Scheduling a Tutoring Appointment in OnCourse

Updated February, 2022

First, Log in to OnCourse. This can be done by searching “OSU OnCourse”, but the direct link is https://buckeyes.campus.eab.com/

Click the blue “Schedule Appointment” button on the right side of the screen.

Select “Tutoring” under type of appointment:

**Math, Physics, Chemistry, Ochem, and Biology:**

Select the subject you’re looking for. (In this example, we choose Chemistry.)
Leave the date the same, it will show the next 7 days. (Students may only schedule up to 7 days in advance. If there are no available appointments, wait for another day. If you wish to reserve a later appointment, email tutoring@osu.edu.) Click “Find Available Time”.

You should see a list of available times. Select a time that works for you. (In this case, we choose Monday, 14 February, 4:00-5:00 PM.)
Once you select a time, you will be taken to a confirmation screen. You may wish to save the Zoom link and passcode on this screen, though once the appointment is scheduled you should receive an email containing all the same information.

Enter a comment if you wish. (It may be helpful to name the exact course you want help with in this box, the tutor will see what you write.) Make sure the “email reminder” box is checked, and click “Schedule”.
Your appointment should now be scheduled!
Requesting an appointment for a different subject

If you wish to request an appointment for a subject outside our usual purview, click “Request Appointment Time” on the first screen.

There’s nothing to edit on the next screen, make sure you have “Tutoring” and “Other Subject by Request” selected. Click “Find Available Time.”
On the next screen, select “Residence Life Online Peer Tutoring” for your location, and select the course you want help with. Click “Request Time.”

On the next screen, enter your availability. (It’s recommended that you enter general weekly availability instead of specific dates, as this way we are more likely to be able to match your request.) Click “Request.”
Your appointment has now been requested, and an email has landed in the tutoring@osu.edu inbox. At some point over the next few days a manager will either match your request with a tutor, or they will reach out to you to let you know if we can’t honor your request. (If your request is matched with a tutor, you will be notified of the upcoming appointment.)

Thank you for your interest in using the Residence Life Peer Tutors, and we hope to see you soon!