

BLUE HEN SUCCESS COLLABORATIVE INSTRUCTIONS We ask that tutors go into the Blue Hens Success Collaborative (HBSC) program (formerly, Gradesfirst) and put in their availability. This will allow student athletes to match up their availability with yours in scheduling tutoring sessions. Below are the instructions.

<https://udel.campus.eab.com> (if link doesn't work—please copy and paste).

1. On your homepage, click the upside down arrow next to “Student Home” to switch to “Tutor Home”. It should have two sections: Recent Tutoring and Upcoming Tutor Appointments. These will be blank until you set up your profile settings
2. Go to the tab labeled “Tutor Settings”
3. The section labeled “Tutoring Times Available” should have 3 buttons: Add Time, Copy Time, and Delete Time. If not, contact SSA and have them approve you for editing.
4. Select “Add Time”
5. Fill out your courses first, and remember to save as you go, especially if you tutor more than a few courses.
6. Select your availability days and hours. If you have different availabilities each day, set up for Mondays first, and then copy and edit the times for other days. Save and repeat as necessary.

Once your settings are complete, the students will be able to schedule appointments with you.