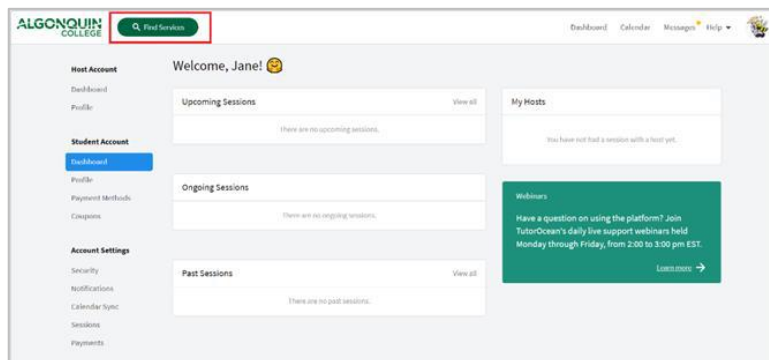


Finding a Tutor (Host)

Login to the Peer Tutoring Booking platform using your Algonquin College credentials
<https://algonquincollege.tutorocean.com/>

Step 1:

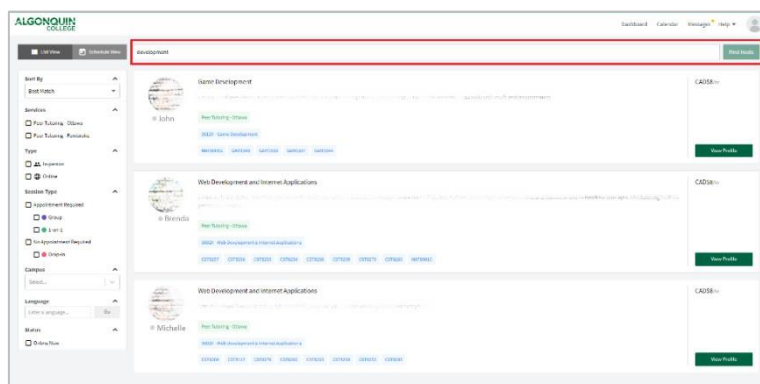
Click **Find Services** at the top of the page.



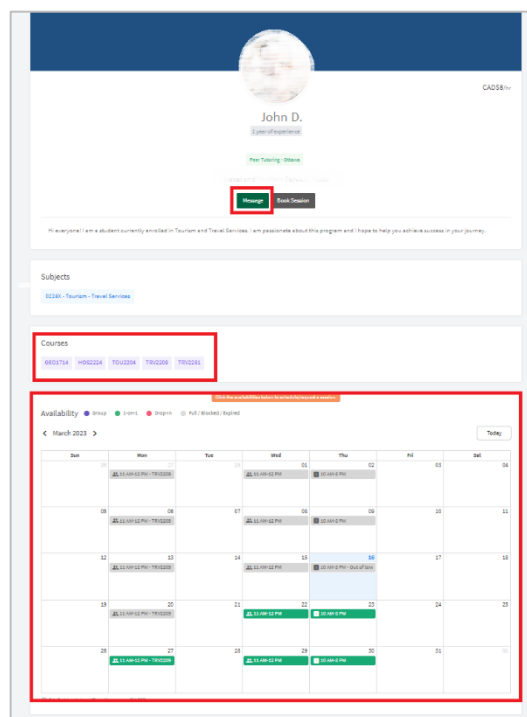
Step 2:

Select a campus: Pembroke or Ottawa

Type a program or course name, a course code or a tutor's name in the search bar and click **Find Hosts** (or hit Enter).



By clicking the tutor's profile, you can find the full list of courses that the tutor can assist you with and their availability. You can also **Message** the tutor.



Booking a Tutoring Session

A peer tutoring session can be booked by a student 12 hours in advance by sending a session request to a tutor. The tutor must accept the request, so the session is confirmed.

When booking an appointment between 12 and 24 hours, students must be mindful of the 24-hour cancellation policy. Once the tutor accepts the session request, students are not able to cancel the session.

Appointment Limits: Students are limited to the following appointment hours:

- Maximum **5 hours per day**
- Maximum **15 hours total per week**

Availability Legend:

Green time slots indicate that the host is available for the full or partial length of the time slot.

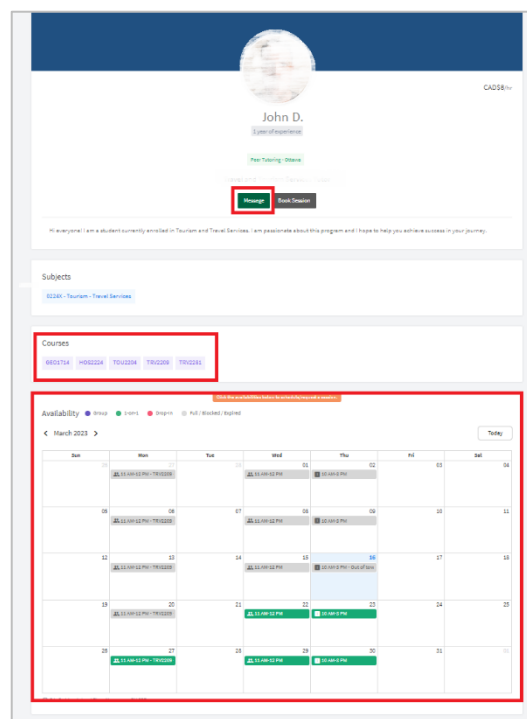
Grey time slots indicate the host is unavailable for that time slot.

Pale green time slots indicate that bookings are not yet available.

To request a session, click on the green time slot in the tutor's availability calendar and fill out all required fields and click on **Request Session**.

You may also attach files to the booking to send them over to the host before the session occurs.

Please note that if a payment method has not been set up, you will get a notification at the top of the booking pop-up window: **"A payment method must be linked to your account in order to request a paid session."**



Booking an ONLINE session:

- **Course:** select the course you need help with
- **Type:** Online
- **Coupon** (if applicable)
- **What do you need help with?**
A few details to help a tutor prepare for the session
- **Time:** select the time slot

Session with Jane D.

⚠ A payment method must be linked to your account in order to request a paid session.

Course *

Type *

Language: English

Coupon

What do you need help with?
EXAMPLE: Improving my thesis statement, understanding debits and credits, characteristics of cells...

Estimated Duration * 1 hour

Tuesday, Aug 9, 2022

05:00 PM - 06:00 PM
06:00 PM - 07:00 PM
07:00 PM - 08:00 PM
08:00 PM - 09:00 PM

Base Cost \$8.00
Total Cost \$8.00

Booking an IN-PERSON session:

- **Course:** select the course you need help with
- **Type:** In-person
- **Campus:** Ottawa or Pembroke
- **Location:** might be pre-populated by tutor. If not, enter 'TBC' (to be confirmed)

A specific location of the session can be decided later in your communication with the tutor.

- **Coupon** (if applicable)
- **What do you need help with?**
A few details to help a tutor prepare for the session
- **Time:** select the time slot

Session with Jane D.

⚠ A payment method must be linked to your account in order to request a paid session.

Course *

Type *

Language: English

Campus *

Location *

Coupon

What do you need help with?
EXAMPLE: Improving my thesis statement, understanding debits and credits, characteristics of cells...

Estimated Duration * 1 hour

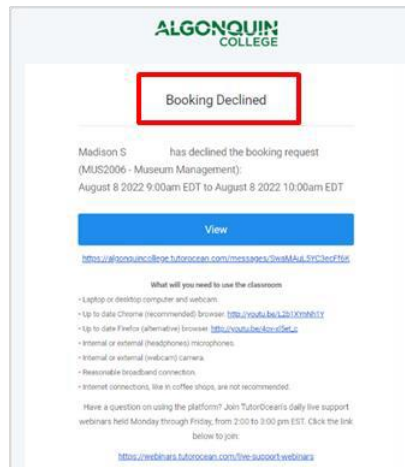
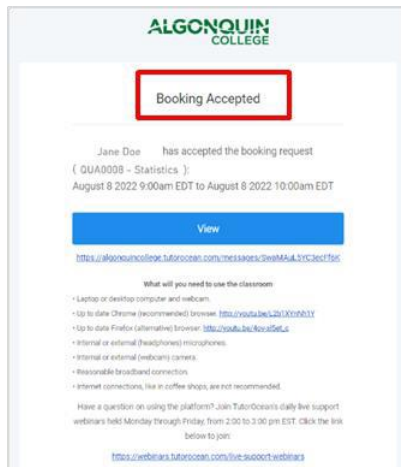
Tuesday, Aug 9, 2022

05:00 PM - 06:00 PM
06:00 PM - 07:00 PM
07:00 PM - 08:00 PM
08:00 PM - 09:00 PM

Base Cost \$8.00
Total Cost \$8.00

After you click 'Request Session,' the tutor will receive an email notification of the booking request. The tutor will then accept or decline your booking request.

After they accept or decline your request, you will receive an email notification.



In your calendar, under "All Bookings" the session that has been accepted by the tutor will show as 'Accepted'.

If a session has not been accepted by the tutor yet, it will show as 'This event is waiting for a response'.

A declined request will disappear from the **All Bookings** list.

