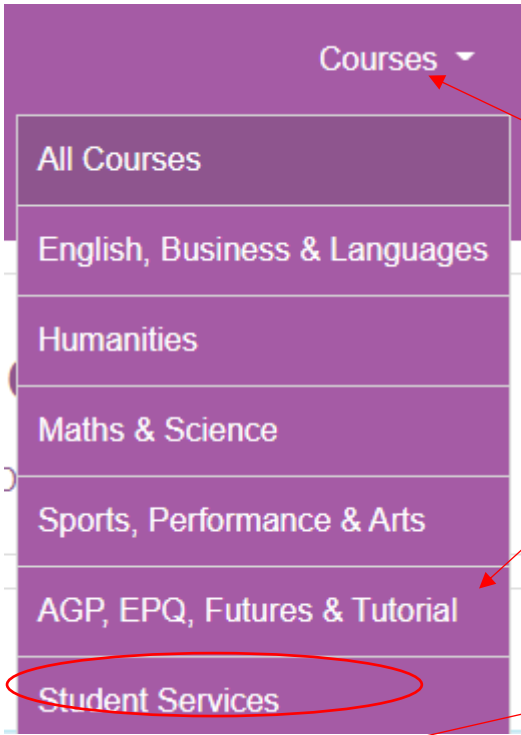


Welcome to the step by step guide on how to book an appointment for the MEETINGS WITH YOUR Academic Mentor in St Brendan's Sixth Form College.

First, go to Moodle.



Then, select **Courses** and **AGP, EPQ, Futures & Tutorial**.

Once loaded, scroll down to find **Tutorial Programme**.

On the new page **Enrolment options** you will have to press **enrol** if you're logging for the first time.

Tutorial Programme

Enrolment options

- Teacher: Keran Brady
- Teacher: Hetty Brown
- Teacher: Jacky Burke
- Teacher: Kara Davies
- Teacher: Michelle Densley
- Teacher: Charlotte Evans
- Teacher: Octavia Foster
- Teacher: Laura Howe-Haysom
- Teacher: Paul Kelly

Tutorial Programme

- Teacher: Keran Brady
- Teacher: Hetty Brown
- Teacher: Jacky Burke
- Teacher: Kara Davies
- Teacher: Michelle Densley
- Teacher: Charlotte Evans
- Teacher: Octavia Foster
- Teacher: Laura Howe-Haysom
- Teacher: Paul Kelly

Tutorial Programme

Dashboard / My courses / Tutorial programme

You are enrolled in the course. x

General

Tutorial Programme



Announcements

Course Change meetings

In order to start the Course Change process, please make sure you book an appointment with your Academic Mentor.

The meeting will be conducted via Teams. Please make sure you are logged on ready for a prompt start. (Please also make sure you provide the correct telephone number so that your Mentor can contact you should there be any technical issues)

This is the page you should be taken to after you enrolled yourself.

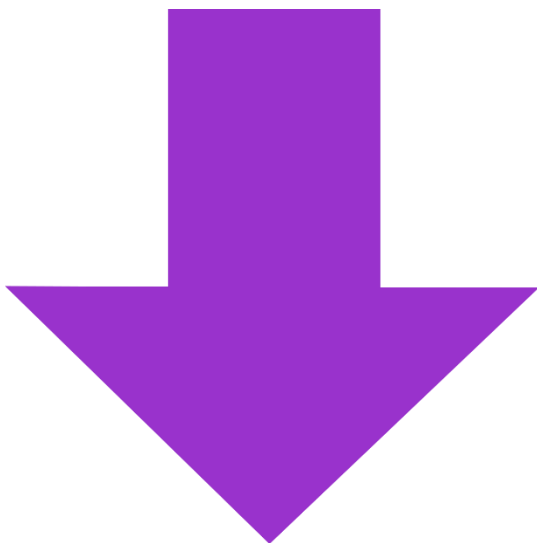
You can see that there is a tab called **Course Change meetings**. Please, select that to be redirected to the booking page.

Alternatively, when other bookings will become available for Academic Mentor appointments you will be able to access them through here too. Keep an eye for the correct title.

Also, the booking page can be accessed through the following link. Please, be aware that the link will not work on Internet Explorer so copy and paste it into Google Chrome or other search engine.

<https://outlook.office365.com/owa/calendar/AcademicMentorAppointments@stbrn.ac.uk/bookings/>

Please, see below for more information on how to make a booking.



scroll down



Academic Mentor Appointments

Course Change appointment
15 minutes

14 September

< > September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	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	27
28	29	30				

Select staff (optional)

Anyone

09:00	09:15	09:30
09:45	10:00	10:15
10:30	10:45	11:00
11:15	11:30	11:45
12:00	12:15	12:30
12:45	1	

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

This is the page that will open once you follow the link.

Here you can see the **names of the different appointments available**. At this example there is only one available meeting to choose from.

(i) Stands for more information. It will pop-up offering more information about the appointment

!!! Globe symbol near the meeting means that the appointment will take place online via MS Teams. Please note that the link to the meeting will appear on confirmation email!!!

No globe means appointment will be face-to-face.

MS Teams Course Change

i

Duration: 15 minutes
Price: Free

After you have spoken to your Academic Mentor you will need to speak to a careers adviser via MS Teams to ensure that your new course choice is appropriate to your future plans.

OK

14 September, 12:00 with Nicky Green

< > September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	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	27
28	29	30				

Select staff (optional)

Nicky Green

11:45	12:00	12:15
13:00	13:15	13:30

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Select the day available for booking. The **available** days will appear in **colour black**.

Grey means they are **not available**.

Then **choose** which **time** suits you the best.

Where it says **Select Staff** **make sure you choose your Academic Tutor** to book an apartment.

Add your details

Name

Email

Phone number

Address (optional)

Please let us know if you have any special requests.
Thank you.

Notes (optional)

Book

Scroll down to put in the **required information**.

Make sure you provide all of the details to make a booking.

You can **add some notes** if you like. For example, what you would like to discuss in the meeting.

When you're done press **Book**.

Thank you for booking with us!

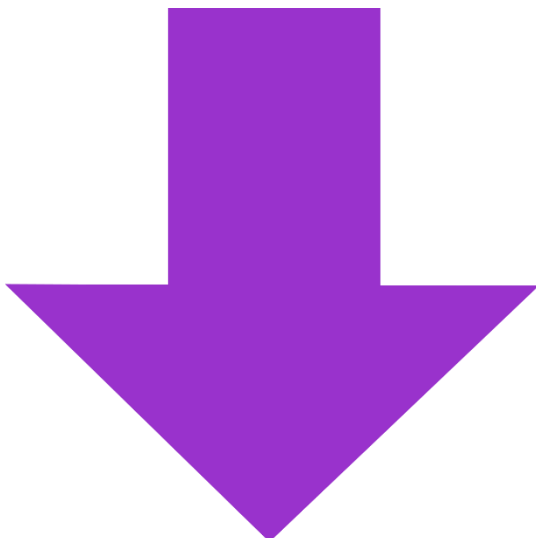
You will get a confirmation message in email shortly



Look in your email for confirmation.

OK

You can manage your booking through the confirmation letter in your emails. Please, see below how to do it.



scroll down





Confirmed booking for
Liepa Test

Course Change appointment with
Nicky Green



14 September 2020
12:00 - 12:15

(UTC+00:00) Dublin, Edinburgh, Lisbon, London



Via phone or Teams call

Have a conflict?
Change your appointment

Open your confirmation email.

To **Reschedule or Cancel** booking please, press
Change your appointment.

If it opens the window on Internet Explorer it
won't work so **press right** click then **copy**
hyperlink and paste it in the **Google Chrome** or
other search engine.

Hyperlink will be the Change your appointment
line.

Manage you booking in a best way that suits you.
After selecting the right option, follow the steps
to confirm your decision.

Course Change appointment



14 September 2020
12:00 (15 minutes)



Via phone or Teams call



Nicky Green

Reschedule

Cancel booking

New booking

**That's it! You are now ready to book your appointments! If you have any questions send an email
to your Academic Mentor or academic.mentors@stbrn.ac.uk**