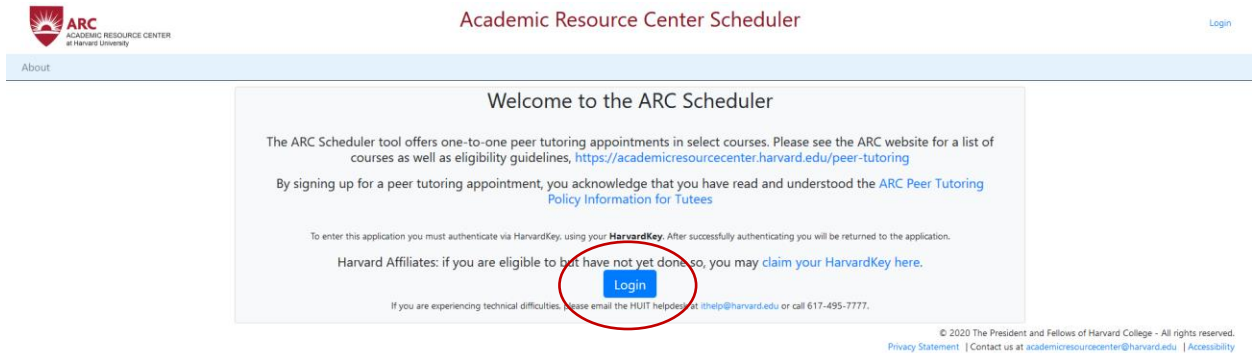
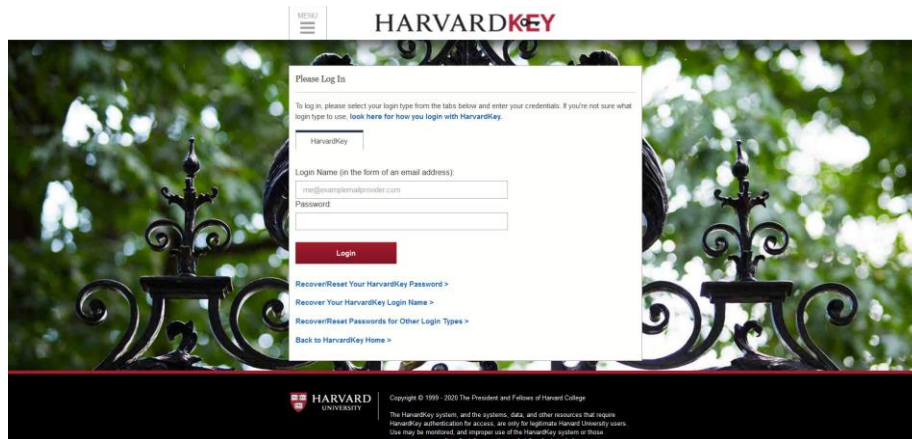


# ARC Scheduler Instructions (Peer Tutoring Appointments)

1. Go to <https://arcscheduler.fas.harvard.edu/>. Student should review the information listed and then click the “Login” button.



2. Student will be prompted to log in with their Harvard Key credentials.



3. The first time a student logs in, they may be brought to an intro page. Student should read the information on the page and then click the “Schedule” button in the upper left corner of the blue toolbar.

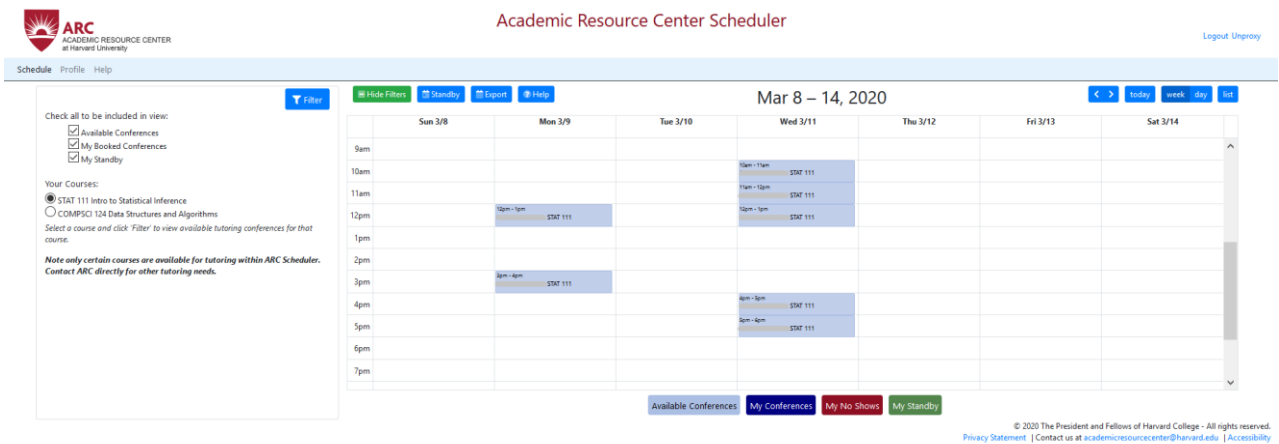


- Student will now see a calendar with availability for any course they are enrolled in that exist in the ARC Scheduler. To narrow down the availability by course, click the circle next to the course student wants to make a tutoring appointment for. Then click the “Filter” button.

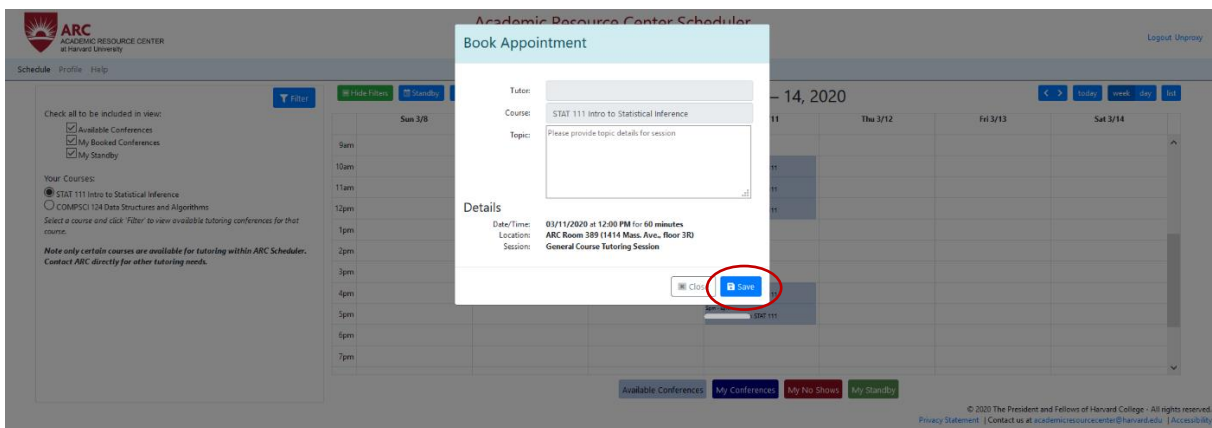
Courses to select from



- Once a course has been selected and the “Filter” button has been clicked, the available tutoring appointments for that course will appear on the calendar.



- Student should then click on one of the availabilities that they would like to book. They will see the following. They should fill in the “Topic” field as explicitly as possible, so the tutor knows exactly what the student wants to work on. Then, click the “Save” button to book the appointment.



- A tutoring appointment has now been made in the ARC Scheduler. Students can repeat this process to book up to two appointments per course per week.