


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

The screenshot displays the Butler Tutor Matching Service interface. At the top, the navigation bar includes links for 'About', 'Colleges and Universities', 'Tutors', 'Parents', 'Online Tutoring', and 'Tutor Training'. The main header features the 'TUTOR MATCHING SERVICE' logo and a search bar. Below the header, a sidebar on the left contains filters for 'SCHOOL' (with a search box and a 'Show only unmet/balged tutors' checkbox), 'COURSE CODE' (with a search box), 'LANGUAGE' (with a search box), 'TUTOR NAME' (with a search box), 'Online tutors' (checkbox), 'Learn about online tutoring' (link), and 'AVAILABILITY' (checkboxes for 'Today', 'This Week', 'Tomorrow', and 'Anytime'). A 'CLEAR ALL FILTERS' button is located at the bottom of the sidebar. The main content area shows a filter for 'Butler University' and a message: 'Showing 1-15 of 29 tutors that meet your criteria. Average price: \$0.00/hr'. A 'SORT BY' dropdown menu is set to 'Balged tutors first'. Three tutor profiles are displayed, each with a profile picture, name, university, bio, and a 'VIEW TUTOR' button. The first tutor is Madisyn Smith, a current Entrepreneurship and Innovation major at Butler University. The second is Alyssa Ritter, a Senior Biology major with minors in Chemistry and Neuroscience. The third is Maggie Stopa, a Biochemistry and Health Sciences double major on the pre-med track. Each profile also includes a badge for 'ONLINE TUTORING ESSENTIALS' and 'TUTOR ESSENTIALS'.

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.




BUTLER
UNIVERSITY

SCHOOL

Butler University

Show only university-badged tutors 

COURSE CODE 

CH105

LANGUAGE

Enter Language

TUTOR NAME

Enter tutor name

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 tutor profile page with three main sections. The first section, 'SUBJECTS & COURSES', features two course tags: 'CH105' and 'MA106'. The second section, 'ACADEMIC CREDENTIALS & TUTORING EXPERIENCE', contains a paragraph of text describing the tutor's background at Butler University, including their major in Entrepreneurship and Innovation, previous pre-pharmacy major, and current tutoring experience in Calculus and Chemistry. The third section, 'MADISYN'S AVAILABILITY', lists several dates from Tue 10/6 to Thu 10/15, with a red link labeled 'See Calendar' at the bottom.

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)

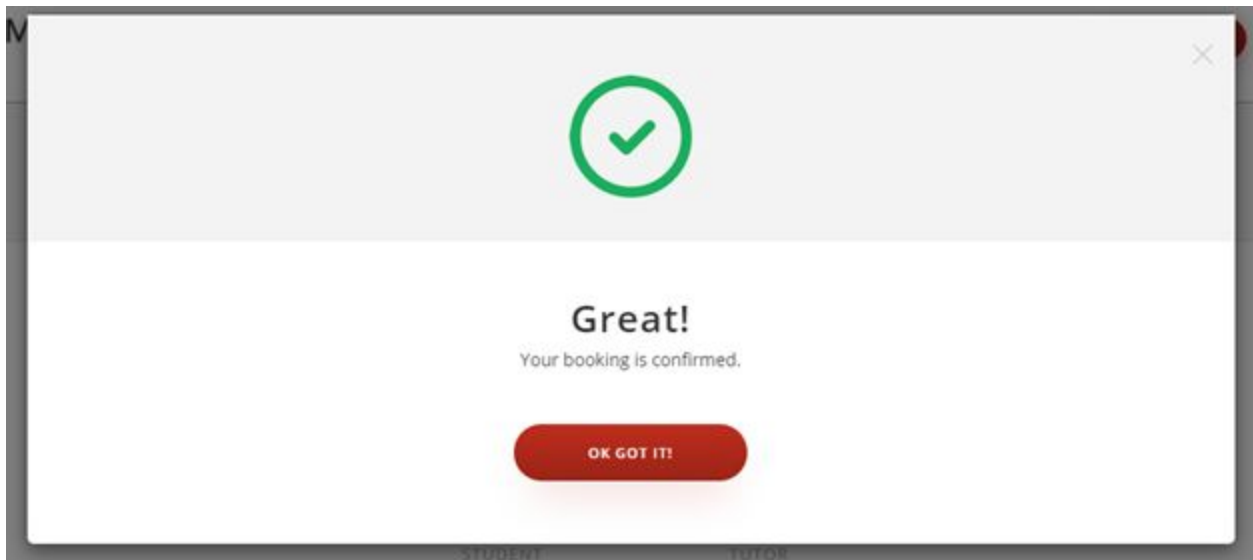
STEP 10: Butler tutors are free! Select the “Click Here” in red and input your Butler email to identify yourself as a Butler student with free tutoring services

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