# Making a Public **Speaking Tutoring** Appointment

- Use the Penji app on your phone, or go to web.penjiapp.com
- 2. Select the "Already used Penji before?" option
- 3. Enter your email
- 4. Follow prompts

# Log into Penji



#### You should see "SASC" in the upper left corner.

		SWLC
STUDENT ACADEMIC SUPPORT CENTER	Public Speaking Support - :	Bates STUDENT WRITING & LANGUAGE CENTER
udents	Public Speaking Support - (	Students
Tutors	View drop-in tutoring	P Tutors
) Help		🔘 Help
> Settings	Fric	Settings
itch to VLC >	Upcoming By Day of W	Switch to SASC
itch to SMO CITL		$\square$
	Public Speaking	Switch to DEMO CITL

## Navigate to SASC in Penji

If you see "SWLC" instead,

select "Switch to SASC" on

the left hand side.

If you're a SASC tutor, make sure you've selected "Students" on the left hand side. (If you aren't a SASC tutor, you don't need to worry about this.)

SASC	
Bates STUDENT ACADEMIC SUPPORT CENTER	Public Speaking Support - (
<b>〒</b> Students	Public Speaking Support - (
ਊ Tutors	View drop-in tutoring
() Help	
Settings	
Switch to SWLC	Eric Upcoming By Day of W
Switch to DEMO CITL	Public Speaking

# Select Student View

#### Select either the 30 minute or 60 minute option

SASC		🖓 🔔 Eric
Bates STUDENT ACADEMIC SUPPORT CENTER	Public Speaking Support - 30 Minutes	>
T Students	Public Speaking Support - 60 minutes	>
ਊ Tutors	View drop-in tutoring	Σ
O Help	YOUR TUTORS	
Settings		
Switch to SWLC	Eric YOUR ACTIVITY	
Switch to DEMO CITL	Tomorrow	Thursday

## Choose an appointment length

If this is your first time, you will need to select "join a focus or course." Then type "public speaking", and select it when that option pops up.

Pick a Focus or Course	×
Select your focus or course	
Join a focus or course	
Next	

## Select "Public Speaking"

The available appointment times will display as blue outlines



## Select Appointment Time

#### **Tutor**

If there are multiple tutors available, select the one you would prefer. If there is only one available, select that one.

#### Location

Select "Student Academic Support Center - Ladd Ground Floor".

# **Select Tutor and Location**

#### **Respond to the Appointment Questions**

These questions help your tutor be prepared to support you in the way you are hoping they will.

Once you submit your replies to the appointment questions, select "Complete" and you are done making your appointment. You will receive a calendar invite and email with the appointment time and details.