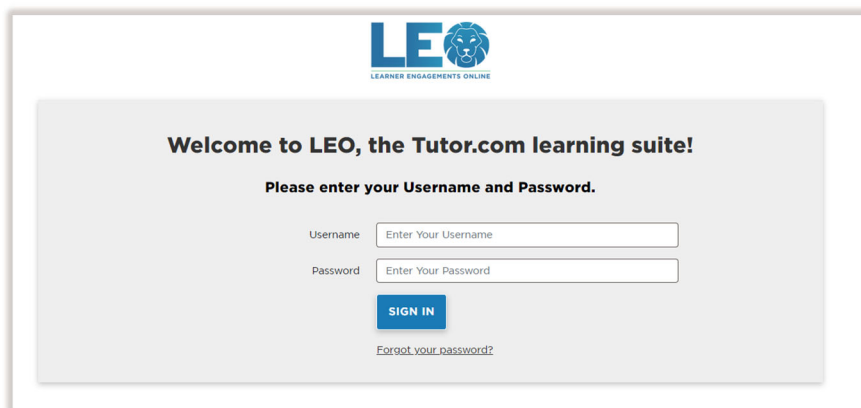


LOGGING IN

To login to LEO:

Option 1

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



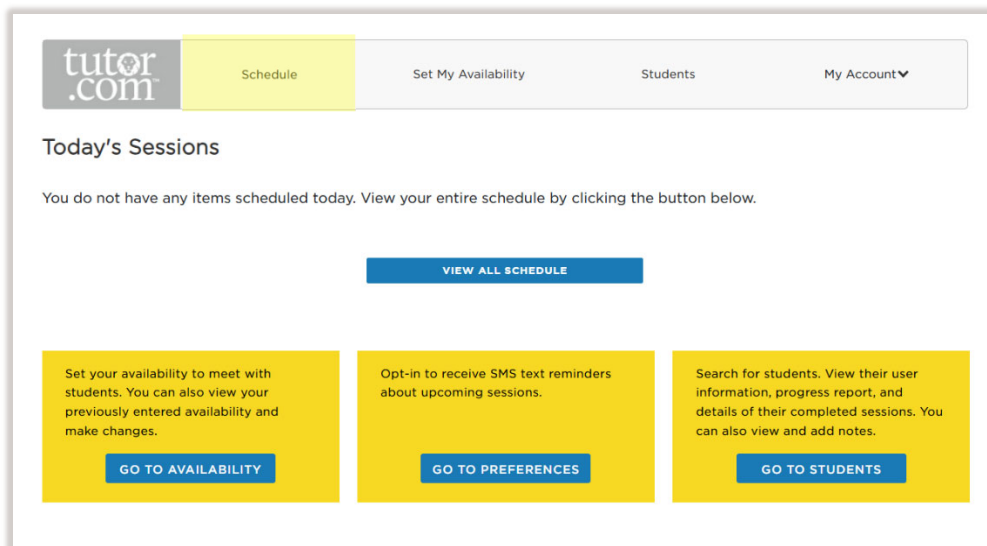
The screenshot shows the LEO (Learner Engagements Online) login interface. At the top is the LEO logo with the tagline 'LEARNER ENGAGEMENTS ONLINE'. Below the logo, a grey box contains the text 'Welcome to LEO, the Tutor.com learning suite!' and 'Please enter your Username and Password.' There are two input fields: 'Username' with the placeholder 'Enter Your Username' and 'Password' with the placeholder 'Enter Your Password'. A blue 'SIGN IN' button is positioned below the password field. At the bottom of the grey box is a link that says 'Forgot your password?'.

Option 2

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

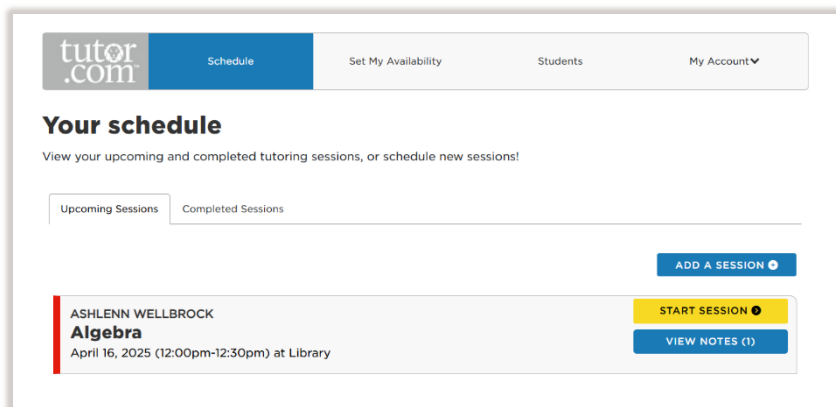
CREATING A WORKSHOP

Click the *Schedule* tab.

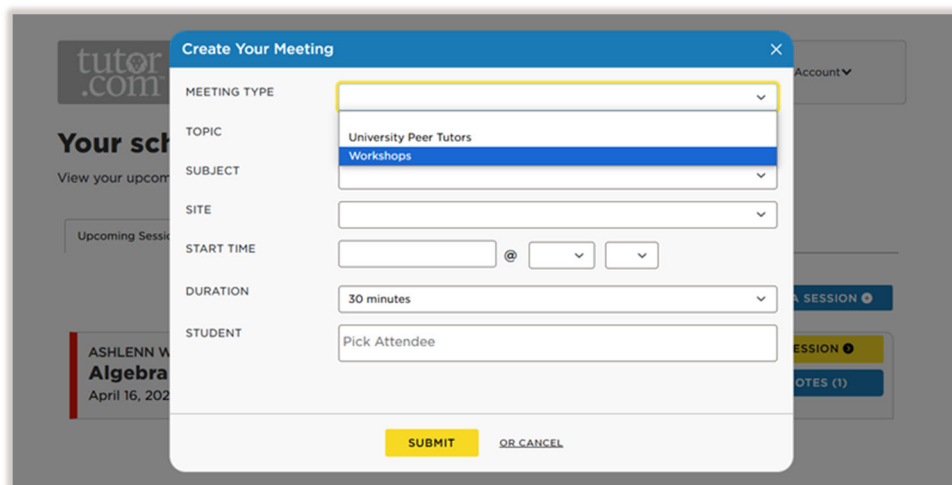


The screenshot shows the Tutor.com LEO dashboard. At the top is a navigation bar with the Tutor.com logo and four tabs: 'Schedule' (highlighted in yellow), 'Set My Availability', 'Students', and 'My Account' with a dropdown arrow. Below the navigation bar, the main content area is titled 'Today's Sessions'. It contains the text 'You do not have any items scheduled today. View your entire schedule by clicking the button below.' and a blue button labeled 'VIEW ALL SCHEDULE'. Below this, there are three yellow boxes, each with a description and a blue button: 1. 'Set your availability to meet with students. You can also view your previously entered availability and make changes.' with a 'GO TO AVAILABILITY' button. 2. 'Opt-in to receive SMS text reminders about upcoming sessions.' with a 'GO TO PREFERENCES' button. 3. 'Search for students. View their user information, progress report, and details of their completed sessions. You can also view and add notes.' with a 'GO TO STUDENTS' button.

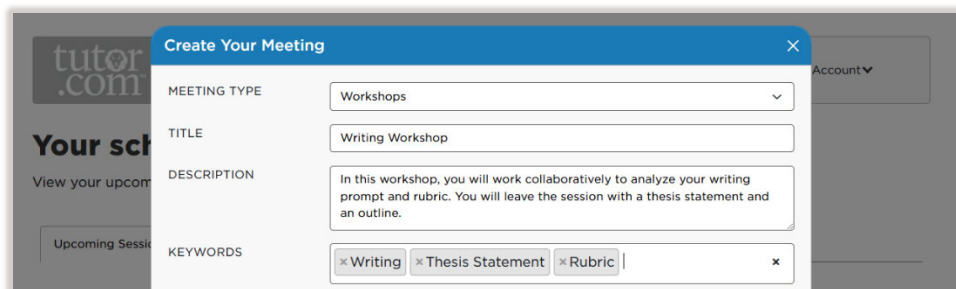
Then click *Add a Session*.



Under *Meeting Type*, select *Workshops*.



Then fill in the remaining fields: *Topic*, *Description* and *Keywords*. Students will use *Keywords* in their search for relevant workshops. You can add or delete *Keywords* at any time.



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Next, set the *Start Time* for your Workshop. Note that the duration of a Workshop is always set to 60 minutes. You may notice a yellow warning if you schedule a workshop outside of your scheduled hours, but this does not prevent you from scheduling at that time.

The screenshot shows the 'Create Your Meeting' modal form. The 'MEETING TYPE' is 'Workshops'. The 'TITLE' is 'Writing Workshop'. The 'DESCRIPTION' is 'In this workshop, you will work collaboratively to analyze your writing prompt and rubric. You will leave the session with a thesis statement and an outline.' The 'KEYWORDS' are 'Writing', 'Thesis Statement', and 'Rubric'. The 'START TIME' is '04/22/2025 @ 12:30 PM'. The 'DURATION' is '60 minutes'. The 'Recurs Every' is set to 'Every' with a dropdown arrow. A yellow warning box at the bottom states 'This session falls outside your scheduled hours.' The 'SUBMIT' button is highlighted in yellow.

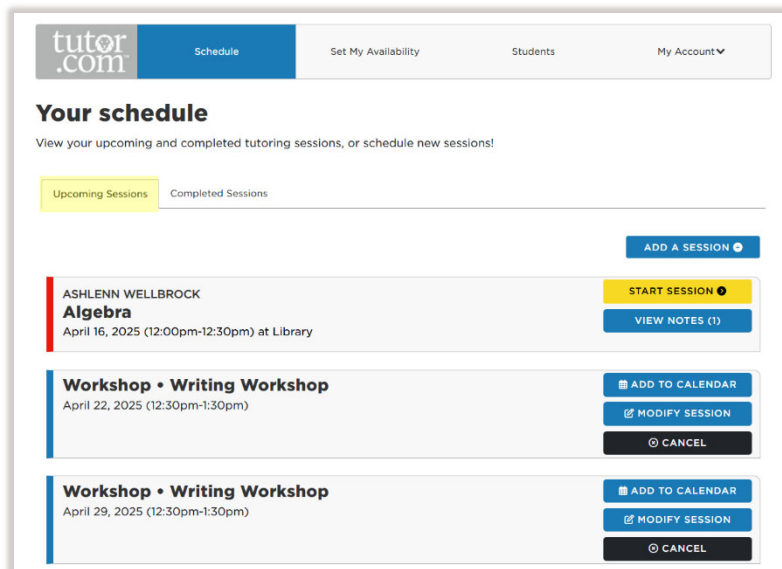
You can set your Workshop to recur daily, weekly, or monthly for up to 12 days, 12 weeks, or 12 months.

The screenshot shows the 'Create Your Meeting' modal form with the same details as the previous one, but the 'Recurs Every' is now set to 'Week' and 'for 12 Weeks'. The yellow warning box remains. The 'SUBMIT' button is highlighted in yellow.

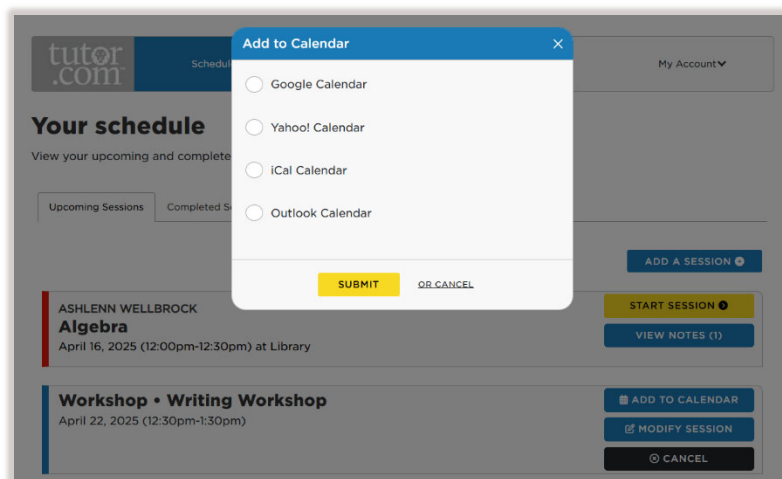
Click *Submit* to create your Workshop. You can go back and edit the details of a Workshop at any time.

MANAGING WORKSHOPS

Once a Workshop (or Workshop series) has been scheduled, you can manage it in *Upcoming Sessions*.



Click *Add to Calendar* to add the Workshop to your personal calendar (Google, iCal, Yahoo, and Outlook are supported).



Click *Modify Session* to adjust Workshop details, including the Title, Description, Keywords, and Start Time. You can also assign another person as the Workshop Leader, if necessary.

The 'Edit Your Meeting' dialog box is shown over a blurred background of the tutor.com 'Your schedule' page. The dialog has a blue header with the title 'Edit Your Meeting' and a close button (X). It contains the following fields: 'MEETING TYPE' (a dropdown menu set to 'Workshops'), 'TITLE' (a text box with 'Writing Workshop'), 'DESCRIPTION' (a text box with a placeholder description), 'KEYWORDS' (a row of tags: 'writing', 'thesis statement', 'Rubric'), 'START TIME' (a date/time picker set to '04/22/2025 @ 01:30 PM'), 'DURATION' (a text box with '60 minutes'), and 'WORKSHOP LEADER' (a dropdown menu with 'Jenna Gillo (JGillo+Test@tutor.com)'). At the bottom, there is a yellow warning box that says 'This session falls outside your scheduled hours.' and two buttons: 'SUBMIT' (yellow) and 'OR CANCEL' (grey).

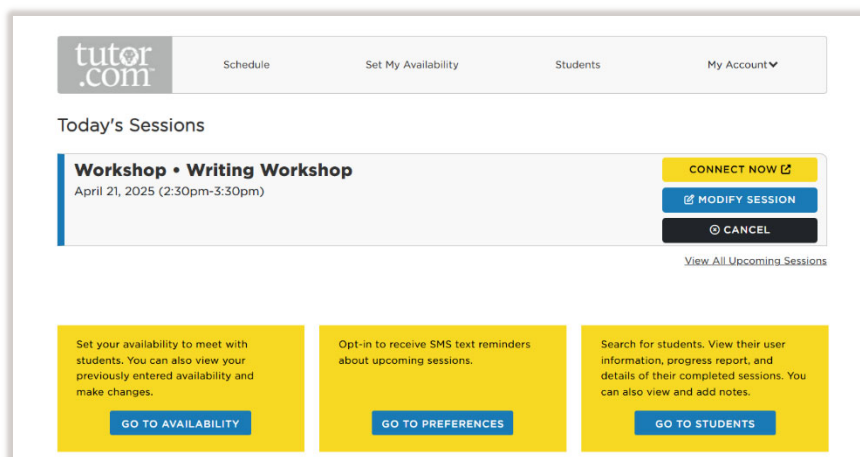
Click *Cancel* to cancel an individual Workshop. If you set up the Workshop as a recurring series, clicking *Cancel* will only cancel that individual occurrence.

The 'Cancel Session' dialog box is shown over a blurred background of the tutor.com 'Your schedule' page. The dialog has a blue header with the title 'Cancel Session' and a close button (X). It contains a question 'Are you sure you want to cancel this meeting?' and two buttons: 'CANCEL' (black) and 'OR RETURN' (grey). The background page shows a list of sessions, including 'Algebra' by ASHLENN WELLBROCK and 'Workshop • Writing Workshop'.

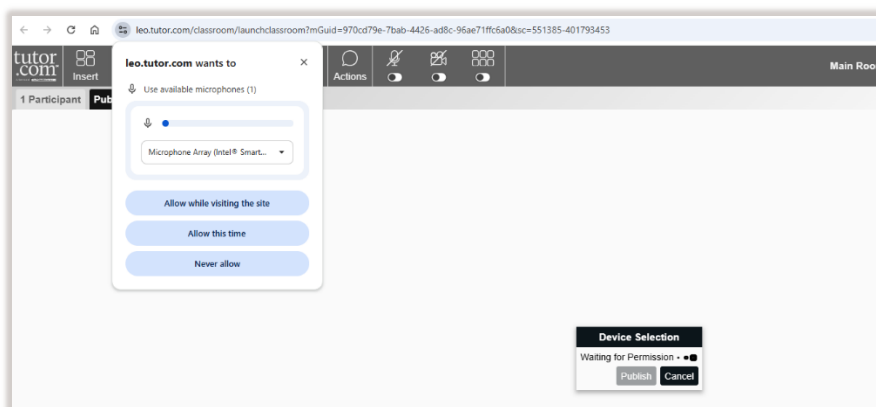
CONDUCTING WORKSHOPS

On the day of a Workshop, you will see it appear on the LEO dashboard under *Today's Sessions*. The yellow *Connect Now* button will appear 15 minutes before the scheduled start time.

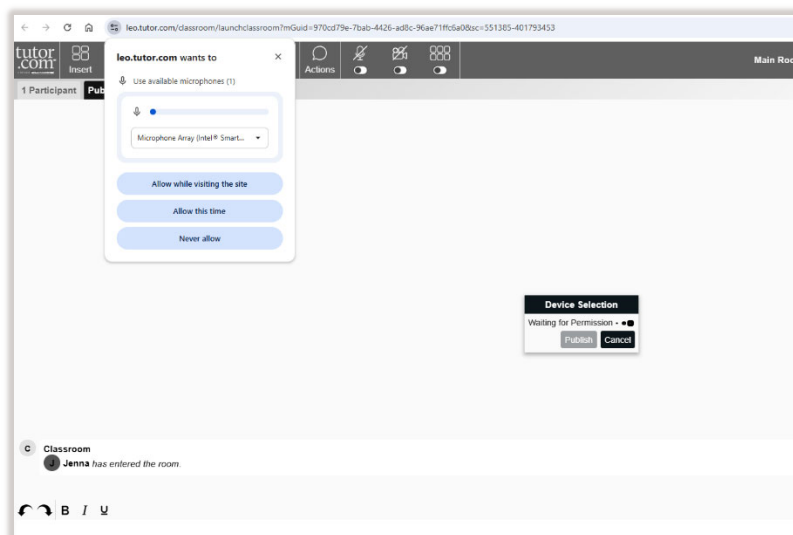
Clicking *Connect Now* button will open the Online Classroom, where the session will take place. Students can begin joining the Workshop 5 minutes prior to the scheduled start time.



If it is your first time in the Online Classroom, you will need to grant it permission to use your microphone (and camera if you plan to use video).

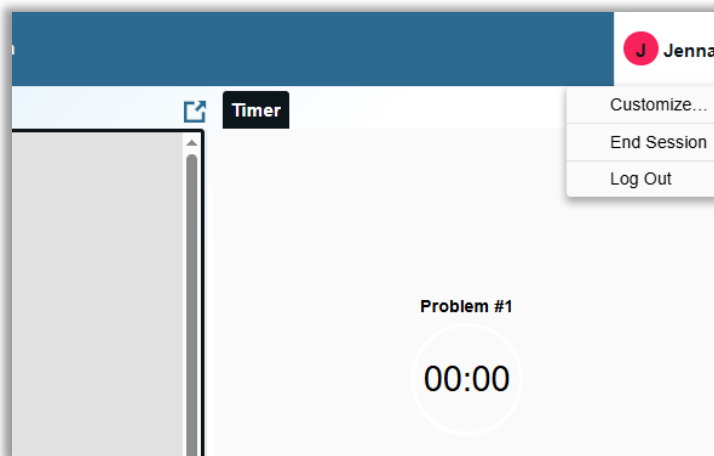


The Online Classroom will open to the Public Chat, where you'll be able to communicate with participants. The next section will dive more into all of the available classroom tools.

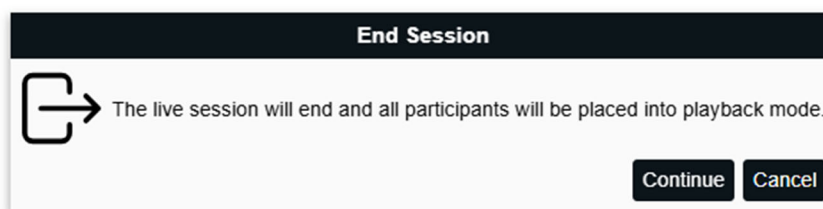


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To end a Workshop, hover over your name in the top-right corner and click *End Session*.

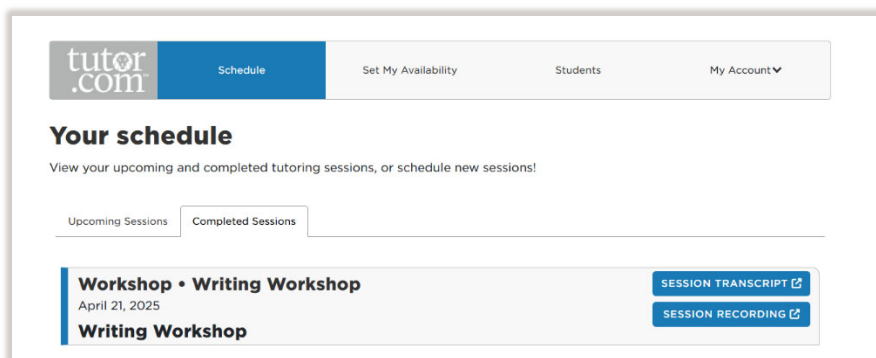


This will end the Workshop for everyone, placing participants into playback mode. Click *Continue* and then you can close the window.

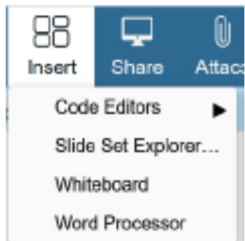

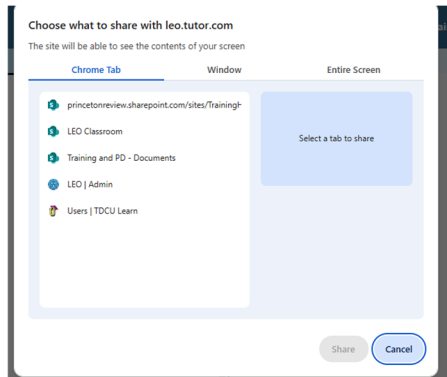
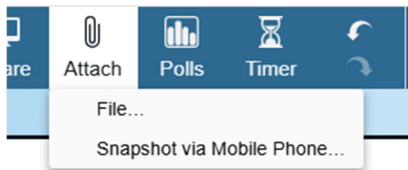




COMPLETED WORKSHOPS

After a session is completed, a session transcript and a session recording will generate. To view these, go to *Schedule* and then *Completed Sessions*.



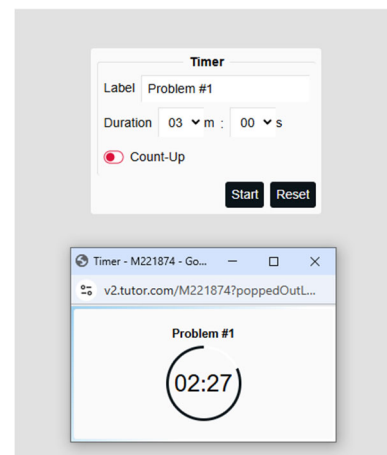
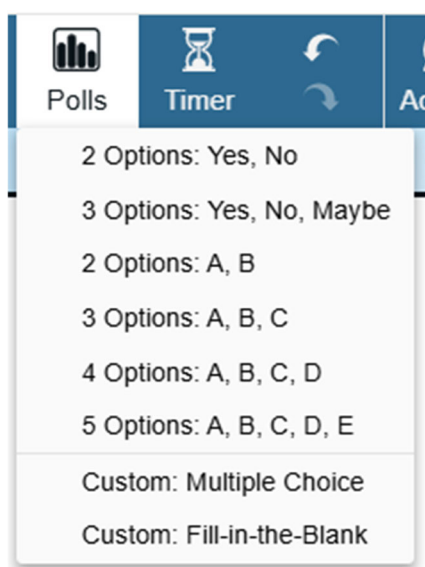
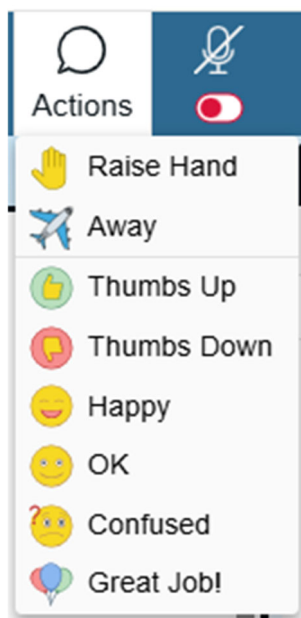
ONLINE CLASSROOM TOOLS FOR WORKSHOPS

Insert	Whiteboard Tools	Share
<p>Choose from a variety of workspaces to interact with students, including:</p> <ul style="list-style-type: none"> Code Editor Slide Set Explorer Whiteboard Word Processor  <p><i>Additional Resources:</i> How-to: Insert Video: Insert How-to: Slide Set Explorer Video: Slide Set Explorer</p>	<p>The Whiteboard is the most commonly used workspace in the classroom. The Whiteboard Tools are useful across all subject areas and topics:</p>  <p><i>Additional Resources:</i> How-to: Whiteboard Tools Video: Whiteboard Tools</p>	<p>Share an open tab, window, or entire screen with participants:</p>  <p><i>Additional Resources:</i> How-to: Share</p>
Attach	Breakout Rooms	Participants
<p>Attach a file to the classroom from a desktop computer or take a snapshot from a mobile device using the SnapAttach feature.</p>  <p><i>Additional Resources:</i> How-to: Attach Video: Attach</p>	<p>In a session with multiple participants, divide students up into breakout rooms to collaborate on problems or discuss various topics.</p>  <p><i>Additional Resources:</i> How-to: Breakout Rooms Video: Breakout Rooms</p>	<p>Actions used by participants will appear next to their name on the Participants tab. Toggle on/off student permissions, including their ability to:</p> <ul style="list-style-type: none"> Interact with workspaces Use the chat Turn on microphone/video  <p><i>Additional Resources:</i> How-to: Participant Permissions Video: Participant Permissions</p>

Engagement Tools

Engage with students and gauge how they are feeling in the moment using the following features:

- Actions
- Polls
- Timer



Additional Resources:

[How-to: Engagement Tools](#)

[Video: Engagement Tools](#)