Mobile App Walkthrough

Scheduling a 1-on-1 tutoring appointment

1. Tap “Schedule an Appointment”
2. “Pick a Class”
   a. Tap “Edit your classes” to add classes to this list. If your class isn’t available to be joined, reach out to your learning center to ask why.
   b. **NOTE:** Tapping “Edit your Classes” opens a separate module for adding classes that must be exited from by pressing “x” in the top right to continue. Once you’ve added classes and pressed “x”, tap the class on the “Pick a Class” screen and press “Next”.
3. “Pick a Time”
   a. This screen shows the merged availability for every tutor certified for the selected class. Once a time is picked, you can select a tutor if multiple are available at that time.
   b. **NOTE:** Your program may have a daily and/or weekly maximum number of appointments that can be booked.
4. “Choose Location”
   a. As of now, all sessions are held via Zoom video call. The link will be emailed to you after completing your request and right before your session.
5. “Confirm”
   a. Once confirmed, a zoom link will be emailed to you and the Zoom meeting ID will be displayed in your “Session Details” page. The tutor will then be asked to confirm the request, and you’ll receive a push notification once they do.

Viewing session details

1. Found on the “Learn” homescreen, this contains your session’s details.
2. If you experience any problems or need to cancel your session, do so by tapping the three dots in the upper right corner.
   a. **NOTE:** Please cancel sessions at least 2 hours ahead of time. Last-minute cancellations may result in your tutoring privileges being suspended.
Holding the session

1. All sessions will be held on Zoom on the desktop (while you can use Zoom via browser, we recommend downloading their desktop app as it allows for use of advanced features like the whiteboard and file sharing).
2. 5 minutes before your scheduled time, open up the Zoom link received in an email or open zoom.us/join and type in the meeting ID found in your “Session Details” card.
3. If you arrive before your tutor, Zoom will say “waiting for host”. Wait at that screen until your tutor arrives.
4. Once the tutor checks you in on their app, your session will begin.
5. Both you and your tutor can use the Zoom whiteboard (tap “Share” -> “Whiteboard”) as a resource for drawing diagrams and equations, you can even join the call twice, by using the Zoom mobile app as a duplicate attendee, and using your phone’s touch screen to draw.