

student How-to

OC Tutor Scheduling

Oklahoma Christian University

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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

Description automatically generated

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

Graphical user interface, application

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# 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

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* 1. To sign up as a student, select **Sign up for tutoring**.
  2. Select the group(s) you want to be a student in. You can select multiple at once.

Graphical user interface, application, PowerPoint

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# 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

# Appointments

* You should see all your appointments and all available appointments on the calendar.

Calendar

Description automatically generated

* You can filter by the topic you need tutoring in.

Calendar

Description automatically generated

* You can filter by the tutor you would prefer tutoring from.

Calendar

Description automatically generated

# Private Appointments

* Private appointments are one-on-one tutoring sessions.
* You will select the location, topic, and time.

## Select the appointment that you would like to book.

Graphical user interface, application

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## Select the **Location**, **Topic**, **Start Time**, and **End Time**.

## Tutors can specify blocks of time that they are available, and you can pick any length of time within those time periods.

Graphical user interface, application

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## Once you book an appointment, the tutor will be notified, and it will be yellow on the calendar.

Calendar

Description automatically generated

## Once the tutor approves/confirms the appointment, you will be notified, and it will be blue on the calendar.

## Now it is officially booked, and you should see it on your Google calendar.

Calendar

Description automatically generated

# Group Appointments

* Group appointments are tutoring sessions with multiple students and potentially multiple tutors.
* The tutor creates the availability, and it will show up on the calendar.
* The tutor specifies the location, topic, and time.
* You cannot specify the location, topic, or time.
* All group appointments that you are not signed up for show up as purple on the calendar.

## Click on a group appointment to view the details and decide if you want to sign up.

## Remember that you cannot change the location, topic, or time.

## Click **Book**.

Graphical user interface, application

Description automatically generated

## If you decide to sign up for the group appointment, the tutor will be notified, and it will be blue on the calendar.

Calendar

Description automatically generated

# Home Page

* You can view all of your booked appointments on the **Upcoming Appointments** table on your **Home** page.

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 the tutor confirms/approves an appointment after you book it.
* Group appointments are put on your Google calendar as soon as you 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

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Graphical user interface, application, table, Excel

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Graphical user interface, application, table, Excel

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* 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

* 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 you need to cancel an appointment after it is booked/confirmed, you can cancel it on the **Calendar** page and the tutor will be notified.
  + This applies to Private and Group appointments.
  + The appointment will not be deleted but will be made available for other students.

Graphical user interface

Description automatically generated

# Feedback

* We want you to provide feedback after each appointment.
* Feedback can be given on all past appointments.
* You will not be able to provide feedback until the tutor has submitted feedback.

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

Graphical user interface, website

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.

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, website

Description automatically generated

* You will also get notifications for appointments requiring feedback.

Requests

* Sometimes, you will not find a time, topic, or tutor that fits your needs.
* You also may have another concern.
* Then you should submit a request, and the supervisor of the group will reach out to you with solutions.

## Make a request on the **Request** page.

## Graphical user interface, text, application, email Description automatically generated

## Select your reason for making the requests.

Graphical user interface, application

Description automatically generated

## Fill out the **Course Number** (if you know it), the **Topic**, and the **Description** of the problem you are needing help with.

Graphical user interface, text, application, email

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# 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, website, timeline Description automatically generated

# Apply

## You can apply for positions in other groups.

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

# 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

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