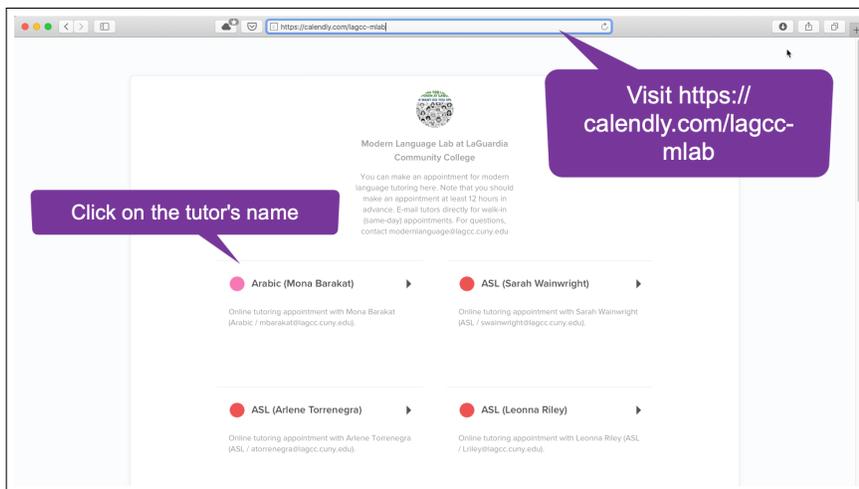# How to Make an Appointment for Modern Language Tutoring with *Calendly*

Tomonori Nagano
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Wednesday, June 17th, 2020

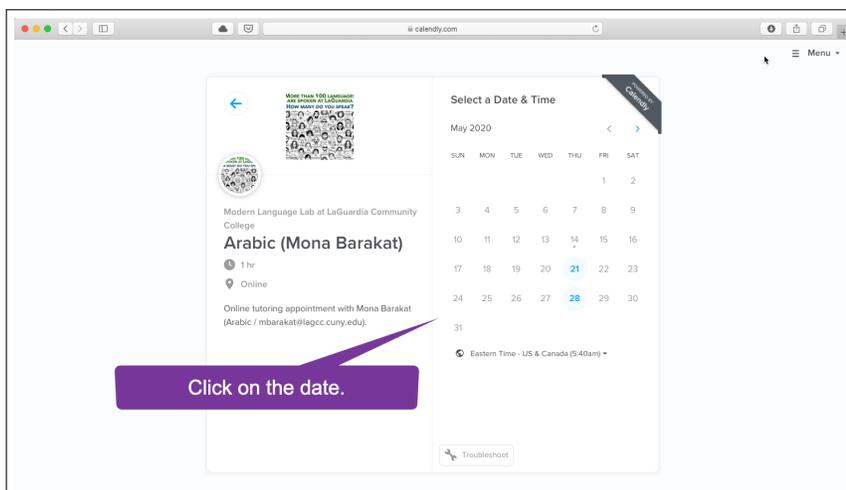**How to Make an Appointment for Modern Language Tutoring with *Calendly***

In light of the COVID-19 situation, the Modern Languages (ML) Program is currently offering tutoring services only online. This document will guide you how to make an appointment for online modern language tutoring using *Calendly*. In Fall 2020, the ML Program offers small-group or individual tutoring services in American Sign Language, Arabic, Chinese (Mandarin), French, Italian, Japanese, Korean, Portuguese, and Spanish. During the online tutoring, students enrolled in a language class can get help with homework, lab assignments, grammar, vocabulary, culture, presentations and quiz review.
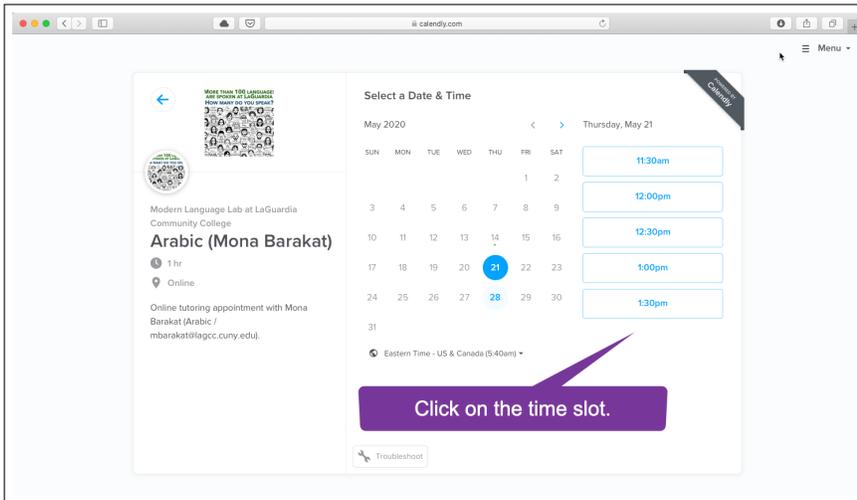
1. Go to https://calendly.com/lagcc-mlab. Or scan the QR code above.
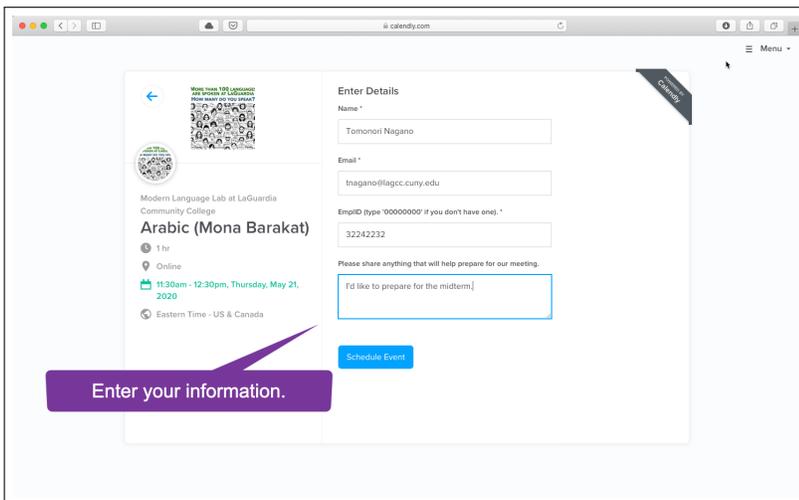2. Click on the name of tutors.



3. You will see the schedule of the tutor. Click on the date when you want to make an appointment.
4. You should make an appointment at least 30 minutes prior to the meeting.
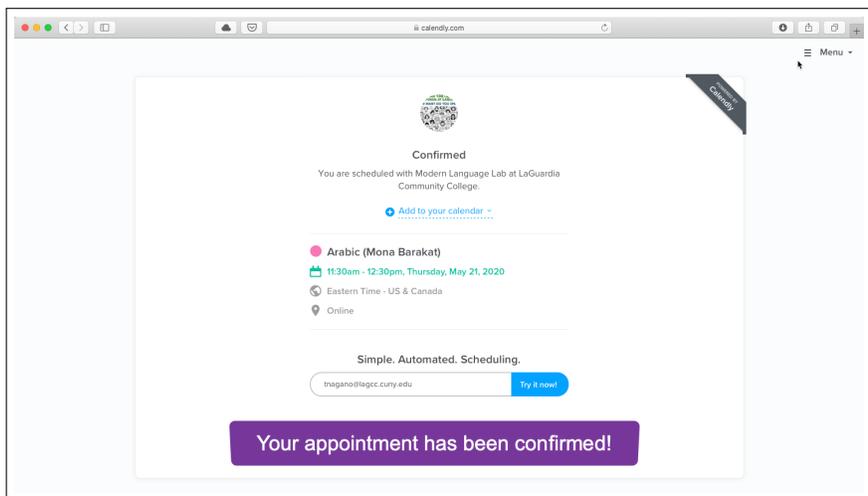
5. You will see the time slots available for tutoring. Each appointment is 60 minutes long. Click on the time slot when you want to make an appointment.
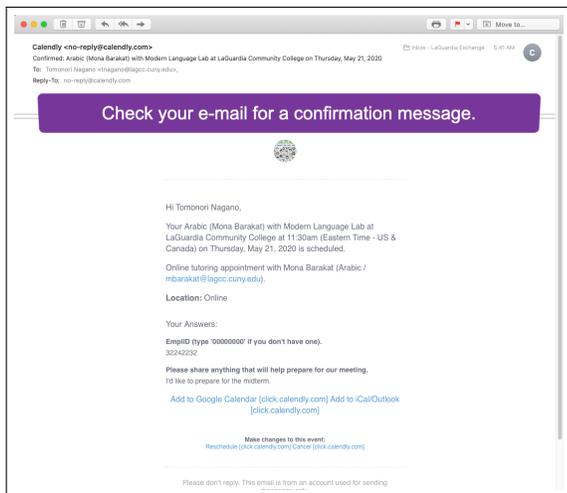


6. Your e-mail has links to change/cancel your appointment. If there is any change, please click on these links.
7. You should receive another e-mail with the link to the online tutoring platform (e.g., Blackboard Collaborate Ultra, Zoom, Google Hangouts Meet). The link can be sent to you just one or two hours prior to your tutoring session.

8.  Your appointment is confirmed! Please check your e-mail for confirmation e-mail.



9.  Your e-mail has links to change/cancel your appointment. If there is any change, please click on these links.
10. You should receive another e-mail with the link to the online tutoring platform (e.g., Blackboard Collaborate Ultra, Zoom, Google Hangouts Meet). The link is usually sent to you just a few hours prior to your tutoring session.



There is also a video tutorial for Calendly. See https://youtu.be/8hD76OKE398.

| Contact Information for the Modern Languages Program |
| --- |

If you have questions about the modern language (ML) courses or have difficulty in signing up for ML tutoring, please contact following staff members for assistance.

- Lorna Feldman, Coordinator of the Modern Languages Lab
  lfeldman@lagcc.cuny.edu

- Julio Rosario, Coordinator of the Modern Languages Lab
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