**Scholar Station v1.0 User’s Manual**

**Prerequisites**

Scholar Station.exe running on a modern Windows operating system.

**Running the program**

Initially, a splash page will appear. After a few seconds you will be brought to the login page.

At the login page, you can select student or tutor in the combo box titled “Select User”.

As user type **Tutor**:

1. Select “Tutor.”
2. Enter [kd31@students.uwf.edu](mailto:kd31@students.uwf.edu)
3. Press login, which will bring you to the tutor page.
4. **Note: On this page in this release, selections must be chosen in a *row-by-column* fashion.**

In the dropdown menu titled “Select Department,” choose “MAT Mathematics.”

1. In the dropdown menu titled “Select Class,” choose “MAT101 Calculus I.”
2. In the dropdown menu titled “Select Session Date,” choose any date you wish.
3. In the dropdown menu titled “Select Session Time,” choose any time you wish.
4. In the dropdown menu titled “Select Session Length,” choose any session length you wish.
5. Click the “Create Session” button. A session ID will be displayed. Please remember it. Click “OK”. A confirmation of the creation of your session will appear. Click “OK” once more.
6. Click “View Sessions.” This will show a list of sessions that the user you are logged in as is tutoring. At the bottom of the list, you will see the session you created.
7. Now, click “Cancel Session.” Choose the session ID you just created. A popup confirming session cancelation will be displayed.
8. Click “Sign Out” to return to login screen.

As user type **Student**:

1. Select “Student” from the combo box titled “Select User.”
2. Enter any *valid* email address you wish.
3. Press login, which will bring you to the “Session Finder” page.
4. **Note: On this page in this release, selections must be chosen in a *column-by-row* fashion.**

In the dropdown menu titled “Department,” choose “MAT Mathematics.”

1. In the dropdown menu titled “Classes,” choose “MAT101 Calculus 1.”
2. In the dropdown menu titled “Tutors,” choose “kd31@students.uwf.edu.”
3. In the dropdown menu titled “Available Session,” choose the session you created as a tutor.
4. Click “Join Session.” The new session should now appear in the textbox titled “Currently Enrolled Sessions.”