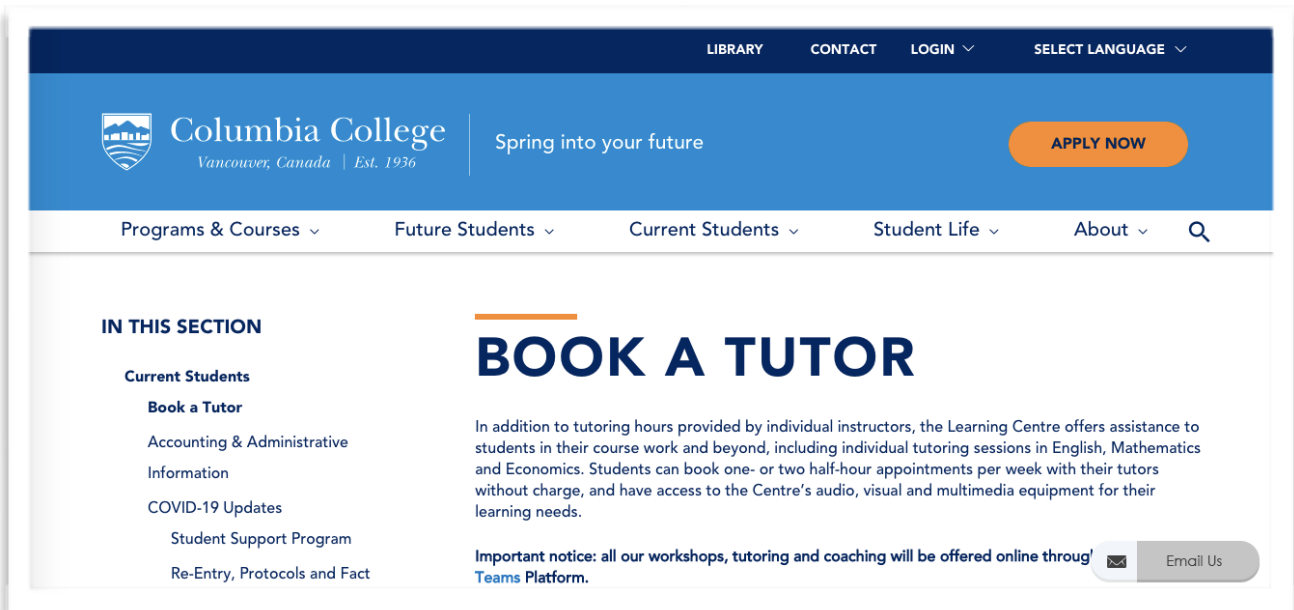


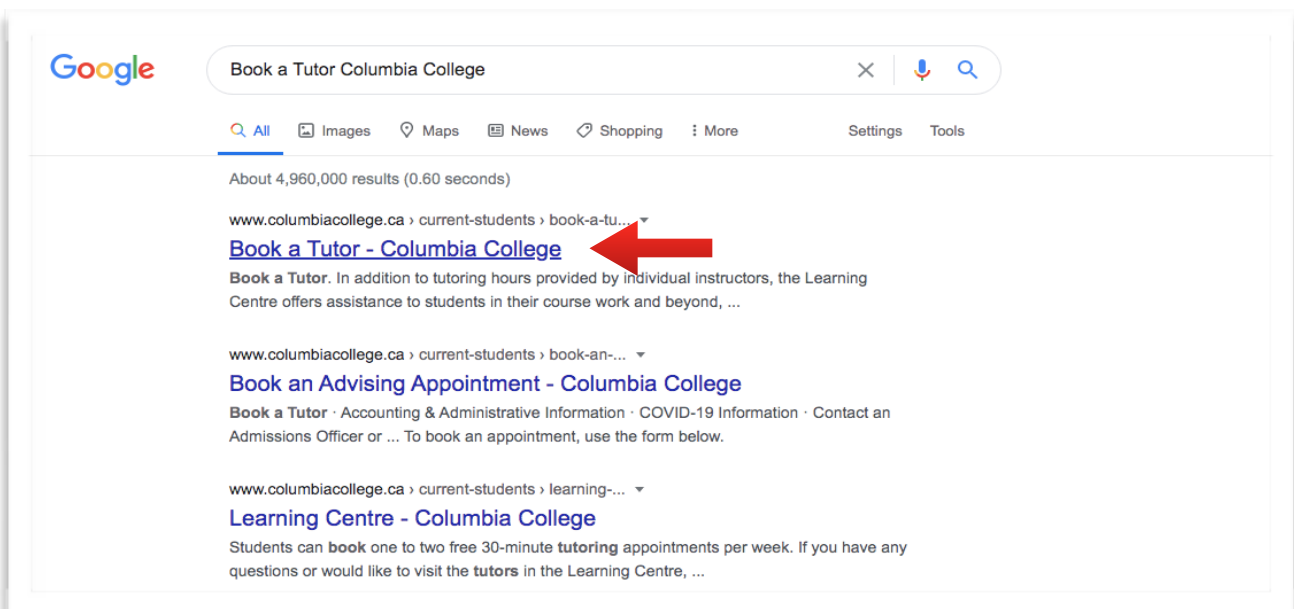
# HOW TO BOOK A LEARNING CENTRE APPOINTMENT

1. Go to <https://www.columbiacollege.ca/current-students/book-a-tutor/>



The screenshot shows the Columbia College website. The header includes the college logo, name, and tagline "Spring into your future". Navigation links include "LIBRARY", "CONTACT", "LOGIN", and "SELECT LANGUAGE". A main menu lists "Programs & Courses", "Future Students", "Current Students", "Student Life", and "About". The "Current Students" section is active, displaying a sidebar with "Current Students" and "Book a Tutor" as a sub-section. The main content area features a large "BOOK A TUTOR" heading and a paragraph describing the Learning Centre's services. An "APPLY NOW" button is visible in the top right. An "Important notice" states that workshops, tutoring, and coaching will be offered online through the Teams Platform. An "Email Us" button is also present.

(Hint: Type "Book a Tutor - Columbia College" into the Google search bar)



The screenshot shows a Google search result for "Book a Tutor Columbia College". The search bar contains the text "Book a Tutor Columbia College". The search results show "About 4,960,000 results (0.60 seconds)". The first result is "Book a Tutor - Columbia College" with a red arrow pointing to the title. The second result is "Book an Advising Appointment - Columbia College" and the third is "Learning Centre - Columbia College".

## 2. Select a service/subject

1. Service      2. Time      3. Details      4. Done

Please select service:

Service

- ✓ Select service
- English
- Mathematics
- Social Sciences

Choose one

Any

Sat Sun Start from Finish by

8:00 am 8:00 pm

NEXT

## 3. Select a tutor

1. Service      2. Time      3. Details      4. Done

Please select service:

Service

English

I'm available on or after

September 21, 2020

Mon Tue Wed Thu Fri Sat

✓ ✓ ✓ ✓ ✓ ✓

Choose one

- ✓ Any
- Amy Logan
- Kyla Drzazgowski
- Amber Ho

NEXT

#### 4. Select your appointment availability

1. Service      2. Time      3. Details      4. Done

Please select service:

Service: English      Choose one: Any

I'm available on or after: September 22, 2020      Mon:       Tue:       Wed:       Thu:       Fri:       Sat:       Sun:       Start from: 11:00 am      Finish by: 6:00 pm

**September 2020**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	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	1	2	3	4
5	6	7	8	9	10	11

TODAY

ookly — WordPress Booking Plugin

**NEXT**

#### 5. Select the "next" button

1. Service      2. Time      3. Details      4. Done

Please select service:

Service: English      Choose one: Any

I'm available on or after: September 22, 2020      Mon:       Tue:       Wed:       Thu:       Fri:       Sat:       Sun:       Start from: 11:00 am      Finish by: 6:00 pm

**NEXT**

6. Select a time slot

1. Service      2. Time      3. Details      4. Done

Below you can find a list of available time slots for **English by Any**.  
Click on a time slot to proceed with booking.

Sat, Sep 26	Mon, Sep 28	Tue, Sep 29	Wed, Sep 30	Thu, Oct 01
<input type="radio"/> 10:00 am	<input type="radio"/> 8:30 am	<input type="radio"/> 9:00 am	<input type="radio"/> 8:30 am	<input type="radio"/> 8:30 am
<input type="radio"/> 10:30 am	<input type="radio"/> 9:00 am	<input type="radio"/> 9:30 am	<input type="radio"/> 9:00 am	<input type="radio"/> 9:00 am
<input type="radio"/> 11:00 am	<input type="radio"/> 9:30 am	<input type="radio"/> 10:00 am	<input type="radio"/> 9:30 am	<input type="radio"/> 9:30 am
<input type="radio"/> 11:30 am	<input type="radio"/> 10:00 am	<input type="radio"/> 10:30 am	<input type="radio"/> 10:00 am	<input type="radio"/> 10:00 am
<input type="radio"/> 12:00 pm	<input type="radio"/> 10:30 am	<input type="radio"/> 11:00 am	<input type="radio"/> 10:30 am	<input type="radio"/> 10:30 am
<input type="radio"/> 12:30 pm	<input type="radio"/> 11:00 am	<input type="radio"/> 11:30 am	<input type="radio"/> 11:00 am	<input type="radio"/> 11:00 am
<input type="radio"/> 1:00 pm	<input type="radio"/> 12:00 pm	<input type="radio"/> 12:30 pm	<input type="radio"/> 11:30 am	<input type="radio"/> 12:00 pm

7. Provide your contact details

1. Service      2. Time      3. Details      4. Done

You selected a booking for **English by Amy Logan** at **11:00 am** on **September 29, 2020**.  
Please provide your details in the form below to proceed with booking.

**Name**  **Phone**  **Email**

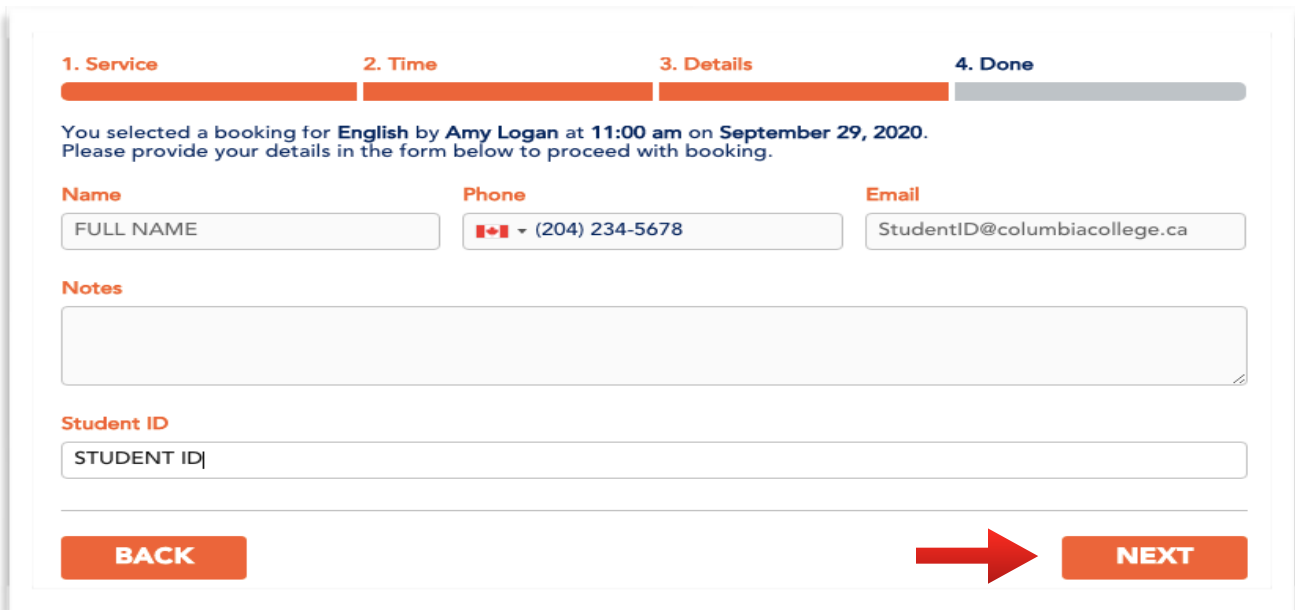
**Notes**

**Student ID**

**BACK** **NEXT**

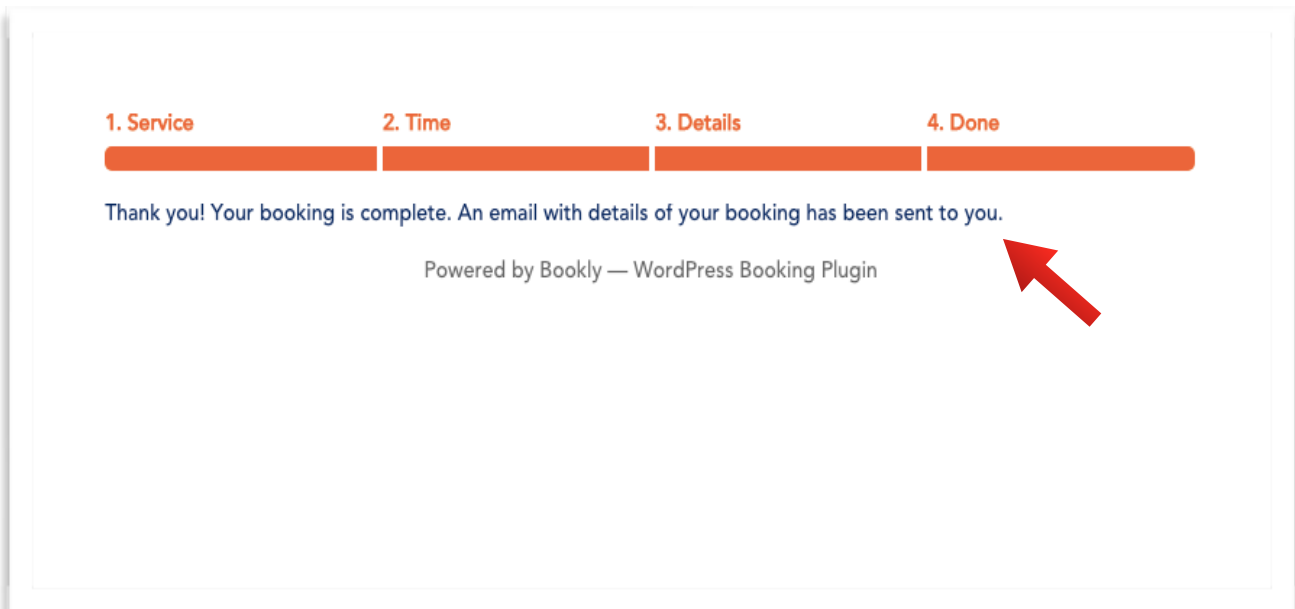
*(Include your full name, email address, and student ID)*

8. Select the "next" button



The image shows a booking form interface with a progress bar at the top. The progress bar has four segments: "1. Service" (orange), "2. Time" (orange), "3. Details" (orange), and "4. Done" (grey). Below the progress bar, the text reads: "You selected a booking for English by Amy Logan at 11:00 am on September 29, 2020. Please provide your details in the form below to proceed with booking." The form includes three input fields: "Name" (FULL NAME), "Phone" (with a dropdown menu showing a Canadian flag and the number (204) 234-5678), and "Email" (StudentID@columbiacollege.ca). There is also a "Notes" text area and a "Student ID" input field. At the bottom, there are two buttons: "BACK" and "NEXT". A red arrow points to the "NEXT" button.

9. Your booking is complete!



The image shows a booking completion screen. At the top, there is a progress bar with four segments: "1. Service" (orange), "2. Time" (orange), "3. Details" (orange), and "4. Done" (orange). Below the progress bar, the text reads: "Thank you! Your booking is complete. An email with details of your booking has been sent to you." At the bottom, there is a footer that says "Powered by Bookly — WordPress Booking Plugin". A red arrow points to the footer text.

Need Additional Assistance?  
Email [tutors@columbiacollege.ca](mailto:tutors@columbiacollege.ca)