Tutoring Session Check In/Out – Student Guide

Student Check In

Students will see the following screen

1. Click the "Check In" button

![Check In Button](image1)

2. Student enters in their SID

![SID Entry](image2)
3. Select the appropriate Class or Service that is being tutored

![Select Class](image1)

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

![Check In/Out](image2)
Student Check Out

1. Students will see the following screen

![Image of Tutoring Check In/Out screen]

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

![Image of Tutoring Check In/Out screen]