



## PROCEDURE FOR BOOKING AN APPOINTMENT WITH YOUR EDUCATIONAL TUTOR

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### 1. Introduction

UniCamillus University offers a personalized educational tutoring service to all students. University tutoring is a service offered by the University to support students during their academic journey in managing and organizing their university path, interacting with tutors and approaching exams.

This service has the following aims:

- Facilitate learning processes;
- Optimize the use of time and work organization;
- Identify the best learning methodologies;
- Promote motivation, self-efficacy, and effectiveness in the relationship with tutors;
- Plan for successful exams and promote self-assessment of achieved results.

### 2. Aim of the procedure

This procedure aims to provide guidelines on the process of booking appointments with the tutoring staff for students of the BSc in the Health Professions and the MSc in Medicine and Surgery, Dentistry, and Nutritional Sciences at UniCamillus.

## 2. Procedure for booking an appointment

1. To request an appointment with the tutoring staff, please access the WebApp ([WebApp](#)) and log in with your credentials (Username and Password) .



The login page features the UNICAMILLUS logo and 'WebApp' text. It includes a language selector with Italian and English flags. The login form contains fields for 'Utente' (Username) and 'Password', with a 'Show Password' checkbox. A CAPTCHA image with the characters '6' and 'C' is displayed above a 'Riporta Captcha Code' field. Below the form are three red buttons: 'Login', 'F.A.Q. - Leggi in caso di problemi / Read in case of problems', and 'Recupera credenziali / Retrieve credentials'.

2. After entering your credentials and logging in, click on the '**Tutoring/Tutoraggio**' menu and select '**Educational tutoring service/Tutoraggio didattico**' to book an appointment with a tutor.



3. The following menu will then appear:



The filter menu for 'TUTORAGGIO DIDATTICO' includes three dropdown menus for '2023', 'Marzo', and 'Tutti', followed by a red 'Visualizza' button.

4. Select the time of your interest (year, month, and day), and click on '**View/Visualizza**' to see if the tutor you chose is available.
5. To book an appointment, select the '**Book/Prenota**' button corresponding to the date and time you're interested in.



The screenshot shows the 'TUTORAGGIO DIDATTICO' interface with filters set to 2023, Marzo, and Tutti. The 'Visualizza' button is highlighted. Below is a table titled 'Tutoraggio didattico, calendario e prenotazioni'.

	Docente	Data	Ora	Prenotato	Data ora prenotazione
<b>Prenota</b>	Acciarino Adriano	16.03.2023	14.00	Disponibile, prenotabile	
<b>Prenota</b>	Acciarino Adriano	16.03.2023	15.00	Disponibile, prenotabile	
<b>Prenota</b>	Acciarino Adriano	17.03.2023	15.00	Disponibile, prenotabile	

Below the table, there is a note: 'Puoi Prenotare un appuntamento se trovi slot liberi da domani in poi.' and a 'Debug' button.

### 3. Final recommendations

It is possible to book only one slot (date/time) per day, and the next booking can be made only for dates following the day already booked. For instance, if you book an appointment for March 17th 2023, the next booking will be possible only starting from March 18th 2023. The possibility to book an appointment for the following day ends at 4:00 pm. Once that time passes, the message 'Bookings expired at 4:00 pm/Prenotazioni scadute alle 16:00' will display, and it won't be possible to book or cancel your appointment.

*Example:* Assuming that you want to book March 17th 2023 at 3:00 pm, you have to select the 'Book/Prenota' button corresponding to the desired time slot.



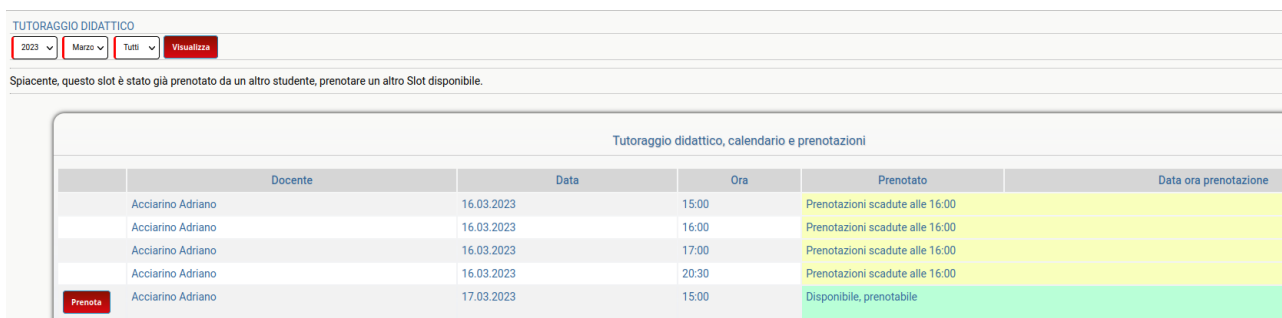
Docente	Data	Ora	Prenotato	Data ora prenotazione
Acciarino Adriano	16.03.2023	15:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	16:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	17:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	20:30	Prenotazioni scadute alle 16:00	
Acciarino Adriano	17.03.2023	12:00	Disponibile, prenotabile	
Acciarino Adriano	17.03.2023	15:00	Yes, Cognome Nome Studente	15.03.2023 11:50

In the above picture, the appointment with Professor Acciarino on March 17 2023 at 3:00 pm has been booked.

The sentence "Disponibile, prenotabile" indicates that the tutor is available on other dates and times. However, since it is possible to book only one appointment per day, to book another appointment on the same day, it is necessary to delete the previous booking.

If another student has already booked the selected date/time during the booking process, a warning message will display: "Spiacente, questo slot è stato già prenotato da un altro studente, prenotare un altro slot disponibile."

The student will need to select another available date/time.



Spiacente, questo slot è stato già prenotato da un altro studente, prenotare un altro Slot disponibile.

Docente	Data	Ora	Prenotato	Data ora prenotazione
Acciarino Adriano	16.03.2023	15:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	16:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	17:00	Prenotazioni scadute alle 16:00	
Acciarino Adriano	16.03.2023	20:30	Prenotazioni scadute alle 16:00	
Acciarino Adriano	17.03.2023	15:00	Disponibile, prenotabile	

Please note that if, after selecting the "Visualizza" button to see the availability of the tutor, no available dates appear, there are currently no dates available to book an appointment and it will be necessary to wait for the tutor to add new dates or select another month/day to check for any other availability.

TUTORAGGIO DIDATTICO

2023 ▾ Marzo ▾ Tutti ▾ Visualizza

Tutoraggio didattico, calendario e prenotazioni

Docente	Data	Ora	Prenotato	Data ora prenotazione
Spiacente non ci sono date disponibili, prova a selezionare altri mesi oppure riprova in un secondo momento.				

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