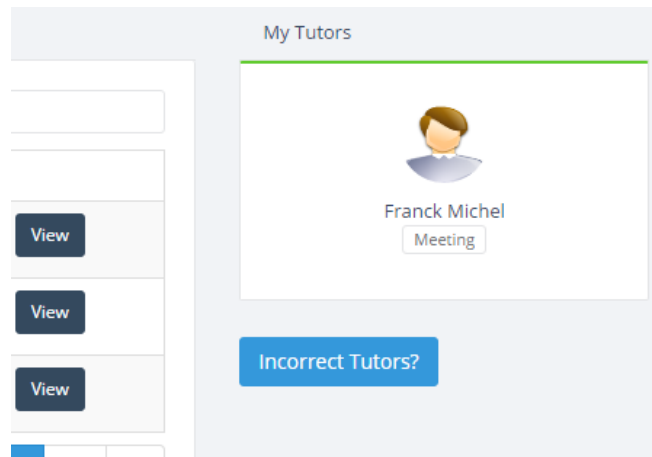
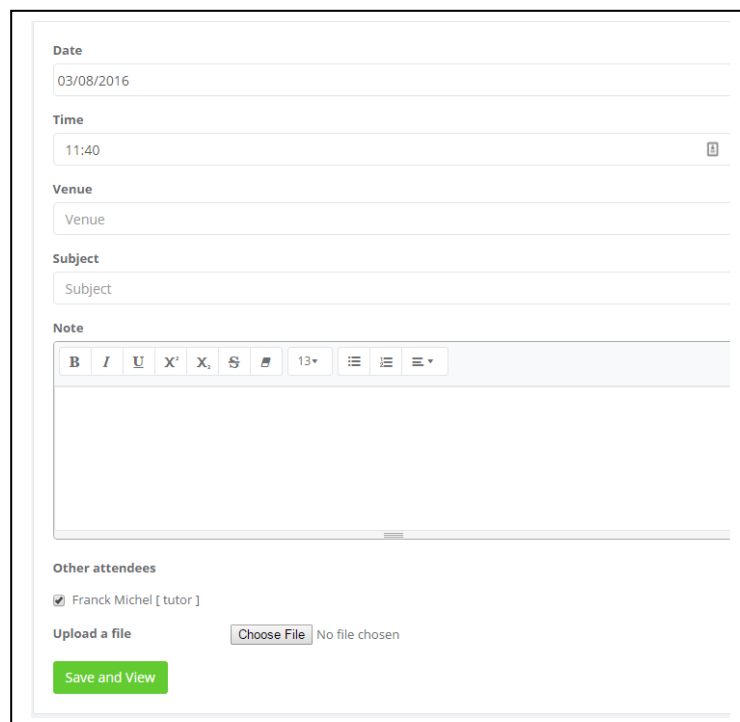


## Recording a meeting with your tutor

To set up a meeting with your tutor, on the homepage click on the meeting button under your tutor's image on the right of the screen.



Complete the form with the date, time, venue, subject of meeting and any notes that you may wish to add before the meeting takes place.



The screenshot shows a form for recording a meeting. It includes the following fields and options:

- Date:** 03/08/2016
- Time:** 11:40
- Venue:** Venue
- Subject:** Subject
- Note:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (X'), Text Color (X), Background Color (S), Bulleted List, Numbered List, and Indent. The text area is currently empty.
- Other attendees:** A list with one entry:  Franck Michel [ tutor ]
- Upload a file:** A "Choose File" button followed by the text "No file chosen".
- Save and View:** A green button at the bottom.

## Adding Notes


You can add a note after the meeting has taken place. This could be in response to the meeting outcomes that your tutor has recorded. To do this, go to Meetings using the drop down list on the homepage. Click the view button to the right of the relevant meeting.

You can see any notes that your tutor may have added to the meeting record.

Subject: Tutoring - Wed 03 Aug 2016 @ 12:05

Venue: My office Created - a minute ago - Franck Michel

---

 Franck Michel  
Outcomes from our meeting:

I would like you to visit the Language Resource Centre to engage with the support available there.

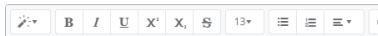
We will meet in a month's time to check progress.

To add your note, click on the Add Note button. Fill in the details in the note. Remember that the notes you make will be read by all meeting attendees.

Think carefully about the language and tone that you use, to make sure that you express your thoughts clearly but without causing offence or distress.

### Add Note

Please note: Notes can be edited/removed until 24 hours after they have been added to the system. Remember that the notes you make will be read by all meeting attendees. Think carefully about the language and tone that you use, to make sure that you express your thoughts clearly but without causing off

Description 

Upload a file  No file chosen

## Meeting slots

Your tutor can set up some meeting slots that you can select from to book a meeting with them. You will receive an email if they have set up these slots.

When you receive the email, follow the link and it will take you through to the meetings page and give you a list of available slot groups.

To make a booking select 'Make a booking' on the slot group you wish to make a booking for.

Meetings Slots Blog

### Meeting slots

Show 10 entries Search:  All slots

Title	Slots/Times	Manage booking
End of semester tutorial	0/30 slots available from Dec. 8, 2014 to Dec. 11, 2014 Amendments allowed up to 1 day(s) before slot	No booking
Post-semester 1 assessment tutorials	0/39 slots available from March 4, 2016 to March 11, 2016 Bookings open after March 1, 2016, midnight Amendments allowed up to 1 day(s) before slot	No booking
Personal tutor meeting slots	30/30 slots available from Aug. 4, 2016 to Aug. 5, 2016	No booking

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

You will then be shown a list of possible timeslots, select which time you prefer and click 'book'.

### Available slots for - Personal tutor meeting slots

Show  entries

See

Date and time	Venue	
Aug. 4, 2016 : 9 a.m. - 9:10 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 9:10 a.m. - 9:20 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 9:20 a.m. - 9:30 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 9:30 a.m. - 9:40 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 9:40 a.m. - 9:50 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 9:50 a.m. - 10 a.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 2 p.m. - 2:10 p.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 2:10 p.m. - 2:20 p.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 2:20 p.m. - 2:30 p.m.	My office	<a href="#">Book</a>
Aug. 4, 2016 : 2:30 p.m. - 2:40 p.m.	My office	<a href="#">Book</a>

This will create a meeting inside ePortfolio, with you and your tutor as the attendees of that meeting.

## Confidentiality

The notes of a tutor meeting are completely confidential. Any notes in a meeting in ePortfolio will only be able to be viewed by attendees of the meeting, unless the student permits someone else to view them. For more information about the confidentiality of meetings, please follow the link below.

<https://portfolio.ncl.ac.uk/help/confidentiality>