# **Private Tutoring Management System for OYM Tutoring Program**

## **About the OYM Tutoring Program**

The **OYM Tutoring Program** developed by the a local Community Centre located in downtown Toronto that provides one-on-one to small groups tutoring sessions to elementary and high-school students from the TDSB and TCDSB.

## **About the Tutoring Management System (TMS)**

### **Students**

Students have to be registered with personal, contact, and academic information. As students are not adults, they must have at least one guardian and in case of two or more guardians per student, one of them must be chosen as main contact.

The student’s academic information has to have the school name, their grade in the current academic year, the need of one-on-one tutoring, any kind of disability or special condition (if there are any), the subjects that they need help with and their preferred days, times and school-location to have the tutoring sessions. This section should also have a field to upload multiple documents as their school report cards, teacher’s referral letters.

### **Guardians**

Guardians should have personal and contact information and name of the student or students that they are responsible for.

### **Tutors**

Tutors should have personal and academic information, the grade levels and subject areas that they are able to tutor (academic strengths). They should also have preferred days, times and school-location for the tutoring sessions.

### **Student-Tutor Matching**

The TMS should suggest to the Program Coordinator the best matches between students and tutors according to their academic and availability info.

Once the Program Coordinator confirms a suggested match, the TSM should create and schedule the tutoring sessions in a calendar with a frequency of one time per week.

### **Tutoring schedule**

The TMS should generate tutoring schedules grouped by school-location and class-room in case a school has more than one class-room available for the tutoring sessions.