# ACADEMI-SLUG USER MANUAL
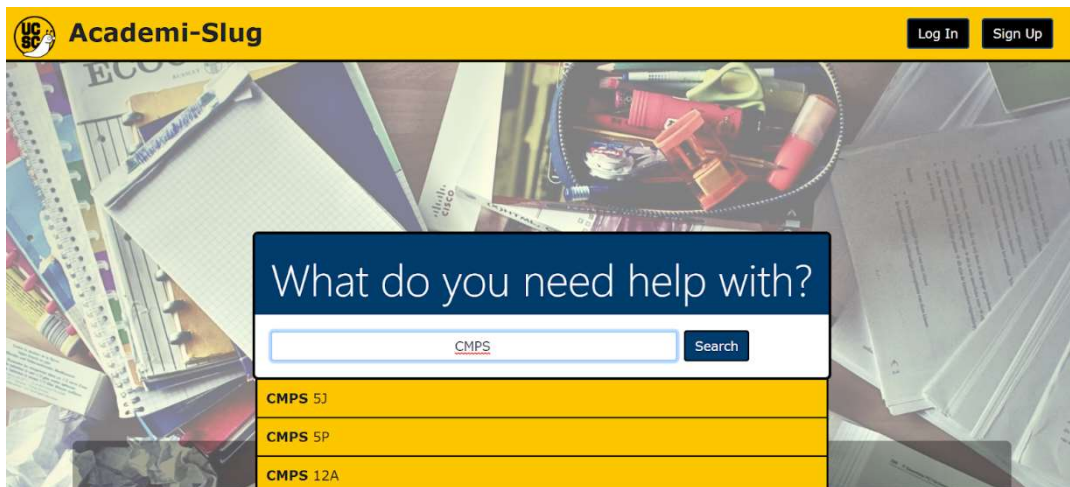
*DECEMBER 2<sup>ND</sup> 2018*
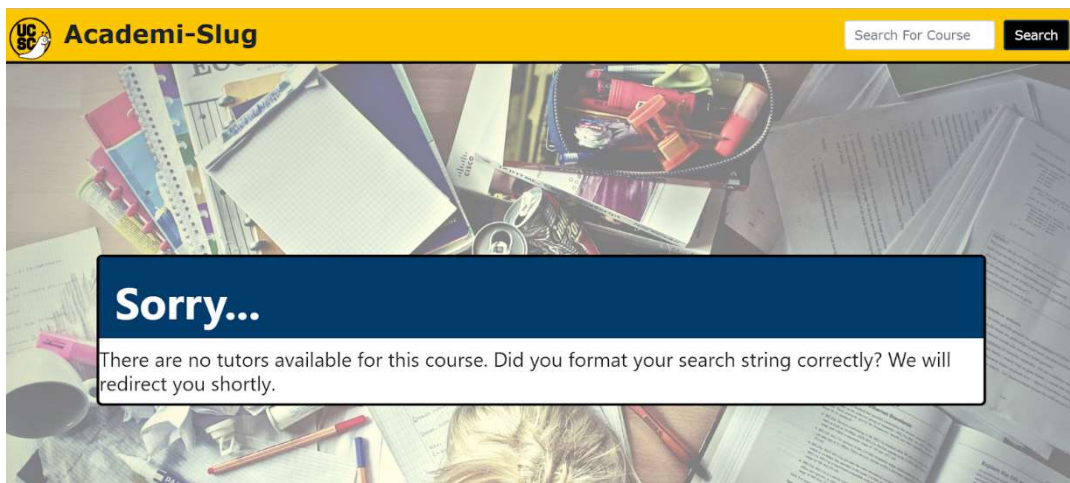
# 1. Searching for Tutors

a) On homepage https://academi-slug.herokuapp.com/, view search bar and type 'CMPS 115'



b) If no users are tutoring in this course, the website will route to error page, stating that no tutors are found ~ will then redirect back to the homepage.



c) Otherwise, the system will display all tutors teaching a given class.

d) There will be a "Sort By" button that you can hover over to sort the tutors by Alphabetically, Ratings, and Review Count.

## 2.  Creating Your Account

a)  Visit 'https://academi-slug.herokuapp.com' and select 'Sign Up'
b)  Input Google credentials:

- ```Google Email = <your_UCSC_Login>@ucsc.edu```
- ```Google Password = <UCSC_Blue_Passsword>```
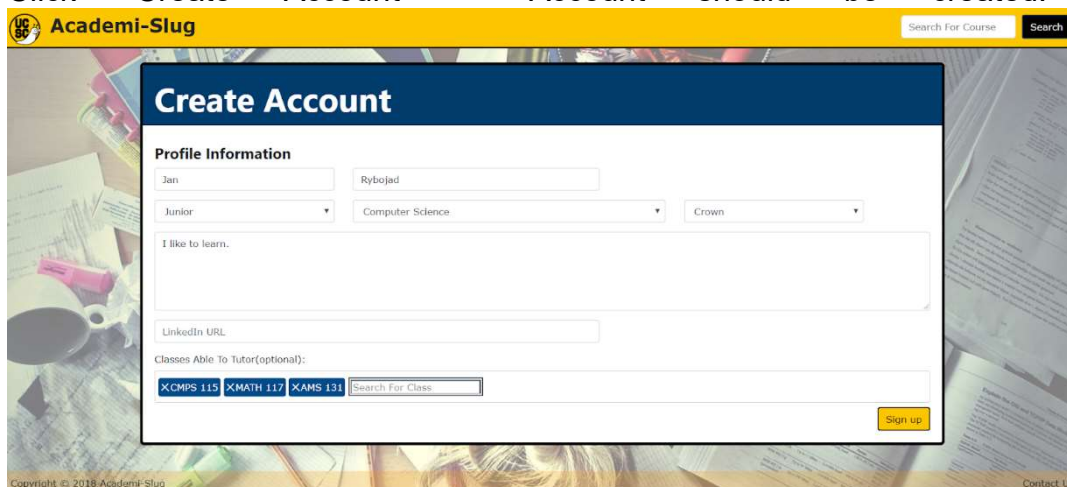


c)  Input profile information:
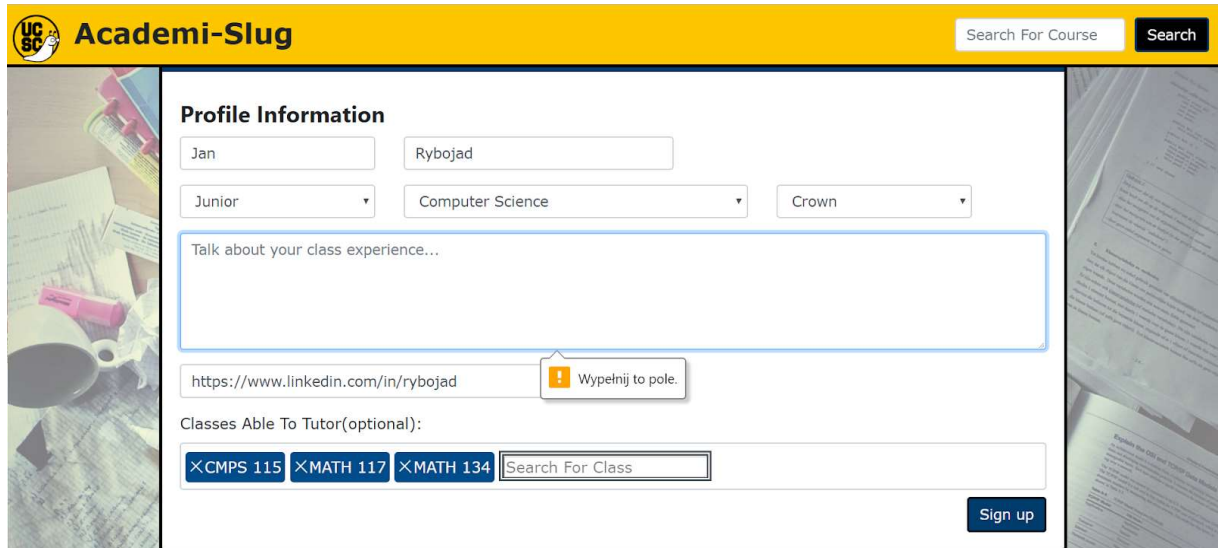
- ```Year = 'Senior'```
- ```College = 'Cowell'```
- ```Major = 'Computer Science'```
- ```Bio = 'Slow and steady wins the race!'```
- ```LinkedIn URL (Optional)```
- ```Classes Tutoring =    'CMPS 115', 'AMS 131', 'MATH 117'```

d)  Click 'Create Account' ~ Account should be created.

e) If the user fails to fill out all the fields, the website will not proceed and ask the user to fill the missing fields.

f) The user is then given an option to delete their account using 'Delete Account' button. Such action removes them from our database of users,
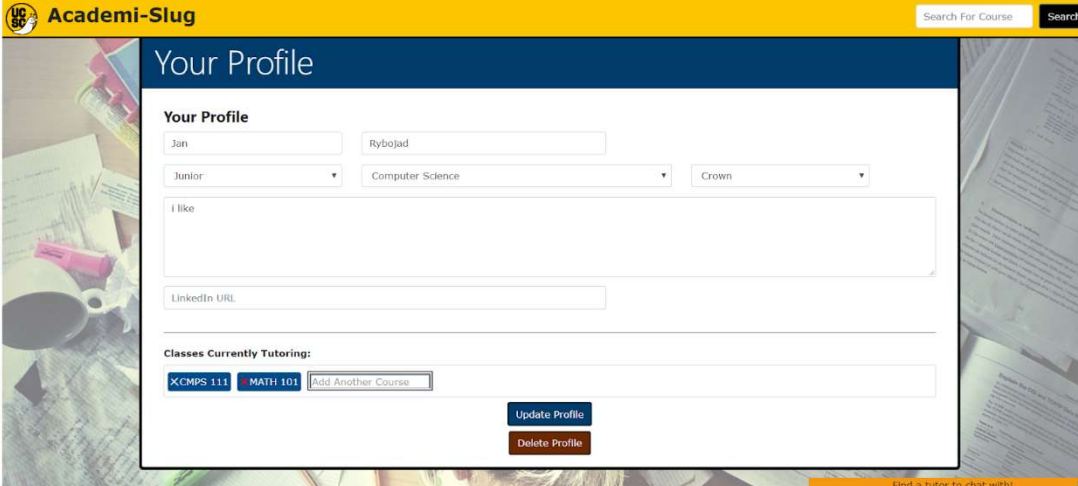


and they will no longer be shown on the list of tutors offering to teach a particular course.

## 3. Managing classes I want to tutor

a) Log in or Sign Up using buttons provided in the navigation bar
b) Click on the Logo icon in the top-left corner to get to the main page, while logged.
c) Click on 'Profile' button in the right part of the top navigation bar.
d) You can add classes by typing in the bar under 'Classes currently teaching' and delete them using X mark by the class name.



e) After you have finished editing, click on 'Update Profile' button to save changes. That will redirect you to the main page.

## 4. Leaving Reviews to Tutors

a) Log in to your Academi-Slug account (otherwise you will not be able to leave your review).
b) Search up the class you were tutored for.
c) Click on the tutor's name.
d) Towards the end, there will be a "Leave A Review Button" that you can click on.
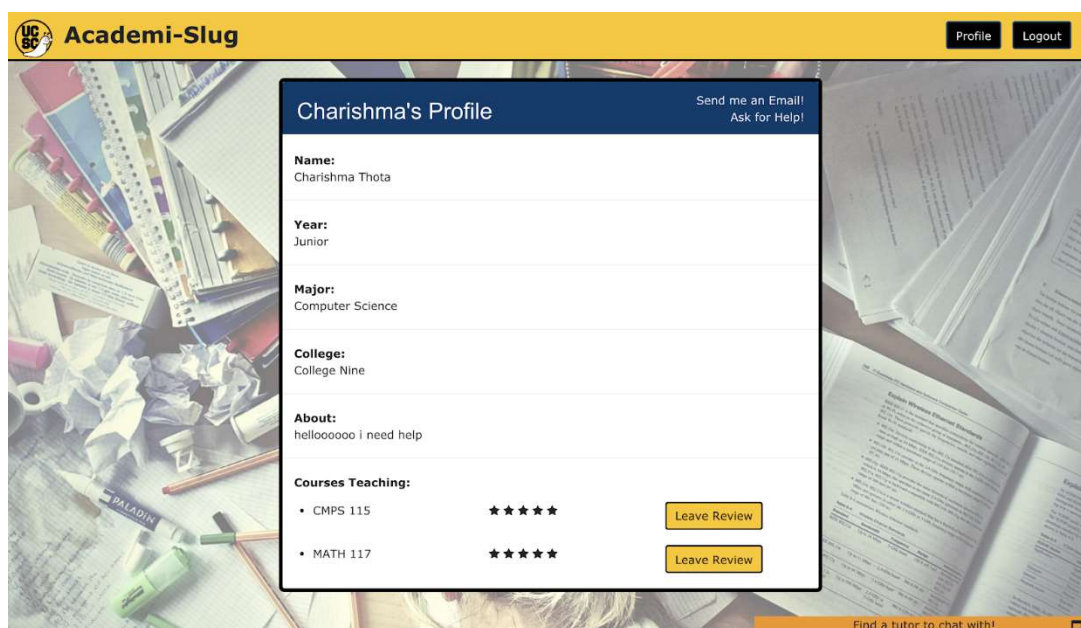


e) This will prompt a page that allows you to rate the tutor out of 5 stars in categories like Quality of Teaching, Punctuality, Politeness, and Organizational Skills.
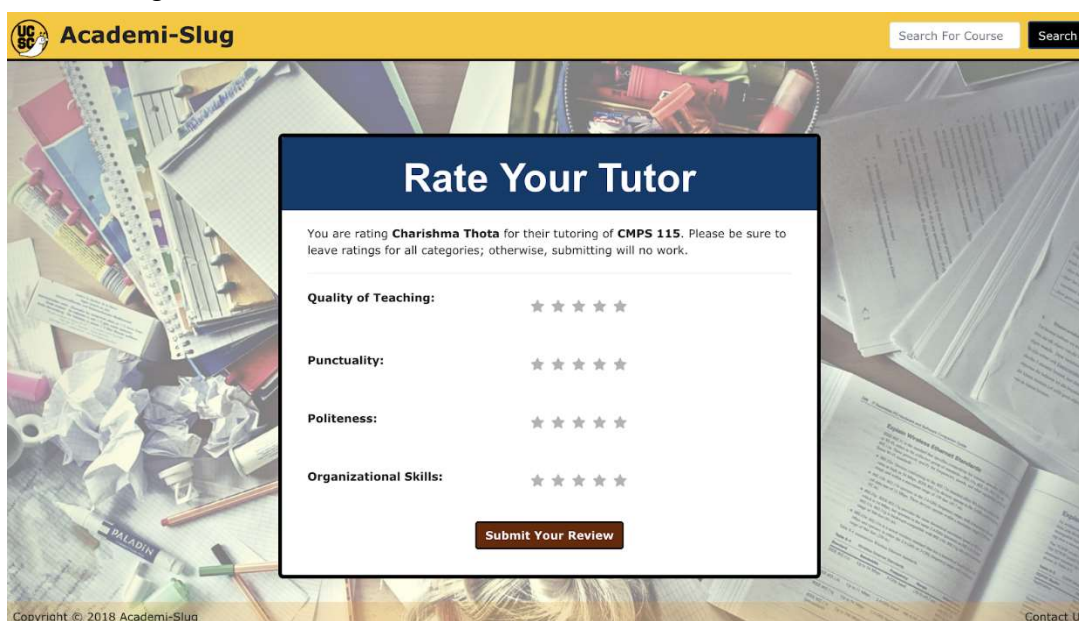


f) To leave review, you need to make a rating in each category. Only then will the 'Submit Your Review' button become active.

Search For Course    Search

# Rate Your Tutor

You are rating **Timothy Nguyen** for their tutoring of **CMPS 115**. Please be sure to leave ratings for all categories; otherwise, submitting will no work.

Quality of Teaching:          ★ ★ ★ ★ ★

Punctuality:                  ★ ★ ★ ★ ★

Politeness:                   ★ ★ ★ ★ ★

Organizational Skills:        ★ ★ ★ ★ ★

**Submit Your Review**

## 5.     LinkedIn Profile Integration

a)     Copy the URL to your LinkedIn profile.

b)     If creating an account, paste your URL into the appropriate LinkedIn URL section.(see create account scenario above).

c)     Otherwise, add the LinkedIn URL to your profile by clicking on the "Profile" button on the top-right of the navigation bar to update your profile.

d)     When someone visits your profile page, hovering over the LinkedIn profile link will display a widget that will redirect to your LinkedIn profile. Otherwise,          no          link          will          be          displayed.
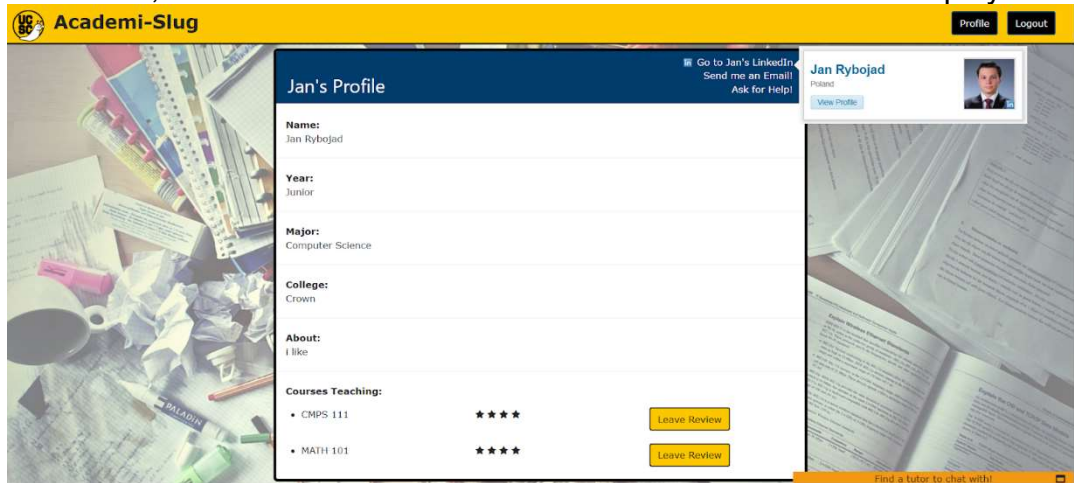
## 6.    Contacting Tutors

a)    Log in to your Academi-Slug account.
b)    Search for the course that you need help in (e.g. 'CMPS 115').
c)    Click on the name of the tutor you want to contact.
d)    On the right-hand side of the tutor's profile header, you can email the tutor by clicking 'Send me an email!'. This will redirect to the user's default mail client with the tutor's email and user's subject pre-filled.
e)    You may also want to choose to directly chat to the tutor by clicking the 'Ask for Help!' link. Note that real-time chatting will only work when the tutor is also online.