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.

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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 cancelation 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:

- a. Maximum 5 hours per day
- b. 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."

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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

Course *	Select a counter	*	Estimated Duration *	1 hour	•
Type *	Select a session type		Tuesday, Aug.9, 2022		
Language	English			ation PM (page PM	
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				Base Cost	58.0
				Total Cost	58.0

Booking an IN-PERSON session:

- **Course:** select the course you need help with
- Type: In-person
- Campus: Ottawa or Pembroke
- Location: might be prepopulated 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

Course *	QUACCOB - Statistics	•	Estimated Duration *	1 hour	
Type "	In person		Tuesday, Aug.9, 2022		
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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.

	ALGONQUIN
Booking Accepted	Booking Declined
Jane Doe has accepted the booking request (QUA0008 - Statistics):	Madison S has declined the booking request (MUS2006 - Museum Management):
August 8 2022 9:00am EDT to August 8 2022 10:00am EDT	August 8 2022 9:00am EDT to August 8 2022 10:00am EDT
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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.

All Bookings ACCT 4199 CAD \$8. Mavens T. Test User9995 U. (Tutor) (Student) Wed, Aug 17, 4:00 pm (EDT) Accepted Cancel session	••• 🗹
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Mavens T. (Tutor) Student Wed, Aug 17, 3:00 pm to Wed, Aug 17, 4:00 pm (EDT) Accepted Cancel session	
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Wed, Aug 17, 10:00 am to Wed, Aug 17, 11:00 am (EDT) This event is waiting for a response	
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