How to Book a Face-to-Face or Online Appointment
1) Log into AskOnline through the icon in the upper right corner of delaGATE.
2) On the AskOnline homepage, select the Subjects tab at the top of the page.
3) Under the desired subject, click on Schedule.
4) Select the date you would like to schedule - all available tutor times will appear in blue.
   PLEASE NOTE: Appointments must be made 4 hours in advance.
5) Click on the time next to the tutor with whom you would like to schedule an appointment.
6) Within the Make an Appointment box, select the appropriate time that you would like to meet with the tutor.
7) Within the space provided, you must input a message for the tutor regarding the topic you’d like to discuss.
8) Click the Make appointment button.
9) The appointment has now been made. To view your scheduled appointments, click on the Home tab (at the top of the page) and look in the Appointments section (located just under the Announcements section).

How to Cancel an Appointment
1) Log into AskOnline through the icon in the upper right corner of delaGATE.
2) On the AskOnline homepage, look in the Appointments section (located just under the Announcements section).
3) Place a check mark in the appropriate box for the scheduled appointment you’d like to cancel.
4) Click Cancel selected appointments.
5) On the Complete the Appointment Cancellation screen, you may input a note to list the reason for cancelling the appointment. Whether you input a note or not, to cancel you appointment, click the cancel appointment button at the bottom of the screen.

How to Submit a Question/Paper
1) Log into AskOnline through the icon in the upper right corner of delaGATE.
2) On the AskOnline homepage, select the Subjects tab at the top of the page.
3) Under the desired subject, click on Ask Queue.
4) Complete Message Subject and Course and Instructor Name fields (It is not necessary to choose a tutor).
5) Type question or message to tutor in text box and attach files if needed.
6) Click Submit Message at the bottom of the screen.

How to Retrieve Answers to Questions
1) Log into AskOnline through the icon in the upper right corner of delaGATE.
2) On the AskOnline homepage, click My Questions located within the My Activities box on the left side of the screen.

For assistance call 610-359-5149 or email tutoring@dccc.edu