


Tutoring Session Check In/Out – Student Guide

Student Check In

Students will see the following screen

1. Click the "Check In" button




Tutoring Check In/Out
Please check in as you arrive and check out as you leave.

Check In

Currently checked in (Tap name or scan ID card to check out)

2. Student enters in their SID



Tutoring Check In/Out
Please check in as you arrive and check out as you leave.

Enter SID or Scan ID card: **Search**

Currently checked in (Tap name or scan ID card to check out)

3. Select the appropriate Class or Service that is being tutored

Select Class

you are receiving help for:

Classes

ENGR&104 - INTRO ENGINEER & DESIGN

ENGT 134 - AUTOCAD I

COMP 101 - SURVEY OF COMPOSITES

AMATH100 - APPL OCCUPATIONAL MATH

Services

Accuplacer Prep

Computer Help

Resume Help

Scholarship

Other

Cancel

4. Student is now checked in and will see their name under the "Currently Checked in" section



Tutoring Check In/Out

Please check in as you arrive and check out as you leave.

Check In

Currently checked in (Tap name or scan ID card to check out)

Curtis P.

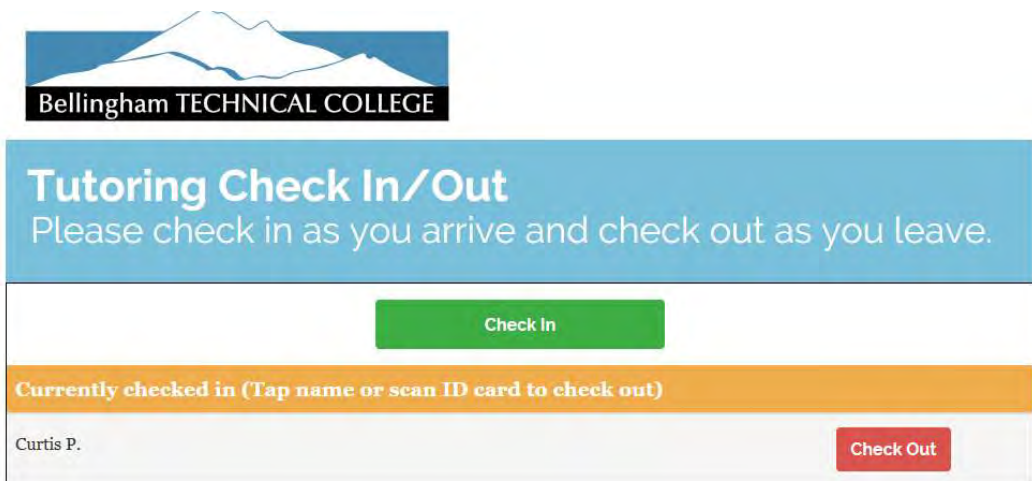
Student Check Out

1. Students will see the following screen



The screenshot shows the Bellingham Technical College logo at the top. Below it is a blue header with the text "Tutoring Check In/Out" and "Please check in as you arrive and check out as you leave." In the center, there is a green button labeled "Check In". Below the button is an orange bar with the text "Currently checked in (Tap name or scan ID card to check out)". Underneath, the name "Curtis P." is displayed.

2. The students click on their name and then click the "Check Out" button to check out from the system



This screenshot is identical to the first one, but with a red button labeled "Check Out" positioned to the right of the name "Curtis P." in the bottom section of the interface.