# Host Guide

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Application Process

Sign Up

Create your account as a host using your first name, last name, school email address, and password. If you are using Single Sign-On, sign in using your school’s credentials.

Building a Profile

Hosts must submit a host profile for Admin review including a profile picture, service information, personal information, media (optional), courses and/or subjects, languages, availability, and integration (optional).

Step 1:
Upload a profile picture

Step 1:
Select your service from the dropdown menu
Step 3:
Fill out your Personal Information

- **Profile Tag:** Enter an available profile tag that represents you. For example: emilytutor, funmentor, etc.
- **Headliner:** A short headline about what and where you can teach and/or help students
- **Description:** A brief description about your skills, experiences, and teaching 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 your Media, Courses, and Subjects
Step 6:
Set your personal schedule on the Availability calendar

Step 7:
Submit your host profile for administrative review. Note: If you were invited to the platform via email invitation, your profile may already be automatically approved.
Availability

Adding Availability

Via Profile

Hosts can easily add time slots to their calendars by visiting their host profiles.

Step 1:
Click on your icon

Step 2:
Go to your Profile

Step 3:
Scroll down to the Availability calendar and click on a date to add a time slot

- **Purple time slots** indicate that the host is available for a group session for that time slot.
- **Green time slots** indicate that the host is available for the full or partial length of the time slot.
- **Pink time slots** indicate that the host is available for a drop-in session.
- **Grey time slots** indicate that the session is full or expired, or the host is unavailable for that time slot.

Step 4:
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.

**Types of Sessions**
- **1-1:** This session is booked in advance by a student. It will include one student/participant and yourself as the host.
- **Group:** This session is booked in advance by multiple students. It will include X number of participants and yourself as the host.
- **Drop-In:** This session is not booked in advance by students, and allows students to simply drop-in once the session start time begins. Multiple students can drop-in and join you as the host.

**Via Calendar**
Hosts can easily add time slots to their calendars by visiting their bookings calendars.

**Step 1:**
Click on calendar and click on view all

**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

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Editing Availability
Via Profile
Hosts can easily edit time slots on their calendars by visiting their host profiles.

Step 1:
Click on your icon

Step 2:
Go to your 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.

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Via Calendar
Hosts can easily edit time slots on their calendars by visiting their bookings calendars.

Step 1:
Click on Calendar and click on View All.
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.

Types of Sessions
1-on-1: This session is booked in advance by a student. It will include one student/participant and yourself as the host.
Group: This session is booked in advance by multiple students. It will include X number of participants and yourself as the host.
Drop-In: This session is not booked in advance by students, and allows students to simply drop-in once the session start time begins. Multiple students can drop-in and join you as the host.
Managing Sessions

Via Calendar

Hosts can view their past, pending or upcoming sessions through their calendar.

Step 1:
Go to Calendar

Step 2:
Select ‘View all’

Via Dashboard

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

Step 1:
Click on Dashboard

Step 2:
See sessions that are upcoming and ongoing and join via the Dashboard or revisit past sessions
Communicating with Students

**Messaging Students**

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

**Option 1:**
Message students via the Messages tab

**Option 2:**
Message students with ongoing conversations via chat box
Assignment Help

Viewing Available Assignments
Hosts 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
Hosts can claim all available assignments submitted by students.

Step 1:
Click on Assignments

Step 2:
Click on an assignment and hit the Claim button
Features

Dashboard

Hosts can use their Dashboard to see all upcoming, ongoing, and past sessions, and to access their profile, security, notifications, assignments, etc.

Session Details

Hosts can view details, attendance, reviews, and notes on their sessions.
Password

Changing Your Password
Hosts can change their password for personal reasons or security purposes.

Step 1:
Go to Dashboard

Step 2:
Go to Security

Forgot Your Password
Students can reset their password if they have forgotten it.

Step 1:
Click on Log In

Step 2:
Click on 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! Session 1 is held every Monday through Friday from 2:00pm to 2:30pm EST and Session 2 is held every Sunday through Thursday from 7:00pm to 7:30pm 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 host profile
- Searching for a host
- Messaging hosts/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

Join Emily from 2:00 to 2:30 pm EST using the following link: Emily's Webinar the password to enter is 675130.

Join Daniel from 2:30 to 3:00 pm EST using the following link: Daniel's Webinar the password to enter is 274143.

Join Randy from 3:00 to 3:30 pm EST using the following link: Randy's Webinar
Video Tutorial: How To Use The Platform

[Image of the TutorOcean platform]

Video Tutorial: How To Use The Online Classroom

[Image of the TutorOcean platform]