

# **STUDENT HOW-TO**

## **OC TUTOR SCHEDULING**

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**OKLAHOMA CHRISTIAN UNIVERSITY**

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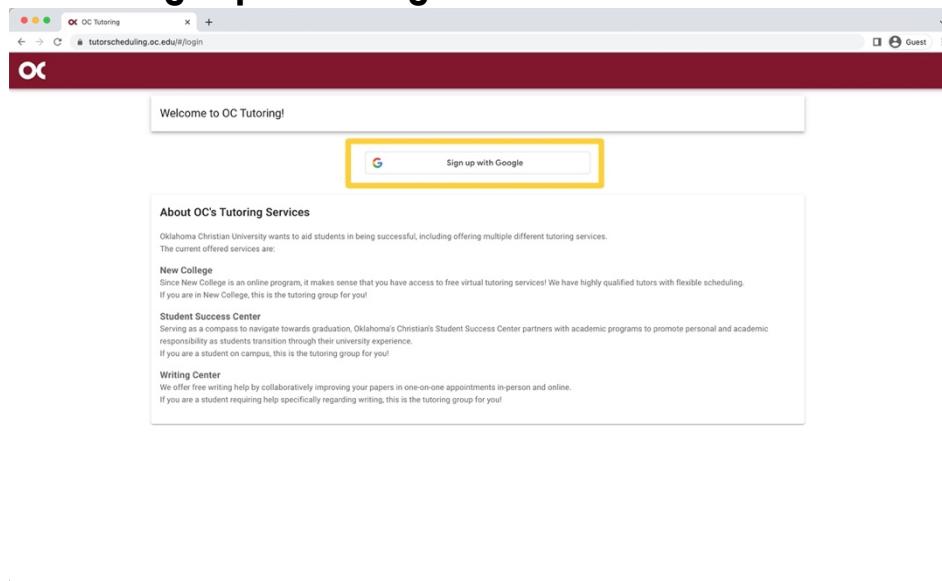
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# Login Steps

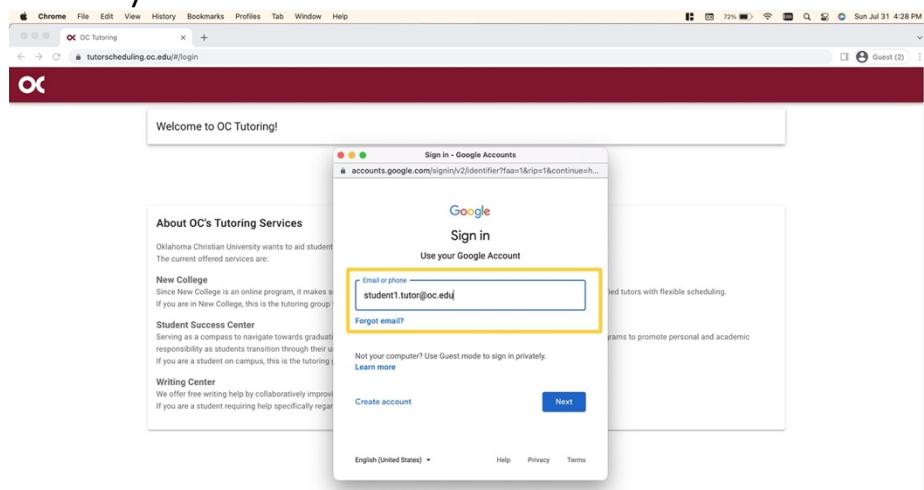
## 1. Login

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

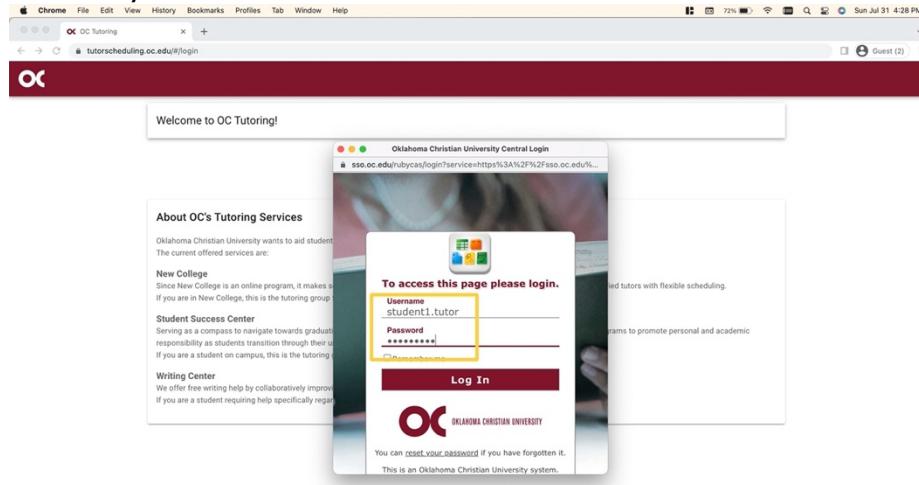
### a. Click **Sign up with Google**.



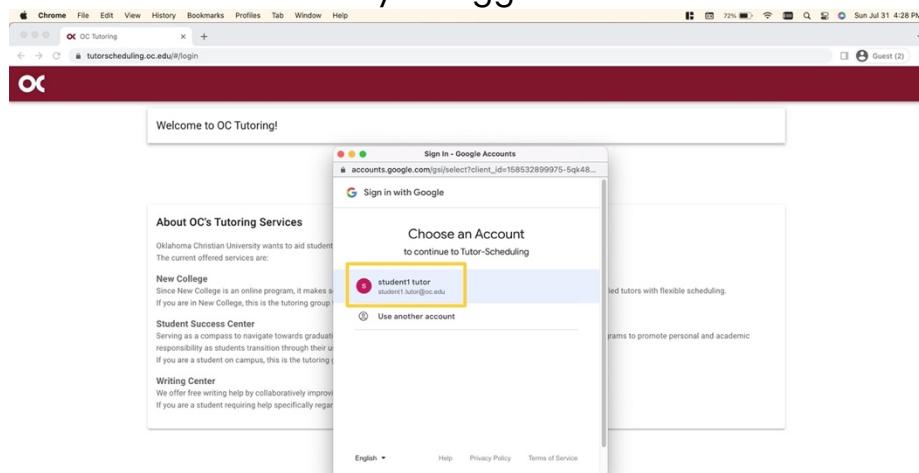
### b. Enter your **OC** email.



c. Enter your OC credentials.



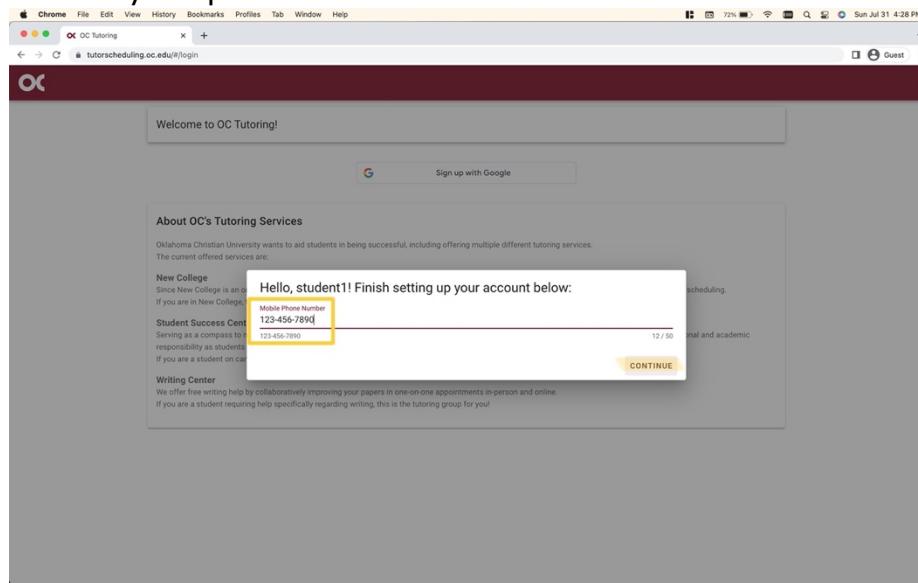
d. Click on the account you logged in with.



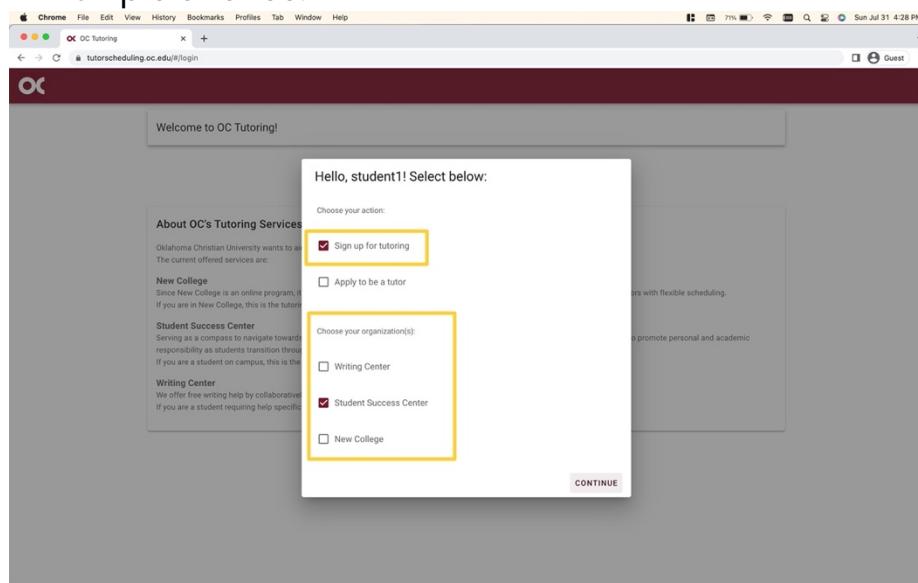
## 2. First Time User

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

### a. Enter your phone number.



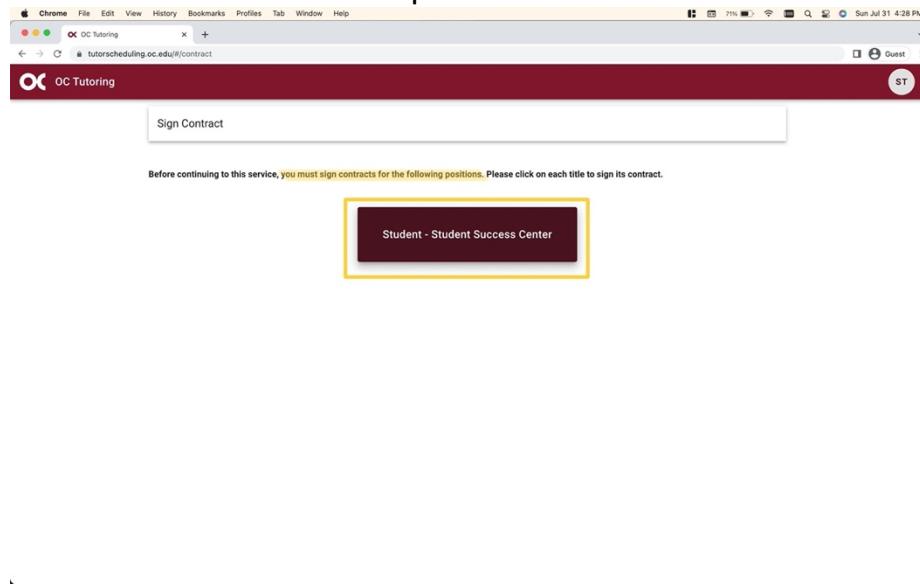
- To sign up as a student, select **Sign up for tutoring**.
- Select the group(s) you want to be a student in. You can select multiple at once.



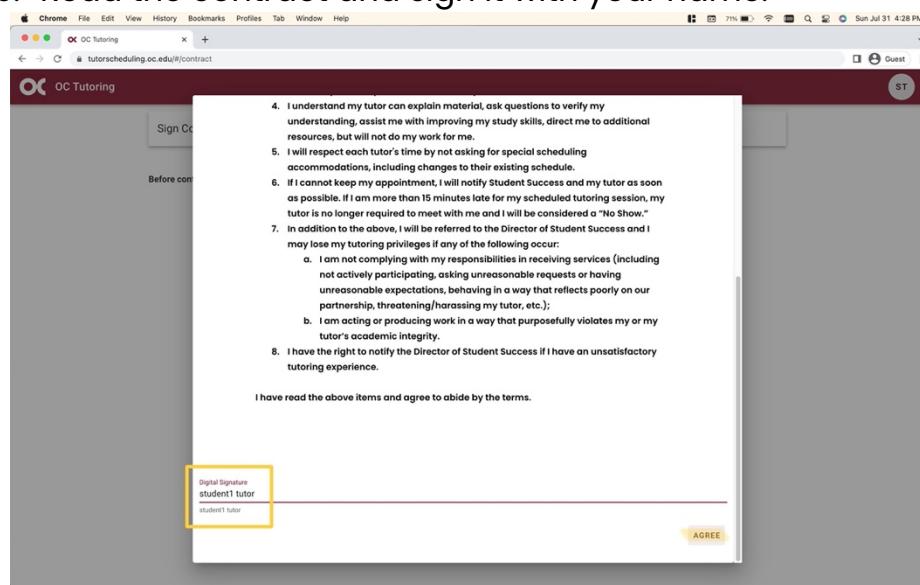
### 3. Contracts

- 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.

- a. Click on the button to open the contract.

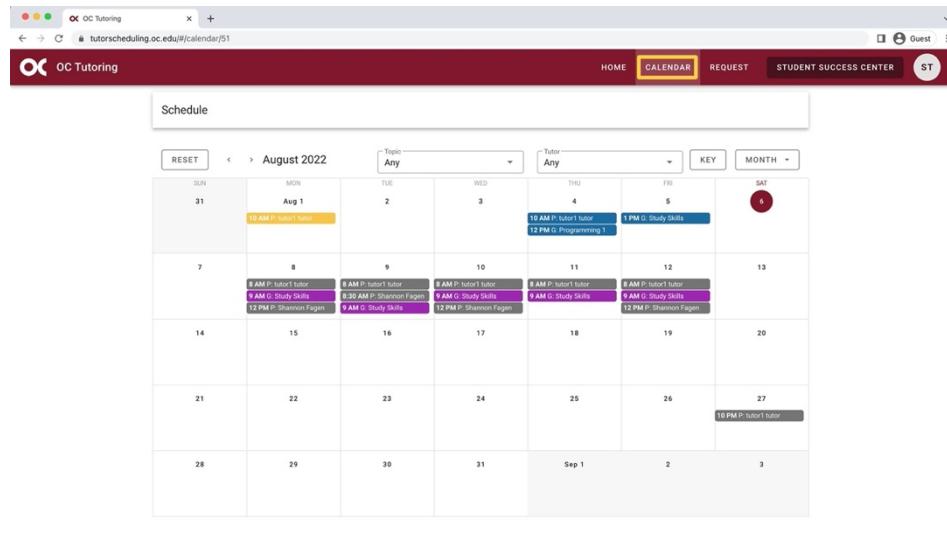


- b. Read the contract and sign it with your name.

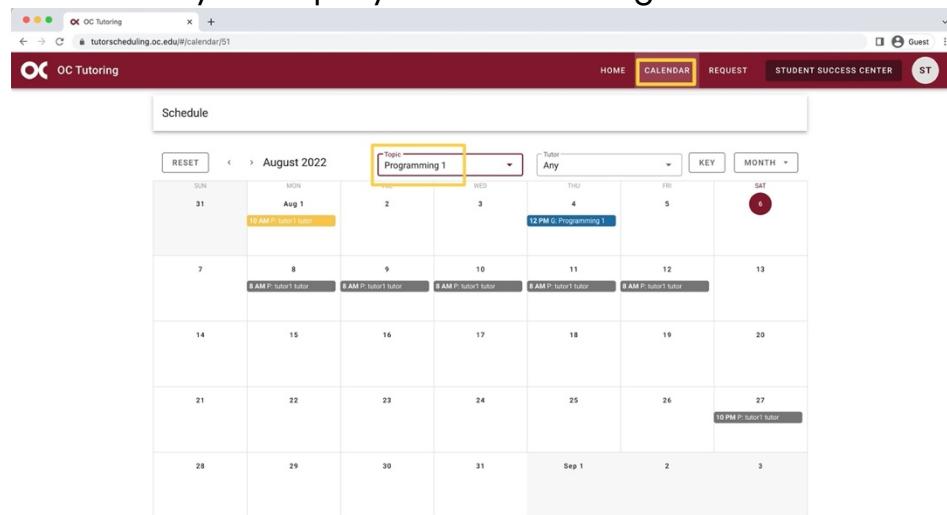


# Appointments

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



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



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

The screenshot shows a monthly calendar for August 2022. A yellow box highlights the 'Tutor' dropdown menu, which is set to 'tutor1 tutor'. Another yellow box highlights the '8 AM P: tutor1 tutor' entry for Tuesday, August 9th. The calendar also displays other entries like '9 AM G: Study Skills' and '10 AM P: Programming 1'.

## 1. Private Appointments

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

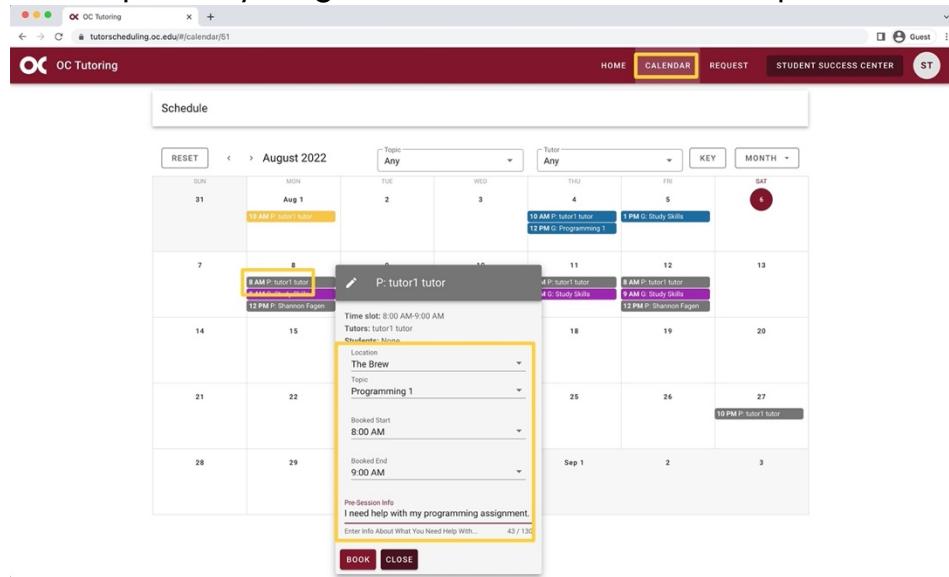
- Select the appointment that you would like to book.

The screenshot shows the same calendar interface as above, but with a specific appointment highlighted. A yellow box surrounds the '8 AM P: tutor1 tutor' entry for Tuesday, August 9th. A yellow arrow points from this box to a larger callout window that appears over the calendar. The callout window contains the following information:

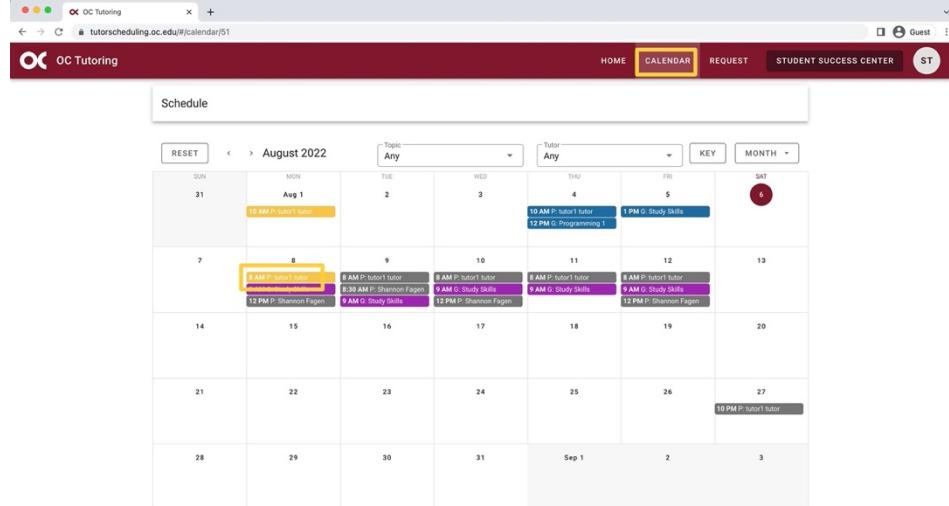
- Tutor:** P: tutor1 tutor
- Time slot:** 8:00 AM-9:00 AM
- Tutors:** tutor1 tutor
- Students:** None
- Location:** [dropdown menu]
- Topic:** [dropdown menu]
- Booked Start:** 8:00 AM
- Booked End:** 9:00 AM

At the bottom of the callout window, there is a 'Pre-Session Info' section with a text input field and a word count indicator (0 / 130). At the very bottom are 'BOOK' and 'CLOSE' buttons.

- b. Select the **Location**, **Topic**, **Start Time**, and **End Time**.
- c. Tutors can specify blocks of time that they are available, and you can pick any length of time within those time periods.



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



- e. Once the tutor approves/ confirms the appointment, you will be notified, and it will be blue on the calendar.
- f. Now it is officially booked, and you should see it on your Google calendar.

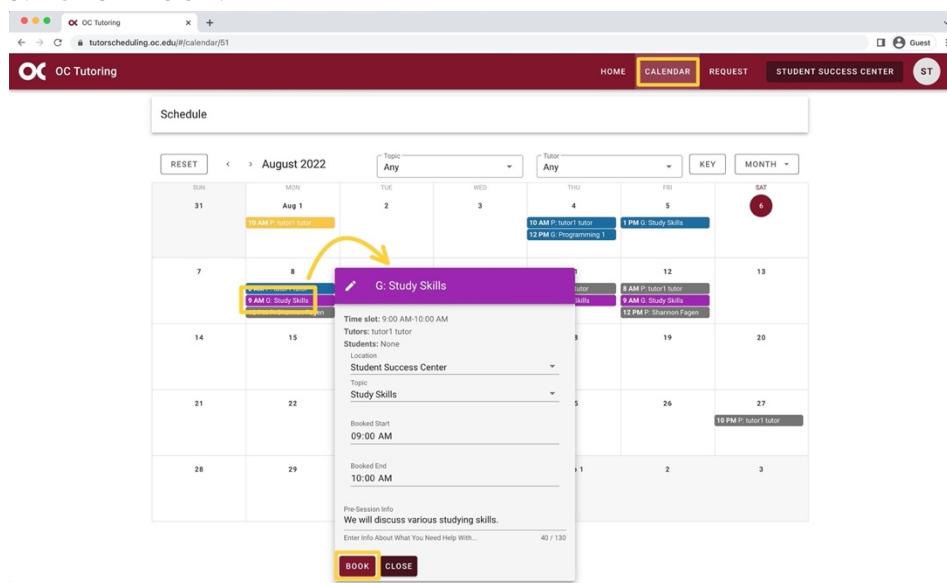
The screenshot shows a web-based calendar for 'OC Tutoring' on 'tutorscheduling.oc.edu'. The calendar is set to 'August 2022' and displays various tutor sessions. The 'CALENDAR' tab is selected in the top navigation bar. The calendar grid includes columns for Sunday through Saturday. Specific appointments are highlighted with colored boxes:

- Aug 1:** 10 AM P: tutor1 tutor (orange box)
- Aug 8:** 8 AM P: tutor1 tutor (yellow box), 8:30 AM P: Shannon Fagen, 9 AM G: Study Skills, 12 PM P: Shannon Fagen, 9 AM G: Study Skills (purple box), 12 PM P: Shannon Fagen (dark purple box)
- Aug 10:** 8 AM P: tutor1 tutor (blue box), 8:30 AM P: Shannon Fagen (light blue box), 9 AM G: Study Skills (dark blue box), 12 PM P: Shannon Fagen (medium blue box)
- Aug 11:** 8 AM P: tutor1 tutor (dark blue box), 9 AM G: Study Skills (purple box), 12 PM P: Shannon Fagen (dark purple box)
- Aug 15:** 8 AM P: tutor1 tutor (yellow box), 8:30 AM P: Shannon Fagen (light blue box), 9 AM G: Study Skills (dark blue box), 12 PM P: Shannon Fagen (medium blue box)
- Aug 28:** 10 PM P: tutor1 tutor (dark grey box)

The 'HOME', 'REQUEST', 'STUDENT SUCCESS CENTER', and 'ST' buttons are also visible in the top navigation bar.

## 2. 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.
- a. Click on a group appointment to view the details and decide if you want to sign up.
  - b. Remember that you cannot change the location, topic, or time.
  - c. Click **Book**.



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

The screenshot shows a calendar for August 2022. The days of the week are labeled from Sunday to Saturday. Specific times and days are highlighted in yellow, orange, and purple boxes, indicating different appointment types or topics. For example, on Tuesday, August 9, there are three appointments: one at 9 AM (C: Study Skills), one at 9:30 AM (D: Student Page), and one at 9:45 AM (E: Study Skills). On Saturday, August 6, there is a single appointment at 10 AM (F: tutor1 tutor).

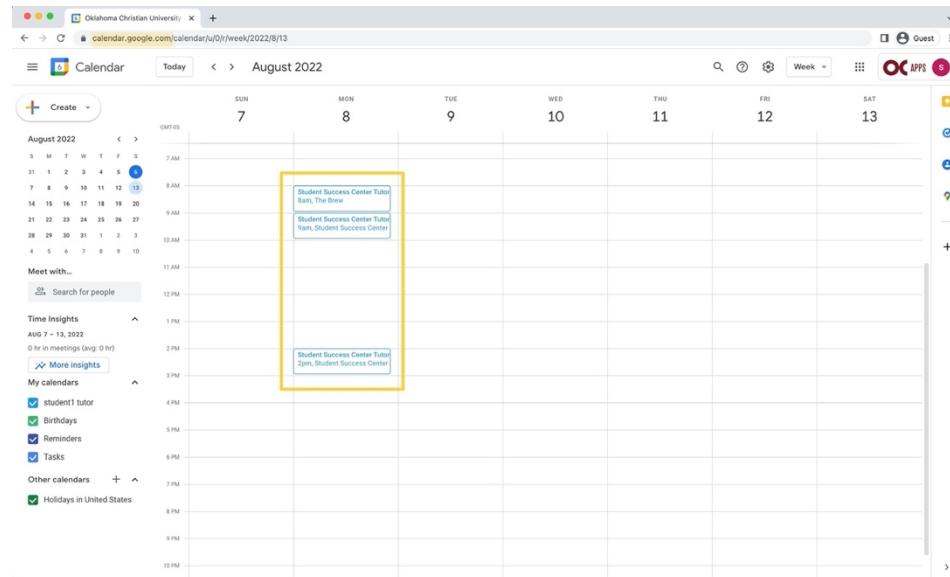
### 3. Home Page

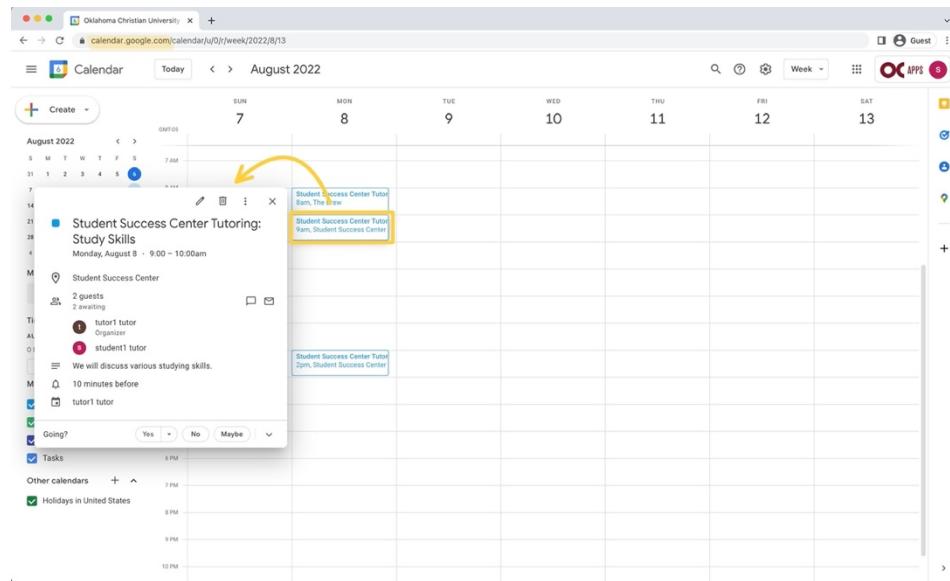
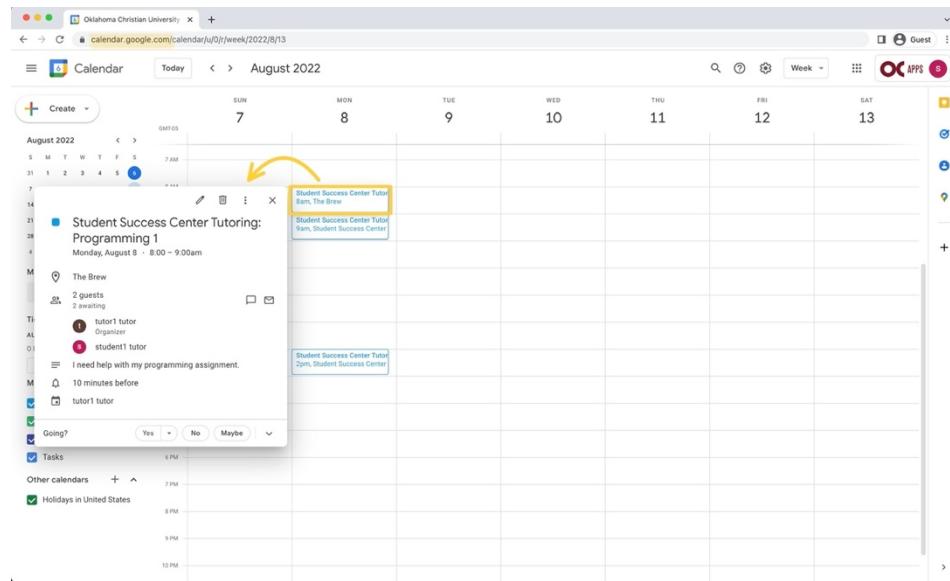
- You can view all of your booked appointments on the **Upcoming Appointments** table on your **Home** page.

The screenshot shows the student home page. At the top, there is a greeting "Hello, student!" and a status indicator "Student". Below this, there are two prominent buttons: "View Calendar" in red and "Make A Request" in yellow. The main content area contains two tables. The first table, titled "Upcoming Appointments for Student Success Center", lists two appointments for August 8, 2022, from 8:00 A.M. to 9:00 A.M. and 9:00 A.M. to 10:00 A.M. The second table, titled "Provide Appointment Feedback for Student Success Center", has a search bar and a note stating "No data available".

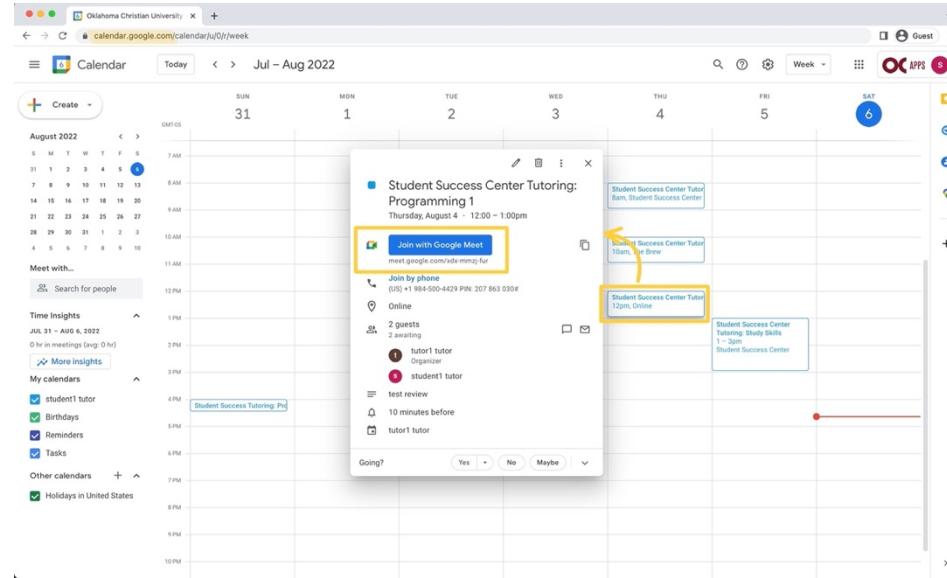
# Google Events

- 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.



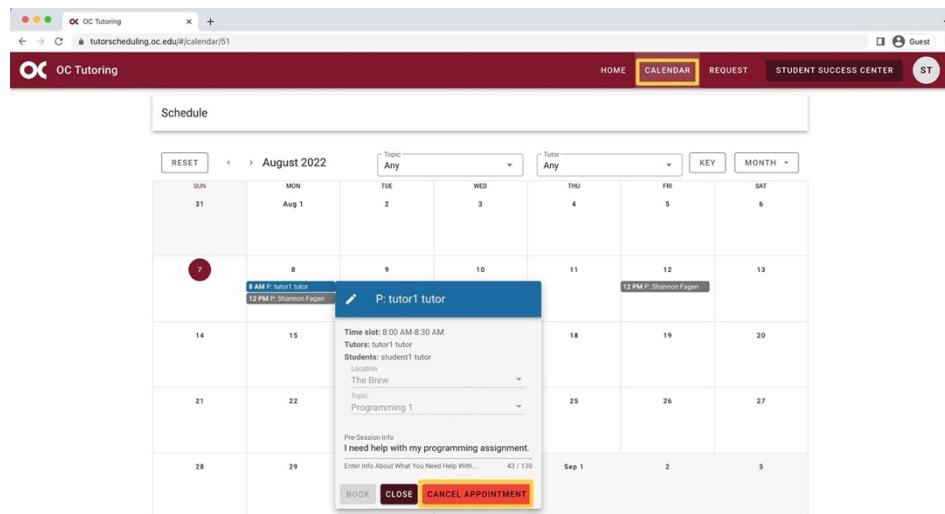


- If your appointment is online, a Google meet link will be generated with your calendar event.



# Cancelling 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.



# 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.

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

The screenshot shows the OC Tutoring website homepage. At the top, there are navigation links: HOME (highlighted in yellow), CALENDAR, REQUEST, STUDENT SUCCESS CENTER, and a guest sign-in button. Below the navigation, a message says "Hello, student!". There are two main buttons: "View Calendar" (red) and "Make A Request" (yellow). The main content area displays "Upcoming Appointments for Student Success Center" with two entries:

Date	Start Time	End Time	Topic
08-08-2022	8:00 A.M.	9:00 A.M.	
08-08-2022	9:00 A.M.	10:00 A.M.	

Below this is a "Provide Appointment Feedback for Student Success Center" section with one entry:

Date	Start Time	End Time	Topic
08-04-2022	10:00 A.M.	11:00 A.M.	

At the bottom of the page, there is a footer with "Rows per page: 5" and "1-2 of 2".

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

The screenshot shows the OC Tutoring Feedback page. The URL in the address bar is <https://tutorscheduling.oc.edu/#/studentAppointmentFeedback/124/30>. The page title is "Provide Feedback for your recent appointment". It asks "What would you rate this appointment experience?" and provides a 5-star rating scale. Below the rating scale is a text input field labeled "Provide Feedback..." with a character count of "0 / 500". At the bottom are "SAVE" and "CANCEL" buttons.

- c. Mouse over the start to give a numerical rating.
- d. Provide a short summary of the tutoring session.

The screenshot shows a web browser window titled "OC Tutoring". The URL is "tutorscheduling.oc.edu/#studentAppointmentFeedback/124/30". The page has a header with "HOME", "CALENDAR", "REQUEST", "STUDENT SUCCESS CENTER", and a user icon. Below the header is a text input field labeled "Provide Feedback for your recent appointment". Underneath it, a question asks "What would you rate this appointment experience?" followed by a 5-star rating scale. A yellow box highlights the stars. Below the rating is a text area containing the review: "The tutor was very helpful and I feel more prepared for my homework!". At the bottom are "SAVE" and "CANCEL" buttons.

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

The screenshot shows a web browser window titled "OC Tutoring". The URL is "tutorscheduling.oc.edu/#studentHome/51". The page has a header with "HOME", "CALENDAR", "REQUEST", "STUDENT SUCCESS CENTER", and a user icon. It displays a message "Hello, student!". Below the message are two buttons: "View Calendar" (red) and "Make A Request" (yellow). The main content area is divided into two sections: "Upcoming Appointments for Student Success Center" and "Provide Appointment Feedback for Student Success Center". The first section shows a table of upcoming appointments:

Date	Start Time	End Time	Topic
08-08-2022	8:00 A.M.	9:00 A.M.	
08-08-2022	9:00 A.M.	10:00 A.M.	

The second section shows a table for providing feedback:

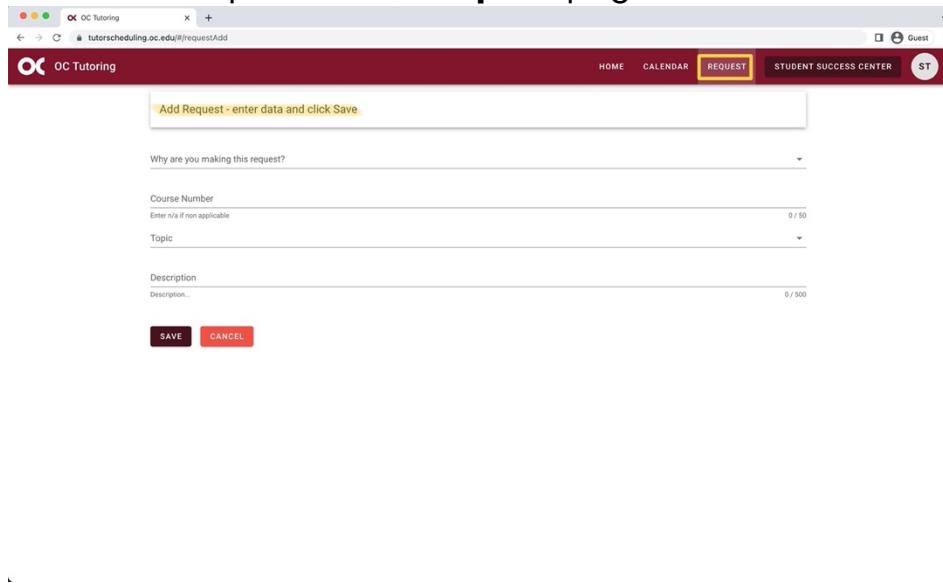
Date	Start Time	End Time	Topic
No data available			

- You will also get notifications for appointments requiring feedback.

# Requests

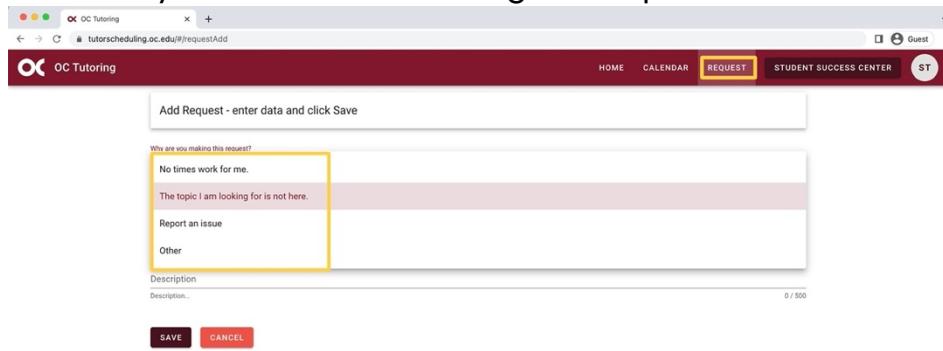
- Sometimes, you will not find a time, topic, or tutor that fits your needs.
- You also may have another concern.
- Then you should submit a request, and the supervisor of the group will reach out to you with solutions.

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



The screenshot shows a web browser window for 'OC Tutoring'. The address bar displays 'tutorscheduling.oc.edu/#/requestAdd'. The page title is 'OC Tutoring'. A red box highlights the 'REQUEST' tab in the top navigation bar. Below the navigation, there's a large input field labeled 'Add Request - enter data and click Save.' A question 'Why are you making this request?' is followed by four input fields: 'Course Number' (with placeholder 'Enter n/a if non applicable'), 'Topic' (with placeholder 'Description...'), 'Description' (with placeholder 'Description...'), and 'Description...' (with placeholder '0 / 500'). At the bottom are 'SAVE' and 'CANCEL' buttons.

## b. Select your reason for making the requests.



This screenshot is similar to the previous one, showing the 'Add Request' form. The 'REQUEST' tab is again highlighted in yellow. The 'Why are you making this request?' dropdown is open, revealing five options: 'No times work for me.', 'The topic I am looking for is not here.', 'Report an issue', 'Other', and 'Description...'. The first option, 'No times work for me.', is highlighted with a yellow box. The other options are in a pinkish-red background. The bottom of the form includes 'SAVE' and 'CANCEL' buttons.

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

The screenshot shows a web browser window for 'OC Tutoring' at the URL [tutorscheduling.oc.edu/#/requestAdd](http://tutorscheduling.oc.edu/#/requestAdd). The 'REQUEST' button in the top navigation bar is highlighted with a yellow box. The main form area has a header 'Add Request - enter data and click Save'. It contains several input fields:

- 'Why are you making this request?' dropdown: 'No times work for me.'
- 'Course Number' input field: 'CMSC-1113'
- 'Topic' input field: 'Programming 1'
- 'Description' text area: 'I can't find a time for tutoring in programming 1 that fits in my schedule. I am only available MWF at 7 am.'

At the bottom are two buttons: 'SAVE' (dark blue) and 'CANCEL' (red).

# 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**.

A screenshot of the OC Tutoring student dashboard. At the top, there's a navigation bar with links for HOME, CALENDAR, REQUEST, and STUDENT SUCCESS CENTER. On the far right, there's a user icon with initials 'ST' and a dropdown menu. The main content area shows 'Upcoming Appointments for Student Success Center' and 'Provide Appointment Feedback for Student Success Center'. A yellow box highlights the 'ST' user icon and the dropdown menu, which contains the options: EDIT ACCOUNT, APPLY, HELP, and LOGOUT.

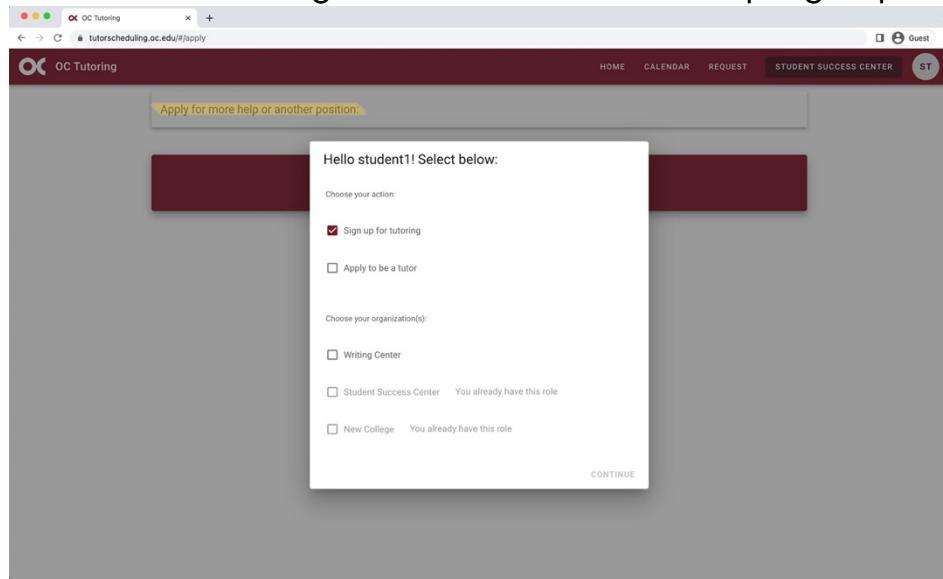
## 1. Edit Account

- Here you can view information for yourself.
- The only information you can change for yourself is your phone number.

A screenshot of the 'Edit Student Account' page. It shows fields for Name (student1 tutor), Email (student1.tutor@oc.edu), and Mobile Phone (111-222-3333). A yellow box highlights the 'Mobile Phone' input field. Below the form are two buttons: 'UPDATE MOBILE PHONE' (dark blue) and 'Apply For Tutoring' (yellow). To the right of the 'Apply For Tutoring' button is another button labeled 'Apply To Be A Tutor' (teal).

## 2. Apply

- a. You can apply for positions in other groups.
- b. This includes being a tutor or student in multiple groups.



## 3. Help

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

## 4. Logout

- a. This is where you can logout of your account.
- b. Sometimes you will see a message that says **Token Expired!**
- c. 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.

The screenshot shows the OC Tutoring student scheduling interface. At the top, there's a navigation bar with links for HOME, CALENDAR, REQUEST, STUDENT SUCCESS CENTER, and ST. A dropdown menu for 'ST' is open, showing three items: 'Student Success Center' (selected), 'Student', and 'New College'. Below the navigation, a message says 'Hello, student!'. There are two large buttons: 'View Calendar' (red) and 'Make A Request' (yellow). The main content area has two sections: 'Upcoming Appointments for Student Success Center' and 'Provide Appointment Feedback for Student Success Center'. Both sections have search bars and tables for dates, start times, end times, and topics. The first section shows two appointments on 08-08-2022 from 8:00 A.M. to 9:00 A.M., and the second section says 'No data available'.