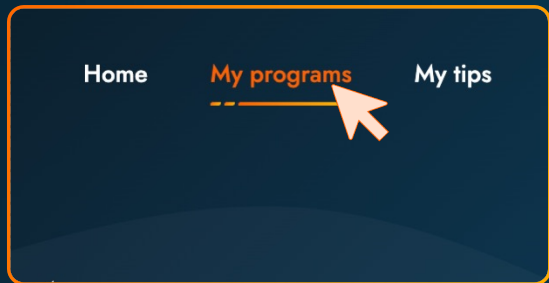
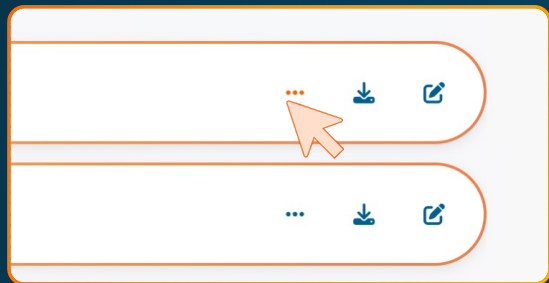


# Book an appointment in a course

**⚠ WARNING:** This tutorial concerns ONLY the making of appointments in a course.



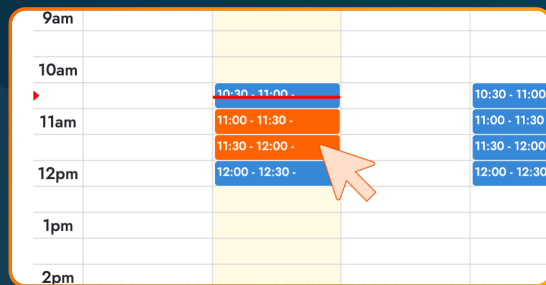
1 Click the **My Programs** tab located in the menu bar at the top of the screen.



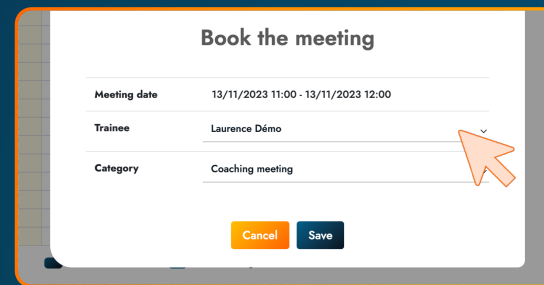
2 Click on the ... located at the end of the line of your course.



3 Click on an appointment that is not yet scheduled.



4 Select the slot(s) you want to book for your learner and then click on the **Edit** button.



5 Then choose the learner and the reason for the appointment before clicking the **Save** button.