

**Table of Contents:**

1. [Welcome](#)
2. [Change your password](#)
3. [Post your schedule](#)
4. [Pending Reservations](#)
5. [View Reservations](#)
6. [Approve/Decline A Reservation](#)
7. [Begin A Tutorial](#)
8. [Your Electronic Classroom](#)

## **Welcome**

**Welcome to the MyTutor.ca Voice and Video Communications Platform.**

**As a registered tutor you have chosen to join a bold new initiative designed to more effectively facilitate communication between teachers and students.**

**MyTutor.ca will provide a rich learning environment that will help students become more effective learners.**

**As a tutor who has agreed to participate in this new program, you bring your skill set to the electronic age and provide yourself with the opportunity to work with students from around the world.**

**It is our sincere wish that your experience with our technology is rewarding and beneficial to both you and your students.**

**You are an independent contractor and we request that you provide feedback to us about your on-line tutoring experiences at all times.**

**Please contact our Director of Academic Services at [administration@mytutor.ca](mailto:administration@mytutor.ca) if you have any suggestions or comments about our service and technology.**

**Now that you have been accepted as a tutor to our program, we invite you to join us by logging in.**

**You have been provided with a Tutor ID and a Password.**

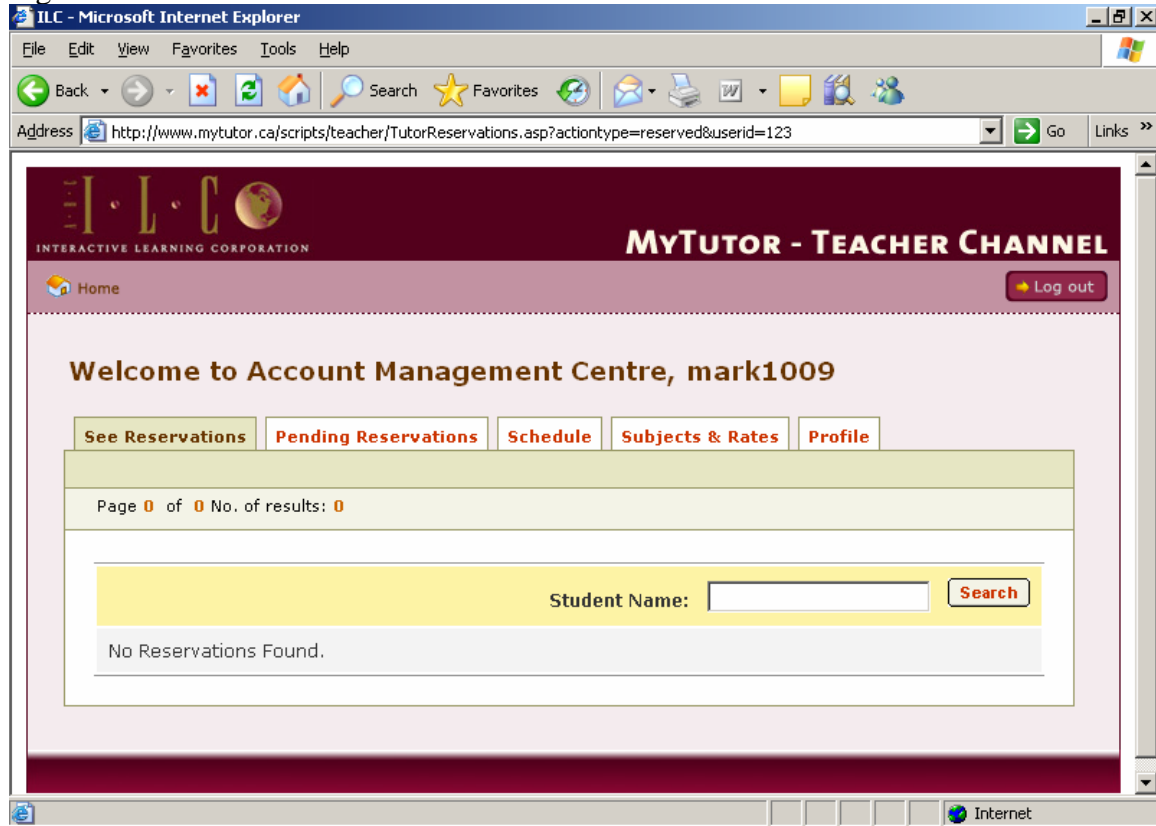
**To begin, please go to: [www.mytutor.ca](http://www.mytutor.ca), key your TutorID and password into the Teacher Channel box and press login.**

**Welcome to your Account Management Centre:**

**We invite you to take a moment to familiarize yourself with your Account Management Centre and our design. Please note that your name should appear in the Welcome Title.**

**Please note that we have created a tabular approach to designing the interface that is consistent throughout the Account Management Centre. This is your electronic interface hub and represents your opportunity to quickly check the status of tutoring sessions and reservations that have been made. You are also able to change certain components of your profile from this page. To become more familiar with the Account Management Centre we invite you now to Change Your Password.**

Figure 1



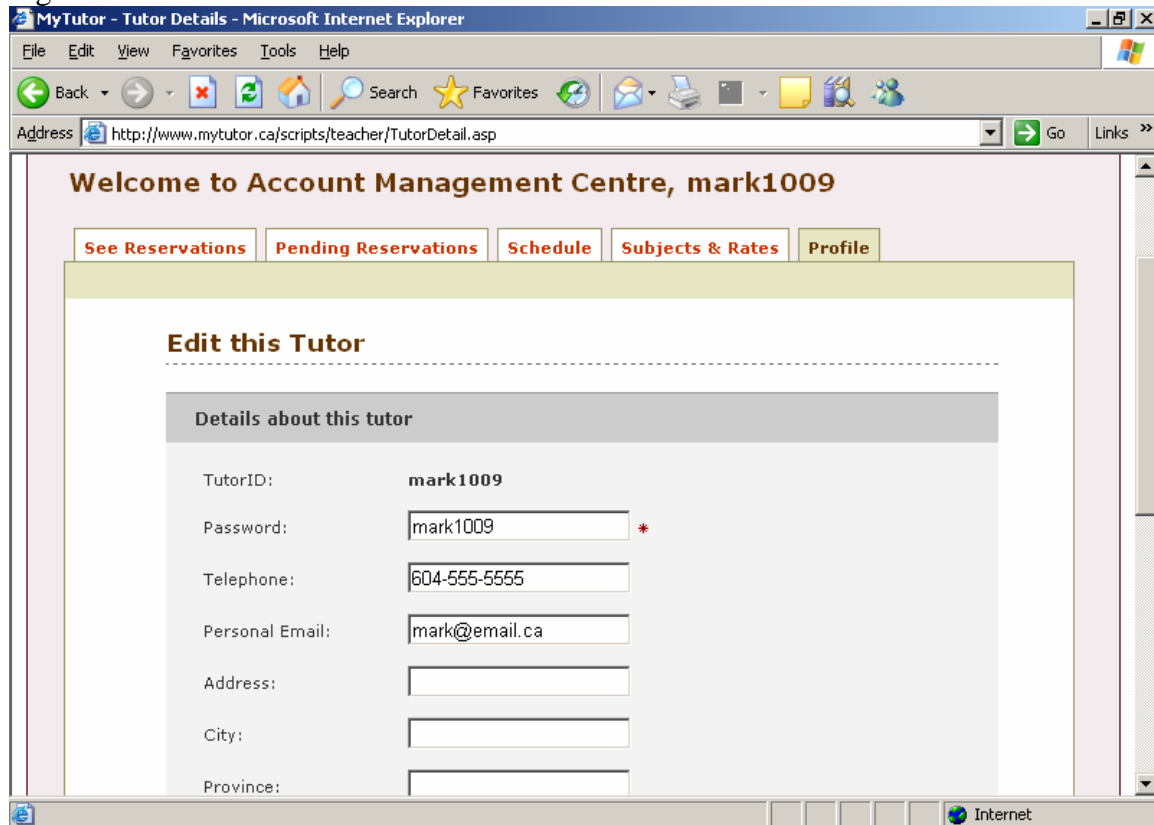
## **Change Your Password:**

We recommend that you change your password to something that you will remember.

To Change your password: Click on the profile tab located on the right of the Management Centre screen.

The following panel will appear:

Figure 2



Scroll down to the bottom of the screen and click edit.

Change your password and scroll down to the 'Save' button. You will return to the account management centre.

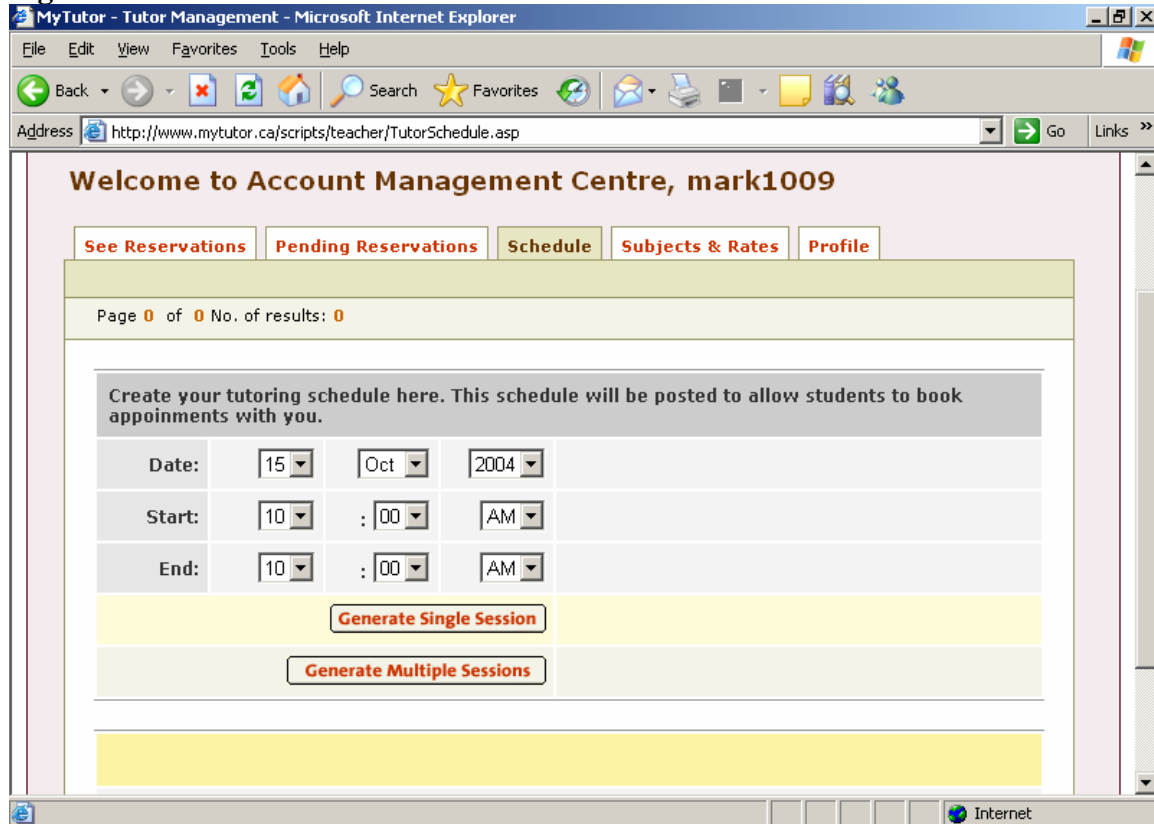
You may make other changes to your profile at this time if you wish. Please note that changes to your biographical information can only be made by the site administrator. This is done to protect the integrity of the information that we have vetted prior to accepting you as a tutor. We welcome changes and additions to the biographical information but kindly request that you make changes on an "as required" basis.

## **Post Your Schedule:**

To post your schedule, the hours you wish to be available to tutor - click the Schedule Tab.

You will see this screen:

**Figure 3**



We have devised a Schedule Creator that, when completed, will show the times you are available for tutoring. When students are searching for a tutor these times will be displayed on our “Live” Scheduler as part of your Personal Profile. There are two ways to build your availability schedule. You may click the single session tab to create a schedule for a single session, or you may click on the multiple sessions tab to build your schedule over an extended period of time.

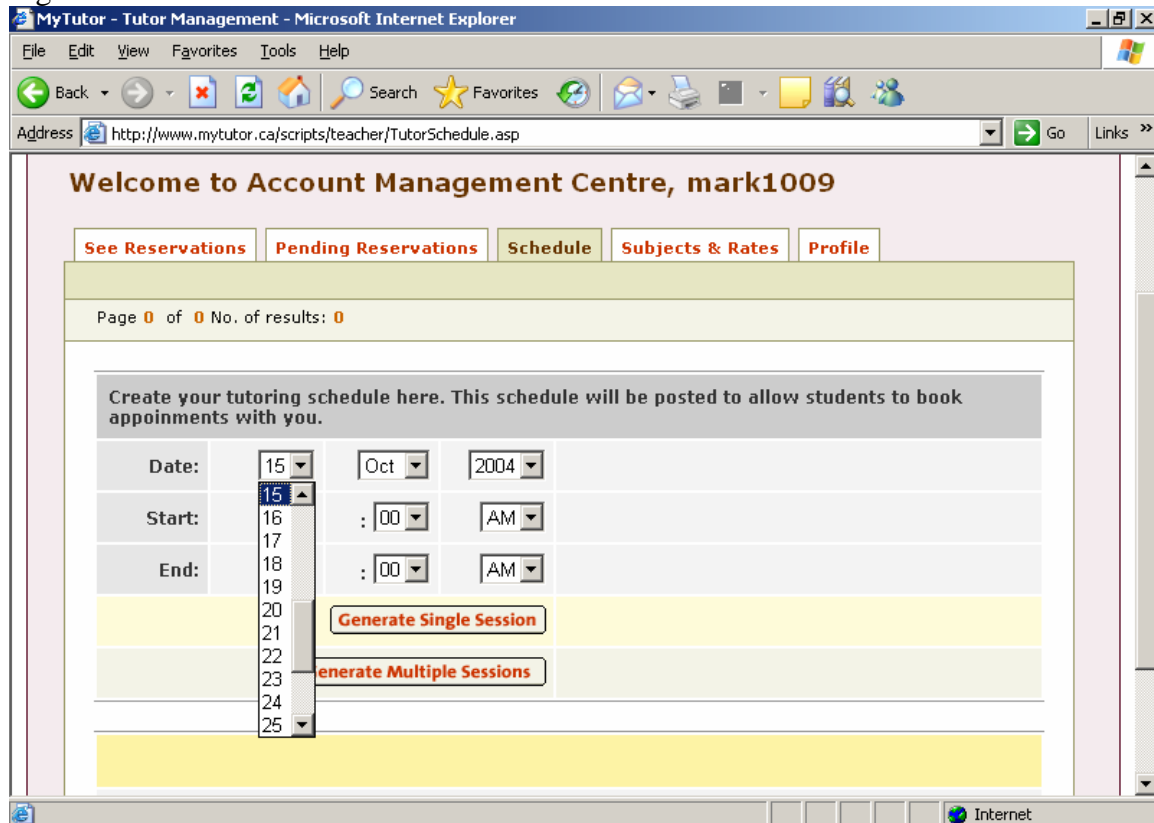
### **1. Generating a Single Session**

Choose the date that you wish to make yourself available by clicking on the down arrow beside the numbers and scrolling down to the date that you want. Please make sure that you choose the appropriate month and year

Choose the start time and the end time for the period you wish to be available. Please note that your schedule will appear in 30 minute increments and will be shown to the students as coinciding with the Pacific Time Zone.

When you have chosen the date and time that you wish to be available, click the Generate Single Session button and your choice will be added to your profile.

Figure 4

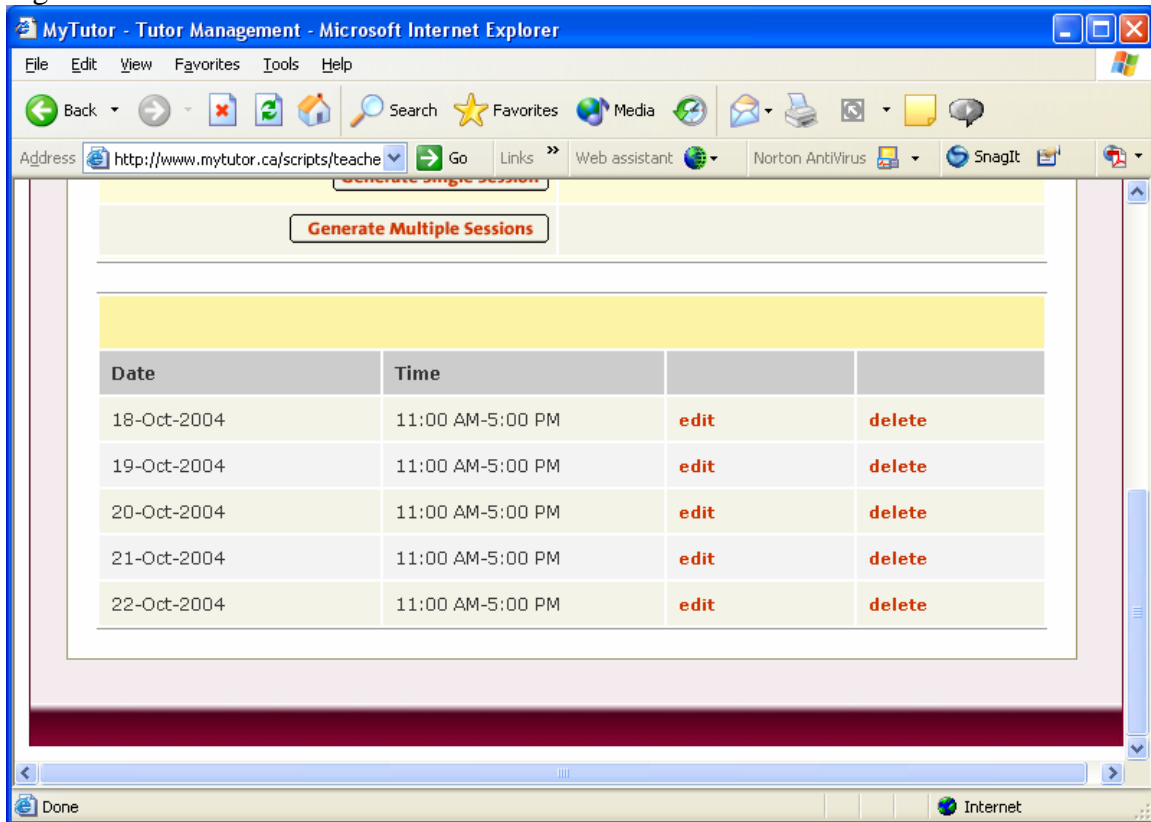


## 2. Generate Multiple Sessions

You may wish to schedule a number of sessions that are sequential or that demonstrate your availability for a number of weeks or months at the same time. We recommend that you make at least one time available for a period of weeks so that students will see your availability when they look at your profile for the first time. Our system is designed to provide you with the maximum opportunity to meet students. We recommend that you make yourself available as often as possible as our automated system will allow you to make adjustments to your schedule when individual students request times from you. Please see Section 6 Accept/Decline a reservation.

After you have selected a schedule, it will appear in your account and will be posted for students to review. See Figure 5

Figure 5



**You can edit or delete your schedule as you need to.**

**Now that your schedule has been completed, you can check how your profile will appear by logging out of the Account Management Centre and returning to the MyTutor.ca home page.**

**We invite you to click on search for a tutor to view your profile and your schedule as your potential students will see them.**

**Click on “Search for a tutor” and choose the subject that you have indicated you wish to tutor. Check the box under the “Click to View” column that corresponds to your rate per hour and then click find tutors.**

**Your name will appear in the list and you can then check your details to see that what you have entered into your Account Management Centre corresponds with your tutor details.**

**Now, you simply have to wait until a student finds your profile and reserves a time with you. We encourage you to let students and friends know that your schedule and profile is available on MyTutor.ca.**

## Pending Reservations:

You will be notified automatically by e-mail at your MyTutor.ca e-mail address when a student has requested a tutoring session with you. You have 48 hours to respond to the student before the reservation is automatically removed and a note is sent to the student that the reservation has been declined.

To check your Pending Reservations, click the “Pending Reservations” tab in your Account Management Centre. You will see this screen:

Figure 6

The screenshot shows a Microsoft Internet Explorer browser window displaying the MyTutor.ca Account Management Centre. The page title is "Welcome to Account Management Centre, mark1009". There are five tabs: "See Reservations", "Pending Reservations", "Schedule", "Subjects & Rates", and "Profile". The "Pending Reservations" tab is selected. Below the tabs, it says "Page 1 of 1 No. of results: 2". There is a search box labeled "Student Name:" with a "Search" button. Below the search box is a table with the following data:

Invoice #	Value	Student Name	Email	Submission Date
73	\$75.00	Gumley	ggumley@telus.net	2004-10-16 20:24
72	\$15.00	Gumley	ggumley@telus.net	2004-10-16 20:23

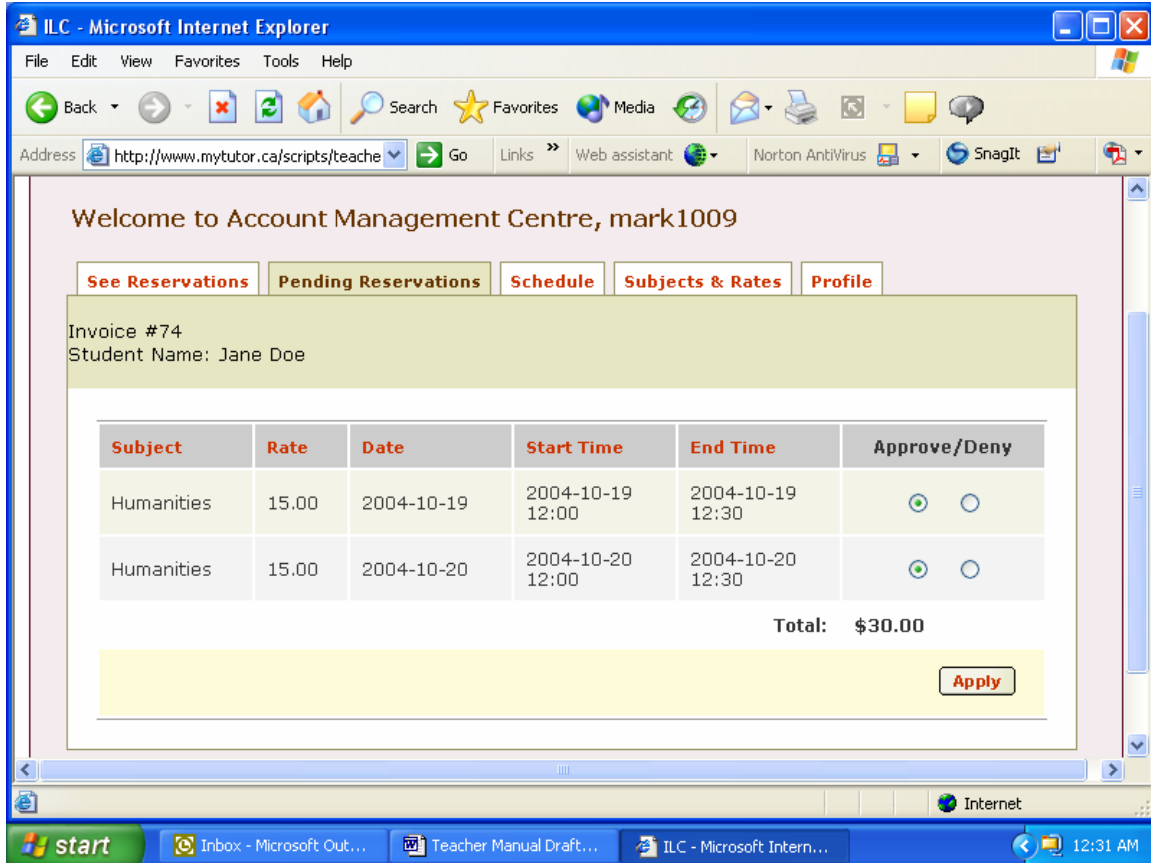
The browser window also shows the Windows taskbar at the bottom with several open applications: "start", "Inbox - Micr...", "Re: Tutor M...", "ILC - Microso...", "Interactive L...", and "Teacher Man...". The system clock shows 8:20 PM.

## View Reservation Details:

To see the details of the reservation request, Click on the number of the reservation that you wish to view.

See Figure 7.

Figure 7



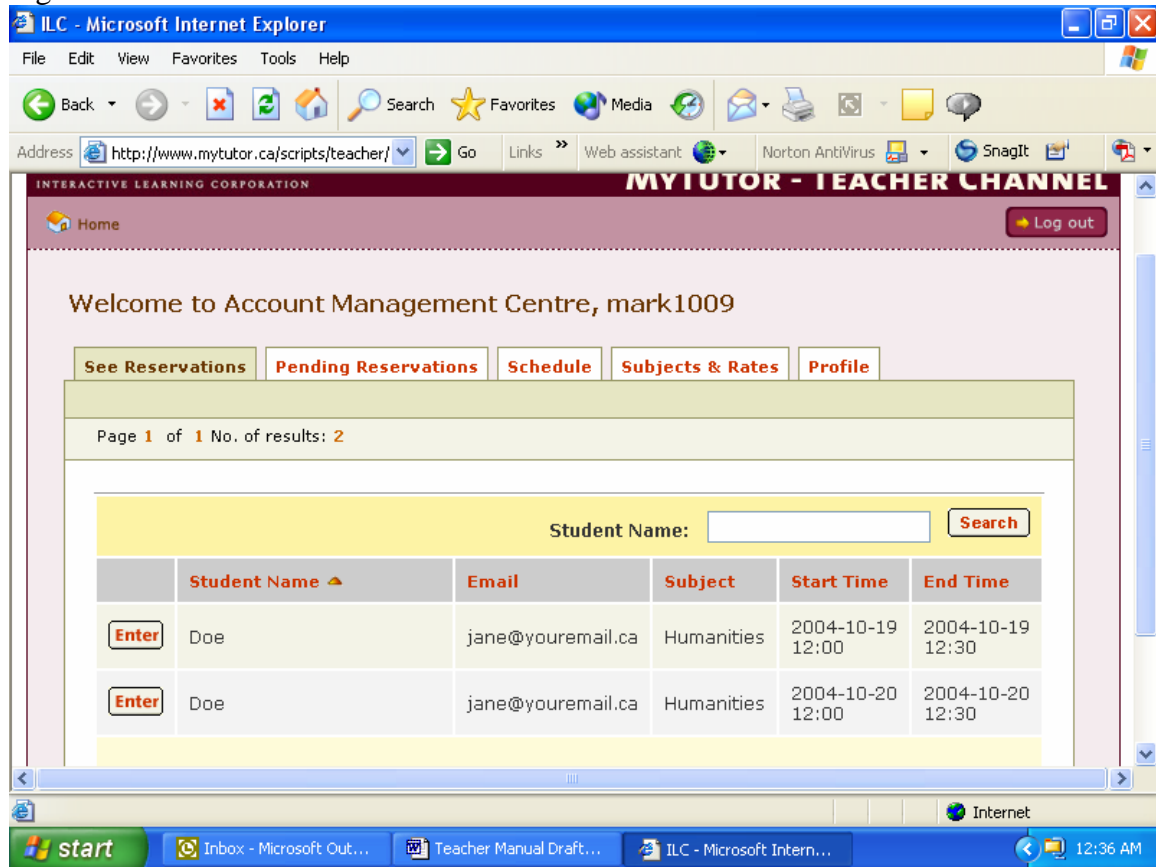
### Accept/Decline A Reservation

**You are able to Accept or Decline all reservation requests. As you can see, the default is to approve the reservation. If you wish to Decline the reservation, you must click on the appropriate button. When you have completed reviewing the reservation, scroll down to the bottom of the reservation page and click “apply”.**

**To Review all of your accepted reservations, return to the Account Management Centre by clicking on the “home” button at the top left corner of the page.**

**Click on the “See Reservations” tab and you will be directed to the following page:**

Figure 8



## **See Reservations**

**This page is very important. From here you can view your entire list of accepted reservations and you also enter a tutorial session with your students from this page.**

## **Begin A Tutorial Session:**

**To Begin a Tutorial click on the “Enter” button that appears on the line next to the name of the student who has booked the session. The sessions appear on this list chronologically.**

**The MyTutor.ca engine will automatically open a Teacher Channel classroom for you and your student.**

**Please be sure to open your classroom Five (5) minutes prior to the scheduled time for your tutorial session. Students will receive an error message if you haven’t opened the room when they try to login. The student will be advised to login at the scheduled time. Our system automatically checks to see if a reservation is pending for that time and if you miss the session start time your student will be eligible for a refund of his fee for that session.**

## Your Electronic Classroom

Your screen will now change and you will enter the MyTutor.ca Teacher Channel electronic classroom.

Figure 9

The screenshot displays the "LIVE" TUTOR - TEACHER CHANNEL interface. At the top, the ILCO logo and "INTERACTIVE LEARNING CORPORATION" are visible. Below this is a header with the title "LIVE" TUTOR - TEACHER CHANNEL. A login section includes fields for Username, Password, and Room, along with a Login button. The main workspace is divided into three columns: Teacher, Student, and Text Message. The Text Message column contains the text "Empty User ID." Below the main workspace is a control panel with icons for audio and video, and a "Send" button. The information section shows the date "Tuesday, July 27, 2004" and a "Whiteboard / Powerpoint" section with a logo and a page indicator. A control panel on the left side includes buttons for Log Out, Help (FAQ), Send E-mail, Send File, Whiteboard, Applications, and Student Records. A background image of a woman wearing a headset is visible on the right side.

Take a moment to familiarize yourself with this opening screen. Your picture will appear in the top left, the picture of your student will be next to it. To the right of the picture of your student is the Text Message Box. Use this function to communicate if you encounter problems with audio. The first entry in the text message screen will be a notification that you are logged into the meeting room.

### **Using Text Messaging:**

**To Enter a Message use the space directly below the message text message box. Type in your message and click send or hit the enter key on your keyboard. Your message will be sent to your student and will appear in the text message box noting the time that the message was sent.**

### **Adjusting your settings:**

**Under the pictures you will see a series of icons, please roll your mouse pointer over each of the icons and pause for a moment to find out what action is related to each one.**

***Pause Video:* Clicking on the Video Camera icon allows you to freeze your web camera and not send any more video to your student until you click on the same icon again. Remember that your audio is still live even if your video is paused.**

**\*\*Note well, sometimes clicking the pause video icon on and off will bring your picture up on the screen if you have no video appearing and your camera is plugged in. Also remember, what you see in your screen is what your student will see, so make sure you have checked the background of your picture to insure that what is there will not distract from the effectiveness of your tutorial.**

***Settings:* Clicking on this icon will allow you to check your camera and microphone settings. Sometimes you may have conflicting media programs on your computer that may interfere with the automatic startup of your tutorial session. Check your settings to make sure that the computer is accessing the correct video and audio settings for our technology. If you require assistance with this, please contact our administrator at [www.mytutor.ca/administration](http://www.mytutor.ca/administration).**

***Mute Audio:* Clicking on this icon will allow you to mute your microphone. Clicking the icon a second time will start the audio again.**

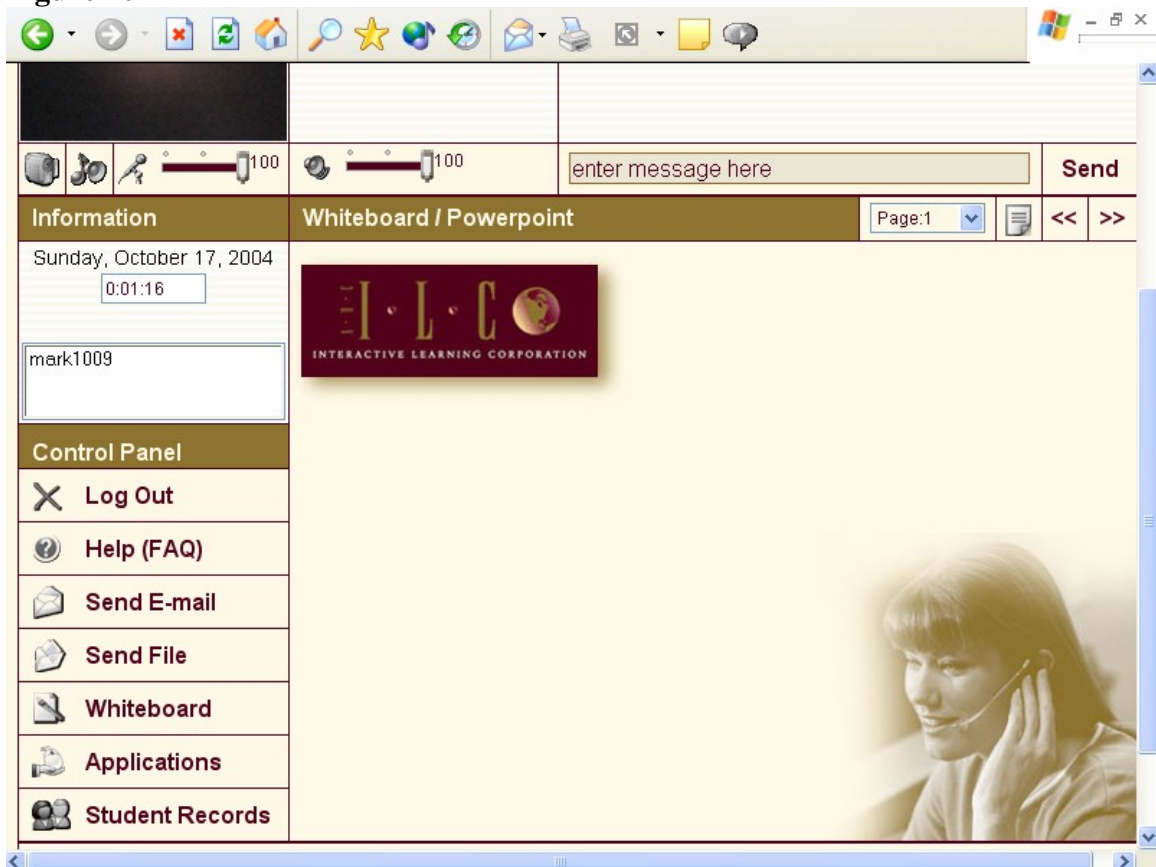
### **Adjusting your Audio Output and Input.**

**Next to the settings icons are volume control sliders for your microphone and your headset. Adjust the Audio Output slider first, moving it to the left until the value is between 30 and 40. When your student arrives in the meeting room ask him if the volume is loud enough. Second adjust your input volume so that you can hear your student properly.**

**\*\* Note well, the technology does not work well without a headset. If you don't use a headset, you will be subjected to quite load feedback and echo. Microphones that are part of your web camera are good but the quality of your voice to your students will be impacted unless you use a microphone attached to your headset.**

## The Control Panel and White Board:

Figure 10



To assist you in remaining aware of the time you have been logged in, an information screen provides you with the current date and the time that you have been on-line for the current session. Your session will continue until you log out so you are able to extend a current session if you wish. Please note that extensions are voluntary and no additional fees will be charged unless the student has reserved an extra session with you.

### The Control Panel:

**Log Out:** Terminates the session. If you log out inadvertently, the session will still be available as long as the current session time has not expired.

**Help (FAQ):** This section is currently under development and will be available soon. If you have any questions, please contact: [administrator@mytutor.ca](mailto:administrator@mytutor.ca).

**Send E-mail:** Opens your email client. You can send an email from your MyTutor.ca account use your address book, attach files such as worksheets or

assignments and return them to your students. Every student and tutor has been assigned their own MyTutor.ca.ca e-mail address.

**Whiteboard:** Your online chalkboard. Use this function to draw diagrams, to open PowerPoint presentations or display graphics from your own files. See Figure 11 below.

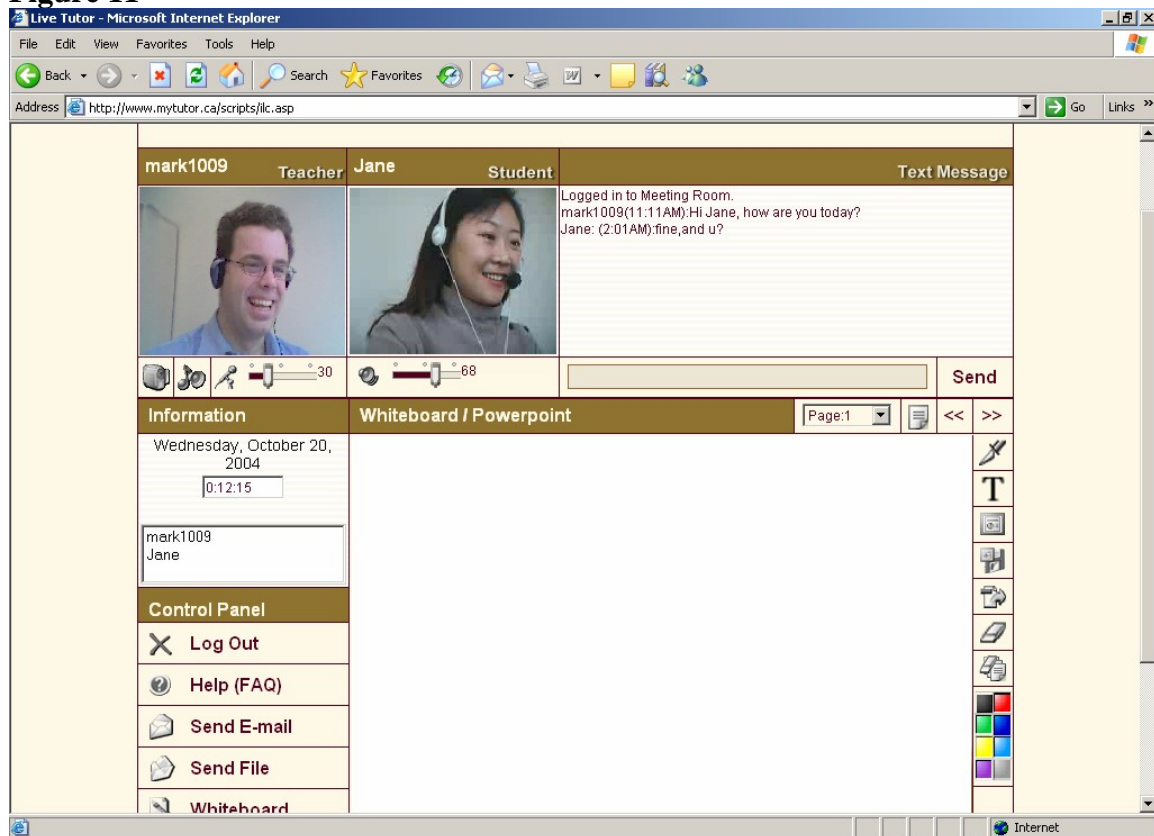
**Applications:** This function is under development.

**Student Records:** This function is under development.

### **How to use the Whiteboard/PowerPoint function**

Click on the Whiteboard tab in the control panel.

**Figure 11**



Locate the vertical menu bar on the right side of the Power Point window. Click on the “pen” icon. Move your mouse pointer to the blank screen, click on the left button of your mouse and draw!!

Change the colour of your pen by using the colour palette on the menu bar.

If you wish to type into the Whiteboard, click on the “T” to change your mouse to a cursor. Position the mouse in the Whiteboard in the position you wish your message to begin and start typing.

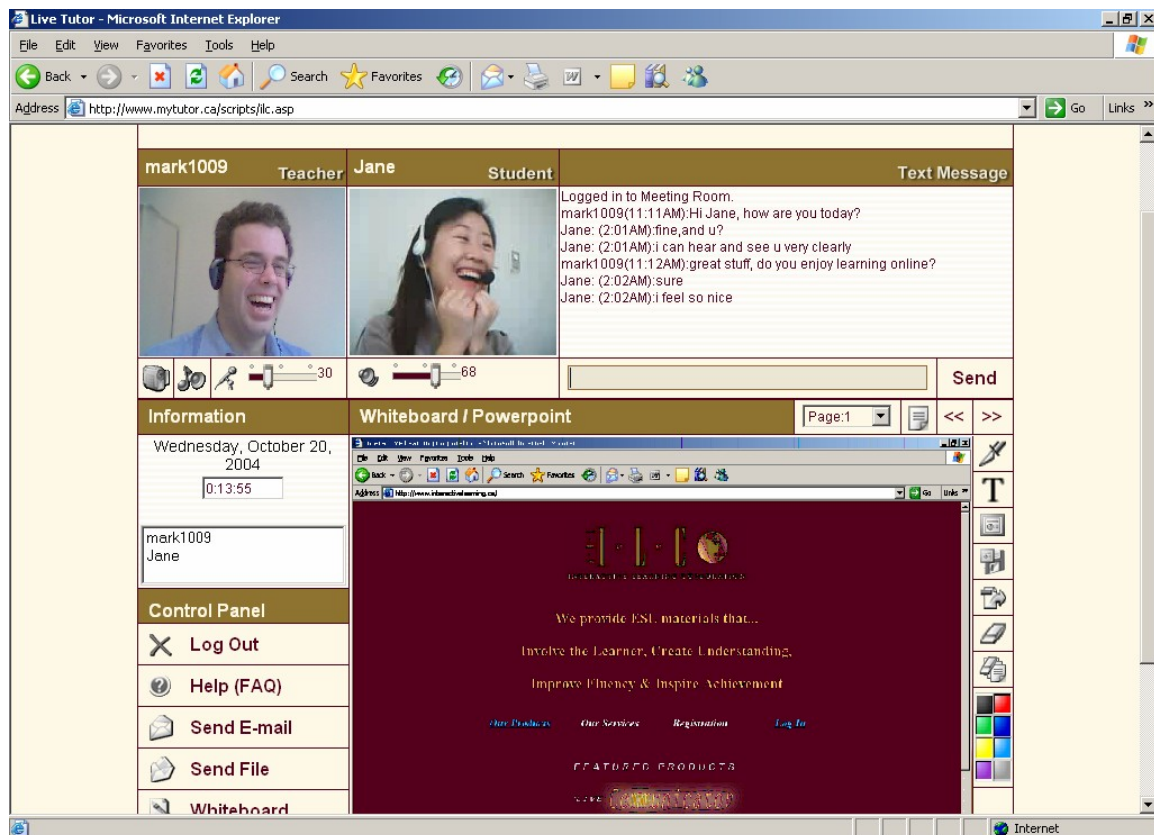
### Using the Whiteboard with a PowerPoint Presentation

Click on the third button on the menu bar, this will take you to your hard drive directory.

Choose the PowerPoint presentation or graphic that you wish to use and double click on it.

After a few seconds the PowerPoint presentation or graphic will appear on your desktop and on the desktop of your student.

**\*\*Note well, students do not have access to the menu bar of the PowerPoint and therefore do not have the functionality that you have as a tutor.**



To log out of the Whiteboard and return to the original screen click on the Whiteboard tab in the Control Panel.

Please contact [administration@mytutor.ca](mailto:administration@mytutor.ca) for any additional assistance.