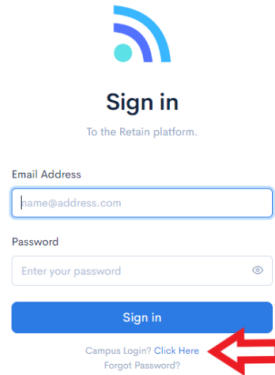


## Directions for Joining a Group Tutoring Session

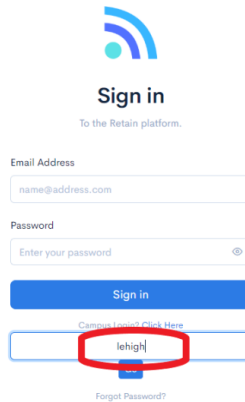
1. Click “Weekly Group Tutoring Registration” or copy this link to your web browser:  
[https://app.retain.io/users/sign\\_in](https://app.retain.io/users/sign_in)
2. Scroll to the bottom of the page and click “Click Here” located next to “Campus Login?”



The screenshot shows the 'Sign in' page with the following elements:

- Logo: A blue and green stylized 'R' icon.
- Text: 'Sign in' and 'To the Retain platform.'
- Form fields: 'Email Address' (containing 'jsame@address.com') and 'Password' (containing 'Enter your password').
- Buttons: A blue 'Sign in' button and a 'Forgot Password?' link.
- Link: A 'Campus Login? Click Here' link with a red arrow pointing to it.

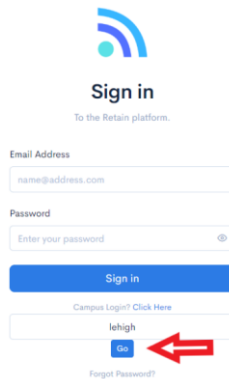
3. Type “lehigh” (case sensitive) where the box says “Enter School ID”



The screenshot shows the 'Sign in' page with the following elements:

- Logo: A blue and green stylized 'R' icon.
- Text: 'Sign in' and 'To the Retain platform.'
- Form fields: 'Email Address' (containing 'name@address.com') and 'Password' (containing 'Enter your password').
- Buttons: A blue 'Sign in' button and a 'Forgot Password?' link.
- Field: A 'Campus Login? Click Here' link with a red box around the text 'lehigh'.

4. Click “go” (do not hit enter)



The screenshot shows the 'Sign in' page with the following elements:

- Logo: A blue and green stylized 'R' icon.
- Text: 'Sign in' and 'To the Retain platform.'
- Form fields: 'Email Address' (containing 'name@address.com') and 'Password' (containing 'Enter your password').
- Buttons: A blue 'Sign in' button and a 'Forgot Password?' link.
- Field: A 'Campus Login? Click Here' link with a red box around the text 'lehigh' and a red arrow pointing to the 'go' button.

5. Enter your Lehigh credentials (userID and password)

Please enter your Lehigh username and password in the form below.


Username

Password

Login

[Forgot your password?](#)

6. You will be brought to your Dashboard



APPS

- Dashboard
- My Schedule

STUDENT


Welcome, Vicky!

Fall 2020 Enrolled Courses Fall 2020

Book Appointment Join Groups

Today's Appointments

7. In order to join a group, click "Join Groups" in the top right corner



APPS

- Dashboard
- My Schedule

STUDENT

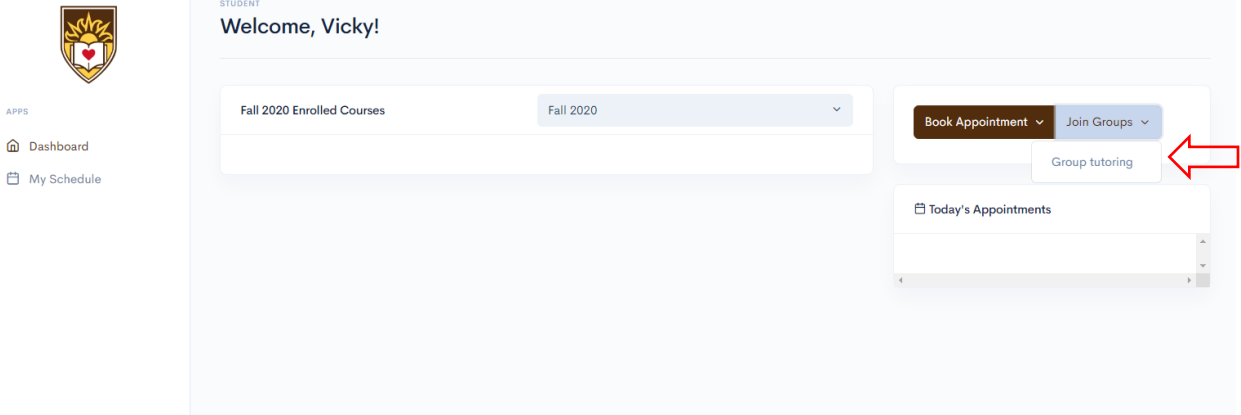
Welcome, Vicky!

Fall 2020 Enrolled Courses Fall 2020

Book Appointment Join Groups ←

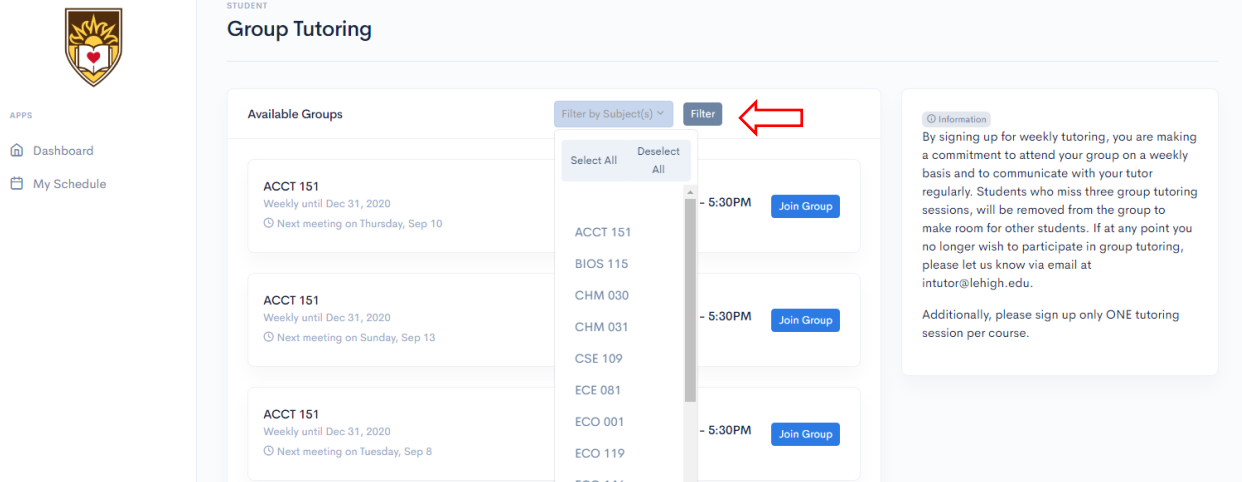
Today's Appointments

8. This will reveal a drop down menu item. Click "Group Tutoring."



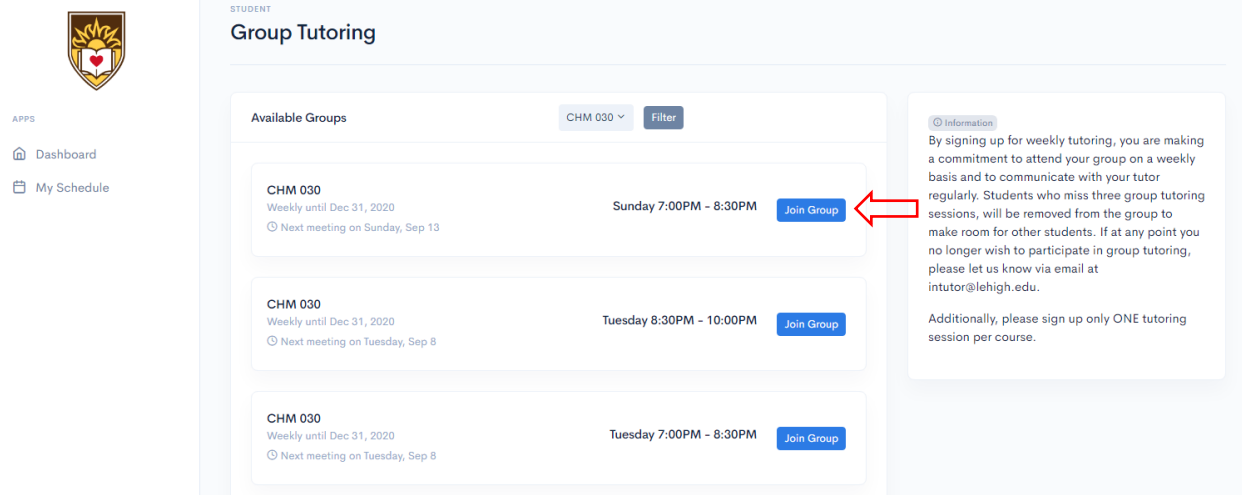
The screenshot shows a student dashboard with a navigation sidebar on the left containing 'Dashboard' and 'My Schedule'. The main content area is titled 'Welcome, Vicky!' and includes a 'Fall 2020 Enrolled Courses' section. On the right, there are two dropdown menus: 'Book Appointment' and 'Join Groups'. The 'Join Groups' menu is open, showing 'Group tutoring' as a selected option, indicated by a red arrow. Below this is a 'Today's Appointments' section.

9. Filter the list by which subject you would for which you would like tutoring.



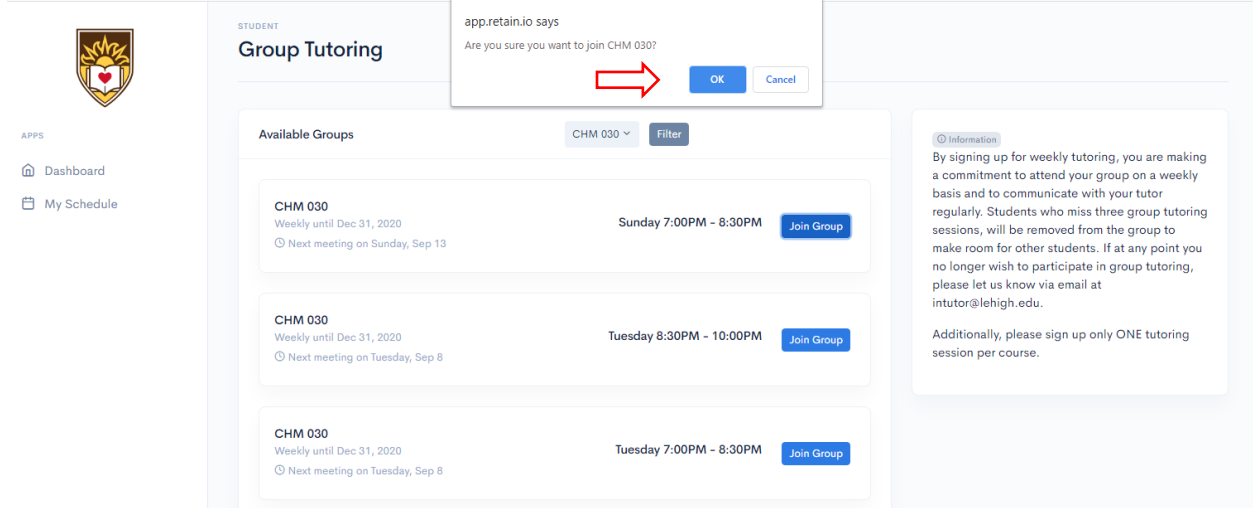
The screenshot shows the 'Group Tutoring' page. On the left, there is a list of 'Available Groups' for 'ACCT 151'. In the center, a 'Filter by Subject(s)' dropdown menu is open, showing a list of subjects including 'ACCT 151', 'BIOS 115', 'CHM 030', 'CHM 031', 'CSE 109', 'ECE 081', 'ECO 001', 'ECO 119', and 'ECO 144'. The 'Filter' button is highlighted with a red arrow. On the right, there is an 'Information' box with text about signing up for tutoring and an email address 'intutor@lehigh.edu'.

10. Once you have found a day and time that work for you, click "Join Group"



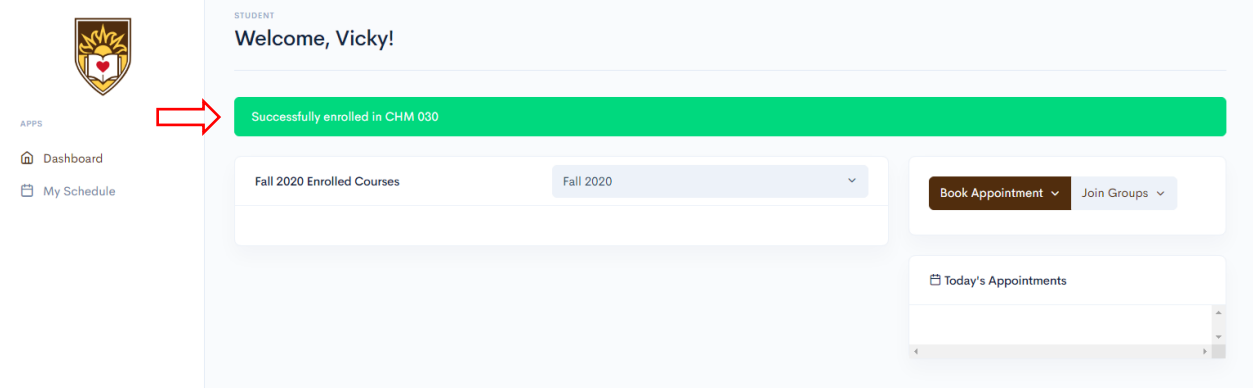
The screenshot shows the 'Group Tutoring' page with the 'Filter' dropdown set to 'CHM 030'. The list of 'Available Groups' now shows three entries for 'CHM 030' with different meeting times: 'Sunday 7:00PM - 8:30PM', 'Tuesday 8:30PM - 10:00PM', and 'Tuesday 7:00PM - 8:30PM'. The 'Join Group' button for the first entry is highlighted with a red arrow. The 'Information' box on the right is also visible.

11. You will be prompted with a confirmation box. Click “OK” if that is the group you intended to join.



The screenshot shows the 'Group Tutoring' interface for a student. A confirmation dialog box from 'app.retain.io' is displayed, asking 'Are you sure you want to join CHM 030?'. The dialog has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Below the dialog, there is a section titled 'Available Groups' with a filter set to 'CHM 030'. Three group listings are visible, each with a 'Join Group' button. To the right, there is an 'Information' box with text about the commitment to attend weekly sessions and contact information for the tutor.

12. You will know that you have joined the group when the green ribbon appears on the top of the screen stating “Successfully enrolled in COURSE Group Tutoring.”



The screenshot shows the 'Group Tutoring' interface after successful enrollment. A green ribbon message at the top reads 'Successfully enrolled in CHM 030'. A red arrow points to this message. Below the message, the interface shows 'Welcome, Vicky!' and a section for 'Fall 2020 Enrolled Courses' with a dropdown menu set to 'Fall 2020'. There are also buttons for 'Book Appointment' and 'Join Groups'. At the bottom, there is a section for 'Today's Appointments'.

13. You can click “My schedule” to see your upcoming tutoring appointments.

STUDENT  
My Schedule

APPS  
Dashboard  
My Schedule

Sep 13 – 19, 2020

Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
7p Group Tutoring						

14. Hover your cursor over the appointment to see the course, time, location, and tutor’s name.

STUDENT  
My Schedule

APPS  
Dashboard  
My Schedule

Sep 13 – 19, 2020

Sun 9/13	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
7p Group Tutoring					

Group Tutoring (scheduled)  
Time: 7:00 - 8:30 PM  
Location: TBD  
Course: CHM 030  
With: Grace Forsyth

15. If you no longer want to be in your group tutoring session, please email [intutor@lehigh.edu](mailto:intutor@lehigh.edu) to be removed.

16. Please note, group tutoring is most effective if you attend regularly. Group tutoring is a weekly commitment. If you miss three (3) tutoring sessions, you will be removed from the group. If you know in advance that you will be missing a session, please email your tutor to let them know that you will not be attending that week’s session.