

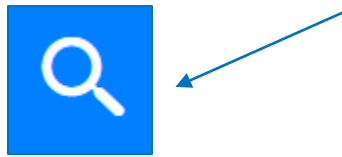


Office of Academic Enrichment – Individual Tutors

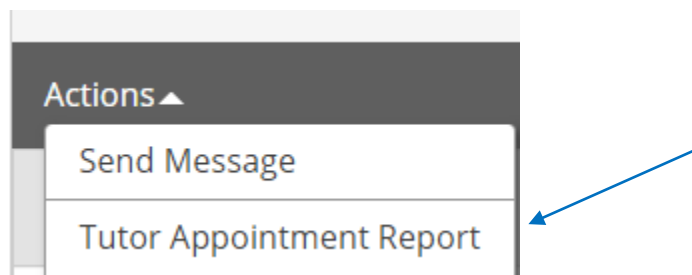
Create Tutor Appointment Reports

Please Note: Tutors are given access to the BSHC platform for tutoring functions ONLY. Unless instructed otherwise by your advisor, you are not to utilize the *Get Advising* feature within the site. Misuse of that access will impact your eligibility to serve as a UD tutor in the future.

1. **Step One:** Once that access has been granted, you will login to the BSHC platform to create *Tutor Appointment Reports* for each tutoring appointment – www.udel.edu/bluehensuccess.
2. **Step Two:** When first logging in, the home screen will default to the *Student/Tutor Home* screen. Using the left-hand blue menu bar, navigate to the *Search* menu



3. **Step Three:** Within the Search, enter the tutee's name or ID# in the Keyword box and click *Search*.
 - Once the student's name appears in search results, click the box next to their name.
 - Under Actions, located above the name on the left hand side, select *Report on a Tutor Appointment Report*.



4. **Step Four:** Within the report, complete the following "Appointment details" for each tutoring appointment Only: (The remaining sections can be left blank)
 - **Meeting Type** – e.g. *In-person*
 - **Course** – e.g. the course from their schedule for which you were tutoring
 - **Date** – e.g. the date the tutoring appointment occurred
 - **Location** – e.g. select: *Set up with Tutor (do not list a specific location)*
 - **Arrived/Departed** – e.g. the time of the tutoring appointment
 - **Save** – e.g. the *Save this Report* button

If possible to login at the time of the actual appointment, the date/time will default automatically.