

User Manual



**Stockton
Tutoring Center**



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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.

The screenshot shows the 'Weekly Calendar by Discipline' interface. At the top is the Stockton University logo and the title 'Weekly Calendar by Discipline'. Below the title are two buttons: 'Login' and 'Register'. The main area is a 'Weekly Calendar' table. On the left, there are two dropdown menus: 'Select Discipline' (with a placeholder '--Select Discipline--') and 'Select Subject' (with a placeholder '--Select Subject--'). The calendar table has columns for 'Time', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. The 'Time' column lists slots from 08:00 to 13:30 in 15-minute increments. The table cells are currently empty, indicating no sessions are displayed for the selected filters.

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.

This image is a close-up of the 'Select Subject' dropdown menu. The 'Select Discipline' dropdown above it is set to 'Biology'. The 'Select Subject' dropdown is open, showing a list of subjects: 'Biochemistry', 'Biodiversity and Evolution', 'Cells and Molecules', and 'Genetics'. The first option, '--Select Subject--', is marked with a checkmark.

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).

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Weekly Calendar by Discipline

LoginRegister

Select Discipline

Biology

Select Subject

Biochemistry

Weekly Calendar

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00	J106						
08:30	J106						
09:00	J106						
09:30	J106						
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							

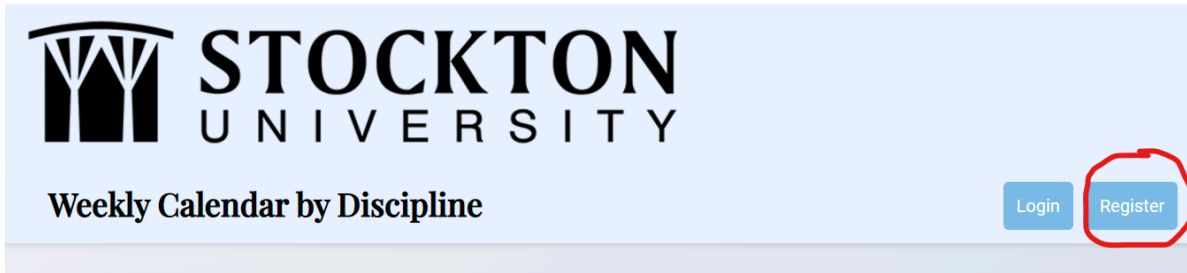
4. Login / Register

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.

The image shows the 'Register' page of the Stockton University website. At the top is the Stockton University logo. Below it is the heading 'Register'. The form contains four input fields: 'Email:', 'Password:', 'First Name:', and 'Last Name:'. Each field is represented by a white rectangular box with a thin border. Below the input fields is a large blue button labeled 'Register'. At the bottom of the form, there is a link that says 'Already have an account? [Login here](#)'.

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.

Register here'." data-bbox="330 478 717 809"/>

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Login

Email:

Password:

Login

Don't have an account? [Register here](#)

4.3) Accessing Desired Dashboard

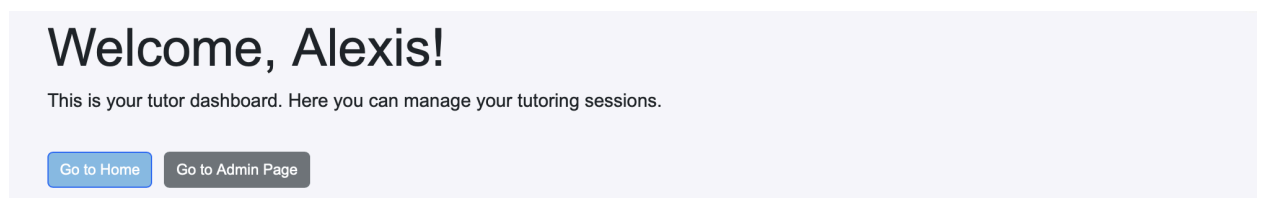
After logging in:

- 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



Tutor Example



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

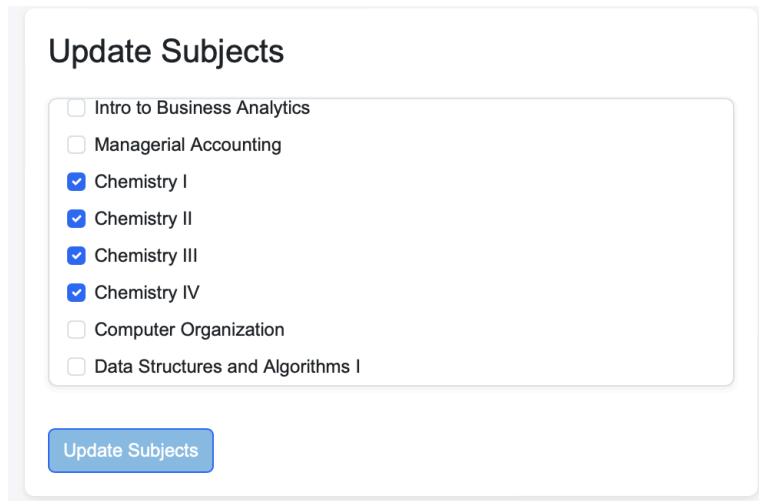
Select Times and Set Location:

[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.



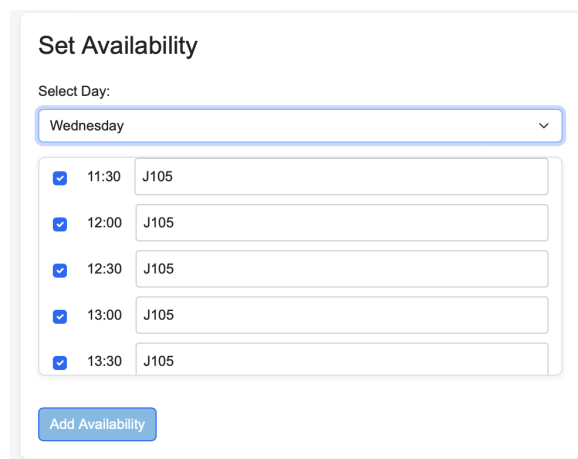
The screenshot shows a web form titled "Update Subjects". It contains a list of subjects with checkboxes. The subjects are: Intro to Business Analytics, Managerial Accounting, Chemistry I, Chemistry II, Chemistry III, Chemistry IV, Computer Organization, and Data Structures and Algorithms I. The checkboxes for Chemistry I, Chemistry II, Chemistry III, and Chemistry IV are checked. Below the list is a blue button labeled "Update Subjects".

Subject	Selected
Intro to Business Analytics	<input type="checkbox"/>
Managerial Accounting	<input type="checkbox"/>
Chemistry I	<input checked="" type="checkbox"/>
Chemistry II	<input checked="" type="checkbox"/>
Chemistry III	<input checked="" type="checkbox"/>
Chemistry IV	<input checked="" type="checkbox"/>
Computer Organization	<input type="checkbox"/>
Data Structures and Algorithms I	<input type="checkbox"/>

Update 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.



The screenshot shows a web form titled "Set Availability". It has a "Select Day:" dropdown menu with "Wednesday" selected. Below this is a table with five rows, each representing a time slot. Each row has a checked checkbox, a time, and a location. The times are 11:30, 12:00, 12:30, 13:00, and 13:30. The location for all rows is J105. Below the table is a blue button labeled "Add Availability".

Day	Time	Location
Wednesday	11:30	J105
Wednesday	12:00	J105
Wednesday	12:30	J105
Wednesday	13:00	J105
Wednesday	13:30	J105

Add Availability

5.3) See the Tutor Schedule

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

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
		11:30 - J105				
		12:00 - J105				
		12:30 - J105				
		13:00 - J105				

6. Admin Functions

Admin Dashboard

[Tutor Page](#)[Home](#)[Logout](#)

Approve Schedules

Approve Tutor Schedules

Discipline

Select Discipline ▾

Subject

Select Subject ▾

Tutor

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tutor	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Approve Schedules

Approve Tutor Schedules

Discipline

Chemistry

Subject

Chemistry I

Tutor

Tutor Test

Day of Week	Start Time	Location	Approved
Wednesday	11:30	J105	<input checked="" type="checkbox"/>
Wednesday	12:00	J105	<input checked="" type="checkbox"/>
Wednesday	12:30	J105	<input checked="" type="checkbox"/>
Wednesday	13:00	J105	<input checked="" type="checkbox"/>
Wednesday	13:30	J105	<input type="checkbox"/>
Wednesday	14:00	J105	<input type="checkbox"/>
Wednesday	14:30	J105	<input type="checkbox"/>

Submit Approvals

Weekly Calendar

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						

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.

Approved Hours

Total Approved Hours for Tutors	
Tutor Name	Total Approved Hours
Alexis Gonzalez	2.0000 hours
Tutor Test	2.0000 hours

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tutor	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Weekly Calendar							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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							

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Github Link

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