



Institutional License

Tutor's Manual

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| Product | NSSMP |
| License | Institutional |
| Product Version | 1.x |
| User Type | Tutor |
| Created | January 2022 |
| Authored By | Hayden Ehler |

Introduction

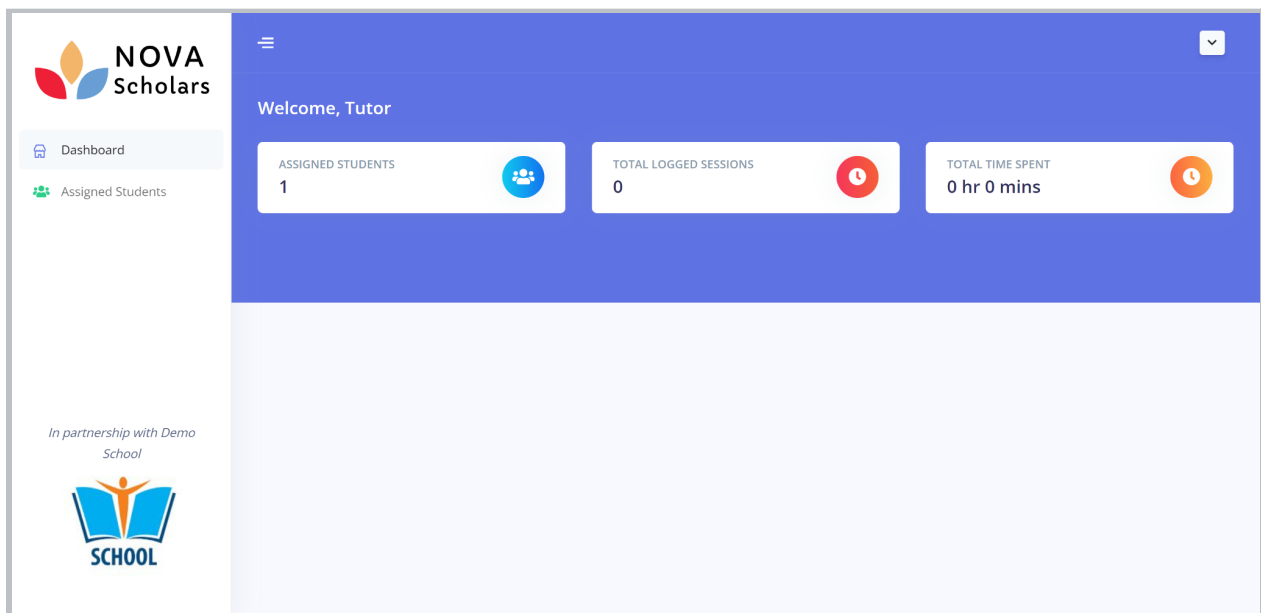
Access URL: **tutor.novascholars.ca**

At the URL above you will be prompted to enter your credentials. These should have been shared with you by your tutoring coordinator.

If you forget your password, please contact your tutoring coordinator. We do not allow tutors to change their own passwords, so record your password in a safe place.

The Dashboard

After logging in, you will be presented with the dashboard shown below:



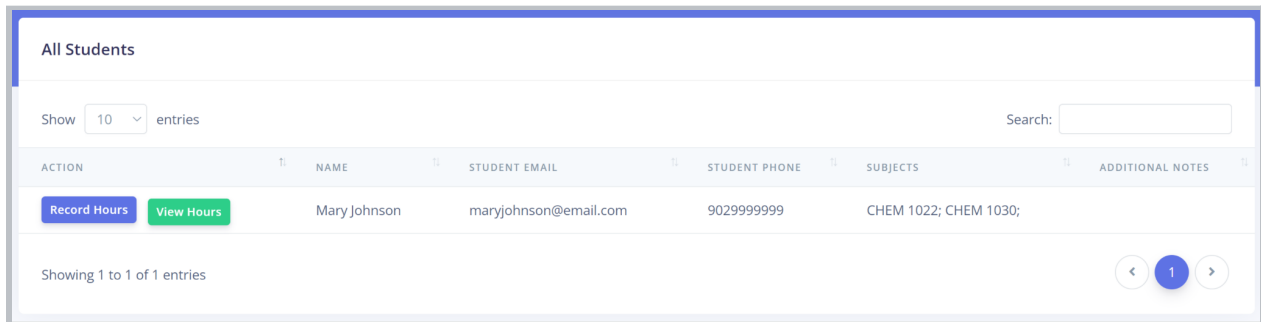
The dashboard allows you to view your progress at a glance. Data in the dashboard only includes sessions that have been approved by the student.

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.

Recording Sessions

Using the left sidebar, select “Assigned Students”. This will allow you to view all the students you are assigned to work with.

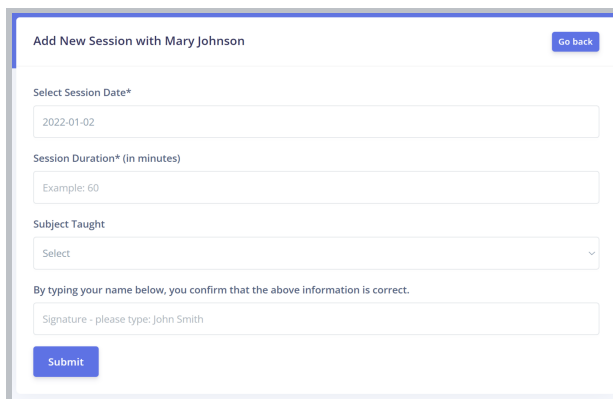
If your student does not appear on this list, contact your tutoring coordinator.



| ACTION | NAME | STUDENT EMAIL | STUDENT PHONE | SUBJECTS | ADDITIONAL NOTES |
|---|--------------|-----------------------|---------------|-----------------------|------------------|
| Record Hours View Hours | Mary Johnson | maryjohnson@email.com | 9029999999 | CHEM 1022; CHEM 1030; | |

Showing 1 to 1 of 1 entries

To record a session, click the “Record Hours” button next to the applicable student.



Add New Session with Mary Johnson [Go back](#)

Select Session Date*

2022-01-02

Session Duration* (in minutes)

Example: 60

Subject Taught

Select

By typing your name below, you confirm that the above information is correct.

Signature - please type: John Smith

[Submit](#)

On this page, enter information regarding your recent session. Ensure all information is accurate, as it is reviewed by both the student and your tutoring coordinator.

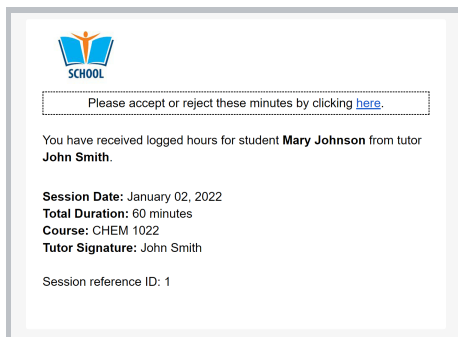
Lastly, type your name in the “Signature” field. By signing your name, you are confirming that the submitted information is accurate. Once ready, click submit.

Important Note:

- We recommend that you submit the session while still with the student. This way, the student can verify the session without the risk of forgetfulness/negligence.

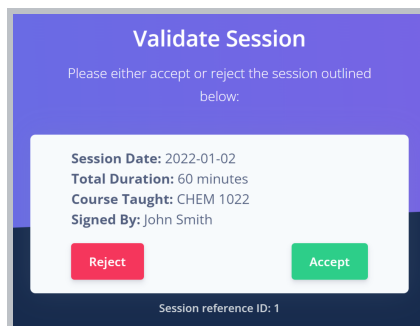
Session Verification

Now that your session has been submitted, the student can expect an email within the next 60 seconds. It should appear as below:



Your student should click the highlighted link in the email.

This email is sent to the respective address listed in the “Assigned Students” page.



On this page, the student needs to review the given information. If the information is correct, the student should select the “Accept” button. Otherwise, the student should select “Reject”.

Once validated, the student cannot return to the above page to change their mind.

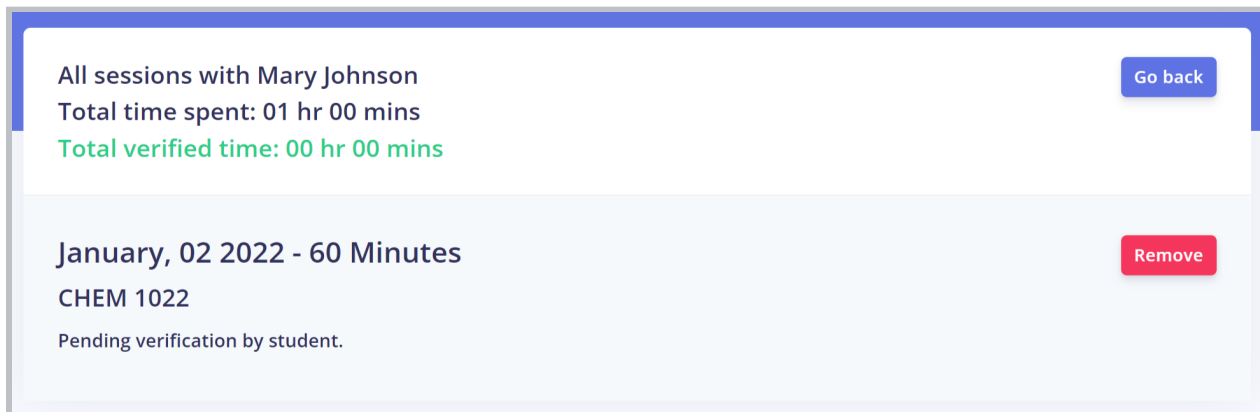
Important Notes:

- As mentioned, make sure your student doesn't forget to validate your session together. Your tutoring coordinator will only use accepted sessions.
- If a session is rejected, you may resubmit the session to try again.
- If a student repeatedly rejects sessions, reach out to your tutoring coordinator.

Viewing Sessions

Return to the “Assigned Students” page.

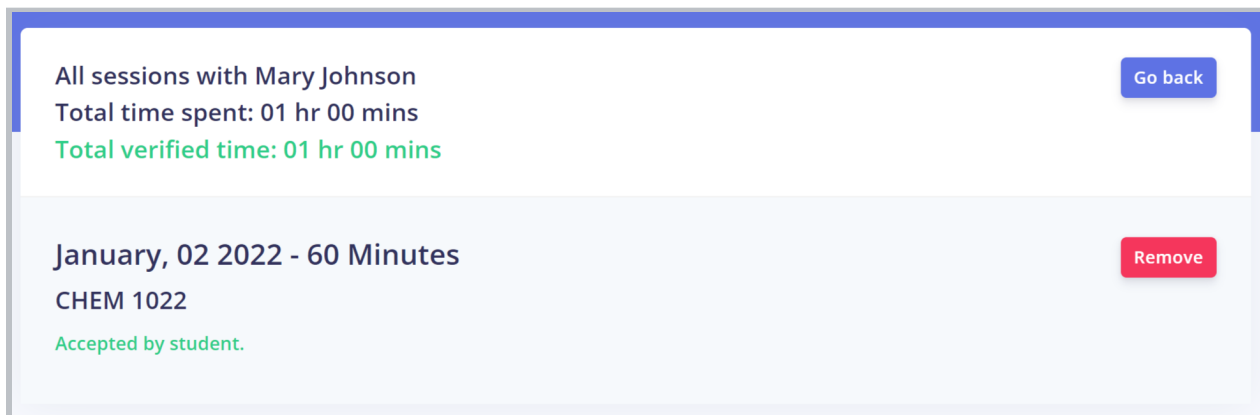
To view a record of previous sessions with a student, click on the “View Hours” button beside the student’s name. You will be presented with a list of sessions, shown below.



All sessions with Mary Johnson Go back
Total time spent: 01 hr 00 mins
Total verified time: 00 hr 00 mins

January, 02 2022 - 60 Minutes Remove
CHEM 1022
Pending verification by student.

Note that “Total time spent” and “Total verified time” are different numbers. This is because not all sessions are accepted. Once accepted, sessions will appear as shown:



All sessions with Mary Johnson Go back
Total time spent: 01 hr 00 mins
Total verified time: 01 hr 00 mins

January, 02 2022 - 60 Minutes Remove
CHEM 1022
Accepted by student.

Conversely, this list will indicate those sessions which have been rejected by the student.

You may remove any session using the “Remove” button shown above. Be careful when removing accepted sessions, as your tutoring coordinator may have already used this session information.

Final Points

For some tutoring organizations, payments are processed using the data submitted to this software. Therefore, there may be disciplinary action against those who intentionally submit incorrect data. If you mistakenly submit an inaccurate record, delete the session and contact your tutoring coordinator.

For security reasons, you are only able to view the personal information of the students with whom you have been assigned to work. If you think there is information missing from your account, contact your tutoring coordinator.

Contact information on the “Assigned Students” page is provided for your convenience. Use the contact method that is mutually convenient for you and your students to coordinate sessions.