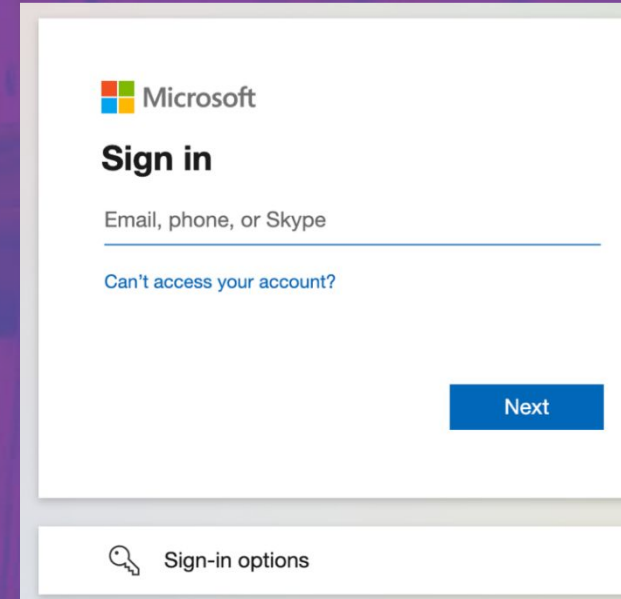


ASC Group Tutoring Request System

- Visit obu.retain.io
- Enter school code as “OBU”
- Login with Ouachita username and password



The image shows a screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the bottom of the page, there is a section titled "Sign-in options" with a key icon to its left.

ASC Group Tutoring Request System

- Select **Join Group** (Black box)
- Select **Group Tutoring**

The screenshot shows the Retain Platform student dashboard for Alexandria. The main content area displays a list of enrolled courses for Fall 2021. On the right sidebar, under 'Available Services', the 'Join Groups' button is highlighted with a red arrow. Below it, a dropdown menu is open, showing 'Group tutoring' as an option, also highlighted with a red arrow. The dashboard includes a navigation menu on the left with options like Dashboard, My Schedule, and Check-Ins. The top right corner has a 'Switch View' button. The bottom of the page shows a URL: https://obu.retain.io/students/join_groups?appointment_type_id=67aee782-4752-419e-933c-35ba405a837b&user_id=a5fc3458-69d5-4632-91ad-e1847a429f3d LH338

ASC Group Tutoring Request System

- Choose the course in which you need tutoring and click **Join Group**
- If there is not a time available for you then you can select **Join the Waitlist**

STUDENT
Group Sign Up

CHEM3004.0

Tuesday
Weekly until Dec 17, 2021

4:00PM

Join Group

Filter by Subject(s) Filter

Information

Can't find an available time that fits your schedule? Join the waitlist!

ASC 1:1 Tutoring Request System

- If eligible you can sign up for **1:1 Tutoring**
- Select **Book Appointment** (Purple Box)
- Select **1-1 Tutoring**

The screenshot displays the 'Retain Platform' interface for a student named Alexandria. The main content area lists 'Fall 2021 Enrolled Courses' with details for each course, including course ID, title, instructor, and location. The sidebar on the right contains a 'Switch View' button, an 'Available Services' section with a 'Book Appointment' button and a 'Join Groups' button, and an 'Upcoming Appointments' section. Two red arrows highlight the 'Book Appointment' button and the '1-1 tutoring' option in the 'Available Services' list.

Course ID	Course Title	Instructor	Location
CORE2243.0-1112	HIST WRLD SOCYS	BETHANY HICKS	
MATH2123.0-860	NUMBER SENSE/OP	DARIN G. BUSCHER	JSC426
CORE3023.0-155	SCIENTIFIC CONN	MATT DOUGLASS	JSC325
EDFN2012.0-338	INSTRUCTNL TECH	RACHEL W. POOL	MCC314
EDFN2053.0-339	CHLD&ADLSNT DEV	CARRIE SHARP	MCC312
CORE2233.0-128	WORLD LITERATUR		

ASC 1:1 Tutoring Request System

- For location select **Lile 121/122 (ASC)**
- Choose the course in which you need tutoring

Retain Platform

obu.retain.io/students/schedule_appointment?appointment_type_id=c9c35ff7-ae56-4629-b17c-0913f7fcaddc&location_id=a376248a-2eea-4679-8bd0...

OUACHITA BAPTIST UNIVERSITY

APPS

- Dashboard
- My Schedule
- Check-Ins

APPOINTMENTS

New 1-1 Tutoring Appointment

Appointment Details

Location: Lile 121/122 (ASC)

Course Subject: Please select

- Please select
- CORE2233.0
- CORE2243.0
- CORE3023.0
- EDFN2012.0
- EDFN2053.0
- MATH2123.0

Please select a Location and Course Subject to get started!

ASC 1:1 Tutoring Request System

- Select the **date** you would like tutoring
- Select the **tutor** to see the available time slots
- Then select the **time** you want to meet

The screenshot shows the 'New 1-1 Tutoring Appointment' form on the Retain Platform. The form is divided into several sections:

- Appointment Details:** Includes fields for Location (Life 121/122 (ASC)), Course Subject (CORE2233.0), and a text area for a brief note about the reason for the appointment.
- 1 Choose Date:** A date picker showing 'September 3, 2021'.
- 2 Select Host:** A list of available tutors with their names and 'available' status: Vanessa Vives, Isabella Bejarano, Samuel Youmans, Sydney Motl, and Gwyneth Hadasa. Gwyneth Hadasa is highlighted.
- 3 Select Time (60 minutes):** A row of time slots: 5:30 PM, 6:00 PM, 6:30 PM, 7:00 PM, 7:30 PM, 8:00 PM, 8:30 PM, and 9:00 PM. 6:00 PM is selected.
- Confirm Selected Date & Time:** A summary section showing 'This appointment will meet In-Person' and 'Date: Friday, Sep 03 Time: 6:00 PM - 7:00 PM'.
- Submit:** A button to submit the appointment request.

Red arrows in the image point to the date selection, the host selection (Gwyneth Hadasa), the time selection (6:00 PM), and the Submit button.