

How to Schedule with a Peer Tutor

1. DOWNLOAD AND LOGIN TO THE KSU NAVIGATE APP

Download the "Navigate Student" app from your device's app store.

After the app downloads, open the app.

Search for "Kent State University" in the dropdown menu.

You will use your Kent State email and password to login to this app.

Use the links below to download Navigate from your app store.

Get KSU Navigate for IOS -

<https://apps.apple.com/us/app/navigate360-student/id950433229>

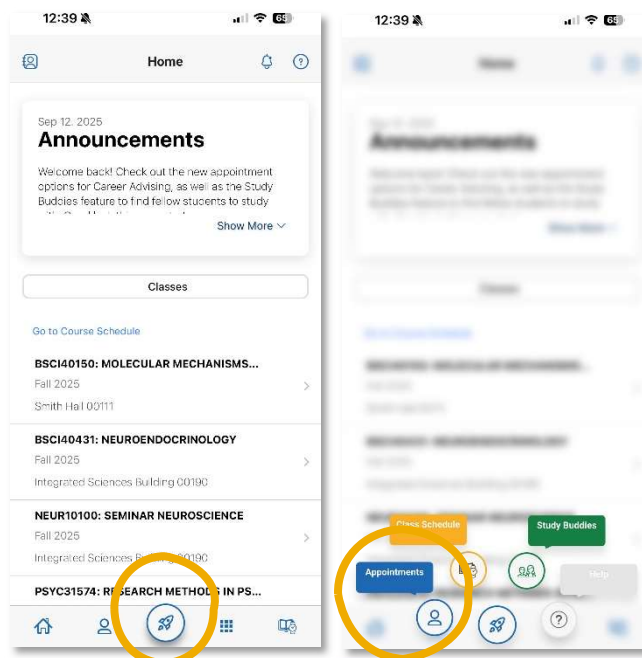
Get KSU Navigate for Android -

https://play.google.com/store/apps/details?id=com.eab.se&pcampaignid=web_share



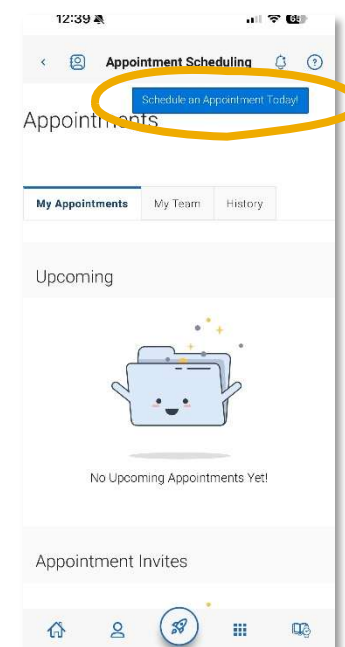
2. SELECT THE ROCKETSHIP ICON & "APPOINTMENTS"

This is located in the middle of the bottom row of your home screen.



3. SELECT "SCHEDULE AN APPOINTMENT TODAY!"

This is located along the top of the app.



4. ENTER YOUR SEARCH CRITERIA

TYPE OF APPOINTMENT: Tutoring & Academic Support Services

SERVICE: Course Tutoring

5. SELECT A DATE

Pick a date that works best for you and click “Find Available Time”

NOTE: Same day appointments are not usually available – select a date and time at least 18-24 hours in advance for best results.

The screenshot shows the 'New Appointment' form on a mobile app. The following elements are highlighted with yellow circles:

- The 'What type of appointment would you like to schedule?' dropdown menu, which is set to 'Tutoring & Academic Support Services'.
- The 'Service' dropdown menu, which is set to 'Course Tutoring'.
- The 'Pick a Date' dropdown menu, which is set to 'September 12, 2025'.
- The 'Find Available Time' button at the bottom of the form.

Below the highlighted fields, the text 'Tutoring & Academic Support Services' is visible. At the bottom of the screen, there is a navigation bar with icons for home, profile, search, and other functions.

6. SELECT A COURSE

From the information box, select the course you would like schedule an appointment for.

7. SELECT A TIME

Scroll through the available locations and select a time and place that works best for you.

The screenshot shows the 'New Appointment' form on a mobile app. The following elements are highlighted with yellow circles:

- The '2 Locations' section, which lists 'Kent Campus - CUE 112' and 'Kent Campus - Library 2nd Floor'.
- The 'Please select one of the courses below to see available times at this location.' dropdown menu, which is set to 'RESEARCH METHODS IN PSYCHOLOGY (PSYC-31574)'.

Below the highlighted fields, the text 'Please select one of the courses below to see available times at this location.' is visible. At the bottom of the screen, there is a navigation bar with icons for home, profile, search, and other functions.

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- The '2 Locations' section, which lists 'Kent Campus - CUE 112' and 'Kent Campus - Library 2nd Floor'.
- The 'Please select one of the courses below to see available times at this location.' dropdown menu, which is set to 'RESEARCH METHODS IN PSYCHOLOGY (PSYC-31574)'.
- The '5:00 - 6:00 PM' time slot.

Below the highlighted fields, the text 'Please select one of the courses below to see available times at this location.' is visible. At the bottom of the screen, there is a navigation bar with icons for home, profile, search, and other functions.

8. REVIEW AND CONFIRM YOUR APPOINTMENT INFORMATION

Review the service, date, and time of your appointment to ensure they are correct.

Read through the “Details” section for additional information about your appointment.

This is a group appointment with Ashleigh Levings and up to 2 other(s)
Tutoring & Academic Support Services

What type of appointment would you like to schedule?
Tutoring & Academic Support Services

Service
Course Tutoring

Date
09/15/2025

Time
5:00 PM - 6:00 PM

Location
Kent Campus - CUE 112

Staff
Ashleigh Levings

Details
Please add any comments about the specific content you'd like to review with your tutor. Appointments are 50 minutes long, with a 10-minute intermission for the tutor.
If you have any questions, please reach out to the Academic

9. SELECT YOUR APPOINTMENT TYPE

Scroll and select either “In-Person” or “Virtual” for how you would like to meet.

Add any additional information you feel is important for your tutor to know before meeting into the comment box.

Make sure both the “Email Reminder” and “Text Message Reminder” boxes are checked.

Enter your cell phone number under “Text Message Reminder”

Appointment Scheduling

URL / Phone Number
https://teams.microsoft.com/join/19%3ameeting_NGM2N1yY11tMDUyMS00ODk5LW1M2-context=%7b%22id%22%3a%22e5a06f4a-1ec4-4d01-8f73-e7dd15f26134%22%2c%22id%22%3a%2221600c5e-186e-4b1f-98df-78584e242650%22%7d

Course
RESEARCH METHODS IN PSYCHOLOGY (PSYC 315/74)

How would you like to meet? *
Search by type

Would you like to share anything else?
Add your comments here

Email Reminder
☒

Text Message Reminder
☒

Phone Number for Text Reminder
555-555-5555

Schedule

10. CLICK “SCHEDULE” TO SAVE YOUR INFORMATION AND SCHEDULE YOUR APPOINTMENT

You will receive a confirmation email once you have successfully scheduled your appointment, and additional reminder emails and texts prior to your appointment.

Success!

Appointment Scheduled
Great job scheduling your appointment!

View Appointments
Schedule Another Appointment

NEED ASSISTANCE?

Whether you have questions, need information, or have feedback, we're here for you. Please reach out to us via email at asc@kent.edu or call us at **330-672-3190** and a member of our team will provide any assistance you may need.

