

TutorOcean

Tutor Edition

Tutoring Centre



Find simple to use instructions for the TutorOcean appointment website. This edition is for Academic Integrity Remediation Specialists, Learning Assistants, PAL Leaders, and Peer Tutors.

Sheridan

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Creating Your Account

Step 1 Sign up as a tutor

Enter first and last name

PAL and Learning Assistants:
please sign up for an account using your
employee @sheridancollege.ca email

Peer Tutors:
please sign up for an account using your
student @sheridancollege.ca email

Step 2 Set up your Tutor Profile

Profile Picture:
upload any picture as an initial place holder.

Program Information:
Select one: Learning Assistant / PAL (Peer-Assisted Learning) / Peer Tutor.

Please Note:
All **Academic Integrity Remediation Specialists** and **In-Centre Peer Tutors** (Interaction Design / Interior Design / MEET Math /etc.) please sign up for a Learning Assistant account.

Creating Your Account Cont'd

Step 3 Personal Information:

Personal Information ? ! Required

First Name *
This field is required

Last Name *
This field is required

Legal Name

Email *

Mobile Phone Number

Profile Tag *
This field is required
Your tag is used to access your public profile: <https://sheridan.tutorocean.com/tuto>

Headline *

Description *
This field is required

Currency

Tutoring Experience

Timezone

Save Personal Information

Enter First and last name.

Profile Tag: use your first and last name.

Headliner:

PAL Leader for [course code/name] at [campus location].

Peer Tutor for [course code/name] at [campus location].

Learning Assistant for [subject] at [campus/room location].

Description:

Please include the following: **type of tutor/subject** or **course/campus/room location**.

SAMPLE:

PAL Leader

Hello, I'm your [type of tutor] for [course/subject].

I host PAL sessions on [day] in room [room number] at [campus]. See you there!

_____ or _____

Learning Assistant / In-Center Peer Tutors / Academic Integrity Remediation Specialists

I'm available for appointments at [campus/room number]. I'm here to help!

_____ or _____

Peer Tutor

Book an appointment with me to get support in [course].

Creating Your Account Cont'd

Step 4 School Information

Fill in fields:

Enter student or employee number. This is the **9 digit number** on your OneCard.

Select the **campus** you will be tutoring for during the semester.

Select your **program** and which **semester** you are currently in.

Optional: Checkmark if you are an international student or if you are registered with accessible learning.

Please Note: Learning Assistants (not from Sheridan) please select any program and semester.

School Information **Required**

Student Number *

Campus *

Program *

Semester *

Are you an international student? *

☐ Yes

☐ No

Are you registered in accessible learning? *

☐ Yes

☐ No

☐ Do not wish to disclose

Save School Information

Step 5 Course and Subject Tags

Courses +

There are no courses to show.

Subjects +

There are no subjects to show.

Languages ? **Required** +

IMPORTANT: Select your "Native proficiency" first, before selecting secondary languages.

Click the **+** symbol to add in course(s), subject(s) and language(s) you support; as you learn which courses you support at Sheridan, **add them to your profile**.

Courses Examples:

English (COMM 19999, ENGL17889GD), **Math** (MATH 18584) and **Computer Programming** (PROG 10082, PROG 24178), etc.

Subjects Examples:

ESL, Child and Youth Care, English, Math, Java, Computer Programming, C++, Business Math, Accounting, Finance, Architecture, Trades Math, Chemistry, Interior Design, Interaction Design, etc.

Languages:

Add **English** and **any other languages** you speak!

Creating Your Account Cont'd

Step 6 Verification Email

You will receive a verification email in your @sheridancollege.ca inbox. Please click on the link to complete the verification which will forward the account for approval.

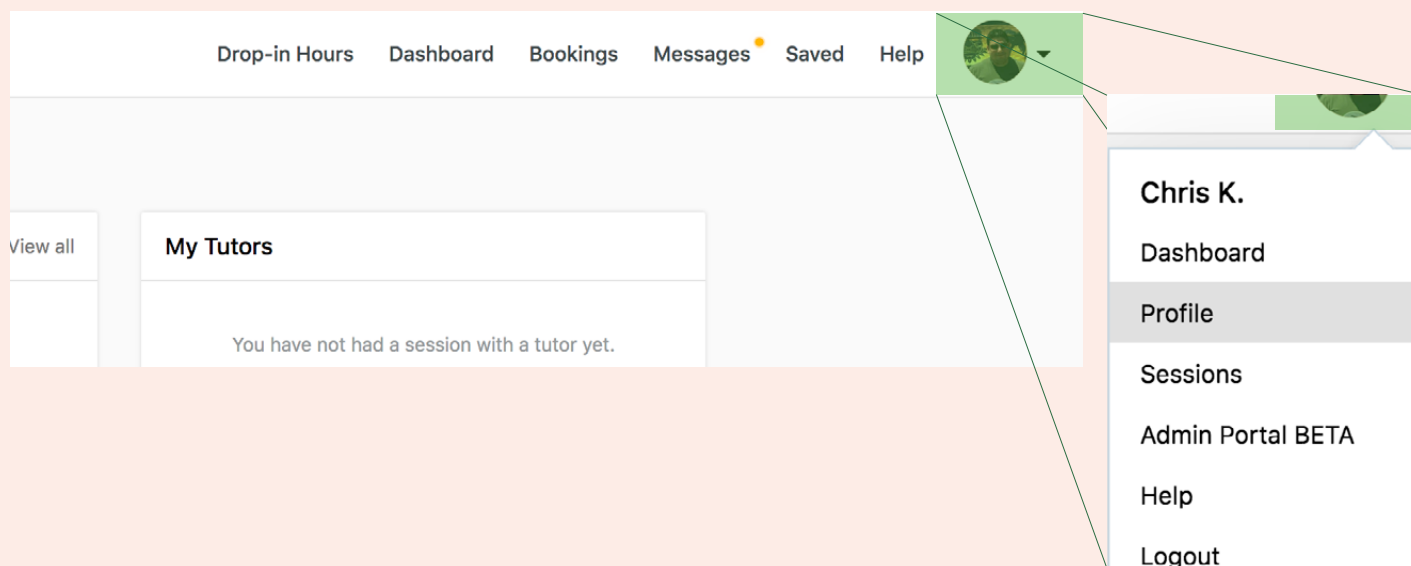
Once approved by an administrator, your account will be ready to assist Sheridan students.



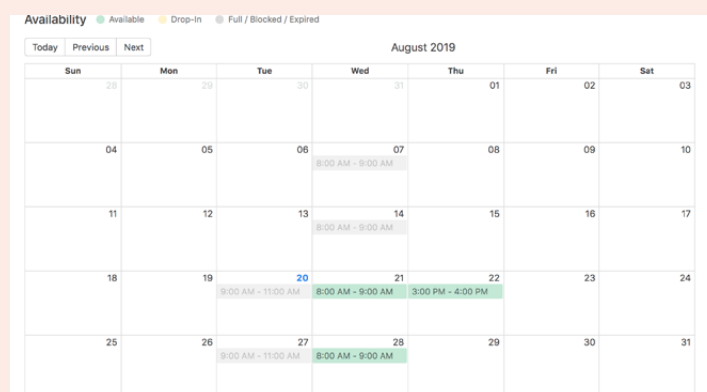
Setting up Your Schedule - All

Step 1 Go to your Profile Page

Go to your **Profile** page. This can be found in the **drop-down** from your profile image on the top right.



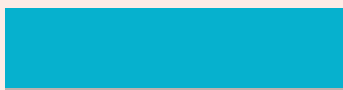
Step 2 View the Calendar



Scroll down to the calendar, **click on** the date and a pop up window will appear for you to add your availability.

Please Note: All Academic Integrity Remediation Specialists and In-Centre Peer Tutors should follow the same steps as the Learning Assistants for creating their account.

I am a ...
Click on your position.



or go to the next page(s) to find your step 3 based on your position.

Setting up Your Schedule - Learning Assistant

Step 3 Add Availability

Start by clicking on **New Timeslot**.

Enter your **start and end time** availability, subject, campus, room location.

The screenshot shows the 'Add Availability' form. At the top right is a close button (X). Below it are two input fields for time: '09:00' and '11:00', separated by a dash. To the right is a dropdown menu for 'English'. Below these are three dropdown menus: 'In-person', 'Trafalgar Road C...', and 'C113 (Trafalgar)'. There is a checkbox for 'Drop-in' which is currently unchecked. At the bottom are two buttons: '+ New Timeslot' (blue) and 'Unavailable' (orange). Below these are two dark blue buttons: 'Apply to Aug 20 only' and 'Apply to all Tuesdays'. At the very bottom is the text 'Or apply to many...'.

This screenshot shows the 'Add Availability' form with specific details entered. The time fields are '09:00' and '11:00'. The subject dropdown is set to 'English'. The location dropdowns are set to 'In-person', 'Trafalgar Road C...', and 'C113 (Trafalgar)'. The 'Drop-in' checkbox is now checked. The '+ New Timeslot' and 'Unavailable' buttons are still present at the bottom, along with the 'Apply to Aug 20 only' and 'Apply to all Tuesdays' buttons, and the 'Or apply to many...' text.

Step 4 Define Your Time

This screenshot shows the 'Add Availability' form with a second timeslot being added. The first timeslot (09:00-11:00) is still visible at the top. Below it, a second set of time fields shows '11:00' and '12:00'. The subject dropdown is still 'English'. The location dropdowns are 'In-person', 'Trafalgar Road C...', and 'Location'. The 'Drop-in' checkbox is unchecked. At the bottom are the '+ New Timeslot' and 'Unavailable' buttons, the 'Apply to Aug 20 only' and 'Apply to all Tuesdays' buttons, and the 'Or apply to many...' text. A text input field above the bottom buttons contains the placeholder text '[Insert class / room number] / Lunch Hour / etc.'.

Select Drop-in for drop-in hours if applicable. Also applies to **Conversation Circles**.

Click Block (circle with line through) to block yourself off for **lunch hour**, **Java Jam**, in **class or lab**, etc.; remember to include the classroom location, faculty name, etc.

Click Apply to All [date] - this will set your schedule up for the semester!

Setting up Your Schedule - Learning Assistant

Step 5 Edit your Schedule

To edit or delete: click the trash can icon.

Edit Availability

09:00	-	11:00	English	
In-person		Trafalgar Road C...	C113 (Trafalgar)	
☒ Drop-in				
11:00	-	12:00	English	
In-person		Trafalgar Road C...	C113 (Trafalgar)	
☐ Drop-in				
12:00	-	13:00	English	
In-person		Trafalgar Road C...	C113 (Trafalgar)	
☐ Drop-in				
13:00	-	15:00	English	
In-person		Trafalgar Road C...	C113 (Trafalgar)	



Setting up Your Schedule - PAL Leader

Step 3 Select New Timeslot

Start by clicking on **New Timeslot**.

Step 4 Define Your Time

Enter your **start and end time** availability, subject, campus, room location.

999: default # of students; please do no change

Students select Book a Session:

It will **automatically track attendance** (i.e. 15/999 means 15 students will be attending your PAL Session)

Please Note: ensure all students set up a student account to sign in for PAL Sessions!

Setting up Your Schedule - Peer Tutoring

Step 3 Select New Timeslot

Add Availability

+ New Timeslot Unavailable

Apply to Aug 20 only

Apply to all Tuesdays

Or apply to many...

Start by clicking on **New Timeslot**.

Step 4 Define Your Time

Enter your **start and end time** availability, subject, campus, location.

Please Note: sessions must be on a **Sheridan campus**.

Add Availability

11:00 - 12:00 ADVG 18508

In-person Hazel McCallion ... Learning Commons

+ New Timeslot Unavailable

Apply to Aug 27 only

Apply to all Tuesdays

Calendar Colour Legend

Green

Learning Assistant/Peer Tutor is **available** for appointment or PAL session is running.

Yellow

Learning Assistant only - **Drop-In sessions** and **Conversation Circles**.
Students do not need to book an appointment.

Grey

Learning Assistant only - in-class/Java Jam/on lunch/etc.; LA is **not available** for appointment.

Red

Learning Assistant/Peer Tutor - appointment times are **fully booked**.

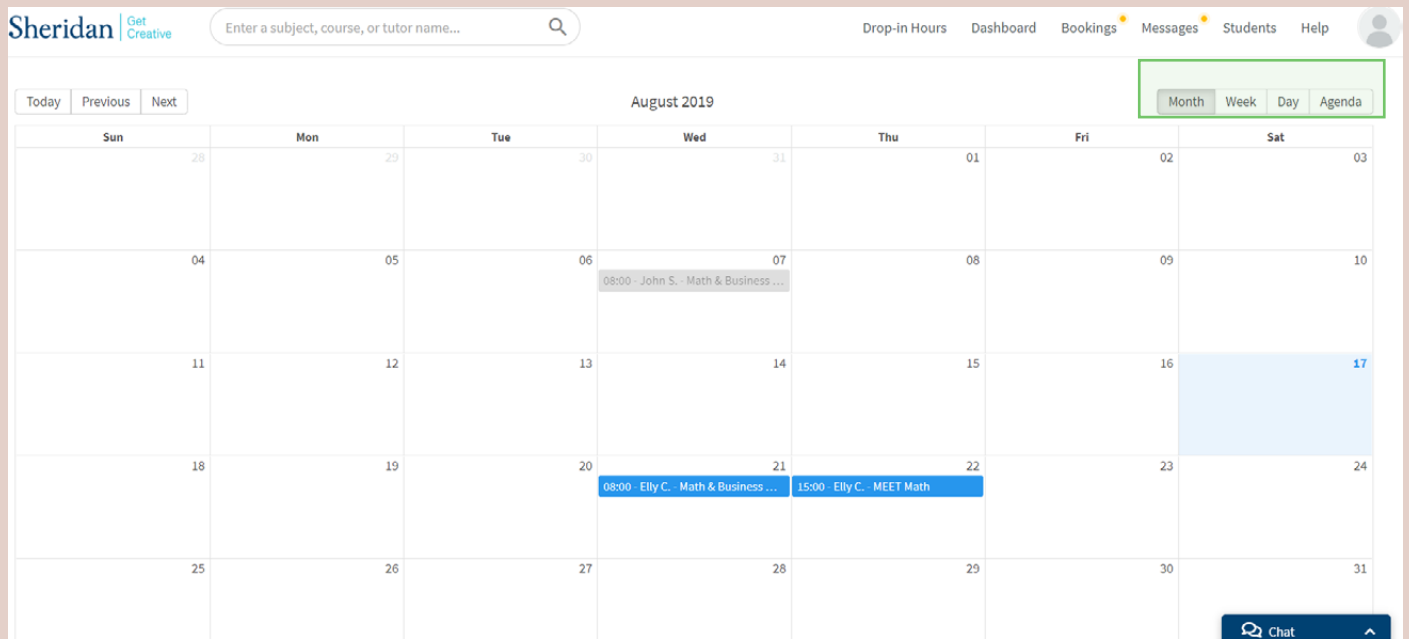


Features

Calendar

On the left side you will find the buttons for selecting **Today**, **Previous**(month) and **Next** (month).

On the right side you can adjust the display of **appointment times** in **Month/Week/Day** format.



Session Details

Select **individual appointments** to view details

Click the **comment icon** to mark **missed appointments**, mark **tutor is away**, add **additional comments**, etc.

Features

Dashboard

Shows your **upcoming**, **pending** and **past** sessions.

Upcoming Sessions			View all
AUG 22 11:00am	English 👤 Kurt S. (Tutor) 👤 Elly C. (Student) ⌚ 30 minutes 📍 Trafalgar Road Campus 📍 C113 (Trafalgar)	In-person	
AUG 22 12:00pm	English 👤 Elly C. (Tutor) 👤 Elly C. (Student) ⌚ 30 minutes 📍 Trafalgar Road Campus 📍 C113 (Trafalgar)	In-person	
AUG 22 1:30pm	English 👤 Kurt S. (Tutor) 👤 Elly C. (Student) ⌚ 30 minutes 📍 Trafalgar Road Campus 📍 C113 (Trafalgar)	In-person	
Pending Sessions			
There are no pending sessions.			
Past Sessions			View all
AUG 15 2:30pm	English 👤 Elly C. (Tutor) 👤 Elly C. (Student) ⌚ 30 minutes 📍 Trafalgar Road Campus 📍 C113 (Trafalgar)	In-person	
AUG 15 1:30pm	English 👤 Elly C. (Tutor) 👤 Elly C. (Student) ⌚ 30 minutes 📍 Trafalgar Road Campus 📍 C113 (Trafalgar)	In-person	

Chat

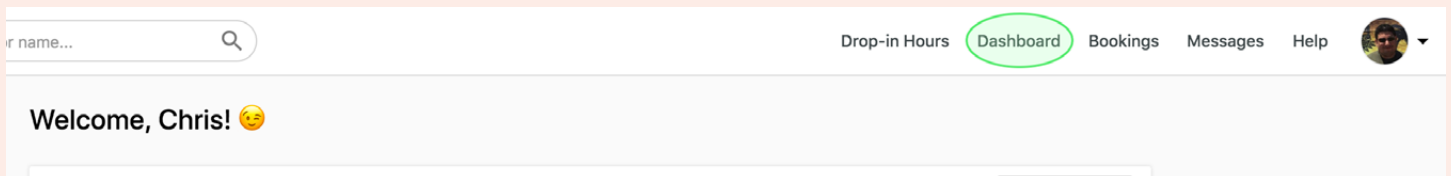


How to Reset my Password

Step 1 Go to your Dashboard

At the top of the page there is a menu; [Drop-in Hours](#), [Dashboard](#), [Bookings](#), [Messages](#), and [help](#).

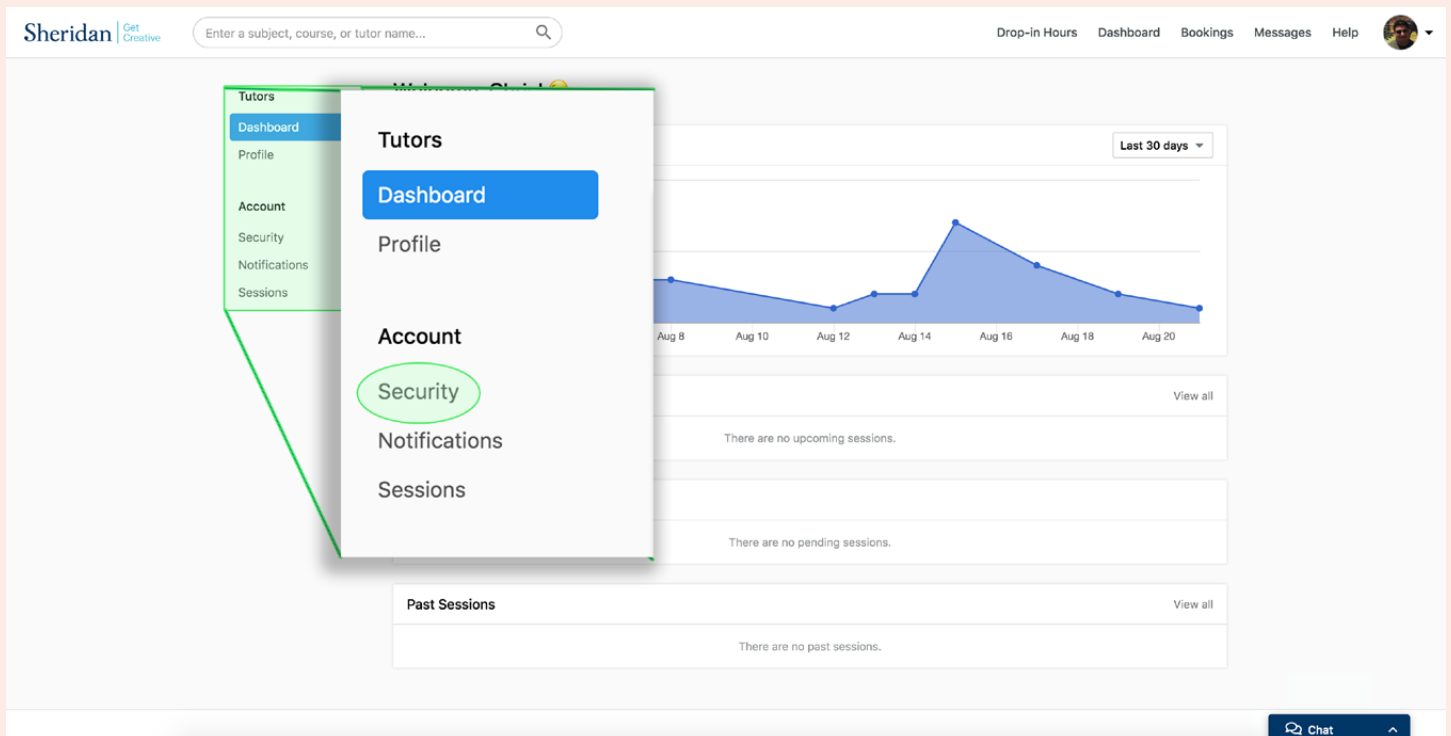
Click on *Dashboard*.



Step 2 Find Security

Inside your Dashboard, on the [right-hand side](#) you will find a column with the word Security.

Click on *Security*.



How to Reset my Password Cont'd

Step 3 Change Your Password

On the Security page, you will have to enter your **current password** before entering a new password.

Click on Save, and the changes will take effect.

Change Password

Current Password *

New Password *

Confirm Password *

Save

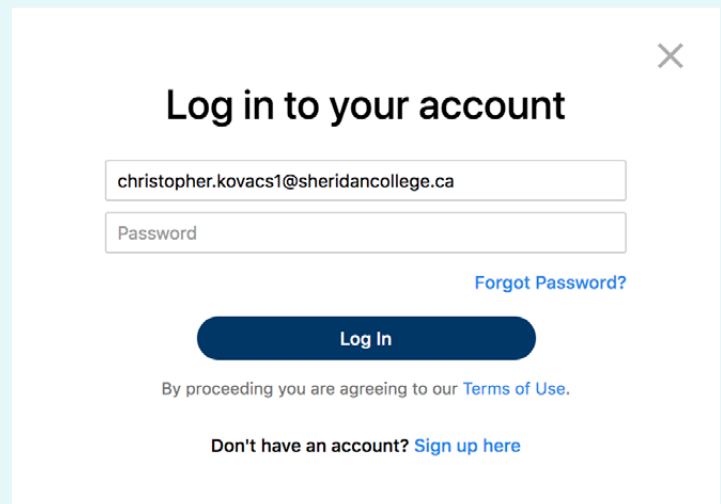


Forgot Your Password

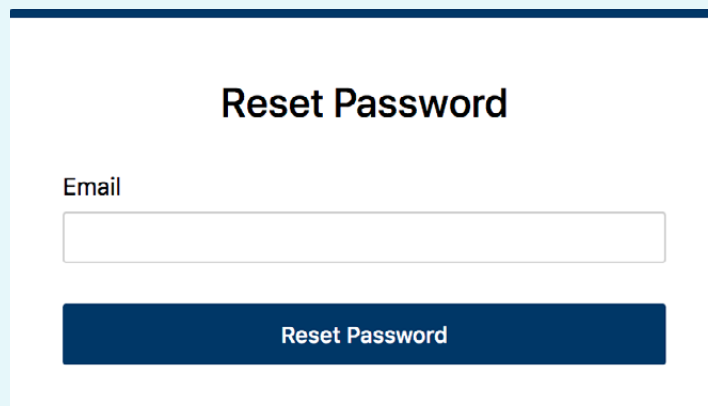
Step 1 Forgot Your Password

It's okay, start by going to where you [Log in](#).

Click on the: *Forgot Password?*



Step 2 Reset Password



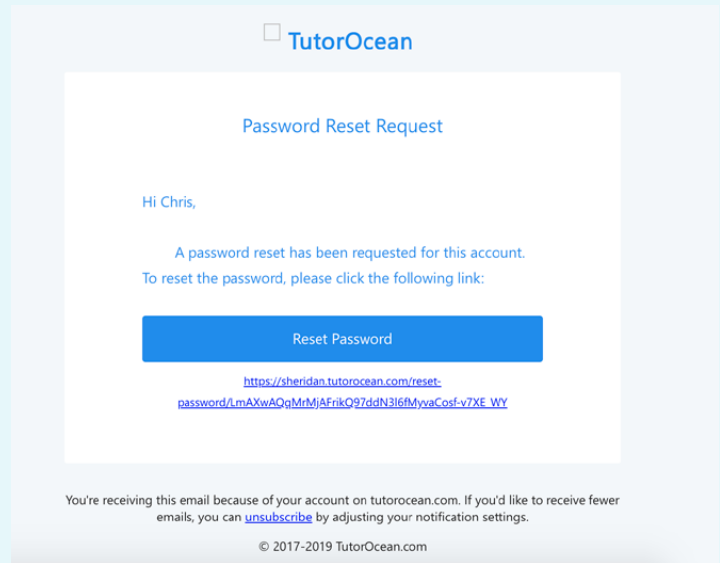
Type in your [Sheridan email address](#) associated with TutorOcean.

Forgot Your Password Cont'd

Step 3 Check Your Email

You will receive an email in your Sheridan inbox.

Click on the **Reset Password** button or link.



Step 4 Set Your Password

Set New Password

New Password

Set New Password

The reset button and link will bring you to the web page where you can now **create a new password**.

Use this password going forward.

After clicking on **Set New Password**, you will be signed in and **able to use your account**.