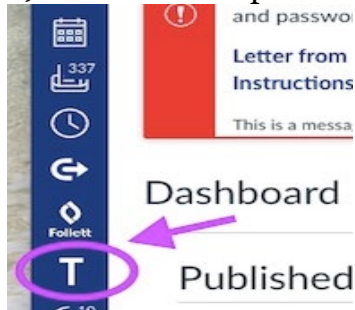


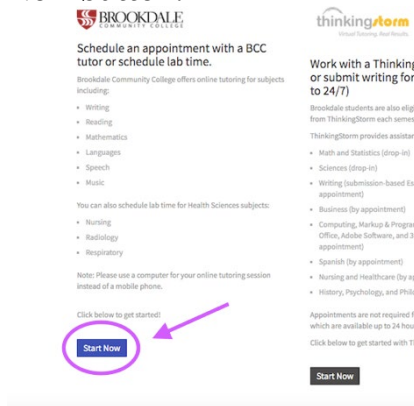
## To Schedule an Appointment (with visuals):

1) Go to My Brookdale and click on Canvas.

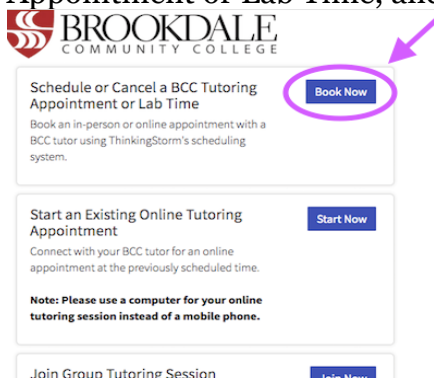
2) Click on the capital T icon on the left side of the screen.



3) Under the column Brookdale Community College (left side), click on the blue Start Now button.



4) On the next screen, go to the first option, Schedule or Cancel a BBC Tutoring Appointment or Lab Time, and click on Book Now.



5) A box will come up asking if you where you need to schedule an appointment, In-Person or Online. Choose whichever option you prefer.

6) A new box will appear with a series of drop-down options.

- a. For Select Location, be sure to choose the appropriate campus. Lincroft Main Campus is the last option. Hour at the HECs are also available. For Online Appointments, select Online again.
- b. For Select Category, choose Writing Center (LAH 118) or Writing Center (Online).
- c. For Select Subject, choose the reason for your appointment.
- d. For Select Tutor, choose the name of your preferred tutor, or select No Preference.

7) Available dates will show up in **blue** in the calendar. Available times will be listed below. Choose a day and time that works best for you and click on it. Then click on the word **Book**.

8) In the next box, fill out the course information and a convenient phone number to reach you in case of an emergency. Select **Confirm**.

9) Check your email for confirmation of your appointment.

10) To cancel an appointment, follow steps 1-5. Then select **See My Appointments**. Choose whichever one you wish to cancel and click on **Cancel Appointment**.