



## Institutional License

# Coordinator's Manual

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Product	NSSMP
License	Institutional
Product Version	1.x
User Type	Coordinator/Manager
Created	January 2022
Authored By	Hayden Ehler

## Preface

Thank you for choosing the Nova Scholars Student Management Portal to manage your tutoring organization.

The goal of this brief guide is to familiarize users with the product interface and show them how to set up, implement, and optimize the product.

If you have any questions, suggestions, or feedback, please do not hesitate to contact me at the address shown below.

Thanks again for your continued support.

A handwritten signature in black ink, appearing to read "Hayden Ehler". The signature is fluid and cursive, with the first name being more prominent.

**Hayden Ehler**

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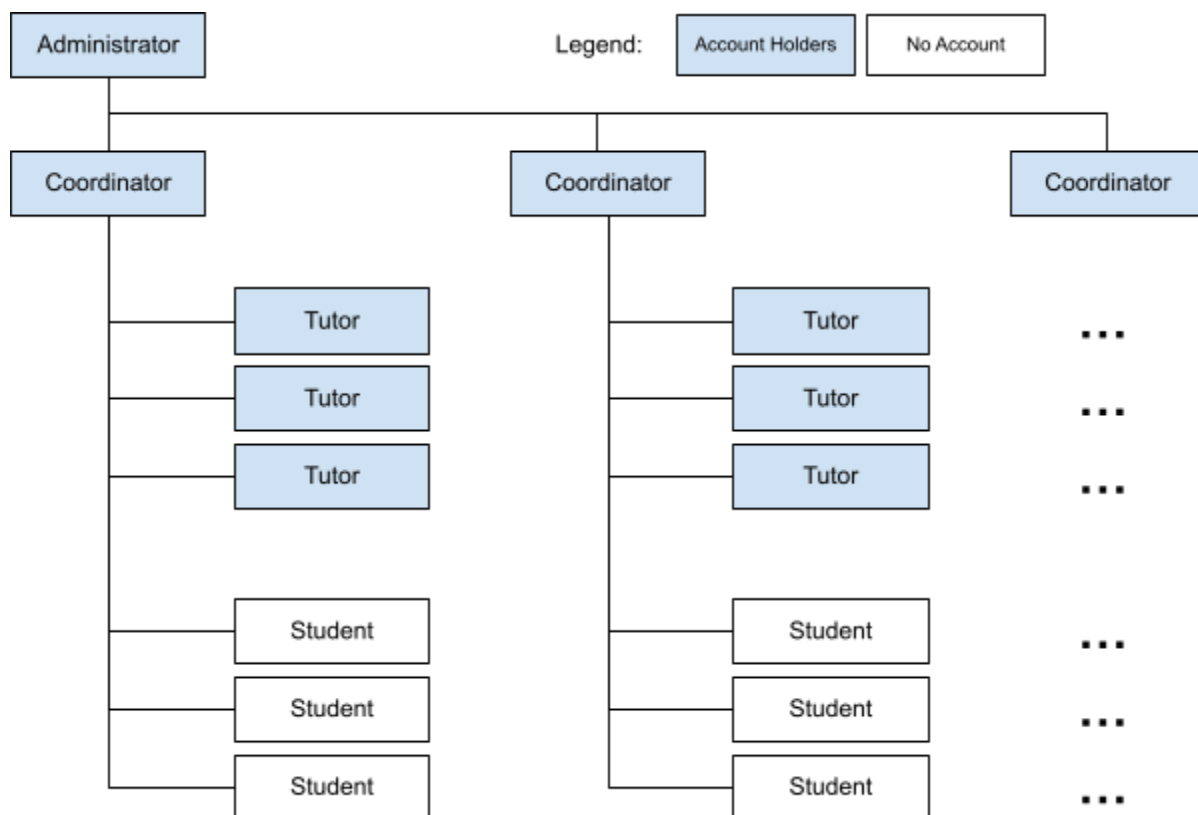
General Inquiries: [contact@hightidetechnology.ca](mailto:contact@hightidetechnology.ca)

# Introduction

Access URL: [tutor.novascholars.ca](https://tutor.novascholars.ca)

At the URL above, you will be prompted to enter your credentials. These would have been shared with you by your product representative.

## Software User Structure



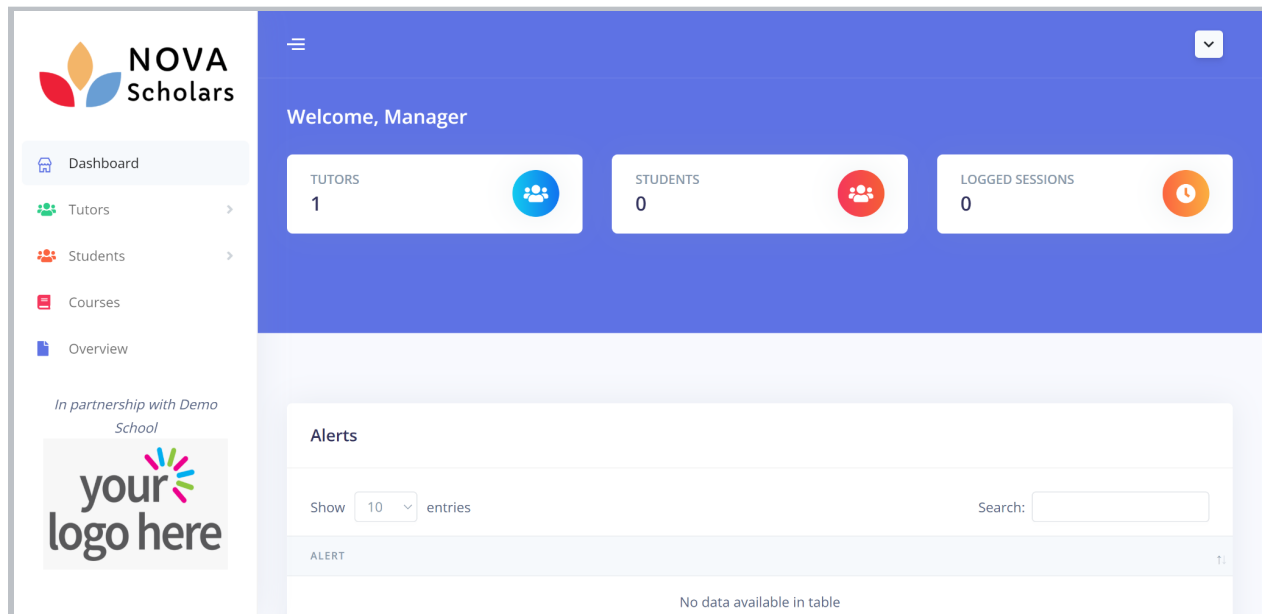
Our software is used by multiple organizations, thus there are multiple coordinators. However, there is no information available between organizations.

Coordinators have administrative control of the tutors and students in their respective organizations.

Coordinators and tutors have unique login credentials to access the software. Students do not use the software (except to approve/reject sessions).

## The Dashboard

After logging in, all users are presented with the dashboard, shown below:



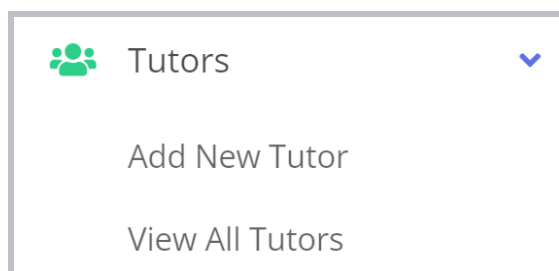
The dashboard allows you to view your organization at a glance.

The alerts panel will display an alert if there exists a course with students but no tutors. In this case, the coordinator should assign a tutor to this course, or find additional tutors.

The left sidebar contains the navigation menu, which is used to switch between pages.

The dropdown in the top-right corner allows users to log out.

## Adding Tutors



To add tutors, use the left sidebar to click on “Tutors”, then click on “Add New Tutor”.

**Add New Tutor**

Name\*  Phone

Email\*  Password\*

On this page, enter information for your tutor.

Make sure you record the password, as this will need to be given to the tutor for them to log in.

Click submit once the fields are completed. You will be presented with the “All Tutors” page.

**NOVA Scholars**

Dashboard

Tutors

Add New Tutor

View All Tutors

Students

Courses

In partnership with Demo Overview School

your logo here

**Tutors**

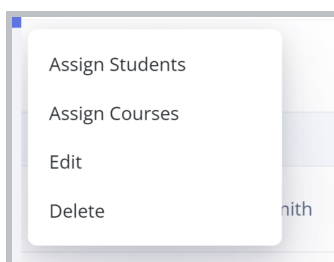
All Tutors

Show  entries Search:

ACTION	NAME	PHONE	EMAIL	SUBJECTS	STUDENTS
<input type="button" value="i"/>	John Smith	9021234567	johnsmith@email.com	CHEM 1022;	0

Showing 1 to 1 of 1 entries

You now need to assign students and courses to the new tutor.



Use the blue action button beside a tutor.

This menu allows you to update and edit the tutor’s information.

First, select “Assign Courses”

On this page, use the “Select Courses” field to select the courses for which this tutor will work.

Or, use the “Unassign” button to remove courses to which the tutor has been previously assigned.

If there are no courses to select, see the “Add Courses” section (page 7).

Now, return to the “All Tutors” page, use the action button again, and select “Assign Students”.

Similarly, use the “Select Students” field to select the students with whom the tutor will work.

Or, use the “Unassign” button to remove students to which the tutor has been previously assigned.

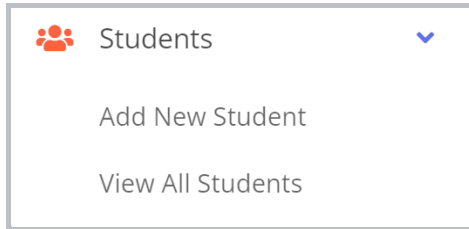
Lastly, use the “View Sessions” button to see all sessions between this specific tutor and student.

The tutor setup is complete. Use the same action button to further edit as you wish.

### Important Notes:

- Tutors are only able to add sessions for students they have been assigned to.
- When submitting a session, tutors can only select courses they have been assigned to.
- Multiple students can be assigned to a single tutor, and multiple tutors can be assigned to a single student.

## Adding Students



To add students, use the left sidebar to click on “Students”, then click on “Add New Student”.

Repeat the same process for adding a tutor, but disregard the password section. Students do not log in to the software.

Once submitted, navigate to the “All Students” page.

Use the same action button as before to assign courses and students.

Assigning courses is the same process; select the courses for which the student needs a tutor.

Assigning tutors is the same process as before but in reverse. As previously mentioned, a tutor can be assigned to multiple students, and a student can be assigned to multiple tutors.

### Important Note:

- Using the “View Sessions” for the same tutor-student pair will take you to the same location, regardless of going through the “Assign Students” versus the “Assign Tutors” page.

# Adding Courses

Select “Courses” from the left sidebar to view the “Courses” page:

The screenshot shows the NOVA Scholars interface. The sidebar on the left includes links for Dashboard, Tutors, Students, Courses (highlighted), and Overview. The main area is titled 'Courses' and contains an 'Add New Course' form with a text input field (containing 'Example: CHEM 1022') and a 'Submit' button. Below the form is a table titled 'All Courses' with columns for CODE, TOTAL TUTORS, TOTAL STUDENTS, and ACTION. The table lists two courses: CHEM 1022 (1 tutor, 1 student) and CHEM 1030 (0 tutors, 1 student). A search bar and a 'Show 10 entries' dropdown are located above the table. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and includes pagination controls.

CODE	TOTAL TUTORS	TOTAL STUDENTS	ACTION
CHEM 1022	1	1	[Action]
CHEM 1030	0	1	[Action]

Add a new course by simply typing the course identification code into the top field and clicking “Submit”. The course should then appear in the list of “All Courses”.

Use the action button on a course to either “View Details”, which will display all students and tutors, or delete the course.



## The Overview Page

Select “Overview” from the left sidebar to view the “Overview” page:

Overview (Total Verified Hours by Tutors and Students) Go Back

Select Year  
2022

your logo here  
Demo School

**Tutors:**

NAME	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	FISCAL TOTAL
John Smith	0	0	0	0	0	0	0	0	0	0	0	0	0

**Students:**

NAME	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	FISCAL TOTAL
Mary Johnson	0	0	0	0	0	0	0	0	0	0	0	0	0

**Courses:**

The “Overview” page displays all hours of tutoring, organized by the tutor, student, and course. Use the search feature in your browser to quickly find information for a specific subject.

Use the “Select Year” dropdown to view data for your requested year.

### Important Note:

- The “Overview” page will only include those hours which have been approved by the student.

## Regular Use

Once all students, tutors, and courses have been added, you can now invite tutors to begin recording sessions. Don’t worry though, you can update or add to any of the previously added data at any time.

## Final Points

For the full manual regarding the tutor's software interface, refer to the separate document titled "Tutor's Manual".

For security reasons, tutors are not able to change their own passwords. In the case of a forgotten password, they need to contact their coordinator, who will either inform them of their password or set a new one using the "Edit" option of the action button.

You are the only user in your organization who can view everybody's sessions and personal information. Tutors can only view their own sessions and the personal information of those students whom you specify with the "Assign Students" function.

For your reference, session confirmation emails are sent to the tutoring coordinator in addition to the applicable student. It is recommended to set up an email filter to avoid overflow in your inbox or request to have these emails disabled.

This concludes the Coordinator's Manual for our Institutional License of the Nova Scholars Student Management Portal.

For any questions, comments, or suggestions, please send an email to **contact@hightidetechnology.ca** or contact your product representative.