



TUTOR QUICK START GUIDE

Opening your online tutoring room:

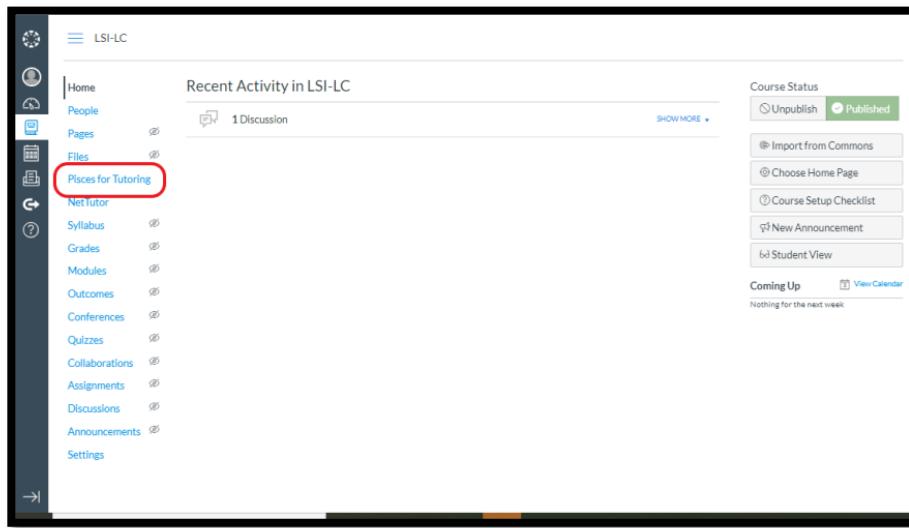


Figure 1. Log in to your Learning Management System (e.g., Canvas, Blackboard). Access Pisces from the left side menu (click "Pisces Tutoring" or whatever your school named your link)

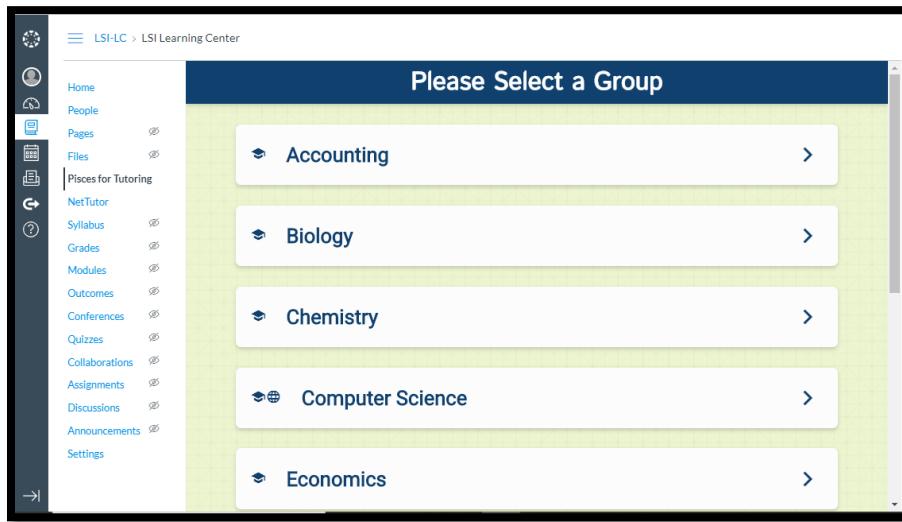


Figure 2. Select a group for which you tutor (indicated by the graduation cap icon).

Note: If you tutor for multiple subjects, you only need to open one room and students will be able to go into your room from any of the groups that you tutor for.

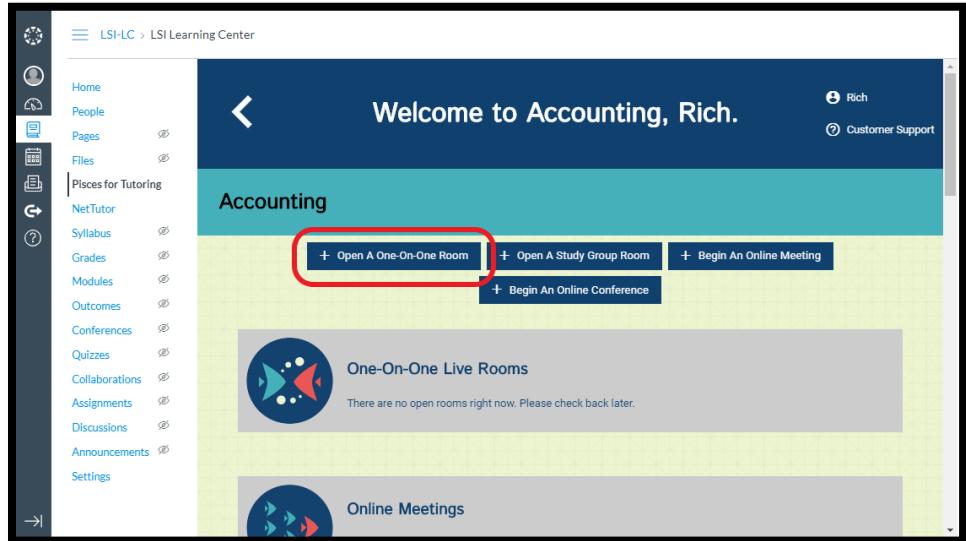


Figure 3. In the top of the page, select "Open a One-on-One Room" to open your online tutoring room.

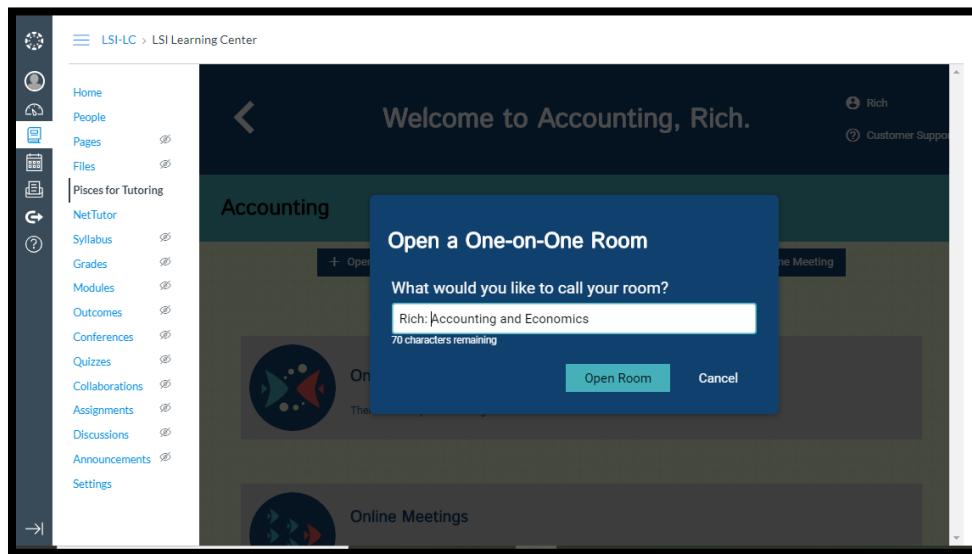


Figure 4. Enter a name for your room. Students will look for you in that room.

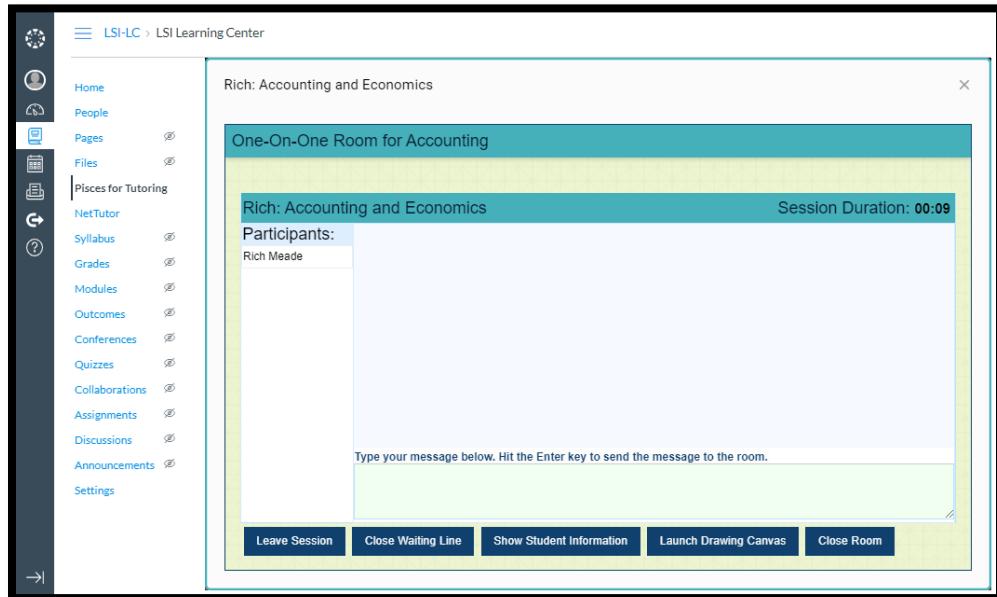


Figure 5. This is the lobby. It is a chat room. You'll be notified when a student joins you.

Setting your availability for students to make appointments:

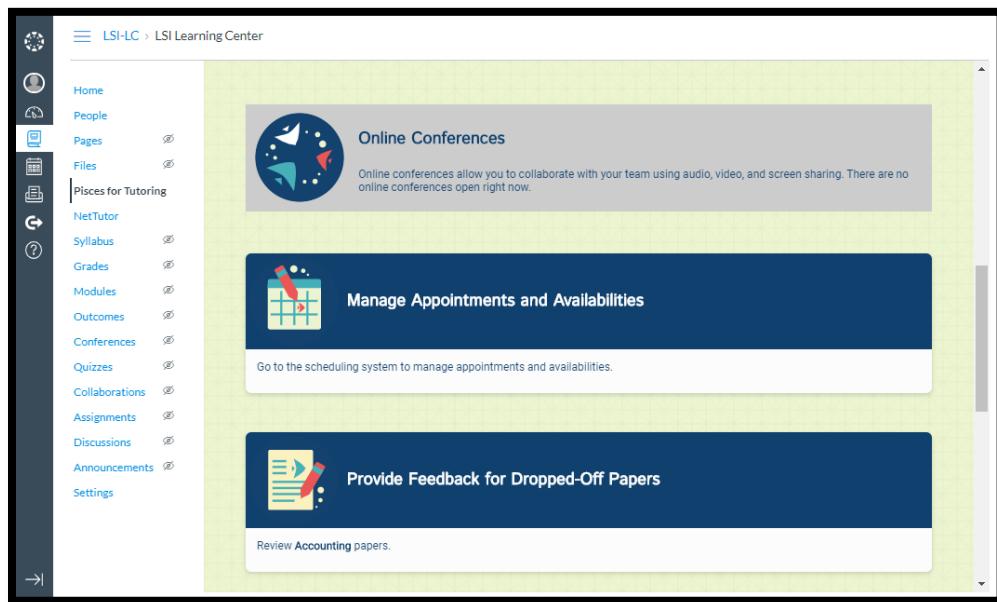


Figure 6. On the Pisces dashboard, look for the "Manage Appointments and Availabilities" tile.

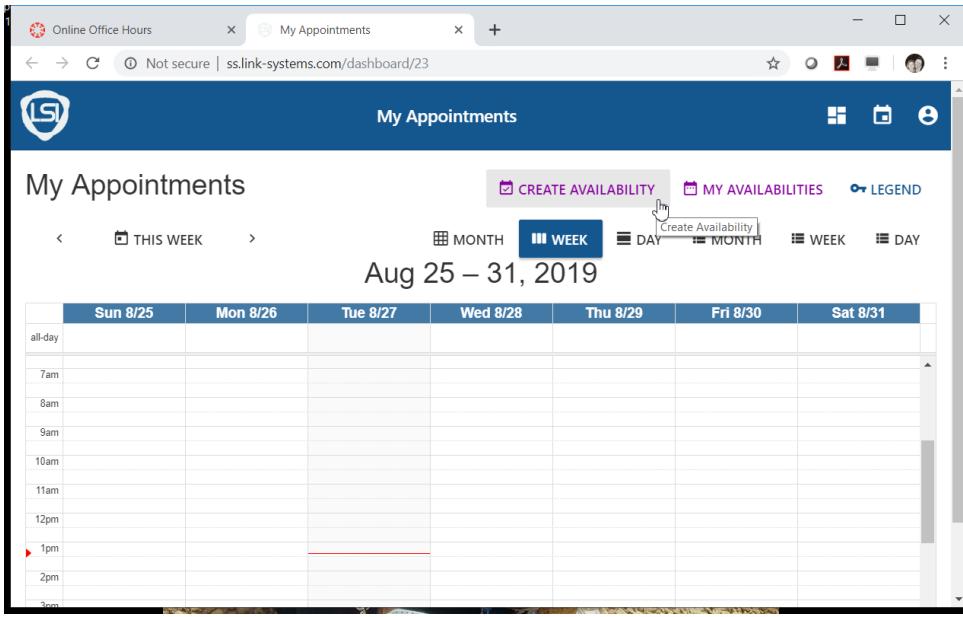


Figure 7. Choose "Create Availability" from the top menu.

Select the time period during which this availability is valid.

Start Date: 09/02/2019
The start date for this availability block, e.g. 2019-08-27

Stop Date: 10/26/2019
The stop date for this availability block, e.g. 2019-08-27

Select the days and times during which you are available.

Available Start Time: 06:00 PM
The start time for this block of availability

Available Stop Time: 07:30 PM
The stop time for this block of availability

Recurrence: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
The days of the week that you are available at this time

+ ADD ANOTHER AVAILABILITY

Figure 8. Enter the start date, end date, start time, and end time. Once you save this availability, students can reserve appointments with you. Appointment-based sessions will display automatically when it's time to start.

Tips for Online Tutoring

Here are some tips from our Pisces learning community:

- ✓ Personally welcome students when they enter your tutoring room.
- ✓ Ask good questions to gauge students' level of understanding.
- ✓ Encourage students to continue to work on their own after the tutoring session is complete.
- ✓ Expand your drop-in tutoring hours when you can, especially before midterms and finals.
- ✓ Consider expanding your tutoring availability with scheduled private appointments.