

# **LIBRARY LINKS**

**VOLUME 7 ISSUE 1**

**A LINK TO LIFELONG LEARNING**



# **NAVIGATE**

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## *Navigating* Tutoring Appointments

Author: Jagger Bell

Did you know that all students can receive free tutoring in the Utah Tech University library? The Academic Performance Center provides tutors for a variety of subjects. Students can easily schedule tutoring sessions through the Navigate app.



The Academic Performance Center has conducted multiple studies and found that students who regularly attend the tutoring center have seen an improvement of a whole letter grade—but that is not all! There is another advantage: students whose professors incentivize them to visit the Academic Performance Center tend to achieve higher grades than those in other sections (of the same course) versus those without any incentive to visit the tutoring center. Furthermore, students incentivized to utilize the tutoring center by their professors often seek assistance for their other courses without additional encouragement from those instructors.

Tutoring is available in-person, as well as online, at the Academic Performance Center, room 431 of the Holland Building. If your course is not offered, the Academic Performance Center strongly encourages requests for new courses to be added and will work to meet the needs of all students. If you have trouble making an appointment, or you have any other questions, the front desk of the APC can be reached at (435) 879-4731, and more information can be found at [tutoring.utahtech.edu](http://tutoring.utahtech.edu).

## *Navigating* Tutoring Appointments

Author: Jagger Bell

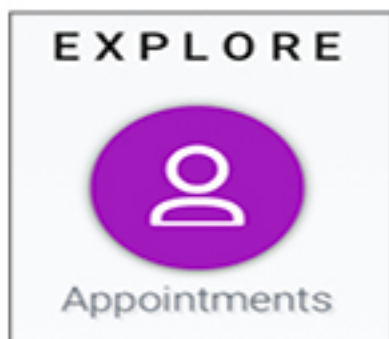
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## STEP BY STEP INSTRUCTIONS INFOGRAPHIC

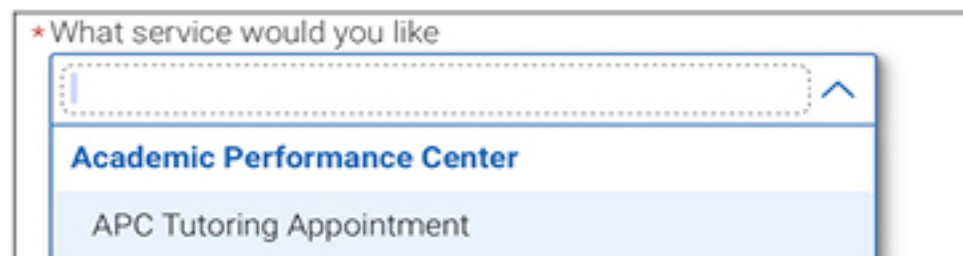


In the Navigate App, students will click on "Appointments" and then click on "Make an Appointment".

For Math Help,  
Visit the Math  
Tutoring Center in  
the  
basement of the  
Snow Math &  
Science Center  
(SNOW)

The drop-down menu has a "Tutoring and Writing Help" section.

1. Academic Advising
2. Tutoring and Writing Help



In the drop-down menu for "What service would you like" select "APC Tutoring

Then once a date is selected, click "Find Available Time"; the following screen will bring up all tutors available based on the classes you are taking.

**i** Please select one of the courses below to see available times at this location.

[Introduction to Geology \(GEO-1010\)](#)

# Utah Tech's Writing Center

Author: Jagger Bell

Just like general course tutoring, Utah Tech's writing assistance is also free. The Writing Center's mission is to "assist all undergraduate students in developing, drafting, and revising their writing through peer-to-peer consultation and small group instruction." Not everyone is born with the natural talent to be a good writer; however, with tutoring, everyone can learn to write better. The process for setting up an appointment is done through the Navigate App.

1. Academic Advising
2. Tutoring and Writing Help

## Writing Center

General Writing Tutoring

Psychology Writing Tutoring

Writing Center AP Departmental Tutor

Writing Center APA Departmental Tutor

Writing Center History/Chicago Departmental Tutor

(See Infographic on previous page for preliminary steps)

The Writing Center is located in the Holland building in room 421. Walk-ins are accepted, but to ensure students can meet with a writing tutor, they recommend making an appointment.

The Writing Center can help students in any department, but you can also find tutors who specialize in:

- Chicago style/history
- AP style/media studies
- APA style/psychology

The Writing Center not only helps students with writing and grammar but can also help with formatting and citations. The center's experienced tutors can assist students with various citation styles - including MLA, APA, AP, and Chicago - ensuring that their essays are well-written, correctly formatted, and cited. This support can significantly benefit students in achieving higher grades and avoiding plagiarism. By utilizing the resources available at the Writing Center, students can confidently submit well-written, properly formatted, and adequately cited essays that showcase their knowledge and understanding of the subject matter. Remember, writing tutors are not there to judge - they are there to help students learn, improve, and clarify. A second set of eyes never hurts!



## Making Appointments and Reserving Study Rooms

Author: Rebecca Ostler

Students can make a large variety of appointments; these options are the following: advising, tutoring, career services, dean of students, financial aid, international office, library services, and student services. While some of these appointment options sound self-explanatory, there are some hidden gems. For example, the study rooms in the Holland building are all available for reservation during library

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The following steps allow students to reserve a study room. Click on the drop-down menu “what type of appointment would you like to make” and click on “Library Services”. Then click on the drop-down menu “What service would you like” to “Study Room Reservation”. From there students will pick the date they would like to make their reservation and click “Find available time”. Then, choose the time/ times of your reservation. Rooms can be reserved for up to 1 hour in 30-minute increments. Navigate will automatically choose a room within that date and time; however, to view the availability of a specific room, click on “view individual availability”. There are multiple rooms on multiple floors to choose from with varying capacities from 4-8 people. If studying with a friend/ friends multiple people can schedule the same room to maximize time.

**Library Services**

Study Room Reservation

While this is just one important way to use the appointments feature, exploring Navigate and finding the rest of the many services available will greatly benefit all students in their academic success.



# The Hidden Extras in Navigate

Author: Rebecca Ostler



**To-Dos and Events-** Shows scheduled appointments made and events for that day or even that month. There is also the capability to add personal To-Do's to stay on track with all of the craziness of college life.



**Study Buddies-** Easily check and sign up for study groups within your classes.



**Resources-** Provides easy access to contact an advisor, career coach, or instructor via email or phone call. Users can also access resource information about academic support, campus services, career planning, financial, health and wellness, places to eat, student activities, things to do, and transportation and safety.



**Surveys-** Access to surveys sent by staff members

**Class Schedule-** Shows all enrolled classes. The "schedule view" shows the classes enrolled for the week. The day, time, and location of each class is viewable from the class schedule button.



**My Major-** Shows the details of a student's current major or allows students to explore other possible majors that fit within the student's scope of interest.



**Help-** If a student needs help, the "Help" button gives quick access to make an appointment with the student's advisor.



**Account-** Shows student's ID#, email address, and pronouns. Students can adjust notification settings here.

## How to: Research Consultations in Navigate

Author: Carlie Foutz

Students can receive in-depth help from a professional in a very particular field of study. Research Consultations are meetings with a librarian that align with specific majors; these consultations focus on narrowing research topics, finding sources, creating citations, or other research-related topics.



Students can schedule a **45-minute meeting** with a faculty member or librarian who is ready to give **one-on-one attention**. They are incredible at finding information if, or when, students feel stuck. Never pay to read an article online when **this resource is freely available**. If students are writing a research paper, or just feel like they need more background information to understand the topic they are currently studying, they can schedule a consultation. From single consultations to groups needing help with a project, there are options to choose your own librarian who can help with **general research**. Alternatively, there are librarians who cater to **major-specific problems** and can help with individual needs.

Research consultations are not tutoring sessions. Both will help a student succeed in their classes, though tutoring through the APC will focus more on material already taught in class, while *research consultations go more in-depth into a topic and cover ideas that may not have been mentioned in class*. These consultations take on a certain level of dedication and can give an intense push in the right direction to get that A.

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- “I have no idea where to start with my research, I am completely lost.”
  - “I have a little bit of an idea, but need help with where to start.”
  - “I’m almost done with my research, but can’t figure out how to wrap it up.”
  - “I simply cannot find the quote I am looking for that I know is in this book “\_\_\_\_\_” from this year “\_\_\_\_\_.”
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These thoughts—and everything in between—are completely normal, but can be a lot to handle. Don't get lost! There are many selections to choose from, and if you feel overwhelmed, you can always give a call to the library for more direction!

**(435-652-7714)**

Now is the time to set up a time to succeed!

# CREDITS

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**SCAN TO GO TO THE NAVIGATE APP FOR FREE!**