Directions for a Student to Access NetTutor (Pisces)

To access NetTutor (Pisces):

1. Please use the recommended Browser **Chrome**

2. Go to www.cscc.edu

3. Select the course in Blackboard you desire tutoring in

4. Click on the green "n" in the top right-hand side of the course

5. The first time you go to NetTutor you will need to agree to the security agreement

6. Access Columbus State Community College Tutor or Supplemental Instruction Leader (SI) by clicking on the Title, "Pisces" or to access a Nettutor Tutor click on the Title, "Nettutor" (Both Pisces and Nettutor platforms have audio capability during a tutoring session. If you desire audio during your tutoring sessions, please communicate this request to your tutor.)

7. Scroll down to select the course category (for an example: English, Biology, Chemistry, Math (Algebra and PreCalc), or Math Contextualize, etc.)

8. For Columbus State Community College tutors you'll see open rooms under one-on-one rooms. Then click on the tutor's name to open a room for tutoring assistance. If you are seeking an SI Leader then click on the Online Meeting Room, then click on the SI Leader's name. For NetTutor tutors, scroll down to "drop in and meet with a live tutor."

9. You can schedule an appointment with a tutor, see instructions below.

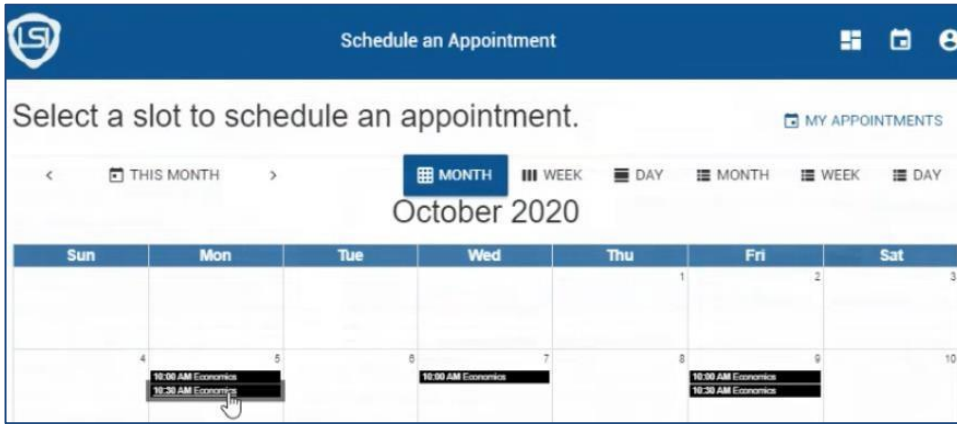# Scheduling Tool for Students

Scheduling an appointment

1. Log into Pisces and click the Schedule an Appointment card.
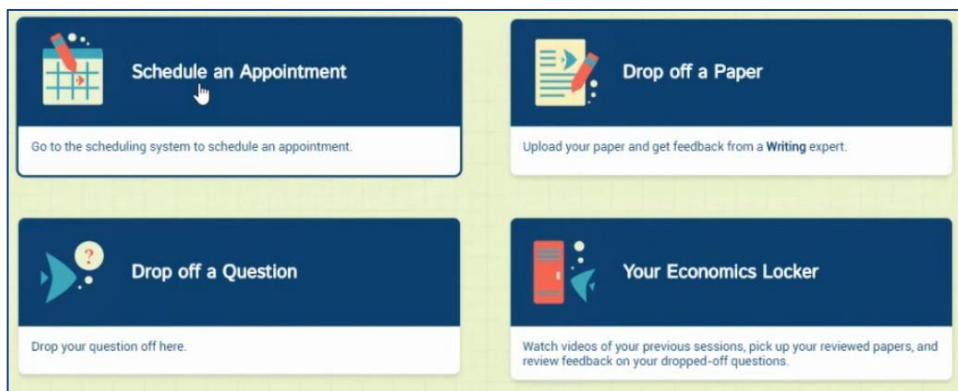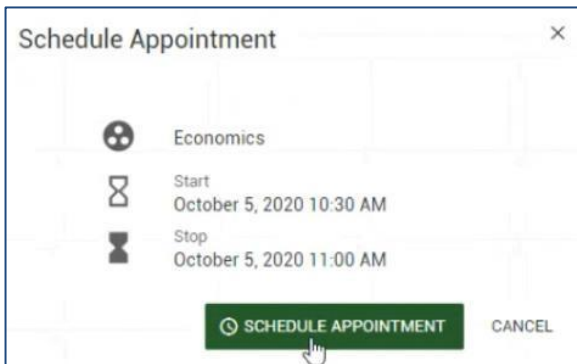

2. Pick which mode you are seeking. (This will vary by subject and school.) When you click Proceed to Scheduling System, it will open in a new tab.
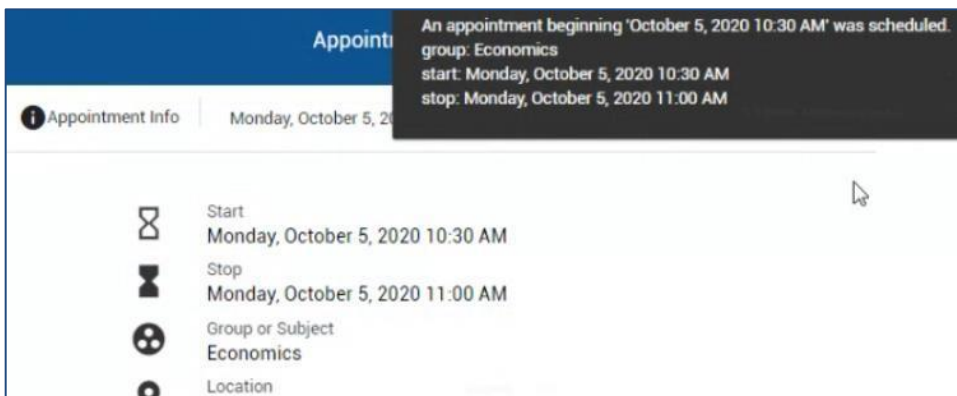
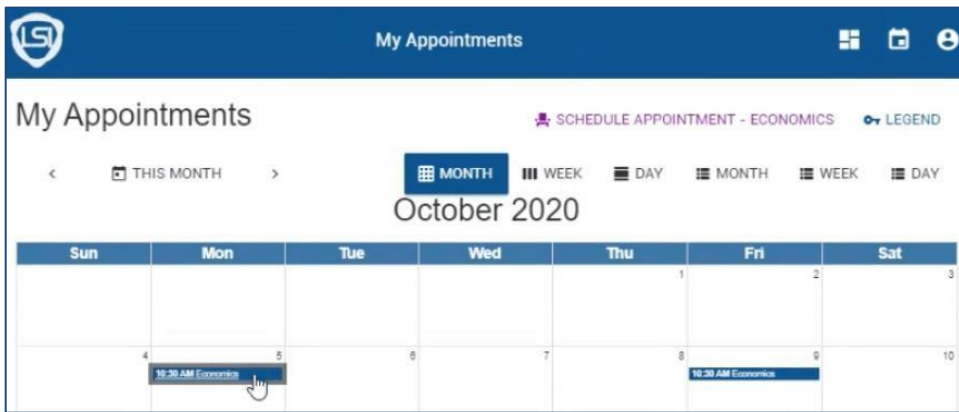3. Click on the date and time that works for you.

4. Click Schedule Appointment.

5. You'll see confirmation of your appointment.
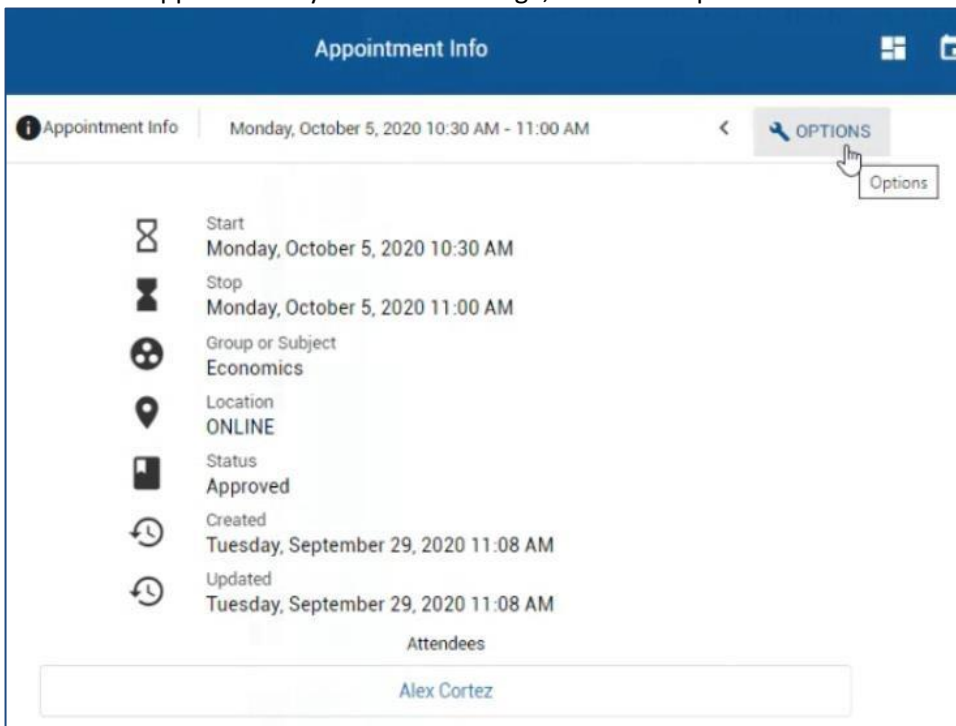

6. The appointment will also display on the calendar.

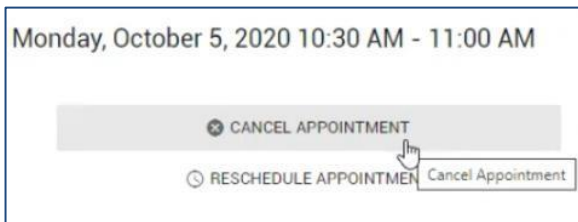7. Your next appointment will also display on the card on the main dashboard.

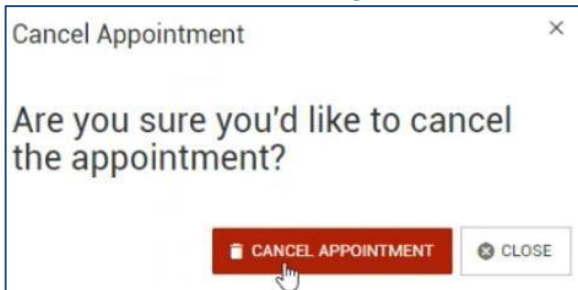# Canceling or rescheduling an appointment

1. Click on the appointment you want to change, then click Options.

2. Click on Cancel Appointment or Reschedule Appointment.

Monday, October 5, 2020 10:30 AM - 11:00 AM

⊗ CANCEL APPOINTMENT

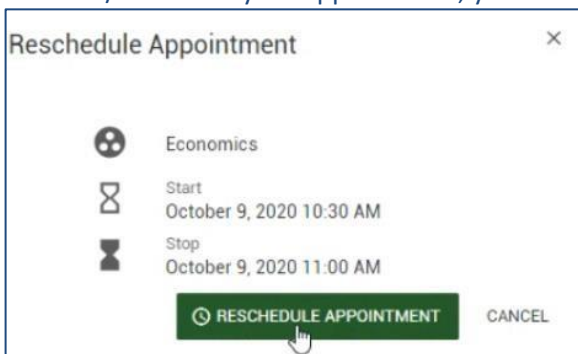⊙ RESCHEDULE APPOINTMEN Cancel Appointment

3. If you click on Cancel Appointment, you will be prompted to confirm. Click Cancel Appointment again, then you will receive a confirmation message.

Cancel Appointment   ✕

Are you sure you'd like to cancel the appointment?

🗑 CANCEL APPOINTMENT   ⊗ CLOSE

The appointment beginning 'October 5, 2020 10:30 AM' was cancelled.

4. If you click on Reschedule Appointment, you will go through the scheduling process again. Then once you change the date and/or time of your appointment, you will receive a confirmation message.

Reschedule Appointment   ✕

⊛ Economics

⌛ Start
    October 9, 2020 10:30 AM

⧗ Stop
    October 9, 2020 11:00 AM

⊙ RESCHEDULE APPOINTMENT   CANCEL

The appointment beginning October 7, 2020 10:30 AM was rescheduled to October 9, 2020 10:30 AM.

Setting up appointment reminders

1. If you do not have appointment reminders set, you will see the option to add them when you go into the scheduling tool. If you have already closed that option, you can get to it again by clicking on your profile icon in the top, right corner then choose My Reminders.
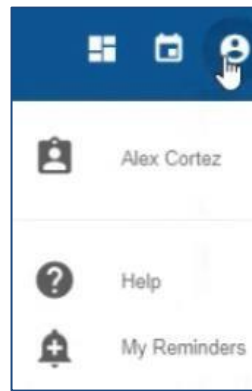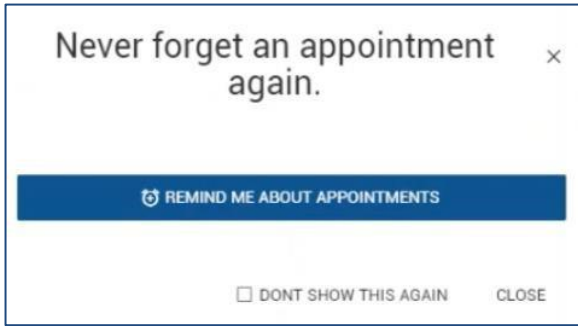
2. Enter your cell phone number and provider. Choose the frequency with which you want to be reminded. (Note that you cannot change your email address; it is already associated with your account.)

Questions?

Students should use the Customer Support link in the top right corner of any subject in Pisces for additional technical help.