

Tutor How-to

OC Tutor Scheduling

Oklahoma Christian University

Table of Contents

Login Steps ................................................................................................................................................ 2

1. Login .................................................................................................................................................. 2
2. First Time User ............................................................................................................................ 4
3. Contracts ....................................................................................................................................... 5
4. Topics ............................................................................................................................................... 6
5. Waiting for Approval ............................................................................................................... 8
6. Connect to Google Calendar .......................................................................................... 9

Private Appointments .............................................................................................................. 11

1. Private Availability ................................................................................................................. 11
2. Private Appointments .......................................................................................................... 14

Group Appointments ............................................................................................................... 16

1. Group Availability ................................................................................................................... 16
2. Group Appointments ........................................................................................................... 19

Google Events...................................................................................................................................... 20

Canceling Appointments/Availabilities ........................................................ 23

Feedback .................................................................................................................................................. 24

Settings Menu ..................................................................................................................................... 26

1. Edit Account ............................................................................................................................... 26
2. Apply .............................................................................................................................................. 27
3. Help ................................................................................................................................................. 28
4. Logout ............................................................................................................................................ 28

Multiple Groups ................................................................................................................................ 29

Login Steps

# Login

* We use Google to authenticate our logging in.
* You must use your OC affiliated email address to login.

## Click **Sign up with Google**.

Graphical user interface, text, application, email

Description automatically generated

## Enter your **OC** email.

Graphical user interface

Description automatically generated

* 1. Enter your **OC** credentials.

Graphical user interface, text, website

Description automatically generated

* 1. Click on the account you logged in with.

Graphical user interface

Description automatically generated

# First Time User

* When you log in for the first time, you must provide your phone number so that you can receive text message notifications.
  1. Enter your phone number.

Graphical user interface, application

Description automatically generated

* 1. To sign up as a tutor, select **Apply to be a tutor**.
  2. Select the group(s) you want to apply to be a tutor in. You can select multiple at once.

Graphical user interface, application

Description automatically generated

# Contracts

* Each group has specific contracts that they require every person to agree to and sign.
* You will not be able to use the system until you sign the contract.
  1. Click on the button to open the contract.

Graphical user interface, text, application

Description automatically generated

* 1. Read the contract and sign it with your name.

# Graphical user interface, text, application Description automatically generated

# Topics

* As a tutor, you must sign up for topics that you feel knowledgeable enough in to tutor in.
* You can sign up for as many topics as you like.
  1. The topics you select with be marked with a checkmark.

# Graphical user interface, application, website Description automatically generated

Graphical user interface, application, website

Description automatically generated

* 1. After selecting **Continue**, you must specify your skill level for each topic you chose.

# 

* 1. If your supervisor does not deem you able to tutor in a topic, they will remove it for you.

# If there are topics that you feel you can tutor in after you have submitted this page, let your supervisor know and they will add it for you.

# Waiting for Approval

* After you have done all of the previous step, your tutor application will be sent to the supervisor of the group(s) you signed up to tutor in.
* Until they approve your tutor application, you will not be able to use the system at all.
* You will see a **Pending supervisor’s approval** message until they approve you.

Graphical user interface, application, Word

Description automatically generated

# Connect to Google Calendar

* To create Google calendar events, we need access to the tutors’ calendars.
  1. When your Google calendar access doesn’t exist or is expired, this box will pop up.

Graphical user interface, application, website

Description automatically generated

# It will look like you’re logging in again.

# Enter your **OC** email address.

Graphical user interface

Description automatically generated

* 1. Enter your **OC** credentials.

Graphical user interface, website

Description automatically generated

# Google will request access for Tutor Scheduling to add, edit, and remove events from your Google calendar.

Graphical user interface, application, Word

Description automatically generated

# This should only happen once every 100 days.

# Private Appointments

# Private Availability

* Private appointments are one-on-one tutoring sessions.
* You create the availability, and it will show up on the calendar.
* You should make a large block of time that you are available, and the student can specify when in that block they would like an appointment.
* The student will select the location, topic, and time.
  1. Set your availability on the **Availability** page.

Graphical user interface, application

Description automatically generated

* 1. Select the **date(s)** on the calendar to the left.
  2. You can make multiple appointments at once.
  3. Select the **start time** and **end time**.
  4. Select **Private** as the type of appointment.
  5. Click **Save**.

Graphical user interface, text, application

Description automatically generated

* 1. Scroll to the bottom of the page to view your saved availabilities.
  2. You can delete these at any point if needed (schedule change, etc.)

Graphical user interface, application, table

Description automatically generated

* 1. Navigate to the **Calendar** page to view your availabilities on the calendar.
  2. You will be able to see other tutors’ appointments, but you can filter by your name to see only your appointments.

Calendar

Description automatically generated

# Private Appointments

* After you make your availability for private appointments, you don’t have to do anything until a student books the appointment.
  1. When a student books a private appointment, you will get a text notification and it will be yellow on the calendar.

Graphical user interface

Description automatically generated with medium confidence

* 1. Once you click on it, you will have the option to **Confirm** or **Reject** the appointment.

Graphical user interface

Description automatically generated

* 1. After the appointment has been **Confirmed**, the student will receive a notification and it will be blue on the calendar.

Graphical user interface, calendar

Description automatically generated

* 1. All confirmed private appointments will be on the **Upcoming Appointments** table on your **Home** page.

Graphical user interface, website

Description automatically generated

# Group Appointments

# Group Availability

* Group appointments are tutoring sessions with multiple students and potentially multiple tutors.
* You create the availability, and it will show up on the calendar.
* Unlike private appointments, you should specify the **exact time** of the group appointment.
* You specify the location, topic, and time.
* The student cannot specify the location, topic, or time.
  1. Select the **date(s)** on the calendar to the left.
  2. You can make multiple appointments at once.
  3. Select the **start time** and **end time**.
  4. Select **Group** as the type of appointment.
  5. Click **Save**.

Graphical user interface, text, application

Description automatically generated

* 1. Select the **Location**.
  2. Select the **Topic**.
  3. Add **Pre-Session Info** as a description of the session.
  4. Click **Save**.

Graphical user interface, application

Description automatically generated

* 1. Scroll to the bottom of the page to view your saved availabilities.

Graphical user interface, table

Description automatically generated

* 1. Navigate to the **Calendar** page to view your availabilities on the calendar.
  2. You will be able to see other tutors’ appointments, but you can filter by your name to see only your appointments.

Calendar

Description automatically generated

# Group Appointments

* 1. Once a student has booked a group appointment, their name will be under the **Students** section for that appointment on the calendar.
  2. You will receive a notification and the appointment will be blue on the calendar.

Graphical user interface, application

Description automatically generated

## All created group appointments will be on the **Upcoming Appointments** table on your **Home** page.

## It will let you know how many students are attending as they sign up for the group appointment.Graphical user interface, website Description automatically generated

Google Events

* Your appointments should be synced with your Google calendar.
* Private appointments are put on your Google calendar when you confirm an appointment that a student has booked.
* Group appointments are put on your Google calendar as soon as you make the availability for a group appointment.
  + Group appointments are updated as students sign up for them.
* The appointments are generated as invitations on your Google calendar, so if you want them to be permanent events on your calendar, you must **accept the invitation** through Google.
  + This means clicking **Yes** by the **Going?** question.
* You should be able to see all information set in Tutor Scheduling on your Google calendar event.

Graphical user interface, application, table, Excel

Description automatically generated

Graphical user interface, application, table, Excel

Description automatically generated

Graphical user interface, application, table, Excel

Description automatically generated

* If your appointment is online, a Google meet link will be generated with your calendar event.

Graphical user interface, application, table, Excel

Description automatically generated

Canceling Appointments/Availabilities

* You have the ability to cancel appointments and availabilities.
* **Do not** delete appointments from your Google calendar. **Always delete/cancel appointments through Tutor Scheduling.**
* If at any point you need to delete availabilities, you can do so on the **Availability** page.
  + The associated appointments will go away.
* If you need to cancel an appointment after it is booked/confirmed, you can cancel it on the **Calendar** page and the student will be notified.
  + This applies to Private and Group appointments.
  + The appointment will go away, and the student(s) will be notified.

Graphical user interface

Description automatically generated

# Feedback

* We want you to provide feedback after each appointment.
* Feedback can be given on all past appointments, including ones that students didn’t show up to!
* Students will not be able to provide feedback until you (the tutors) have submitted feedback.

1. View appointments requiring feedback on the **Home** page.

Graphical user interface, application, table

Description automatically generated

1. Clicking on that appointment will lead you to the **Feedback** page.

Graphical user interface, text, application, email

Description automatically generated

1. Mouse over the start to give a numerical rating.
2. Provide a short summary of the tutoring session.
3. If the student did not show up, make sure to mark that in your feedback.

Graphical user interface, application

Description automatically generated

1. After you finish submitting feedback, the appointment will be removed from that table on your **Home** page.

Graphical user interface, application, table

Description automatically generated

* You will also get notifications for appointments requiring feedback.

# Settings Menu

* The settings menu can be accessed by clicking on your initials in the top right corner.
* Here you can access **Edit Account**, **Apply**, **Help**, or **Logout**.

Graphical user interface, website

Description automatically generated

# Edit Account

## Here you can view information for yourself.

## The only information you can change for yourself is your phone number.

# Graphical user interface, application, website Description automatically generated

## You can also view your current topics.

## After you sign up for topics when initially becoming a tutor, you cannot sign up for more topics.

## If you think you are qualified for more topics, contact your supervisor and they will add those topics for you.

Graphical user interface, application

Description automatically generated

# Apply

## You can apply for positions in other groups.

## This includes being a tutor or student in multiple groups.

## You can be a tutor and a student in the same group if you need that.

# Graphical user interface Description automatically generated

# Help

## The tutorial documents for Tutor and Student are located here, including this one.

# Logout

## This is where you can logout of your account.

## Sometimes you will see a message that says **Token Expired!**

## That means you need to logout and log back in.

# Multiple Groups

# You can be in multiple of the offered groups and be in multiple roles in each group.

# If you are in multiple groups, you can change groups by clicking on the group name in the top right corner.

# Then click the desired group and the desired role within that group.

Graphical user interface, website

Description automatically generated