

# Edu Sync Tutor Manual

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## 1. Introduction

Welcome to Edu Sync! As a tutor, you play a vital role in helping students succeed. This manual will guide you through everything you need to know to get started and excel as a tutor on Edu Sync.

## 2. Becoming a Tutor

- Sign up and select "Tutor" as your role.
- Complete your profile and submit your credentials for admin approval.
- Once approved, you can start creating study sessions.

## 3. Setting Up Your Profile

- Add a professional photo and a short bio.
- List your areas of expertise and qualifications.
- Keep your contact information up to date.

## 4. Creating and Managing Study Sessions

- Go to your dashboard and click "Create Study Session".
- Fill in session details: title, description, date/time, and capacity.
- Edit or cancel sessions as needed from your dashboard.

## 5. Uploading and Sharing Materials

- After a session is booked, upload relevant study materials (PDFs, images, links).
- Materials are only accessible to students who have booked your session.

## 6. Communicating with Students

- Use the dashboard messaging system to answer questions and provide support.
- Be responsive and professional in all communications.

## 7. Best Practices for Tutors

- Prepare materials in advance.
- Start sessions on time.
- Encourage participation and questions.
- Provide feedback and support after sessions.

## 8. Support and Resources

- Visit the Support page for help and resources.
- Contact [tutorsupport@edusync.com](mailto:tutorsupport@edusync.com) for tutor-specific issues.

## 9. FAQ

- How do I get paid?

Payments are processed automatically for paid sessions.

- Can I reschedule a session?

Yes, edit the session details in your dashboard.

- How do I remove a student?

Contact support for assistance.

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Thank you for being a part of Edu Sync!

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