# User Manual



## Stockton
## Tutoring Center

# Table of Contents

# 1.Introduction

## 1.1) Background

This manual serves as a comprehensive guide for users of the Stockton Tutoring Center website. It provides clear instructions, screenshots, and troubleshooting tips to ensure users can fully utilize the platform's features. Whether you are a student looking for tutoring, a tutor managing your schedule, or an administrator overseeing operations, this manual is your go-to resource.

After you've read the manual and used the website a few times yourself, the manual may no longer be necessary. However, this manual serves the purpose for a user to look back on and read anytime.

## 1.2) Brief Introduction

The tutoring center website was created to aid students, administrators and tutors within the tutoring center. Students may view the calendar and get updated, useful information on when to attend tutoring and tutors may operate a user account, applying their availability, allowing administrators to easily accept shifts and make sure the tutoring center is efficiently maintained.

# 2. General Information

## 2.1) Overview

The purpose of the Tutoring Center website system is to provide an organized approach for administrators to keep track of registered tutors, their schedules, profile information and allows for easy display of tutor availability by subject to students on the calendar front page. The current system is manually inputted through the Stockton University website tutoring page and poses some organizational and efficiency issues. By using the new tutoring center website, tutors, students and administrators will all easily be able to input, access and view information in a systematic manner.

The system can be accessed by any web browser on mobile or computer devices.The system is part of Stockton University and can be accessed by any student, tutor or administrator who attends the university. Log in information and schedules are stored in a secure MySQL database as the website was engineered by using Flask.

In order to keep the system secure and make sure that no one has access to the tutor or administrator dashboards when they're not supposed to, an administrator has to accept both roles, making sure that users are unable to flood the server with false information.

# 3. Subject Schedule

## 3.1) Accessing the calendar

The calendar is the central hub for students to find tutoring sessions. It is accessible directly from the homepage without requiring a login.



## 3.2) Filtering by Discipline and Subject

Filter by Discipline and then the appropriate subject to populate the calendar with the available time slots and locations for tutoring. To narrow down the schedule:

1. Select the desired discipline (e.g., Mathematics, Computer Science).
2. Choose the relevant subject within that discipline (e.g., Algebra, Data Structures).
3. The calendar will update to display all available tutoring sessions for that selection.

## 3.3) Viewing Available Times

Once the discipline and subject is selected, the calendar is populated with the meeting times.

After filtering, the calendar populates with time slots showing:

- Day and time of the session.
- Location (In-person or Online).

# 4. Login / Register

The system comes with two example users to facilitate initial training and registering of new admins and tutors. They should be deleted once a new admin account has been created. The following are the credentials utilized to log into these accounts

| Email | Password |
|---|---|
| admin@admin.com | root |
| gonza467@go.stockton.edu | admin |

## 4.1) Creating An Account

You must first navigate to the registration page.
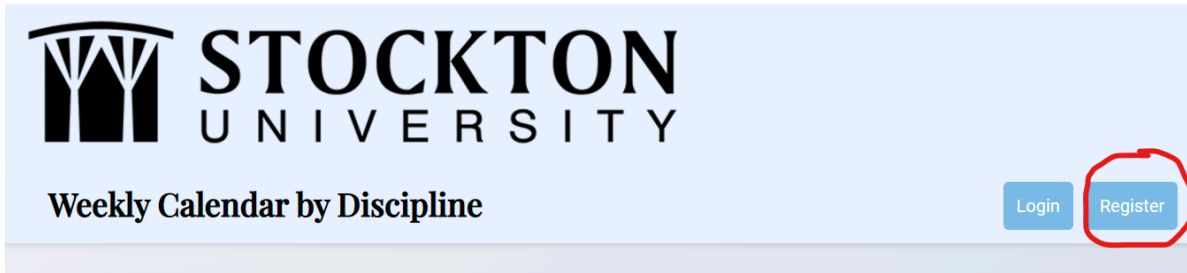


After navigating there, you will see the registration form.



On this form, you must enter your email address, password (which will be hidden), first name and last name. Then, you will click the register button to create the account.

## 4.2) Logging in

After you create your account, you will be redirected to the calendar page until an administrator accepts your account.

However, once you are logged out, you can navigate back to the login page from the top button.



After pressing the login button, you will have to fill in the credentials you used to sign up.
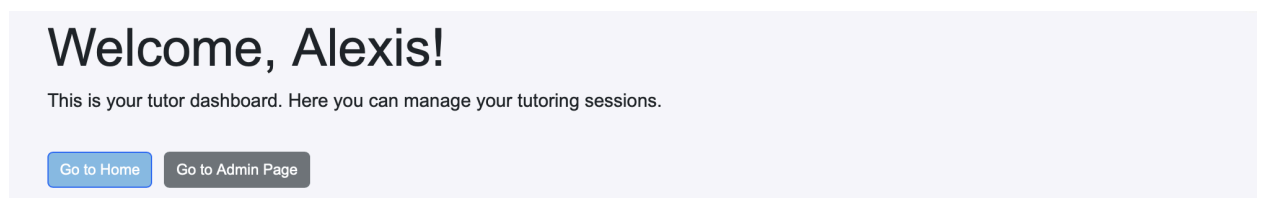
## 4.3) Accessing Desired Dashboard

After logging in:

- Tutors are redirected to the Tutor Dashboard.
- Admins are redirected to the Admin Dashboard.
- Users with dual roles (Tutor and Admin) can switch dashboards using navigation buttons.

Admin Example

**Admin Dashboard**                                          Tutor Page   Home   Logout

Tutor Example

# Welcome, Alexis!

This is your tutor dashboard. Here you can manage your tutoring sessions.

Go to Home    Go to Admin Page

# 5) Tutor Functions

Once a tutor is approved they can log in and will be redirected to their Tutor dashboard.

## Welcome, Tutor!

This is your tutor dashboard. Here you can manage your tutoring sessions.

Go to Home

### Your Approved Schedule

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|

### Update Subjects

- ☐ Biochemistry
- ☐ Biodiversity and Evolution
- ☐ Cells and Molecules
- ☐ Genetics
- ☐ Cost Accounting
- ☐ Financial Accounting
- ☐ Intermediate Accounting I

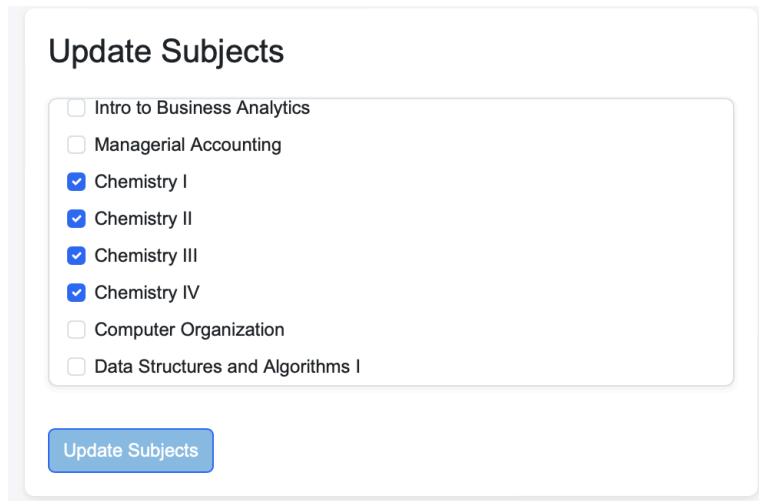Update Subjects

### Set Availability

Select Day:

Select a day ⌄

Select Times and Set Location:

Add Availability

Logout

## 5.1) Select Subjects

You will have access to a subject list where you can choose from multiple subjects you are able to tutor. The scroll bar can be used to search through all of the numerous subjects.
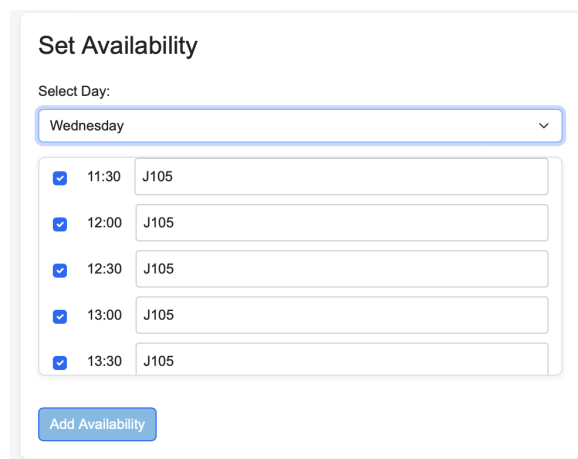


## 5.2) Input Availability

You are able to input your availability by first picking a day of the week and then the selecting times and locations to tutor.

## 5.3) See the Tutor Schedule

Tutors have a dynamic table upon which they can view their Admin approved schedule for quick reference

# 6. Admin Functions

**Admin Dashboard**

**Approve Schedules**

**Approve Tutor Schedules**

| Discipline | Subject | Tutor |
|---|---|---|
| Select Discipline ⌄ | Select Subject ⌄ | Select Tutor ⌄ |

| Day of Week | Start Time | Location | Approved |
|---|---|---|---|

**Submit Approvals**

**Weekly Calendar**

**Approved Hours**

**Total Approved Hours for Tutors**

| Tutor Name | Total Approved Hours |
|---|---|
| Alexis Gonzalez | 2.0000 hours |

**Manage User Roles**

**User Role Management**

| First Name | Last Name | Tutor | Admin | Delete |
|---|---|---|---|---|
| Alexis | Gonzalez | ☑ | ☑ | ☐ |
| Tutor | Test | ☐ | ☐ | ☐ |

**Update Roles & Delete Users**

## 6.1) Manage Schedules

The approve schedules section of the admin page serves its purpose to allow administrators to approve tutors by discipline and subject.



You will be taken to the admin dashboard after you log in, and on that page, you will find this section of the page.

## 6.2) Approved Hours Table

Once you approve one or more tutors' hours, the details will show in this table. You'll find a summary of all the approved hours along with the tutor's name.

## 6.3) Approved Roles

This function of the tutor dashboard allows you (an administrator) to give users who sign up access to being an admin or a tutor by checking the boxes and submitting it.

**Manage User Roles**

| User Role Management | | | | | |
|---|---|---|---|---|---|
| **First Name** | **Last Name** | **Tutor** | **Admin** | **Delete** | |
| Alexis | Gonzalez | ☑ | ☑ | ☐ | |
| Tutor | Test | ☑ | ☐ | ☐ | |
| | | | | | Update Roles & Delete Users |

You can also delete users from having those roles as well.

## 6.4) Updated Admin Calendar

Once the admin approves the schedule for a specific tutor or group of tutors, the calendar is updated to show when and where a certain subject is being tutored.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|------|--------|---------|-----------|----------|--------|----------|---|
| 08:00 | | | | | | | |
| 08:30 | | | | | | | |
| 09:00 | | | | | | | |
| 09:30 | | | | | | | |
| 10:00 | | | | | | | |
| 10:30 | | | | | | | |
| 11:00 | | | | | | | |
| 11:30 | | | J105 | | | | |
| 12:00 | | | J105 | | | | |
| 12:30 | | | J105 | | | | |
| 13:00 | | | J105 | | | | |
| 13:30 | | | | | | | |
| 14:00 | | | | | | | |
| 14:30 | | | | | | | |
| 15:00 | | | | | | | |
| 15:30 | | | | | | | |
| 16:00 | | | | | | | |
| 16:30 | | | | | | | |
| 17:00 | | | | | | | |

**Weekly Calendar**

# Index

## Github Link

https://github.com/riyagoyal2134/tutoring.git