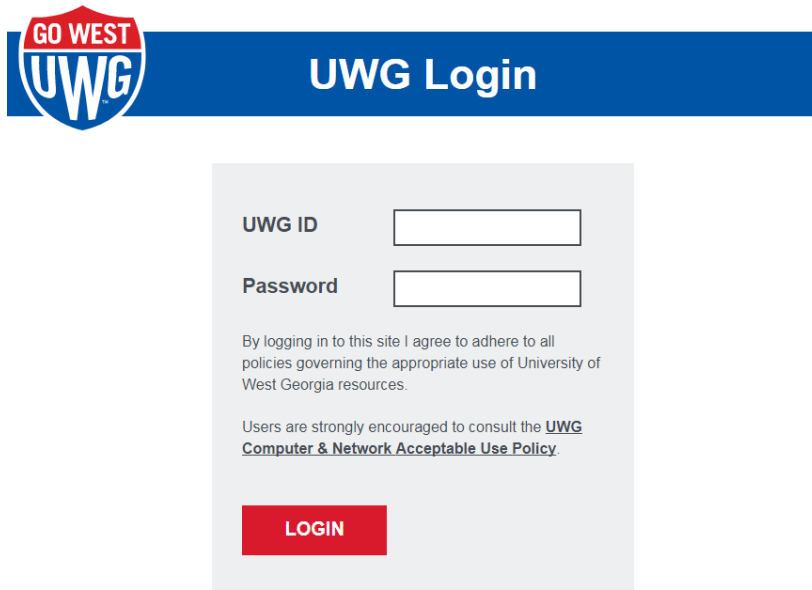


Step 1: Log into SSC Campus with UWG ID and Password (the same as your university email)

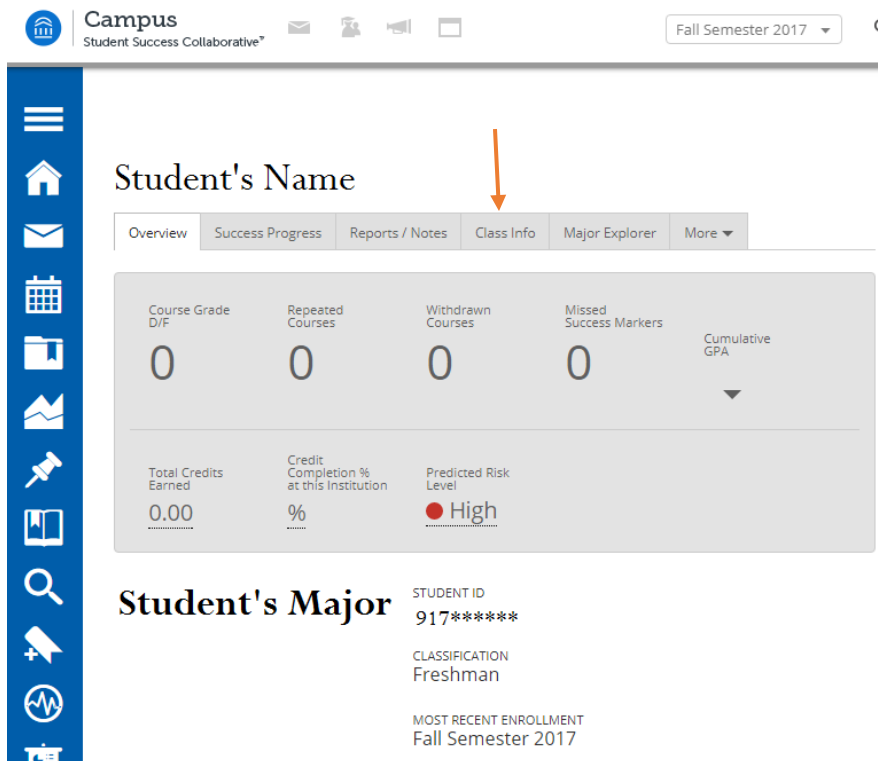
Link below:

[https://login.westga.edu/cas/login?service=https%3A%2F%2Fwestga.campus.eab.com%2Fcas%2Fschool%2F264-university\\_of\\_west\\_georgia%2Fsession%2Fnew](https://login.westga.edu/cas/login?service=https%3A%2F%2Fwestga.campus.eab.com%2Fcas%2Fschool%2F264-university_of_west_georgia%2Fsession%2Fnew)



The image shows the UWG Login page. At the top left is the UWG logo with the text "GO WEST" above it. To the right of the logo is a blue banner with the text "UWG Login" in white. Below the banner is a light gray box containing the login form. The form has two input fields: "UWG ID" and "Password". Below the fields is a paragraph of text: "By logging in to this site I agree to adhere to all policies governing the appropriate use of University of West Georgia resources." Below this is another paragraph: "Users are strongly encouraged to consult the [UWG Computer & Network Acceptable Use Policy](#)." At the bottom of the form is a red button with the text "LOGIN" in white.

Step 2: Click on Class Info Tab



The image shows the SSC Campus dashboard. At the top left is the "Campus Student Success Collaborative" logo. To the right of the logo are several icons: an envelope, a person, a speaker, and a document. Further right is a dropdown menu for "Fall Semester 2017" and a search icon. Below the header is a vertical blue sidebar with various icons: a home icon, an envelope icon, a calendar icon, a book icon, a bar chart icon, a pushpin icon, a magnifying glass icon, a plus sign icon, and a pulse icon. The main content area has a header with "Student's Name" and a navigation bar with tabs: "Overview", "Success Progress", "Reports / Notes", "Class Info", "Major Explorer", and "More". An orange arrow points to the "Class Info" tab. Below the navigation bar is a dashboard with several metrics: "Course Grade D/F" (0), "Repeated Courses" (0), "Withdrawn Courses" (0), "Missed Success Markers" (0), and "Cumulative GPA" (0). Below these metrics are three more metrics: "Total Credits Earned" (0.00), "Credit Completion % at this Institution" (%), and "Predicted Risk Level" (High). Below the dashboard is a section for "Student's Major" with the following information: "STUDENT ID 917\*\*\*\*\*", "CLASSIFICATION Freshman", and "MOST RECENT ENROLLMENT Fall Semester 2017".

Step 3: Find the class you need assistance with and click on the Schedule Tutor Appointment option.

## Classes This Term

Actions ▾						
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>	Class Name	Professor's Name	Day/Time Location		ATTEND	<a href="#">Schedule Tutor Appointment</a>
<input type="checkbox"/>	Class Name	Professor's Name	Day/Time Location			<a href="#">Schedule Tutor Appointment</a>
<input type="checkbox"/>	Class Name	Professor's Name	Day/Time Location		ATTEND	<a href="#">Schedule Tutor Appointment</a>
<input type="checkbox"/>	HIST-2112-04 U S History II (since 1865)	Richard Primuth				<a href="#">Schedule Tutor Appointment</a>
<input type="checkbox"/>	Class Name	Professor's Name	Day/Time Location			<a href="#">Schedule Tutor Appointment</a>
<input type="checkbox"/>	Class Name	Professor's Name	Day/Time Location			<a href="#">Schedule Tutor Appointment</a>

Step 4: Click on the Location you would like to make an appointment. (UWC Newnan in the last option.)

Tutor Appointment ▾

Comments:

Location: ?

Choose ▾

|

- THS School of Nursing
- Newnan
- THS School of Nursing Suite 103
- UCC Advising Center
- University Writing Center
- University Writing Center (Newnan)

13 14 15 16 17 18 19

Add an Attendee:

### Select A Tutor

SELECT	TUTOR	AVAILABLE TIMES
<input type="radio"/>	Baker, Bresha'	Fri 12:00pm-3:30pm (August 15, 2017 - December 1, 2017)
<input type="radio"/>	Bradbury, Tessa	Mon, Wed 5:00pm-7:00pm (August 14, 2017 - December 1, 2017) Tue 9:00am-10:30am (August 14, 2017 - December 1, 2017) Thu 3:30pm-5:00pm (August 14, 2017 - December 1, 2017)
<input type="radio"/>	Chan, Gershom	Mon, Wed 12:30pm-4:00pm (August 14, 2017 - December 1, 2017) Fri 9:30am-4:00pm (August 14, 2017 - December 1, 2017)

Step 5: Select the correct week you would like to make an appointment and pick the tutor (Professor Campbell).

Comments:

Location:

Course: ENGL-1101 English Composition I

Select a Date:

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

### Select A Tutor

SELECT	TUTOR	AVAILABLE TIMES	MAX HRS T / G / S
<input type="radio"/>	Campbell, Amanda	Wed 9:00am-12:00pm (Fall Semester 2017) Wed 9:00am-12:00pm (Fall Semester 2017)	0 / - / -
<input type="radio"/>	(NEWNAN), UNIVERSITY WRITING CENTER		0 / - / -
<input type="radio"/>	264, SUPPORT		0 / - / -
<input type="radio"/>	ADAMS,		0 / - / -

Step 6: Pick the time during the tutor's shift that is available that you would like the appointment.

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Reminders

Send an email reminder?

Send a text reminder?

### Choose A Time To Meet

Length:

Availabilities: ?

TIME SLOT	08/27 (SUN)	08/28 (MON)	08/29 (TUE)	08/30 (WED)	08/31 (THU)	09/01 (FRI)
8:00a-8:30a	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS		
8:30a-9:00a	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS		
9:00a-9:30a				<input type="checkbox"/>		CONFLICTS
9:30a-10:00a			CONFLICTS	<input type="checkbox"/>	CONFLICTS	CONFLICTS
10:00a-10:30a			CONFLICTS	<input type="checkbox"/>	CONFLICTS	CONFLICTS
10:30a-11:00a			CONFLICTS	<input type="checkbox"/>	CONFLICTS	CONFLICTS
11:00a-11:30a			CONFLICTS	<input type="checkbox"/>		CONFLICTS
11:30a-12:00p			CONFLICTS	<input type="checkbox"/>		

Step 7: Click Save Appointment