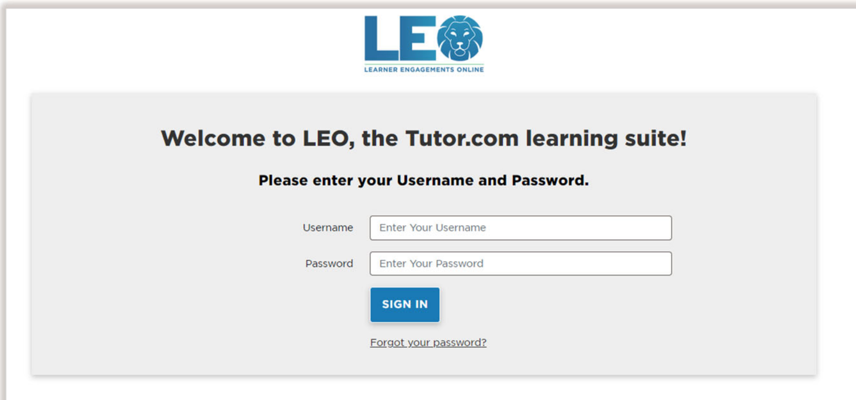
LOGGING IN

To login to LEO:

Option 1

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



Option 2

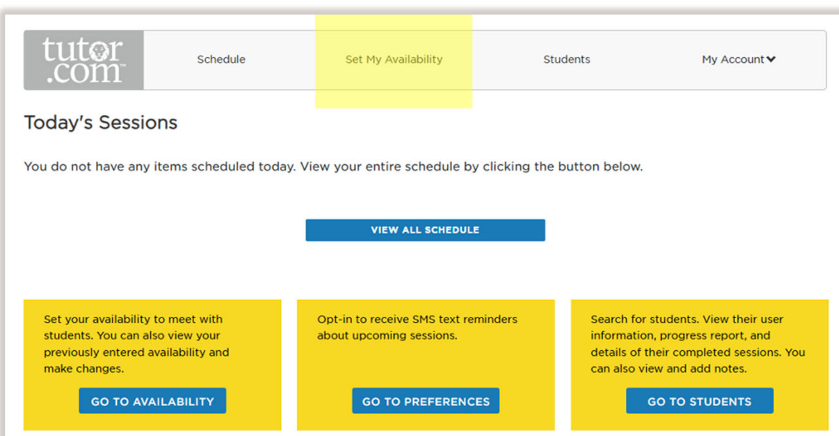
1. Login to LEO via your institution's learning management system

MANAGING YOUR AVAILABILITY

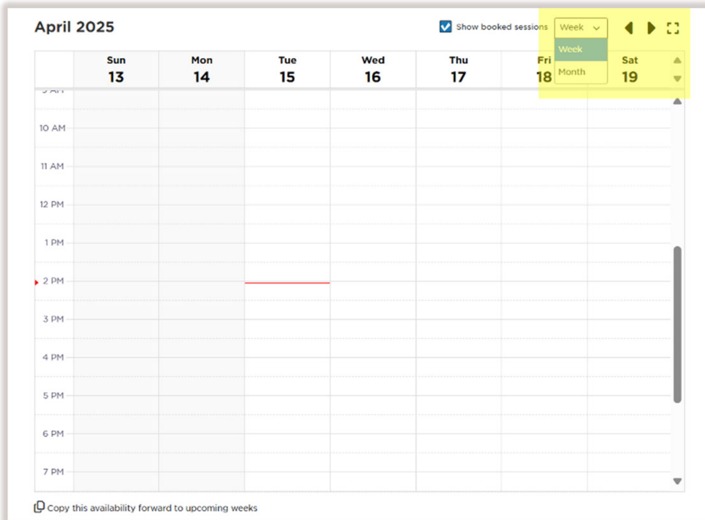
Before you can schedule or accept tutoring sessions, you must set your availability in LEO.

To set your availability:

Click the *Set My Availability* tab.

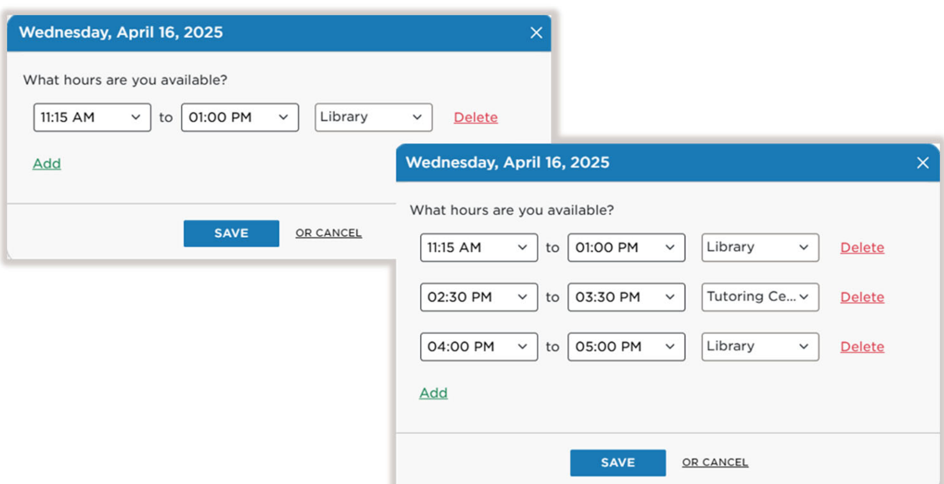


Select whether you would like to set your availability for the week or month from the drop-down menu. Use the arrows to view past and/or future weeks/months.

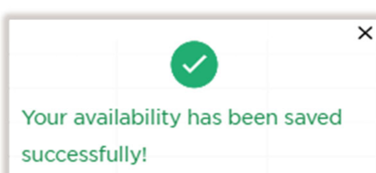


Click and drag to select a timeframe on the calendar you will be available to accept sessions. Use the add button to add a split schedule to account for unavailability due to lunch or another shift segment as needed.

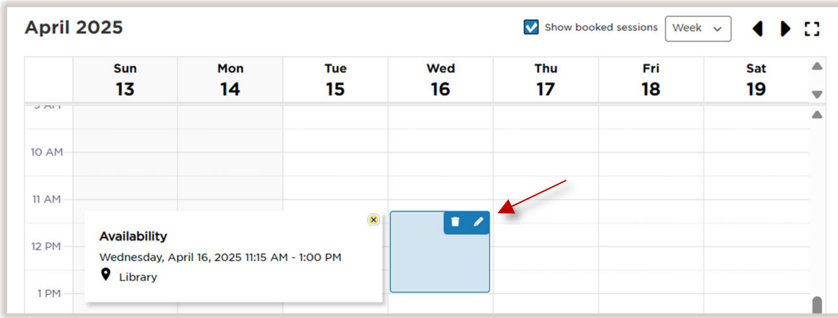
***NOTE: You only need to set the time in your local time zone.*



Click Save to confirm your availability. You will receive a notification confirming it has been set successfully.



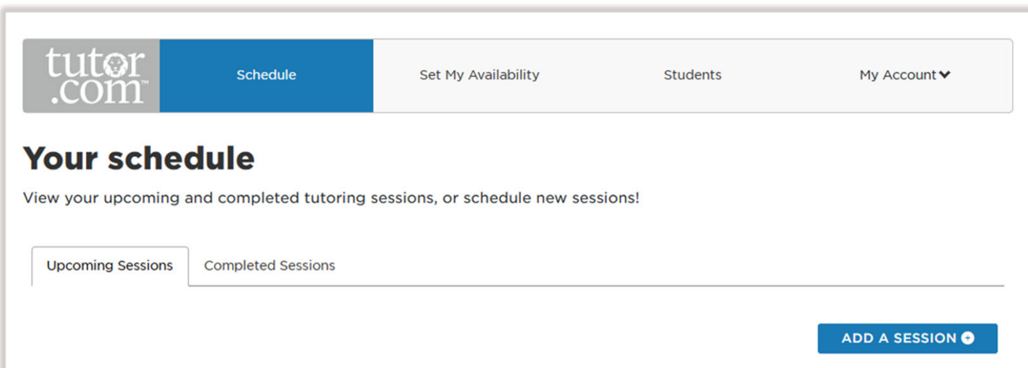
You can edit your availability after it has been set. Hover over a timeframe and select the pencil icon to make changes. Select the trashcan icon to remove it from your availability.



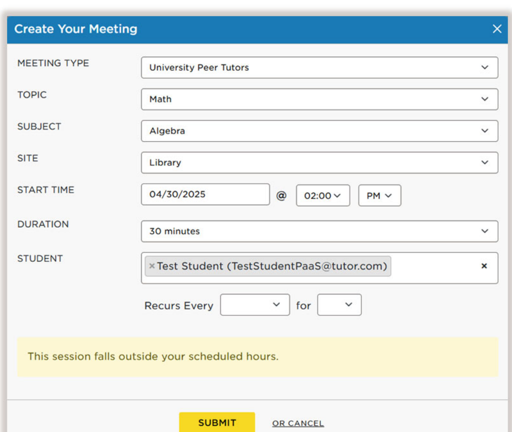
MANAGING SESSIONS

To schedule a session:

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 in the top navigation menu.



Under *Upcoming Sessions*, you can create, view, and edit future tutoring sessions. To create a session, click the blue "Add a Session" button, which will initiate the following dialog box:



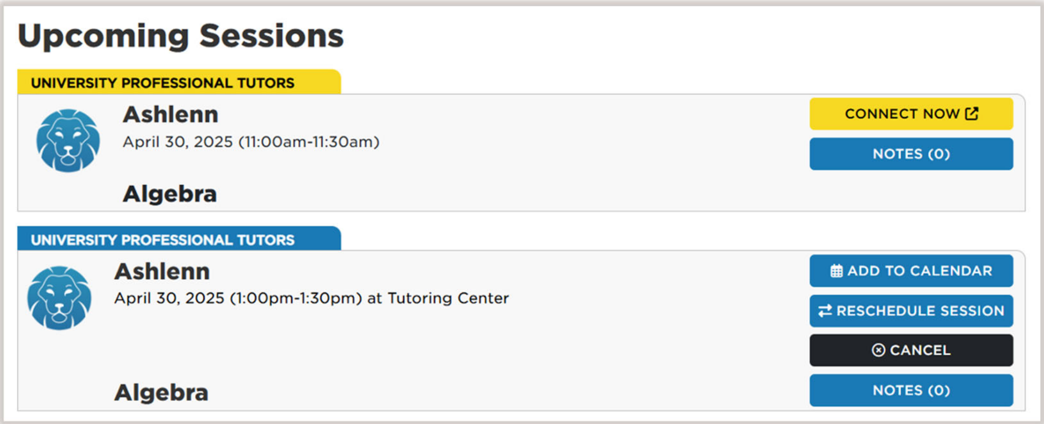
- **Meeting Type** identifies which program this session will be associated with. You may only have one option; if you have more and aren't sure which to select, your administrator should be able to help.
- **Topic and Subject** specify what content you wish to tutor. Topic is the general content area, 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. If a student does not appear in the search box, it means they have not yet logged into Tutor.com. Encourage the student to login via the Tutor.com link in their institution's learning management system.
- Optionally, select whether the meeting will be **recurring** and when it will recur.

***NOTE: In the example above, a tutor is attempting to schedule a meeting outside of their available hours. You will need to return to "Set My Availability" and adjust your hours when this occurs.*

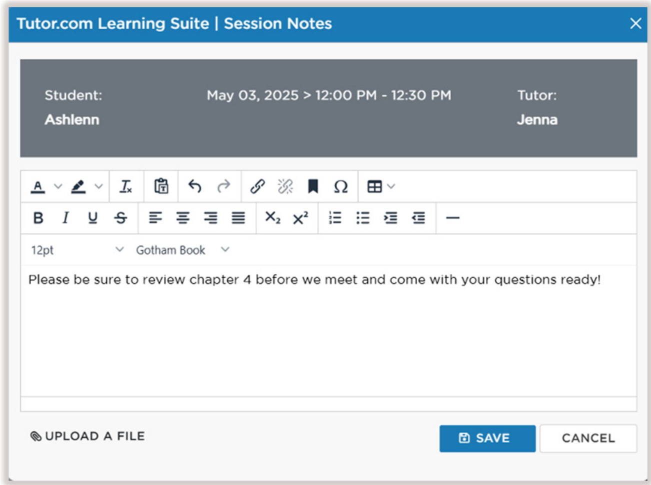
When the form in complete, click "Submit." The student you're scheduling with will be notified of this addition to their schedule.

To manage upcoming sessions:

Once a session has been scheduled, you can manage it in *Upcoming Sessions*. You can reschedule, cancel, add to your personal calendar (Google, iCal, Yahoo, and Outlook are supported), or add notes to the session. For online sessions, a yellow "Connect Now" button will appear next to the session 15 minutes prior to the session start time. Click this button to launch the online classroom.

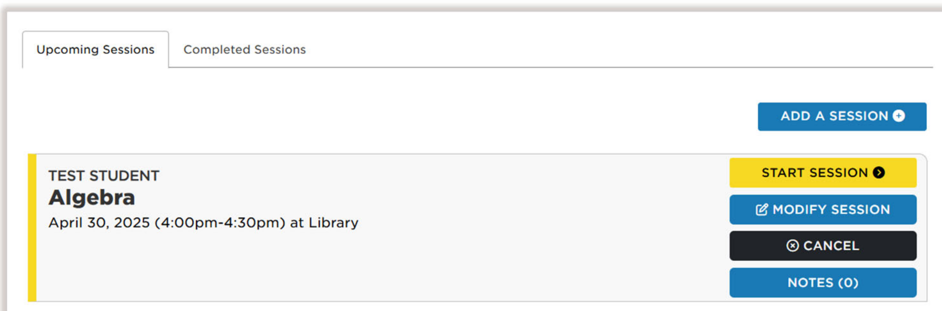


Notes allow you to communicate with a student before and after the session. You can send one another messages or share files to make the session run more smoothly. Administrators are also able to view these messages.

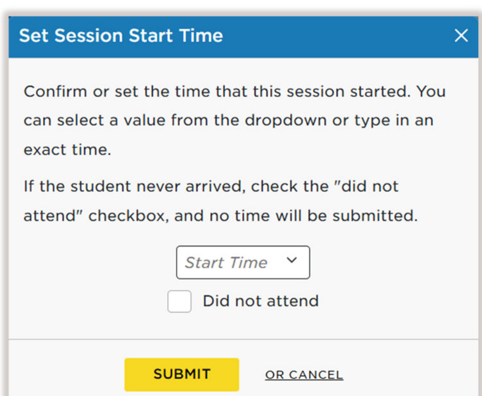


To begin an in-person tutoring session:

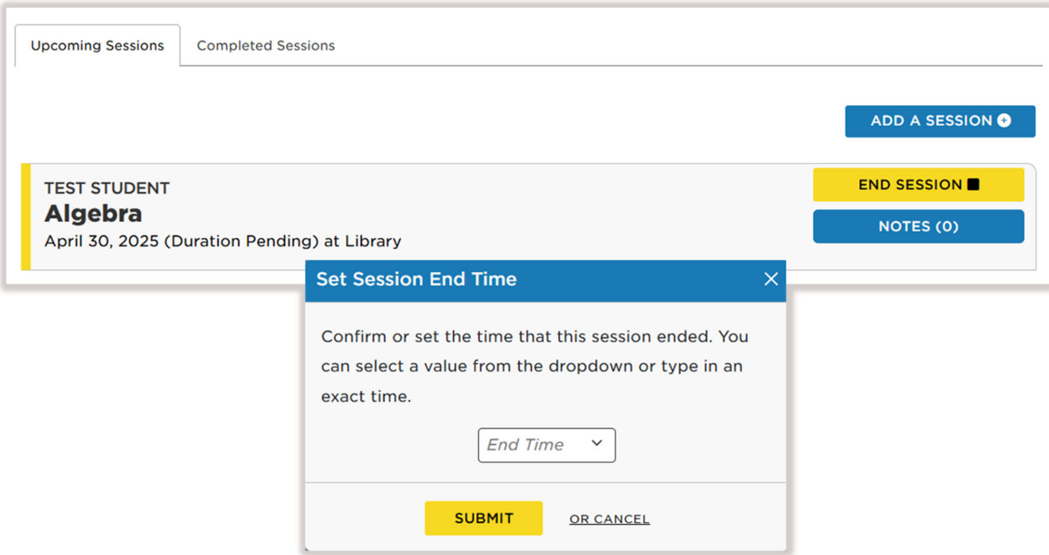
Click the yellow “Start Session” button to mark the start time. This button will appear 15 minutes prior to the scheduled start time.



Confirm or set the time the session started. If the student never arrived, check the “did not attend” checkbox.



The session will show as “Duration Pending” until you end the session. When the session is complete, click the yellow “End Session” button and confirm the session end time.

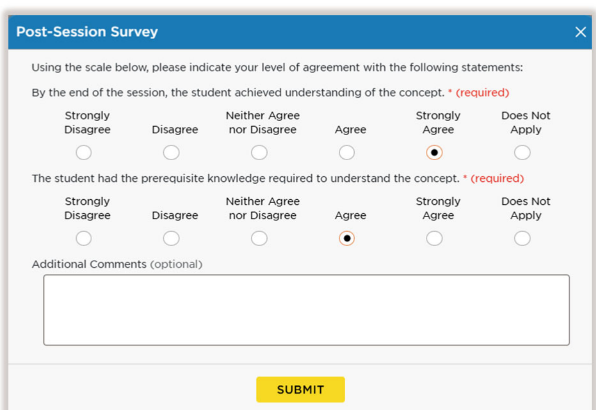


***NOTE: In some instances, such as walk-in tutoring requests, you may need to log an in-person meeting retroactively. You can do this by following the same steps outlined above.*

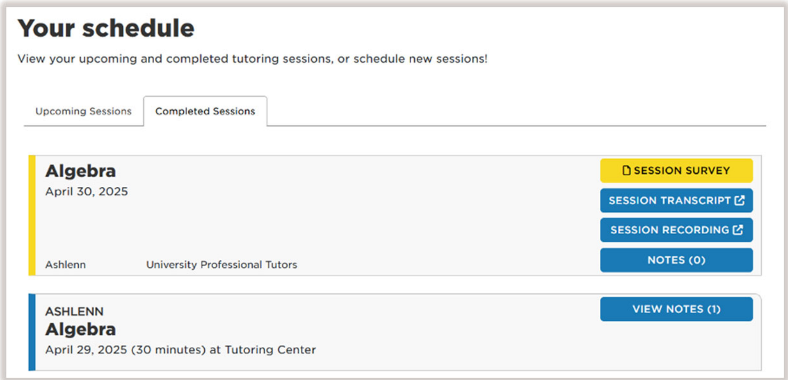
Completing the Post-Session Survey:

Following each session, you will be prompted to complete an optional Post-Session Survey. This information will be accessible to program administrators.

***NOTE: This is an optional feature and may not be included in all programs.*

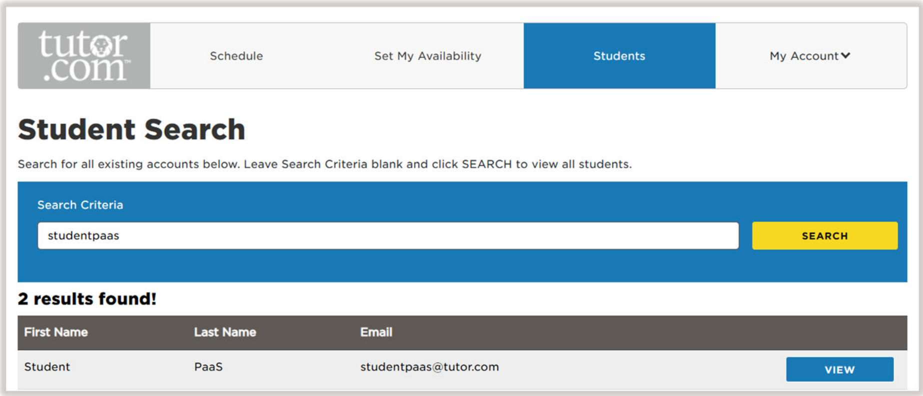


Under *Completed Sessions*, you can view Transcripts, Recordings, and Notes from past tutoring sessions. Keep in mind that students from past sessions may continue to post notes, so it's good practice to check this screen periodically to see if any have been added.

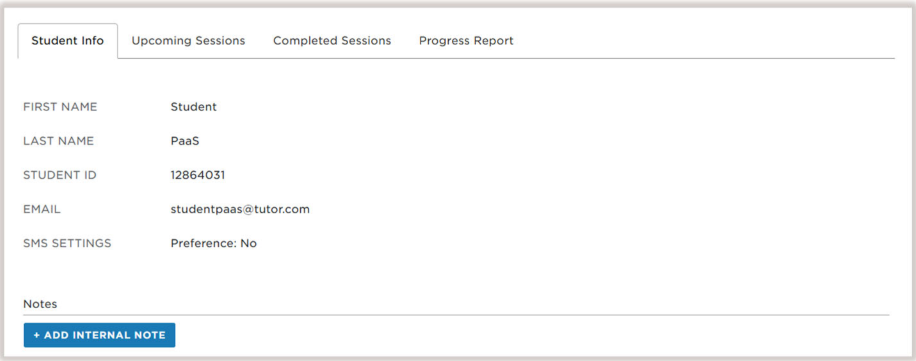


Viewing Student Information:

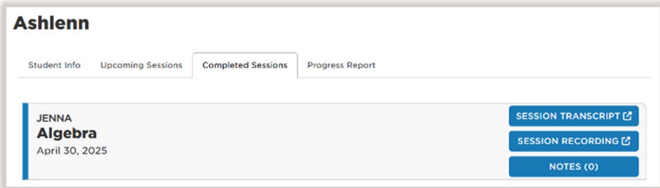
The Students tab allows you to view information about the students you would like to tutor. In the search bar, enter a few characters of a student's name or email address to find them. Next to the student's name, click VIEW to get more information about them.

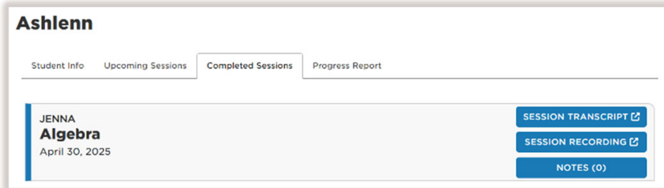


Within the student's account, you can view their contact information under *Student Info*. You can also add an internal note, which will be viewable by administrators and <u>not</u> by the student.

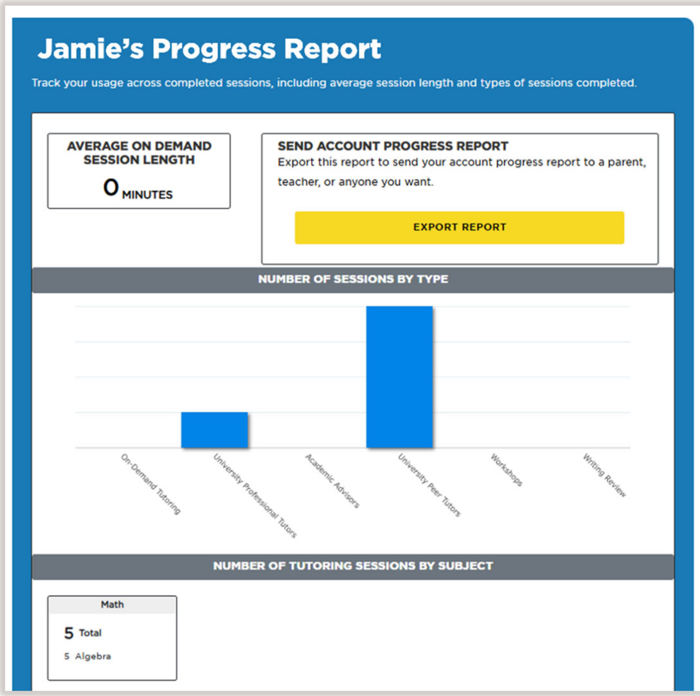


Under *Upcoming Sessions* and *Completed Sessions*, you can view any sessions they have coming up, as well as those they have already completed.





From the *Progess Report* tab, you can view the student's progress report, including average session length and types of sessions completed.



MANAGING YOUR PREFERENCES

LEO will email you when sessions are scheduled, modified, or cancelled. Under *My Account*, let LEO know whether you would also like these notifications over SMS. By opting in, you will also receive a text message reminder one hour before each session begins.