



Host Guide

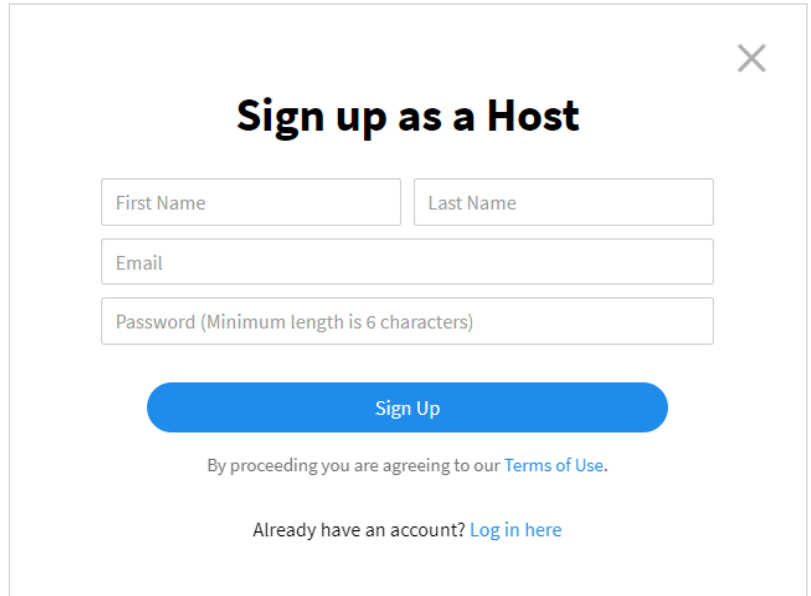
Host Guide

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Application Process

Sign Up

Create your account as a host using your first name, last name, school email address, and password. If you are using Single Sign-On, sign in using your school's credentials.



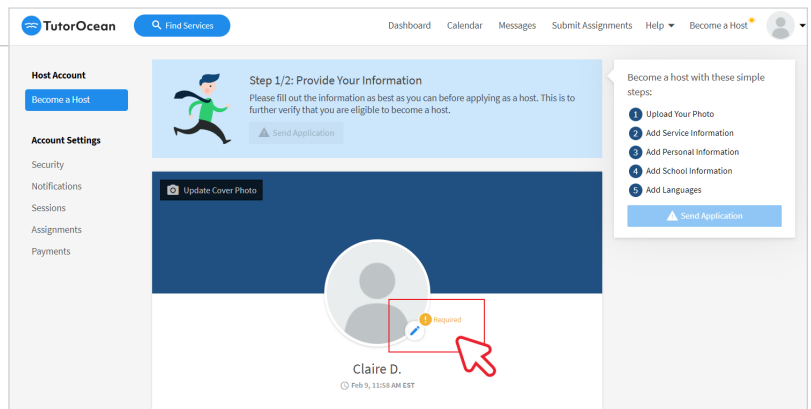
The form is titled "Sign up as a Host" and includes a close button (X) in the top right corner. It contains four input fields: "First Name", "Last Name", "Email", and "Password (Minimum length is 6 characters)". Below the fields is a blue "Sign Up" button. Underneath the button, there is a line of text: "By proceeding you are agreeing to our [Terms of Use](#)." At the bottom, there is a link: "Already have an account? [Log in here](#)".

Building a Profile

Hosts must submit a host profile for Admin review including a profile picture, service information, personal information, media (optional), courses and/or subjects, languages, availability, and integration (optional).

Step 1:

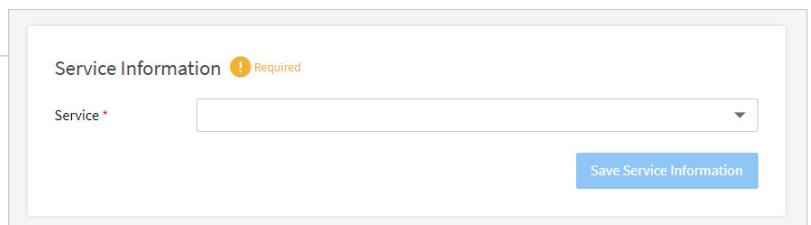
Upload a profile picture



The screenshot shows the TutorOcean interface for a host's profile setup. The top navigation bar includes "TutorOcean", "Find Services", "Dashboard", "Calendar", "Messages", "Submit Assignments", "Help", and "Become a Host". The left sidebar has "Host Account" (with "Become a Host" button) and "Account Settings" (with links for Security, Notifications, Sessions, Assignments, and Payments). The main content area is titled "Step 1/2: Provide Your Information" and includes a "Send Application" button. Below this is a "Update Cover Photo" section with a placeholder image and a "Required" indicator. The user's name "Claire D." and a timestamp "Feb 9, 11:59 AM EST" are visible. On the right, a sidebar lists the steps: "Upload Your Photo", "Add Service Information", "Add Personal Information", "Add School Information", and "Add Languages", with a "Send Application" button at the bottom.

Step 1:

Select your service from the dropdown menu



The form shows a "Service Information" section with a "Required" indicator. Below the title is a dropdown menu labeled "Service *". To the right of the dropdown is a "Save Service Information" button.

Step 3:

Fill out your Personal Information

- **Profile Tag:** Enter an available profile tag that represents you. For example: emilytutor, funmentor, etc.
- **Headliner:** A short headline about what and where you can teach and/or help students
- **Description:** A brief description about your skills, experiences, and teaching style

E.g.

“I’m a third-year Engineering student. I have been tutoring for 2 years and I can help you gain a better understanding of chemistry, math, and physics. I tutor in-person and online.”

Personal Information ⓘ Required

First Name * Claire

Last Name * Duke

Display Name

Legal Name

Preferred Pronouns

Email * claire@test.com

Mobile Phone Number This information will not be shown on your public profile

Profile Tag * A unique identifier at the end of your profile URL
Your tag is used to access your public profile: https://test.tutorocean.com/tutor/

Headline * A short phrase about your expertise...

Description * Elaborate on your expertise...

Experience Number of years

Save Personal Information

Step 4:

Fill out your School Information

School Information ⓘ Required

Student Number * Enter the student number

Faculty * Select the faculty

Save School Information

Step 5:

Add your Media, Courses, and Subjects

Media
👤 Your youtube videos, teaching tutorials, and pictures will increase student engagement by 10X.

Courses
There are no courses to show.

Subjects
There are no subjects to show.

Step 6:

Set your personal schedule on the Availability calendar

Click on the days below to add your availabilities.

Availability ● Group ● 1-on-1 ● Drop-In ● Full / Blocked / Expired

Today Previous Next February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08 10:30 AM - 11:...	09	10	11	12
13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	01	02	03	04	05

Add Event or Availability

1-on-1 Group Drop-In

Time AM - AM

Subject / Course

Type

Location

Attendees

+ New Timeslot Unavailable

Apply to February 9 only

Apply to all Wednesdays

Or apply to many...

Step 7:

Submit your host profile for administrative review. Note: If you were invited to the platform via email invitation, your profile may already be automatically approved

TutorOcean Find Services Dashboard Calendar Messages Submit Assignments Help Become a Host

Host Account

Become a Host

Account Settings

Security

Notifications

Sessions

Assignments

Payments

Step 1/2: Provide Your Information

Please fill out the information as best as you can before applying as a host. This is to further verify that you are eligible to become a host.

Send Application

Update Cover Photo

Claire D.

Feb 9, 2:27 PM EST

So excited to assist you!

Become a host with these simple steps:

- Upload Your Photo
- Add Service Information
- Add Personal Information
- Add School Information
- Add Courses
- Add Languages

Send Application

Availability

Adding Availability

Via Profile

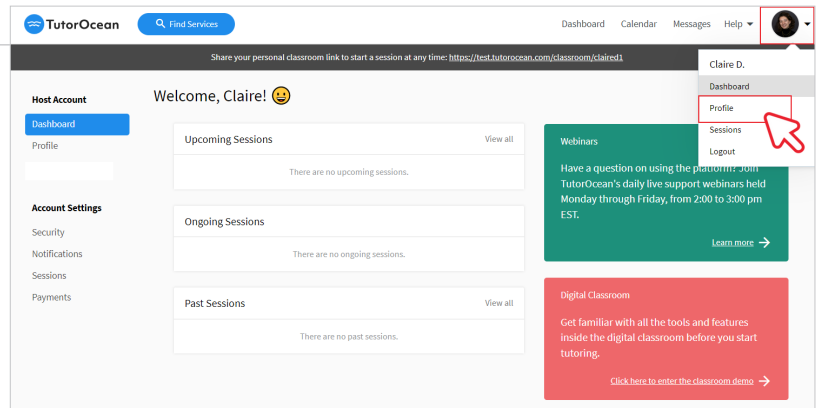
Hosts can easily add time slots to their calendars by visiting their host profiles.

Step 1:

Click on your icon

Step 2:

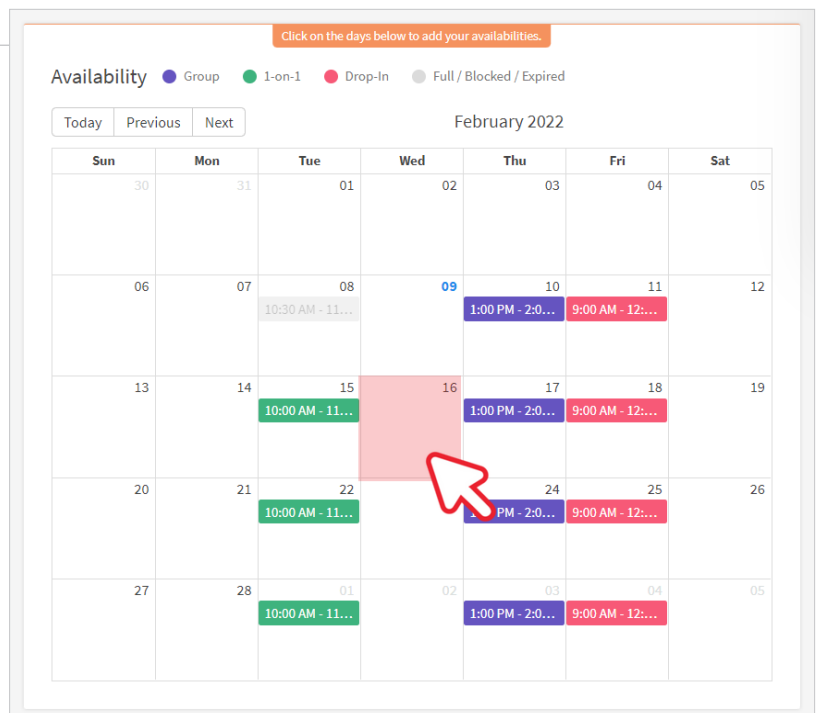
Go to your Profile



Step 3:

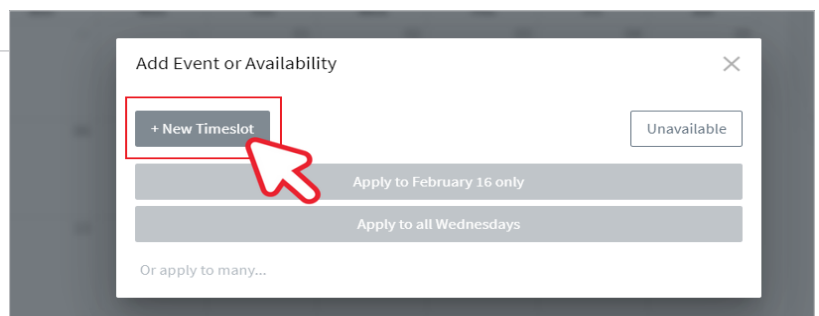
Scroll down to the Availability calendar and click on a date to add a time slot

- **Purple time slots** indicate that the host is available for a group session for that time slot.
- **Green time slots** indicate that the host is available for the full or partial length of the time slot.
- **Pink time slots** indicate that the host is available for a drop-in session.
- **Grey time slots** indicate that the session is full or expired, or the host is unavailable for that time slot.



Step 4:

Select 'New Timeslot' and fill out all required fields



Note:

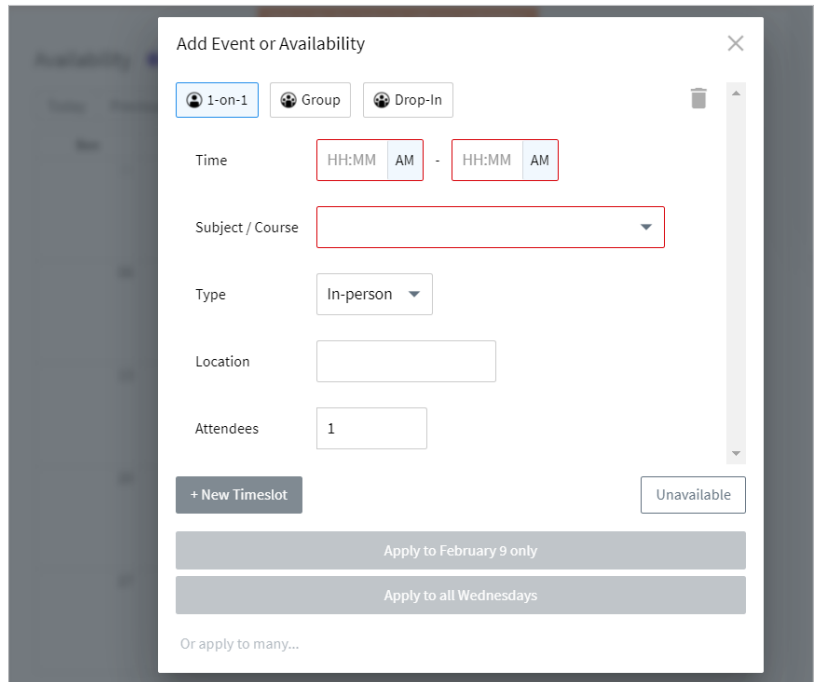
Selecting **“Apply to only”** will only modify that specific time slot while selecting **“Apply to all”** will modify all subsequent time slots

Types of Sessions

1-1: This session is booked in advance by a student. It will include one student/participant and yourself as the host.

Group: This sessions is booked in advance by multiple students. It will include X number of participants and yourself as the host.

Drop-In: This session is not booked in advance by students, and allows students to simply drop-in once the session start time begins. Multiple students can drop-in and join you as the host.

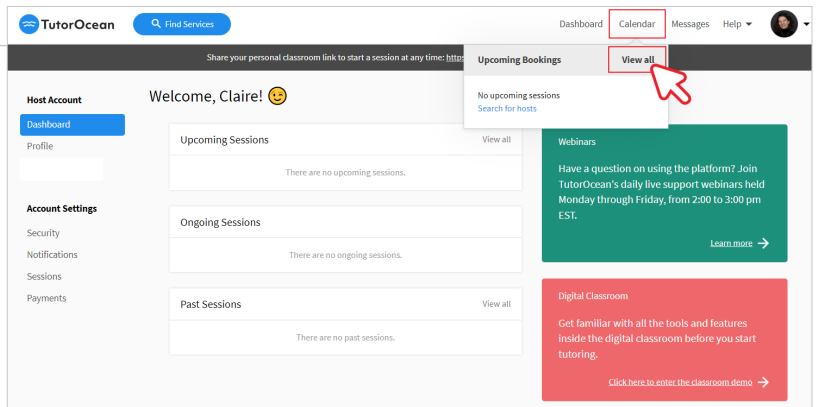


Via Calendar

Hosts can easily add time slots to their calendars by visiting their bookings calendars.

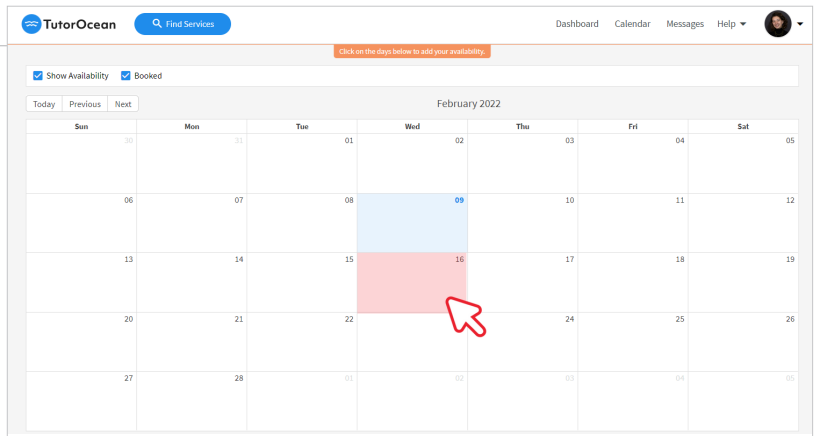
Step 1:

Click on calendar and click on view all



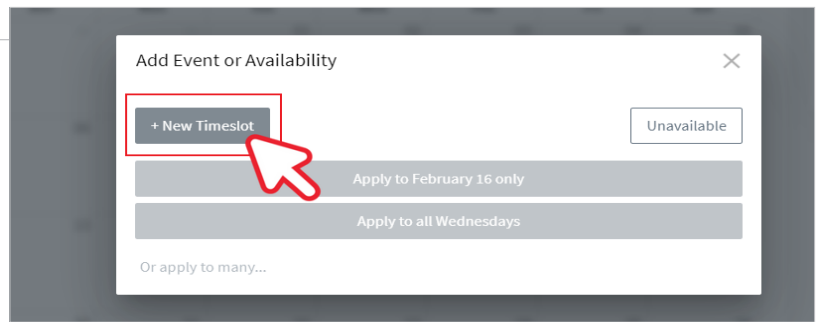
Step 2:

Click on a date to add a time slot



Step 3:

Select 'New Timeslot' and fill out all required fields



Note:

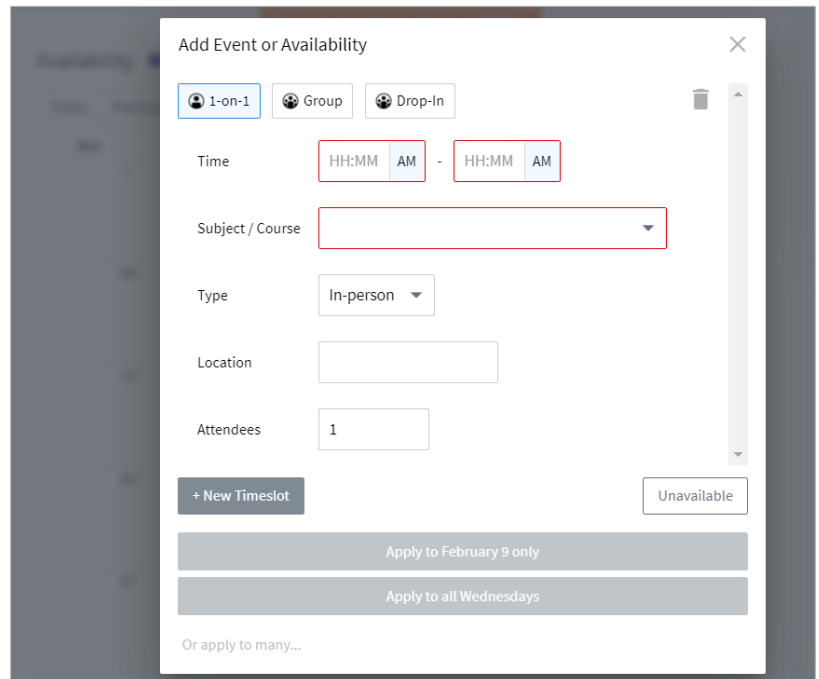
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Editing Availability

Via Profile

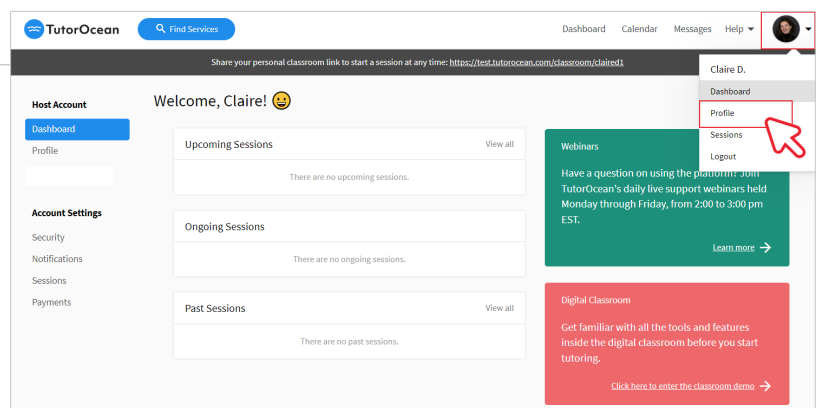
Hosts can easily edit time slots on their calendars by visiting their host profiles.

Step 1:

Click on your icon

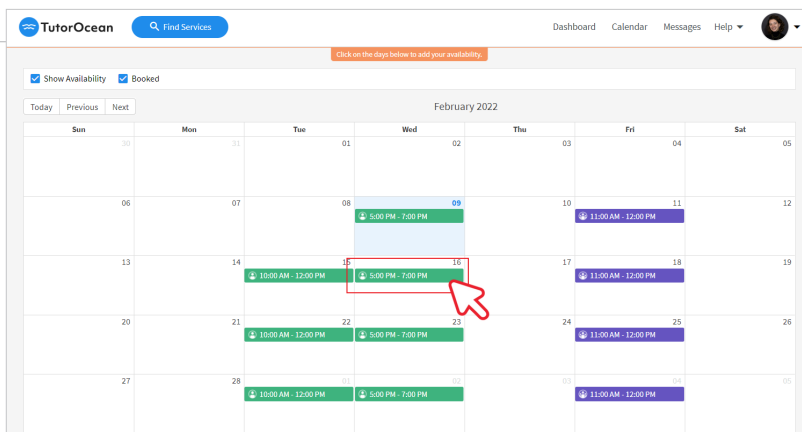
Step 2:

Go to your Profile



Step 3:

Scroll down to 'Availability' and click on a time slot to modify. Make changes to the time, subject, location, etc. or delete the time slot



Note:

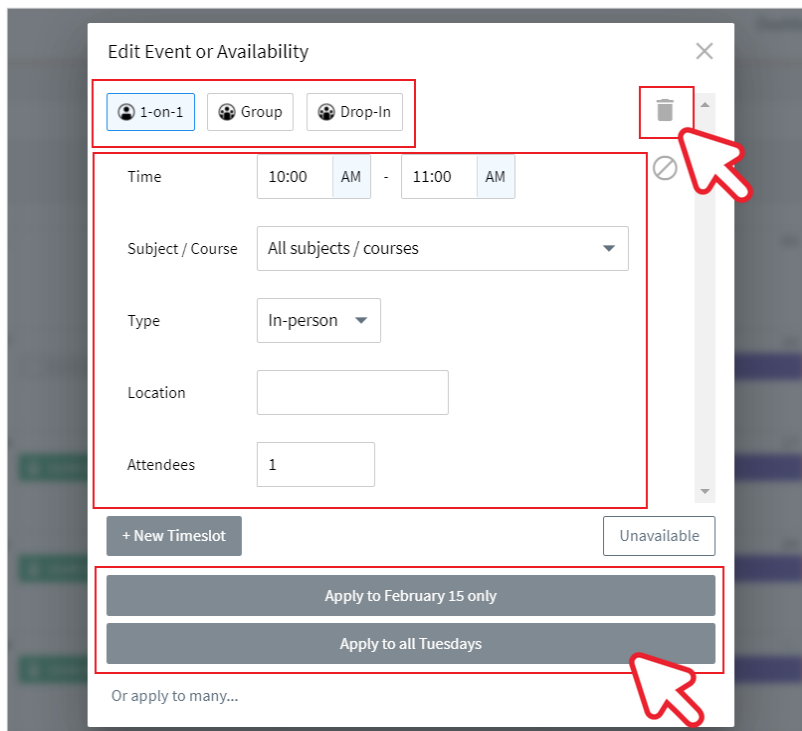
Selecting "Apply to only" will only modify that specific time slot while selecting "Apply to all" will modify all subsequent time slots

Types of Sessions

1-1: This session is booked in advance by a student. It will include one student/participant and yourself as the host.

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Drop-In: This session is not booked in advance by students, and allows students to simply drop-in once the session start time begins. Multiple students can drop-in and join you as the host.

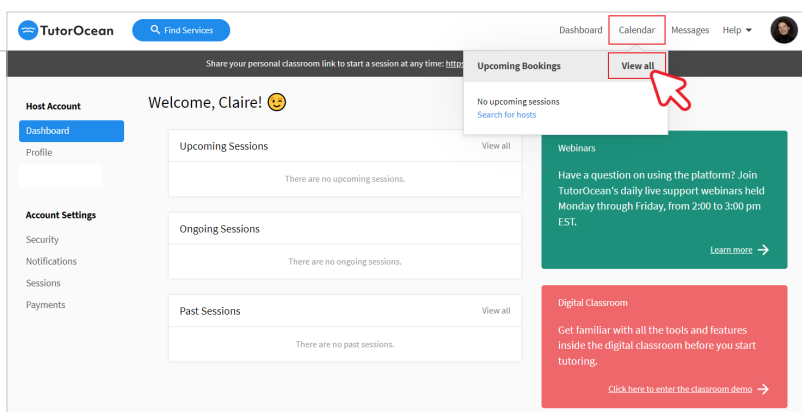


Via Calendar

Hosts can easily edit time slots on their calendars by visiting their bookings calendars.

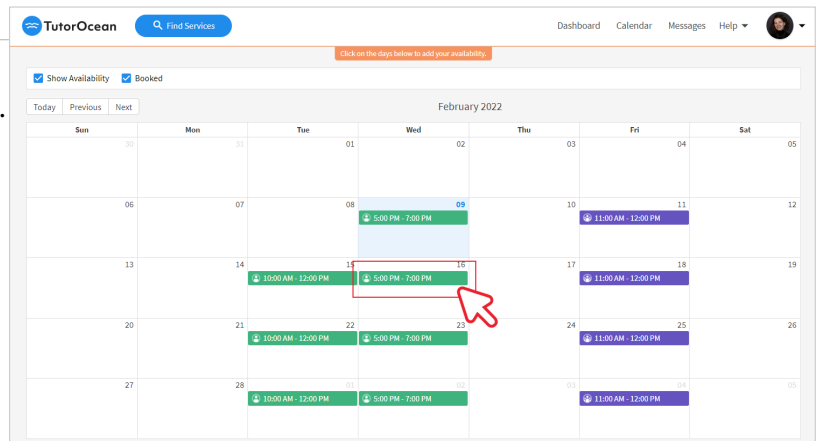
Step 1:

Click on Calendar and click on View All



Step 2:

Select a time slot to modify. Make changes to the time, subject, location, etc. or delete the time slot



Note:

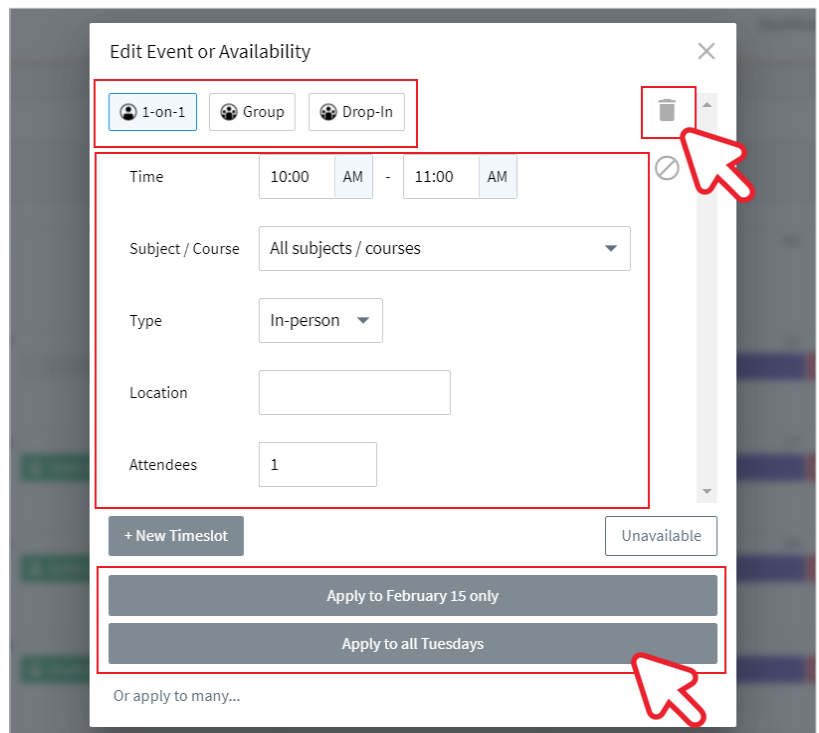
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Types of Sessions

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Drop-In: This session is not booked in advance by students, and allows students to simply drop-in once the session start time begins. Multiple students can drop-in and join you as the host.



Managing Sessions

Via Calendar

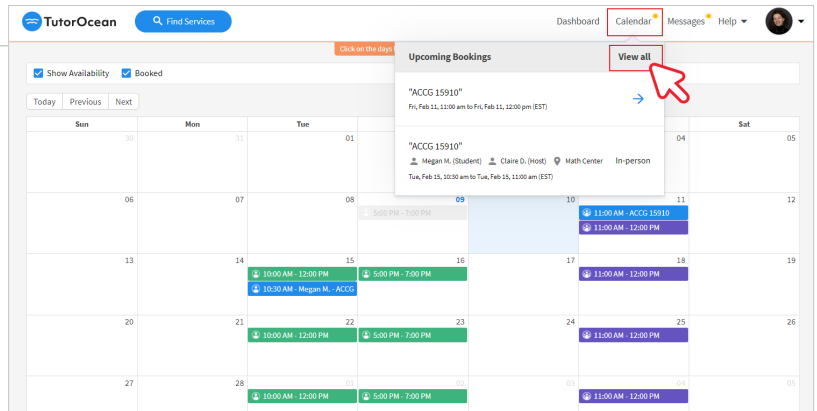
Hosts can view their past, pending or upcoming sessions through their calendar.

Step 1:

Go to Calendar

Step 2:

Select 'View all'



Via Dashboard

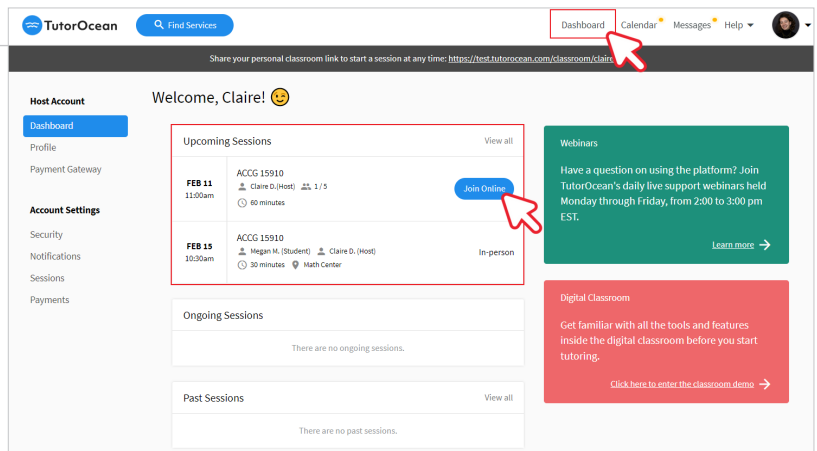
Hosts can view their past, pending or upcoming bookings through their Dashboard.

Step 1:

Click on Dashboard

Step 2:

See sessions that are upcoming and ongoing and join via the Dashboard or revisit past sessions



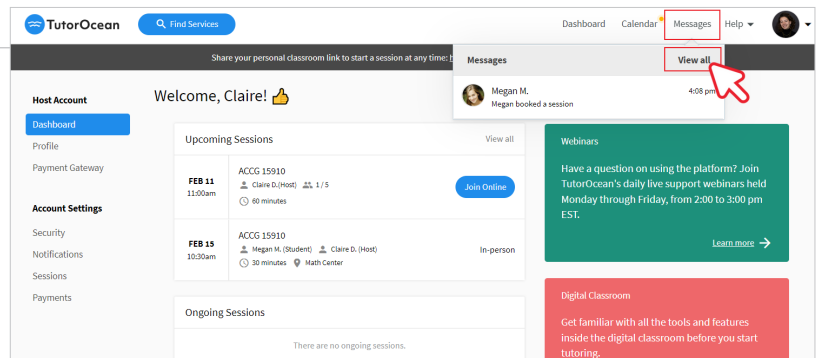
Communicating with Students

Messaging Students

Hosts can easily communicate with students through the built-in messaging system.

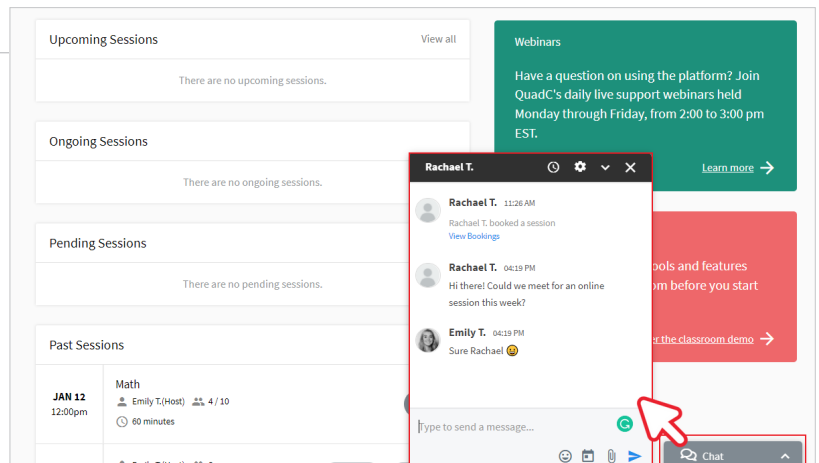
Option 1:

Message students via the Messages tab



Option 2:

Message students with ongoing conversations via chat box



Assignment Help

Viewing Available Assignments

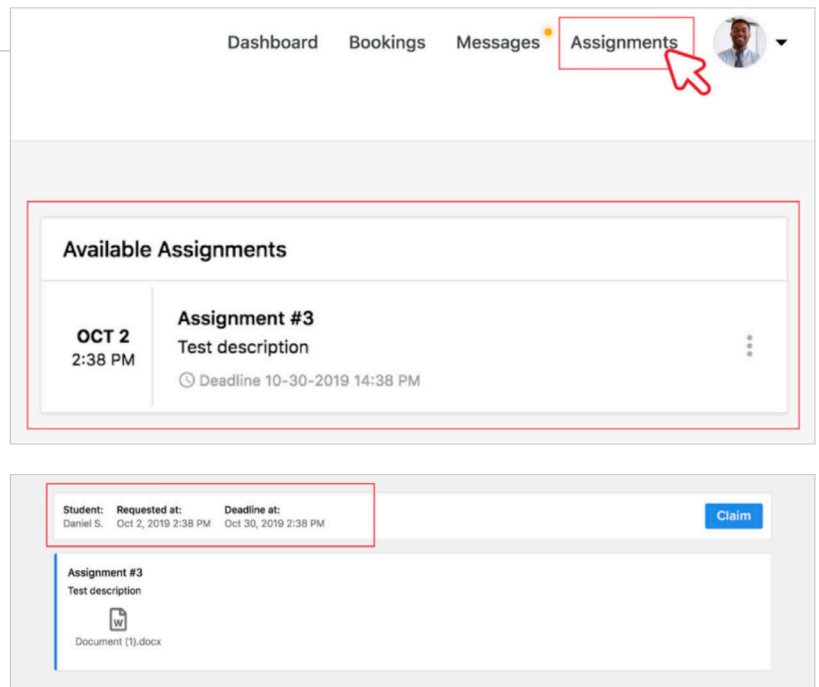
Hosts can view all available assignments submitted by students.

Step 1:

Click on Assignments

Note:

Click on an available assignment to view its details i.e. the student who submitted, the date and time submitted, and the deadline of the assignment

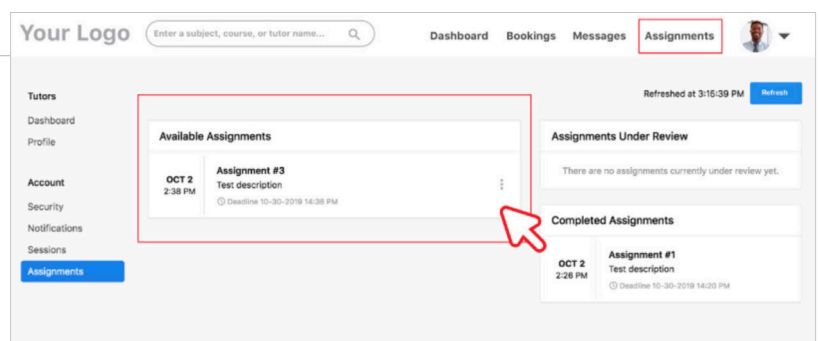


Claiming Available Assignments

Hosts can claim all available assignments submitted by students.

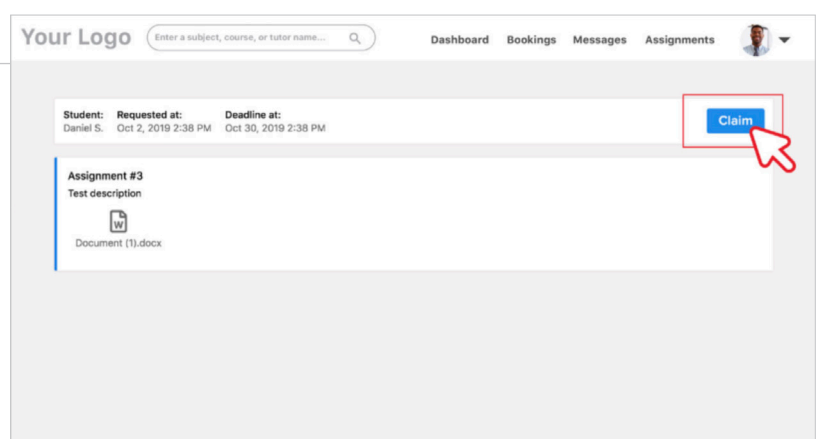
Step 1:

Click on Assignments



Step 2:

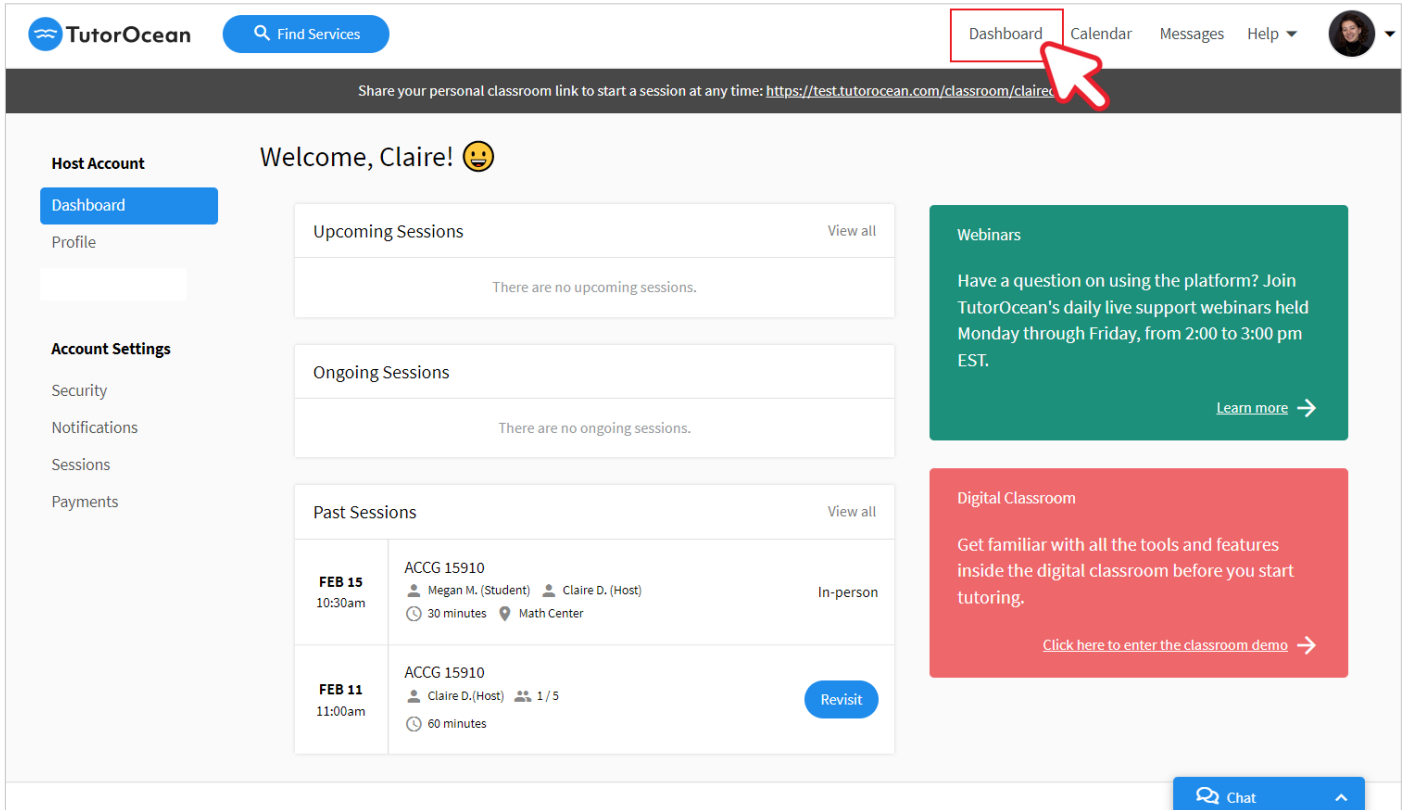
Click on an assignment and hit the Claim button



Features

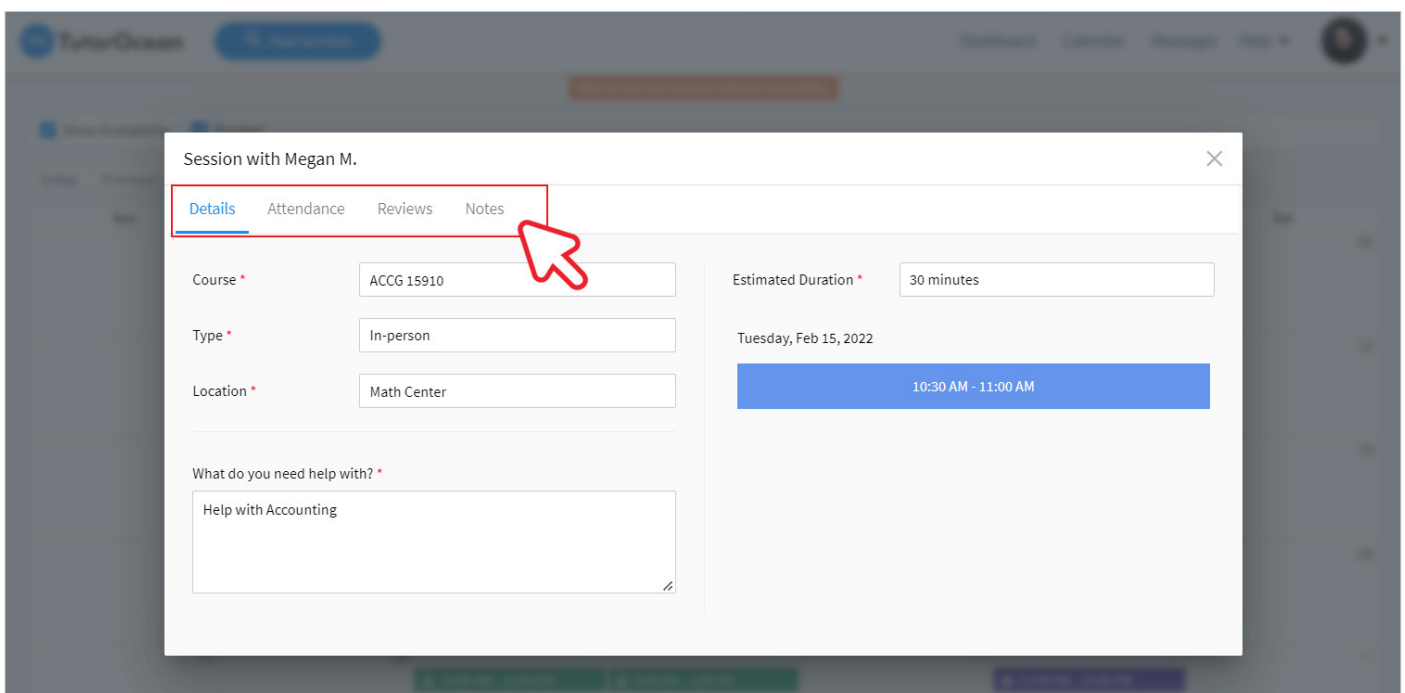
Dashboard

Hosts can use their Dashboard to see all upcoming, ongoing, and past sessions, and to access their profile, security, notifications, assignments, etc.



Session Details

Hosts can view details, attendance, reviews, and notes on their sessions.



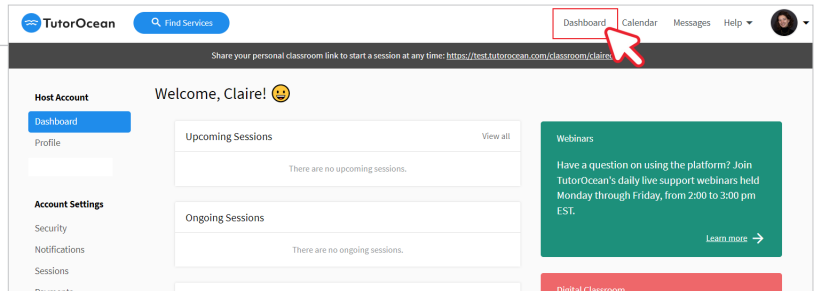
Password

Changing Your Password

Hosts can change their change their password for personal reasons or security purposes.

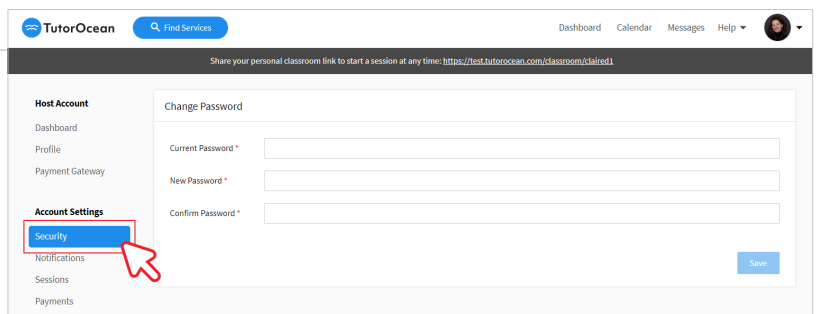
Step 1:

Go to Dashboard



Step 2:

Go to Security



Forgot Your Password

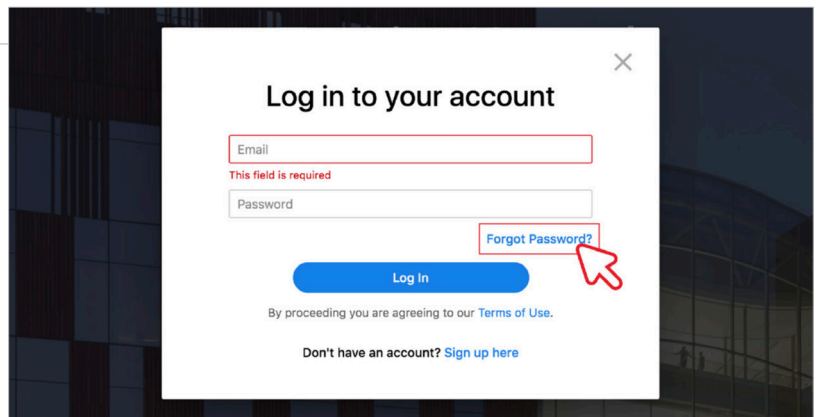
Students can reset their password if they have forgotten it.

Step 1:

Click on Log In

Step 2:

Click on Forgot Password?

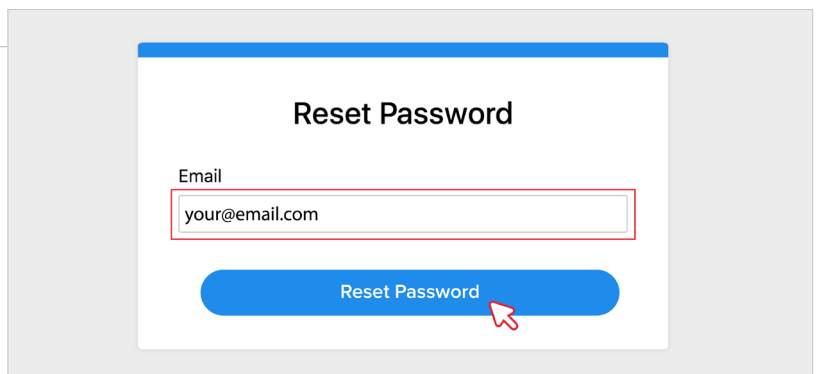


Step 3:

Enter the email associated with your account

Step 4:

Follow the steps sent to your email to reset your password



Support

Live Webinar

TutorOcean's Customer Success Team wants you to join in their daily live webinars! Session 1 is held every Monday through Friday from 2:00pm to 2:30pm EST and Session 2 is held every Sunday through Thursday from 7:00pm to 7:30pm EST. In these sessions, the team will go over the following key features of the platform and will use this time to answer any questions:

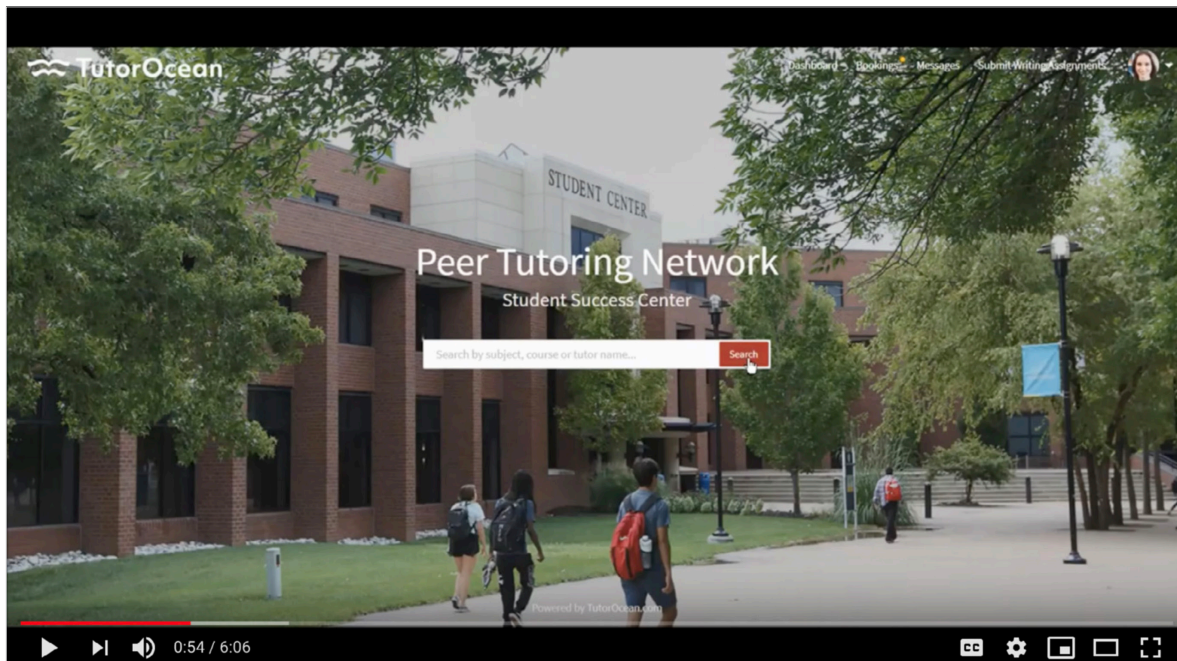
- Sign in/sign up
- Setting up a host profile
- Searching for a host
- Messaging hosts/students
- Booking a session
- Joining an online session
- Online session checks/preparation (system requirements, allowing browser, preparation cards, etc)
- Key features of the online classroom

Join Emily from 2:00 to 2:30 pm EST using the following link: [Emily's Webinar](#) the password to enter is **675130**.

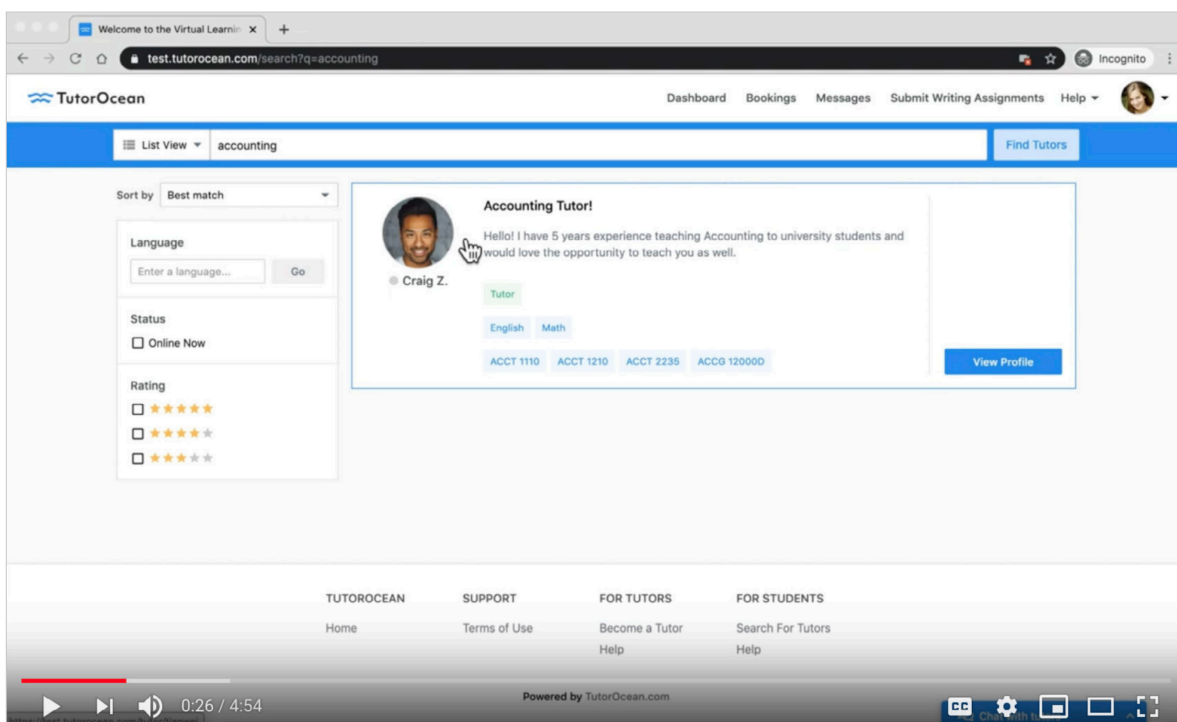
Join Daniel from 2:30 to 3:00 pm EST using the following link: [Daniel's Webinar](#) the password to enter is **274143**.

Join Randy from 3:00 to 3:30 pm EST using the following link: [Randy's Webinar](#)

Video Tutorial: [How To Use The Platform](#)



Video Tutorial: [How To Use The Online Classroom](#)





Quad 