Tutor Guide

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Application Process

Sign Up
Create your account as a tutor using your first name, last name, school email address, and password.

Building a Profile
Tutors must submit a tutor profile for Admin review including a profile picture, program information, personal information, school name, media, courses, languages, and availability.

Step 1:
Upload a profile picture

Step 2:
Select your ‘Program Information’
Step 3:
Fill out your ‘Personal Information’

- **Profile Tag**: Enter your first and last name with no spaces
- **Headliner**: A short headline about what and where you tutor
- **Description**: A brief description about your skills, experiences, and tutoring style

**E.g.**
"I’m a third-year Engineering student. I have been tutoring for 2 years and I can help you gain a better understanding of chemistry, math, and physics. I tutor in-person and online."

Step 4:
Fill out your ‘School Information’

Step 5:
Add to your ‘Media’, ‘Courses’, and ‘Subjects’ sections
Step 6:
Set your availability on the ‘Availability’ calendar

Step 7:
Submit your application for Admin review
Availability

Adding Availability

Via Profile

Tutors can easily add time slots to their calendar by visiting their tutor profile.

Step 1:
Click on your icon

Step 2:
Select ‘Profile’

Step 3:
Scroll down to ‘Availability’ and click on a date to add a time slot

- Green time slots indicate that the tutor is available for the full or partial length of the time slot.
- Yellow time slots indicate that the tutor is available for a drop-in session.
- Grey time slots indicate that the session is full or expired, or the tutor is unavailable for that time slot.

Step 4:
Select ‘New Timeslot’ and fill out all required fields
Via Bookings Calendar

Tutors can easily add time slots to their calendar by visiting their bookings calendar.

Step 1:
Click on ‘Bookings’

Step 2:
Click on a date to add a time slot

Step 3:
Select ‘New Timeslot’ and fill out all required fields

Note:
Selecting “Apply to only” will only modify that specific time slot while selecting “Apply to all” will modify all subsequent time slots.
Editing Availability

Via Profile

Tutors can easily edit time slots on their calendar by visiting their tutor profile.

Step 1:
Click on your icon

Step 2:
Select ‘Profile’

Step 3:
Scroll down to ‘Availability’ and click on a time slot to modify. Make changes to the time, subject, location, etc. or delete the time slot.

Note:
Selecting “Apply to only” will only modify that specific time slot while selecting “Apply to all” will modify all subsequent time slots.
Via Bookings Calendar
Tutors can easily edit time slots on their calendar by visiting their bookings calendar.

Step 1:
Click on ‘Bookings’

Step 2:
Select a time slot to modify. Make changes to the time, subject, location, etc. or delete the time slot.

Note: Selecting “Apply to only” will only modify that specific time slot while selecting “Apply to all” will modify all subsequent time slots.
Viewing Bookings

Via Bookings Calendar
Tutors can view their past, pending, or upcoming bookings through their bookings calendar.

Step 1:
Go to ‘Bookings’

Step 2:
Select ‘View all’

![Bookings Calendar Image]

Via Dashboard
Tutors can view their past, pending or upcoming bookings through their Dashboard.

Step 1:
Click on your icon

Step 2:
Go to ‘Dashboard’

![Dashboard Image]
Communicating with Students

Messaging Students

Tutors can easily communicate with students through the built-in messaging system.

**Option 1:**
Message students through ‘Messages’ tab

**Option 2:**
Message students through chat box messaging system
Assignment Review

Viewing Available Assignments
Tutors can view all available assignments submitted by students.

Step 1:
Click on ‘Assignments’

Note:
Click on an available assignment to view its details i.e. the student who submitted, the date and time submitted, and the deadline of the assignment

Claiming Available Assignments
Tutors can claim all available assignments submitted by students.

Step 1:
Click on ‘Assignments’

Step 2:
Click on an assignment and select ‘Claim’
Features

Dashboard

Tutors can use their Dashboard to see all upcoming, pending, and past sessions, and to access profile, security, notifications, and assignments.

Session Review

Tutors can provide and view feedback comments on past sessions.
Password

Changing Your Password

Tutors can change their password for personal reasons or security purposes.

Step 1:
Click on your icon

Step 2:
Go to ‘Dashboard’

Step 3:
Go to ‘Select ‘Security”

Forgot Your Password

Step 1:
Select ‘Log in’

Step 2:
Select ‘Forgot password?’

Step 3:
Enter the email associated with your account

Step 4:
Follow the steps sent to your email to reset your password
TutorOcean’s Customer Success Team wants you to join in their daily live webinars! These support sessions will be held every Monday through Friday from 2:00pm to 2:30pm EST. In these sessions, the team will go over the following key features of the platform and will use this time to answer any questions:

• Sign in/sign up
• Setting up a tutor profile
• Searching for a tutor
• Messaging tutors/students
• Booking a session
• Joining an online session
• Online session checks/preparation (system requirements, allowing browser, preparation cards, etc)
• Key features of the online classroom

The sessions will run for approximately 20 minutes with an additional 10 minutes for questions and answers. In order to attend a live webinar, visit the following link: https://zoom.us/j/680544720?p-wd=VjVSMW13Q2JxSHR. The meeting ID is 680 544 720 and password is 675130. See you there!
Video Tutorial: How to Use the Platform

Video Tutorial: How to Use the Online Classroom