How to Book a Virtual SAAS Tutoring Appointment

As of March 23, 2020, all SAAS tutoring appointments will be conducted virtually until further notice. Below are the directions on how it will work:

To book an appointment:
1. Log in to your UNLV Campus Connect account at https://unlv.gradesfirst.com/session/new
2. Click the “Schedule an Appointment” box at the top right corner of the home screen
3. For what type of appointment would you like to schedule, select “SAAS Tutoring” from the drop down list. In the next drop down list, select “Course-based Tutoring” and then click Next
4. For please select the appropriate location, select “SAAS Tutoring Online”, select the course you want a tutor for, and all staff available, then click Next
5. Select the available time and dates you would like to book and click Next
6. Review your appointment, add any additional information in the comments section, then click Confirm Appointment
7. You will receive a confirmation and reminder email/text.
8. If a tutor is not available for the subject you need tutoring for, please email rebelstutoring@unlv.edu or speak with a SAAS staff member for alternatives.

On day of appointment:
1. Make sure you download the Google Meet or Hangouts Meet App on the device you plan to use for your virtual video appointment ahead of time. Make sure the device (cell phone, tablet, laptop, or computer) has wifi, audio, and a camera. Log in using your rebelmail google account.
2. Have your syllabus, textbook, and any other materials you may need for the tutoring session available and ready. If the tutor requests materials ahead of time or during the appointment, please send it through rebelmail only.
3. Approximately 5 minutes before the appointment, you will receive an email in your rebelmail account from your tutor with a link to the video appointment. Click the link to start the appointment at your designated time.
4. If you do not click the link and start your virtual appointment within ten minutes of your scheduled start time, you will be marked as a no-show and the appointment will be cancelled. If you leave the appointment before the tutor is finished, it will be marked as a no-show.
   a. If you are having trouble with your wifi connection during your appointment, please report it immediately to rebelstutoring@unlv.edu

If you need to cancel your appointment:
1. You may cancel your appointment with no penalty up to 30 hours before the scheduled start date and time. If you cancel late or no-show the appointment, you will be marked as a no-show and will lose services after three no-shows in a semester.
2. To cancel your appointment, log in to your UNLV Campus Connect, click “Calendar”, select the SAAS Tutoring appointment you wish to cancel, click “Cancel My Attendance”.

If you have any questions, contact:
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