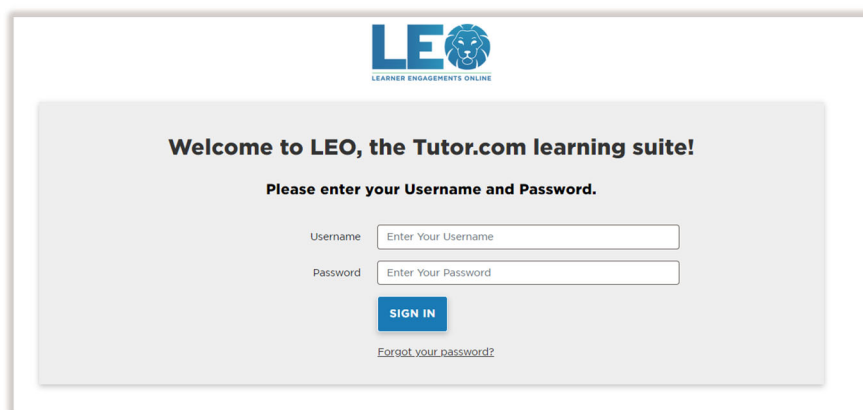


## LOGGING IN

### To login to LEO:

#### Option 1

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



#### Option 2

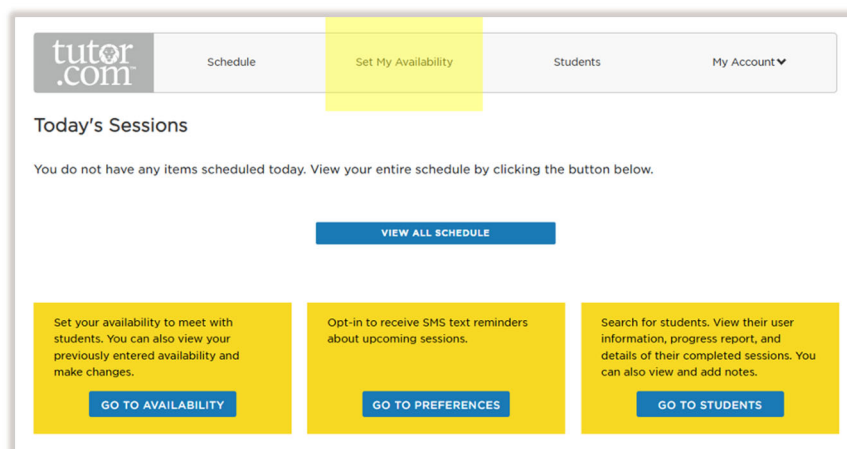
1. Login to LEO via your institution's learning management system

## MANAGING YOUR AVAILABILITY

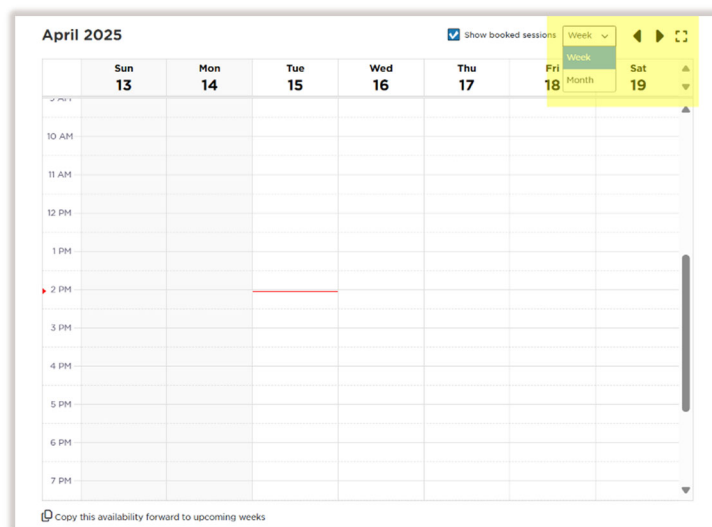
Before you can schedule or accept tutoring sessions, you must set your availability in LEO.

### To set your availability:

Click the *Set My Availability* tab.

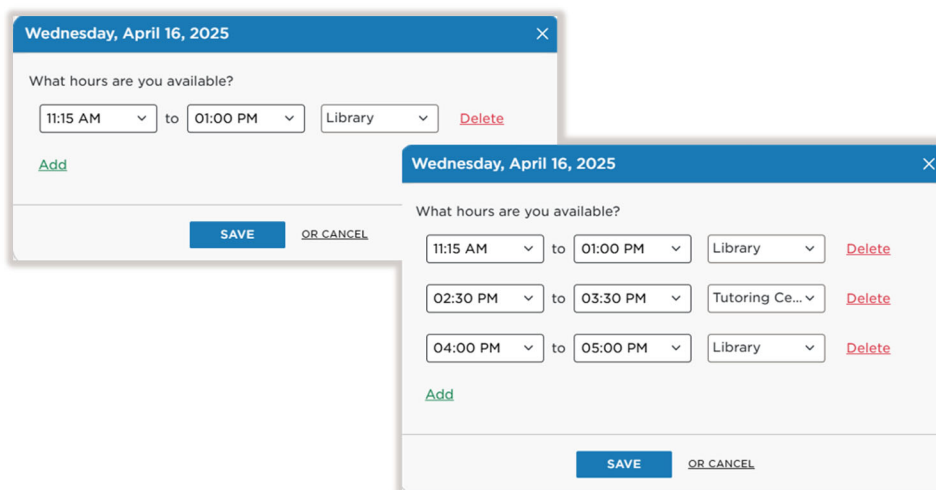


Select whether you would like to set your availability for the week or month from the drop-down menu. Use the arrows to view past and/or future weeks/months.

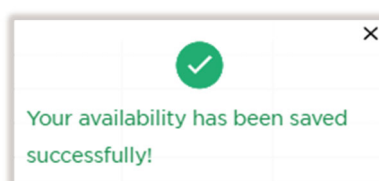


Click and drag to select a timeframe on the calendar you will be available to accept sessions. Use the add button to add a split schedule to account for unavailability due to lunch or another shift segment as needed.

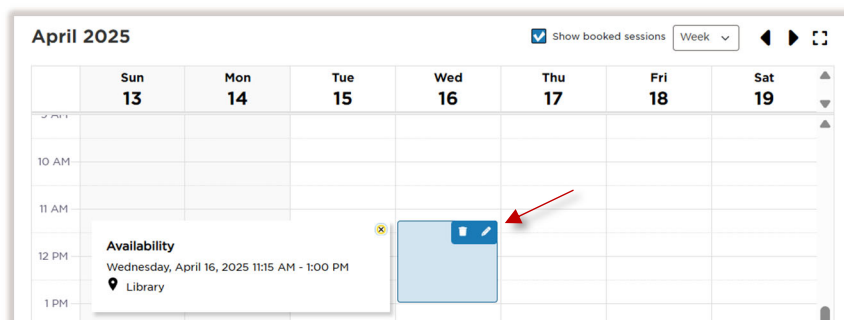
**\*\*NOTE:** *You only need to set the time in your local time zone.*



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



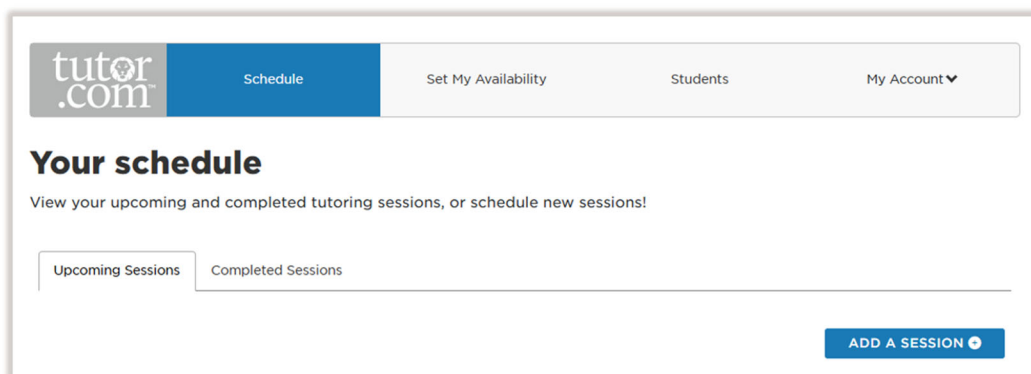
You can edit your availability after it has been set. Hover over a timeframe and select the pencil icon to make changes. Select the trashcan icon to remove it from your availability.



## 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:

A screenshot of the 'Create Your Meeting' dialog box. It contains fields for Meeting Type, Topic, Subject, Site, Start Time, Duration, and Student. A yellow warning message states: 'This session falls outside your scheduled hours.'

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- **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 is 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.


### Upcoming Sessions

**UNIVERSITY PROFESSIONAL TUTORS**

**Ashlenn**  
April 30, 2025 (11:00am-11:30am)  
**Algebra**

[CONNECT NOW](#)  
[NOTES \(0\)](#)

**UNIVERSITY PROFESSIONAL TUTORS**

**Ashlenn**  
April 30, 2025 (1:00pm-1:30pm) at Tutoring Center  
**Algebra**

[ADD TO CALENDAR](#)  
[RESCHEDULE SESSION](#)  
[CANCEL](#)  
[NOTES \(0\)](#)

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.

The screenshot shows the Tutor.com interface with two tabs: "Upcoming Sessions" and "Completed Sessions". In the "Upcoming Sessions" tab, there is a session for "TEST STUDENT Algebra" on "April 30, 2025 (Duration Pending) at Library". To the right of this session are buttons for "ADD A SESSION", "END SESSION", and "NOTES (0)". A modal titled "Set Session End Time" is open, prompting the user to "Confirm or set the time that this session ended. You can select a value from the dropdown or type in an exact time." The modal includes a dropdown menu labeled "End Time" and buttons for "SUBMIT" and "OR CANCEL".

*\*\*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.*

The screenshot shows the "Post-Session Survey" form. It asks the user to "Using the scale below, please indicate your level of agreement with the following statements:". The first statement is "By the end of the session, the student achieved understanding of the concept. \* (required)". The second statement is "The student had the prerequisite knowledge required to understand the concept. \* (required)". Both statements have a scale with six options: "Strongly Disagree", "Disagree", "Neither Agree nor Disagree", "Agree", "Strongly Agree", and "Does Not Apply". The "Strongly Agree" option for the second statement is selected. Below the scales is a text box for "Additional Comments (optional)". At the bottom is a "SUBMIT" button.

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.

### Your schedule

View your upcoming and completed tutoring sessions, or schedule new sessions!

Upcoming Sessions
Completed Sessions

**Algebra**  
April 30, 2025

SESSION SURVEY  
SESSION TRANSCRIPT  
SESSION RECORDING  
NOTES (0)

Ashlenn
University Professional Tutors

**ASHLENN**  
**Algebra**  
April 29, 2025 (30 minutes) at Tutoring Center

VIEW NOTES (1)

## 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.

tutor.com
Schedule
Set My Availability
Students
My Account

### Student Search

Search for all existing accounts below. Leave Search Criteria blank and click SEARCH to view all students.

Search Criteria
studentpaas
SEARCH

**2 results found!**

First Name	Last Name	Email	
Student	PaaS	studentpaas@tutor.com	VIEW

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 not by the student.

Student Info
Upcoming Sessions
Completed Sessions
Progress Report

FIRST NAME
Student

LAST NAME
PaaS

STUDENT ID
12864031

EMAIL
studentpaas@tutor.com

SMS SETTINGS
Preference: No

Notes
+ ADD INTERNAL NOTE

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

**Ashlenn**

[Student Info](#)
[Upcoming Sessions](#)
[Completed Sessions](#)
[Progress Report](#)

**JENNA**  
**Algebra**  
 April 30, 2025

[SESSION TRANSCRIPT](#)  
[SESSION RECORDING](#)  
[NOTES \(0\)](#)

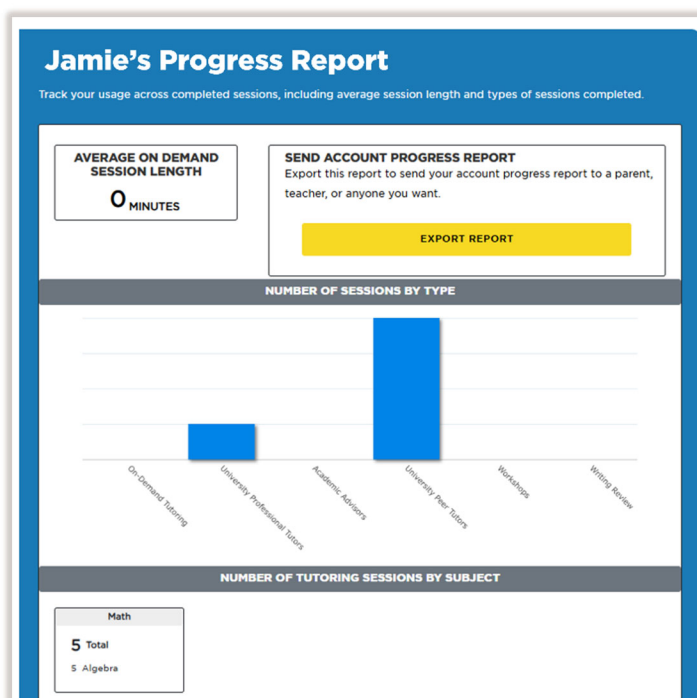
**Ashlenn**

[Student Info](#)
[Upcoming Sessions](#)
[Completed Sessions](#)
[Progress Report](#)

**JENNA**  
**Algebra**  
 April 30, 2025

[SESSION TRANSCRIPT](#)  
[SESSION RECORDING](#)  
[NOTES \(0\)](#)

From the *Progress 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.

[Schedule](#)
[Set My Availability](#)
[Students](#)
[My Account](#)

**Contact Preferences**

[Preferences](#)  
[Switch to Student View](#)  
[Log Out](#)

**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**.

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