

STEP 1: Visit [Butler's Tutor Matching Service Site](#). It should look like this:

The screenshot shows the Butler Tutor Matching Service website. On the left, there is a sidebar with filters for 'SCHOOL' (dropdown to 'Enter school'), 'COURSE CODE' (dropdown to 'Enter course code'), 'LANGUAGE' (dropdown to 'Enter Language'), 'TUTOR NAME' (dropdown to 'Enter tutor name'), and 'AVAILABILITY' (checkboxes for 'Today', 'This Week', 'Tomorrow', and 'Anytime'). Below these is a 'CLEAR ALL FILTERS' button. At the top right, there are links for 'About', 'Colleges and Universities', 'Tutors', 'Parents', 'Online Tutoring', 'Tutor Training', and a user icon with the letter 'J'. A search bar at the top is set to 'Butler University'. The main content area displays three tutor profiles in a grid:

- Madisyn Smith** (BUTLER UNIVERSITY)
I am a current Entrepreneurship and Innovation major at Butler University. When I first came to Butler in 2016, I was a pre-pharmacy major with automatic...
- Alyssa Ritter** (BUTLER UNIVERSITY)
I am a Senior Biology major at Butler University, with minors in Chemistry and Neuroscience. I will be attending medical school next Fall! I enjoyed the...
- Maggie Stopa** (BUTLER UNIVERSITY)
I'm a Biochemistry and Health Sciences double major on the pre-med track. I have experience with many science professors like Drs. Morgan, Teitgen, Berthrong,...

Each profile includes a 'VIEW TUTOR' button and a 'Free' badge with an average response time of 4 minutes. There are also 'ONLINE TUTORING ESSENTIALS' logos for West Virginia University and Purdue University.

STEP 2: Enter Butler University in the SCHOOL box.

STEP 3: Enter CH105 in the Course Code box. Do not put a space between the CH and 105. This will now show you only Butler Tutors for CH 105.



SCHOOL

Butler University X

Show only university-badged tutors ?

COURSE CODE ?

X

LANGUAGE

Q

TUTOR NAME

Q

Online tutors
[Learn about online tutoring ▶](#)

AVAILABILITY

Today This Week
 Tomorrow Anytime

CLEAR ALL FILTERS

STEP 4: Click on the name of a tutor to enter their tutoring page. Here you will find the courses that this student tutors, their profile, and their availability.

The screenshot shows a user profile for a tutor named Madisyn. At the top, there is a circular icon with a graduation cap. Below it, the section title "SUBJECTS & COURSES" is displayed. Under this, two course offerings are listed: CH105 and MA106, each with a small circular icon.

Below this, the section title "ACADEMIC CREDENTIALS & TUTORING EXPERIENCE" is shown, preceded by a circular icon with a graduation cap. A detailed bio follows:

I am a current Entrepreneurship and Innovation major at Butler University. When I first came to Butler in 2016, I was a pre-pharmacy major with automatic admittance into the pharmacy school. I excelled in all things math and science related. Eventually, I found a new passion in business. Although I will be graduating with a business degree in May of 2021, I enjoy tutoring in math and science. I currently tutor Calculus and Chemistry! I have tutored seven Butler students in total!

At the bottom of the profile, under "MADISYN'S AVAILABILITY", there is a list of days and times: Tue 10/6, Thu 10/8, Mon 10/12, Tue 10/13, Wed 10/14, Thu 10/15. Below this list is a red link labeled "See Calendar".

STEP 5: Click on “See Calendar” under Availability

STEP 6: You will be prompted to login or signup, you will need to login with your Butler student Google account. Only students with an @butler.edu email will be able to schedule tutoring appointments with Butler/CASE endorsed tutors.

STEP 7: Find a time on the tutor’s calendar that will work with you. Click on that time “block” highlighted in blue and proceed through the session confirmation steps. The amount of time can be adjusted by dragging the bottom of the dark blue box representing your scheduled time.

STEP 8: Scroll down and select which course you would like tutoring for.

STEP 9: Describe what it is you would like to work on in the text box below (e.g. I would like help studying equation balancing for a quiz on Friday; I am having trouble understanding exothermic and endothermic reactions and would like to go over my last test)

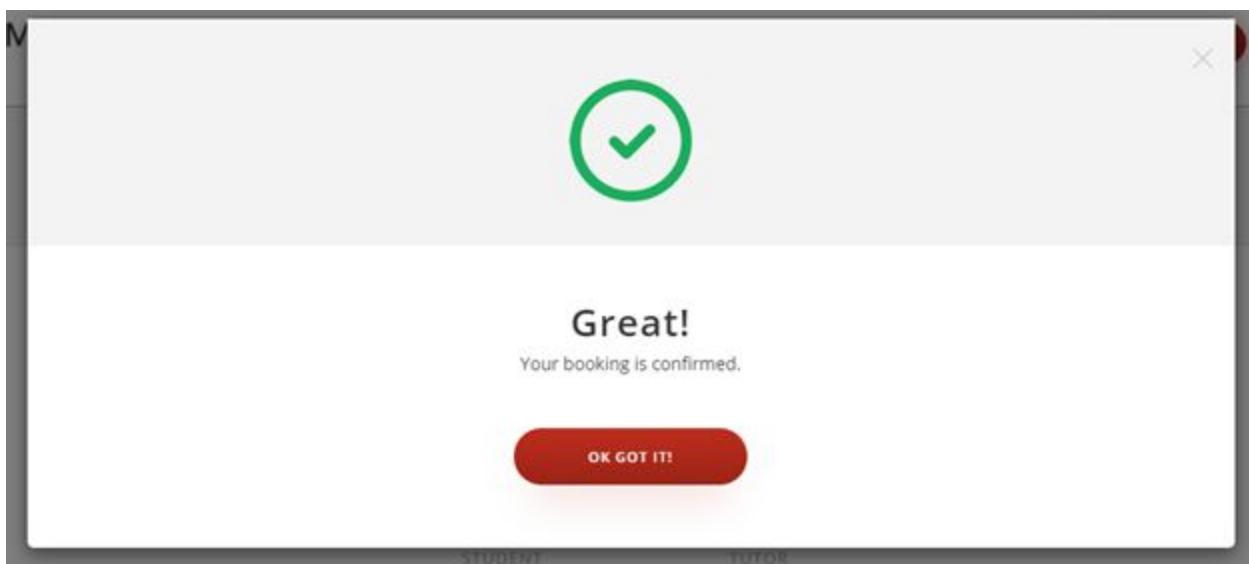
STEP 10: Butler tutors are free! Select the “Click Here” in red and input your Butler email to identify yourself as a Butler student with free tutoring services

STEP 11: A verification code will be sent to your Butler email then type in code to verify; it may take a minute but if you do not see it, check your spam folder or check the email address you sent is correct

STEP 12: Put in your phone number so that the tutor may contact you.

STEP 13: Select green “Book Tutor” button at the bottom

STEP 14: You should see this on your screen and will receive a confirmation email



*If for any reason you need to cancel, navigate to your account, select “Sessions & Reviews” and hit cancel or reschedule and provide a reason for it