



Scheduling Tool for Tutors

IMPORTANT! Tutors must do this first...

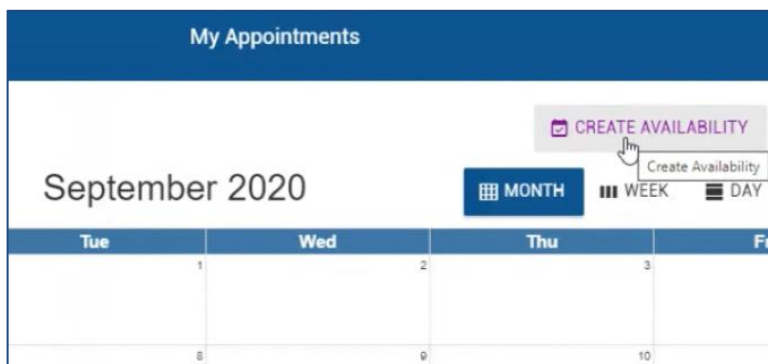
1. **Get the “tutor” role:** If you haven’t done so already, log into Pisces and ask your administrator to give you the “tutor” role in the subjects that you can tutor. Remember, you’ll see a graduation cap (🎓) next to those subjects when you have been assigned tutor privileges.
2. **Sync your schedule across all of your subjects:** Visit each subject for which you are a tutor, and click the “Manage Appointments and Availabilities” card (and close it). This syncs your tutor account in the scheduling tool across all of your subject areas, ensuring your availability displays in all of your subject areas.

Creating availability as a tutor

1. Log into Pisces.
2. Go to any subject for which you are a tutor.
3. Click the Manage Appointments and Availabilities card.



4. Click the button to Create Availability.



5. Fill out the form and click Save.

Create Availability

Robert

SAVE

Select the time period during which this availability is valid.

Start Date: 10/04/2020
The start date for this availability block, e.g. 2020-09-29

Stop Date: 10/10/2020
The stop date for this availability block, e.g. 2020-09-29

Select the days and times during which you are available.

Start Time: 10:00 AM
The start time for this block of availability

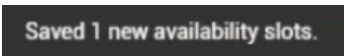
Stop Time: 11:00 AM
The stop time for this block of availability

Recurrence

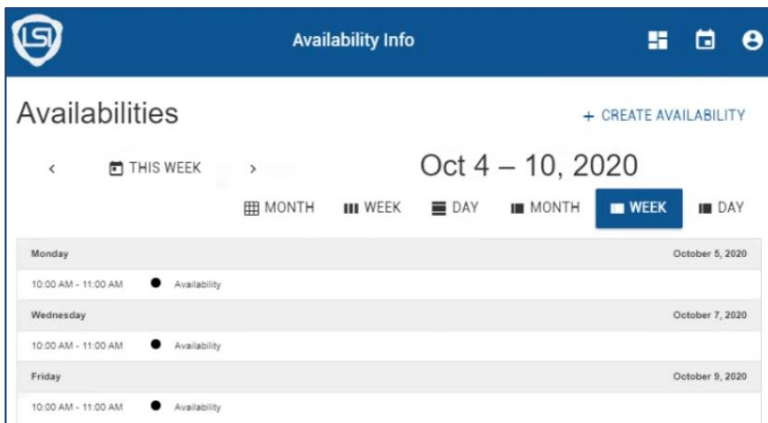
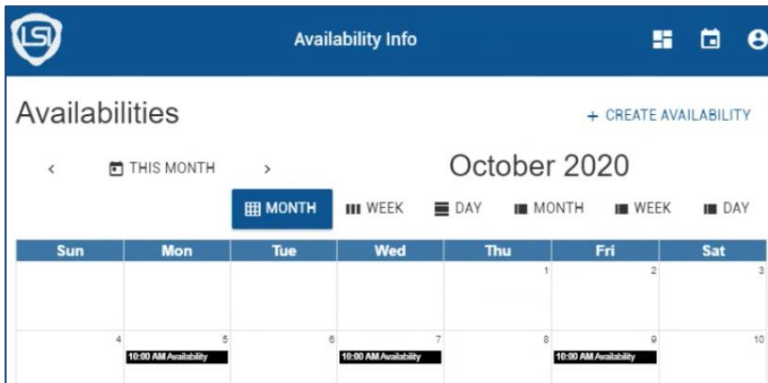
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
The days of the week that you are available at this time

+ ADD ANOTHER AVAILABILITY

6. You'll see a notification that your availability was saved.

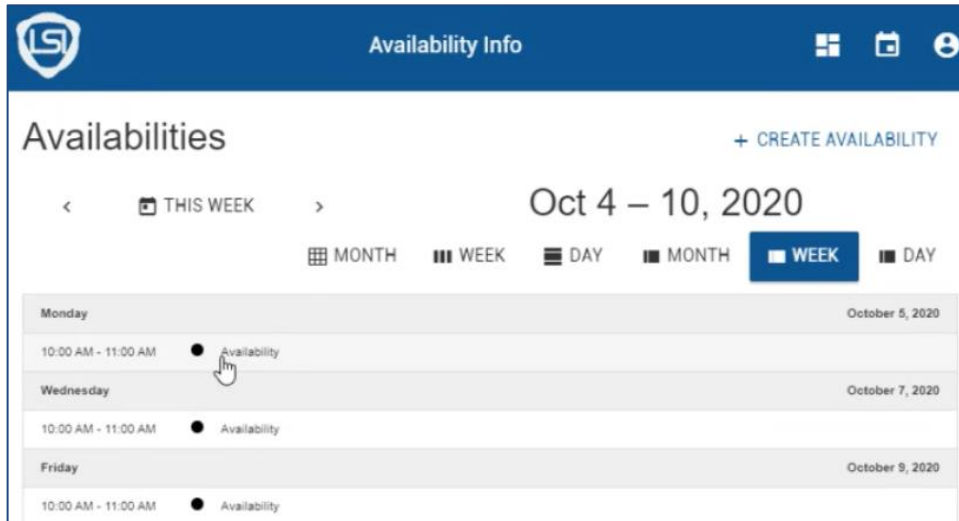


7. You can see your availability on the calendar or list view by month, week, or day.

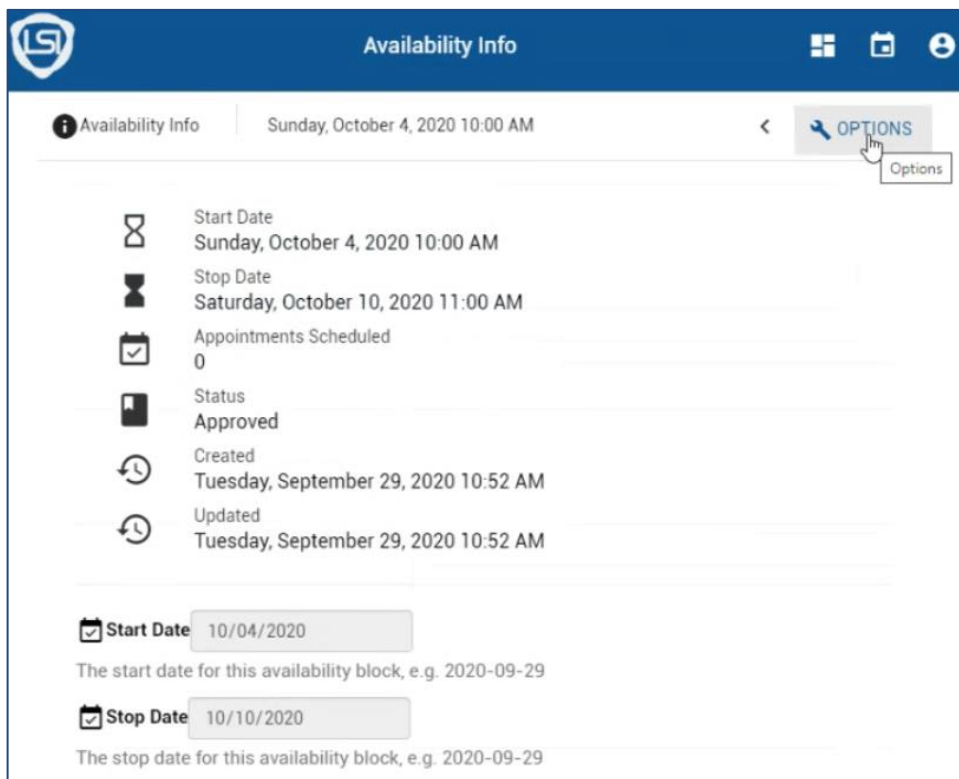


Deleting availability as a tutor

1. Look at your availabilities and click on the one you want to change.



2. Click Options in the top right.



3. Click Delete this Availability.



Questions?

Tutors should use the Customer Support link in the top right corner of any subject in Pisces for additional technical help.