

SCHEDULED TUTOR USER GUIDE

Getting Started

1. Open LEO at <https://leo.tutor.com/>
2. Enter your username and password

I. Managing Your Availability

Before you can schedule or accept tutoring sessions, you must tell LEO what times you are available. To manage your availability, click the AVAILABILITY tab at the top of the landing page. That will open the page below.

Set your availability for meeting requests

From this page, you can define which days and times you're available for meeting requests. Select the day to select the hours you're available.

| December 2022 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

COPY THIS WEEK'S AVAILABILITY FORWARD

| | | | |
|--------------------------|----------------------|-------------------------------------|----------------------|
| <input type="checkbox"/> | 12:00 AM to 12:30 AM | <input checked="" type="checkbox"/> | 12:00 PM to 12:30 PM |
| <input type="checkbox"/> | 12:30 AM to 1:00 AM | <input checked="" type="checkbox"/> | 12:30 PM to 1:00 PM |
| <input type="checkbox"/> | 1:00 AM to 1:30 AM | <input type="checkbox"/> | 1:00 PM to 1:30 PM |
| <input type="checkbox"/> | 1:30 AM to 2:00 AM | <input type="checkbox"/> | 1:30 PM to 2:00 PM |
| <input type="checkbox"/> | 2:00 AM to 2:30 AM | <input type="checkbox"/> | 2:00 PM to 2:30 PM |
| <input type="checkbox"/> | 2:30 AM to 3:00 AM | <input type="checkbox"/> | 2:30 PM to 3:00 PM |
| <input type="checkbox"/> | 3:00 AM to 3:30 AM | <input type="checkbox"/> | 3:00 PM to 3:30 PM |
| <input type="checkbox"/> | 3:30 AM to 4:00 AM | <input type="checkbox"/> | 3:30 PM to 4:00 PM |
| <input type="checkbox"/> | 4:00 AM to 4:30 AM | <input checked="" type="checkbox"/> | 4:00 PM to 4:30 PM |
| <input type="checkbox"/> | 4:30 AM to 5:00 AM | <input checked="" type="checkbox"/> | 4:30 PM to 5:00 PM |
| <input type="checkbox"/> | 5:00 AM to 5:30 AM | <input checked="" type="checkbox"/> | 5:00 PM to 5:30 PM |
| <input type="checkbox"/> | 5:30 AM to 6:00 AM | <input checked="" type="checkbox"/> | 5:30 PM to 6:00 PM |
| <input type="checkbox"/> | 6:00 AM to 6:30 AM | <input type="checkbox"/> | 6:00 PM to 6:30 PM |
| <input type="checkbox"/> | 6:30 AM to 7:00 AM | <input type="checkbox"/> | 6:30 PM to 7:00 PM |
| <input type="checkbox"/> | 7:00 AM to 7:30 AM | <input type="checkbox"/> | 7:00 PM to 7:30 PM |
| <input type="checkbox"/> | 7:30 AM to 8:00 AM | <input type="checkbox"/> | 7:30 PM to 8:00 PM |
| <input type="checkbox"/> | 8:00 AM to 8:30 AM | <input type="checkbox"/> | 8:00 PM to 8:30 PM |
| <input type="checkbox"/> | 8:30 AM to 9:00 AM | <input type="checkbox"/> | 8:30 PM to 9:00 PM |
| <input type="checkbox"/> | 9:00 AM to 9:30 AM | <input type="checkbox"/> | 9:00 PM to 9:30 PM |
| <input type="checkbox"/> | 9:30 AM to 10:00 AM | <input type="checkbox"/> | 9:30 PM to 10:00 PM |
| <input type="checkbox"/> | 10:00 AM to 10:30 AM | <input type="checkbox"/> | 10:00 PM to 10:30 PM |
| <input type="checkbox"/> | 10:30 AM to 11:00 AM | <input type="checkbox"/> | 10:30 PM to 11:00 PM |
| <input type="checkbox"/> | 11:00 AM to 11:30 AM | <input type="checkbox"/> | 11:00 PM to 11:30 PM |
| <input type="checkbox"/> | 11:30 AM to 12:00 AM | <input type="checkbox"/> | 11:30 PM to 12:00 AM |

The calendar feature on the left side of the page displays by month. Highlighted dates (in this case, Dec. 15, 16, 19, and 21) are days on which the tutor is available to students to schedule tutoring sessions. Select any date in any month and, on the desired date, check a box next to the times at which you would like to be available for scheduling. Blocks are in 30-minute increments, so you may need to check multiple boxes. In the above example, a tutor has been marked available between noon and 2:00 pm and again between 4:00 and 6:00 pm on December 21.

Click “Copy this Week’s Availability Forward” to set a regular weekly schedule that matches the changes you just made for as many upcoming weeks as you would like. The below box will pop up. The system will take this literally – you’ll need to work around holidays, spring break, or any other weeks your schedule will be irregular.

You're about to copy your availability forward ✕

This will take your daily availability from the week of December 11 - December 17 and copy it forward to future weeks.

How many subsequent weeks would you like to copy this week's availability to?

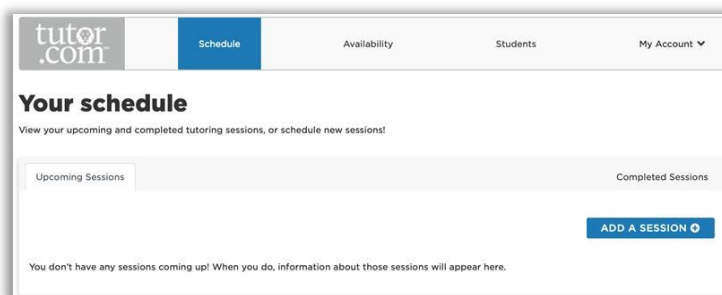
Copy my availability forward by 1 weeks.

CONFIRM [OR CANCEL](#)

The Princeton Review is not affiliated with Princeton University.

II. Managing Your Schedule

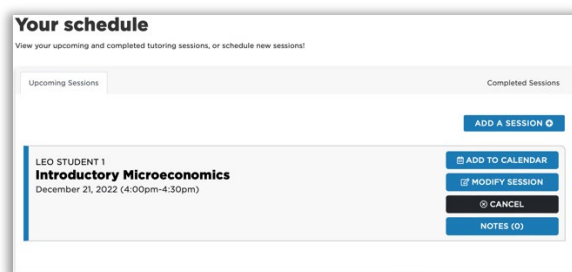
You don't have to wait for students to schedule sessions with you. You can initiate sessions yourself, as well as view prior and upcoming scheduled sessions. To do so, click the "Schedule" tab at the top of each page.



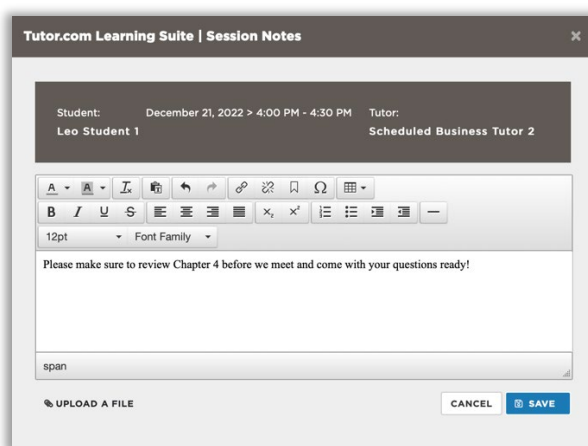
Under Upcoming Sessions, you can create, view, and edit future tutoring sessions. To create one, click "Add a Session" on the right side of the screen, which will create this pop-up window.

- Meeting Type identifies which program this session will be associated with. You may only have one option; if you have more and aren't sure which to select, your administrator should be able to help.
- Topic and Subject specify what content you wish to tutor. Topic is the general content area, and Subject will identify the exact course you're planning to help with.
- Select a start date and time, and an expected duration for the session.
- Identify the student you want to work with.
- Note that in the above example, a tutor is trying to schedule something outside their available hours. You may need to go back to "Availability" and adjust your hours to complete this task.
- When the session is fully described, click "Submit." The student you're scheduling with will be notified of this addition to their schedule.

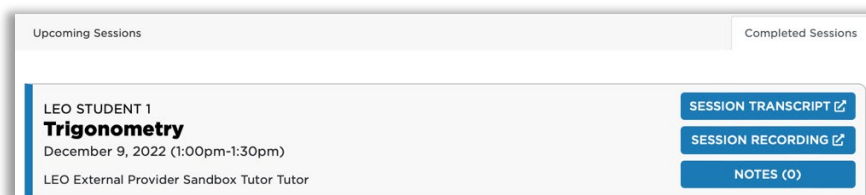
Now that the session exists, you can manage it in Upcoming Sessions. You can modify the session, cancel it, add it to your personal calendar (Google, iCal, Yahoo, and Outlook are supported), or add notes to the session.



Notes are your way of communicating before and after the session with the student. You can send one another messages or share files to make the session run more smoothly.

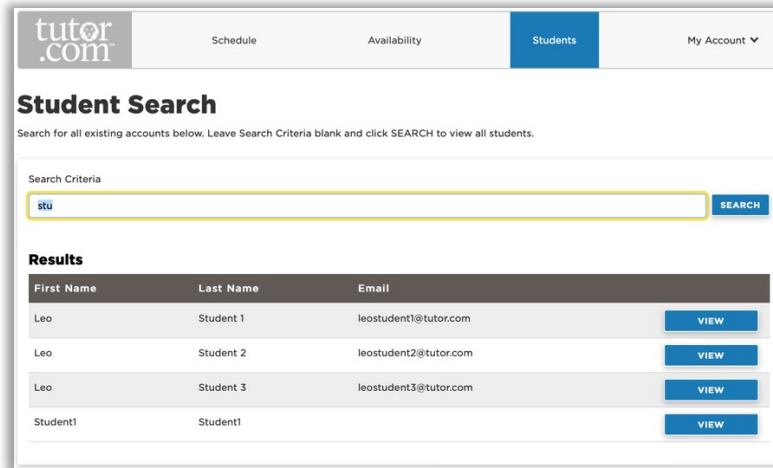


Under “Completed Sessions,” you can view Transcripts, Recordings, and Notes from past tutoring sessions. Keep in mind that students from past sessions may continue to post notes, so it’s good practice to check this screen periodically to see if any have been added.



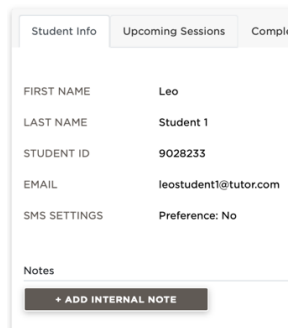
III. Student Information

The “Students” tab allows you to get information about students you would like to tutor. In the search bar, enter a few characters of a student’s name or email address to find them. Next to the student’s name, click VIEW to get more information about them.



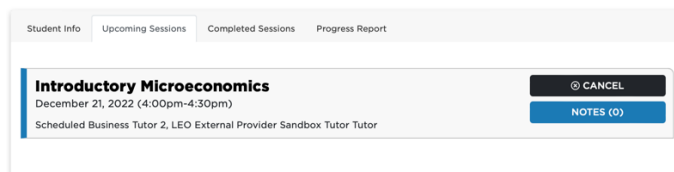
Within the student’s account, you can view their contact information under “Student Info”

Leo Student 1

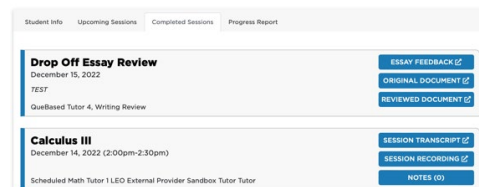


See what sessions they have coming up, and those they have already completed

Leo Student 1

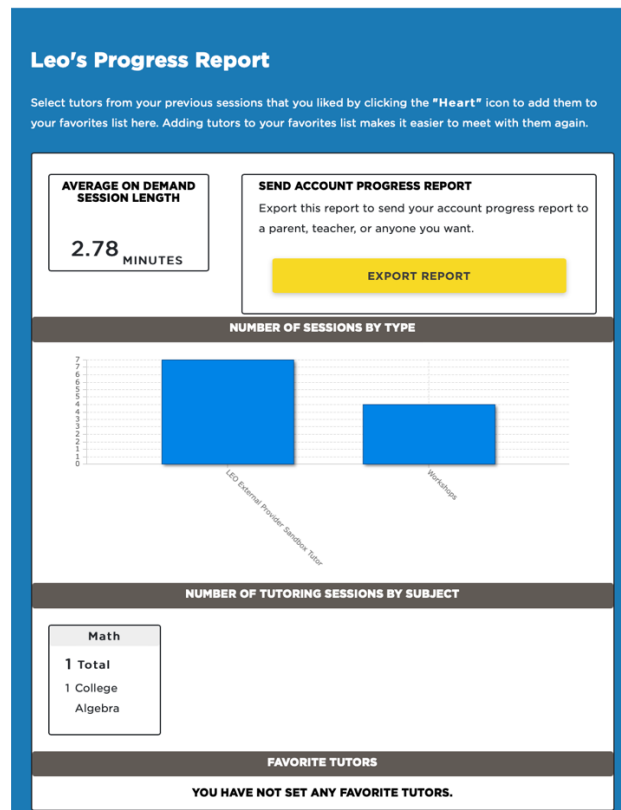


Leo Student 1



(see next page)

and view the student's progress report – that is, what sessions they've participated in, who their favorite tutors are, and more.



IV. Your Preferences

Finally, LEO will email you whenever activity has occurred on your account – for instance, a session has been scheduled or altered, notes have been added, or your administrator has altered your status in any way. Under “My Account,” let LEO know whether you would also like these notifications over SMS.

tutor.com | Schedule | Availability | Students | My Account ▾

Preferences | Log Out

Contact Preferences

Text Messaging

Opt-in to receive SMS text updates direct to your phone! We'll tell you when your sessions are scheduled or cancelled, and we'll remind you an hour before each session starts.

Check the box below, enter your cell phone number, and then click SAVE to receive updates:

Enter your cell phone number

SAVE

Message and data rates may apply. You can unsubscribe at any time by either (1) returning to this page, unchecking the box, and clicking SAVE or (2) replying to any text message you receive from us with the word STOP.