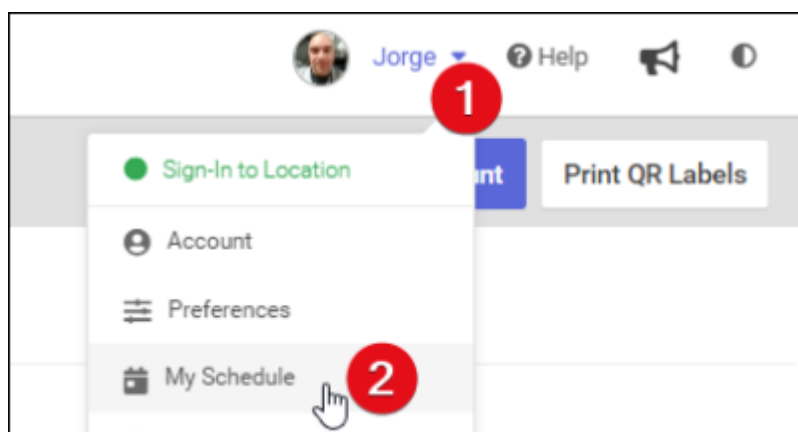Previous Article - Homepage | Tutor Manual | Next Article - Quick
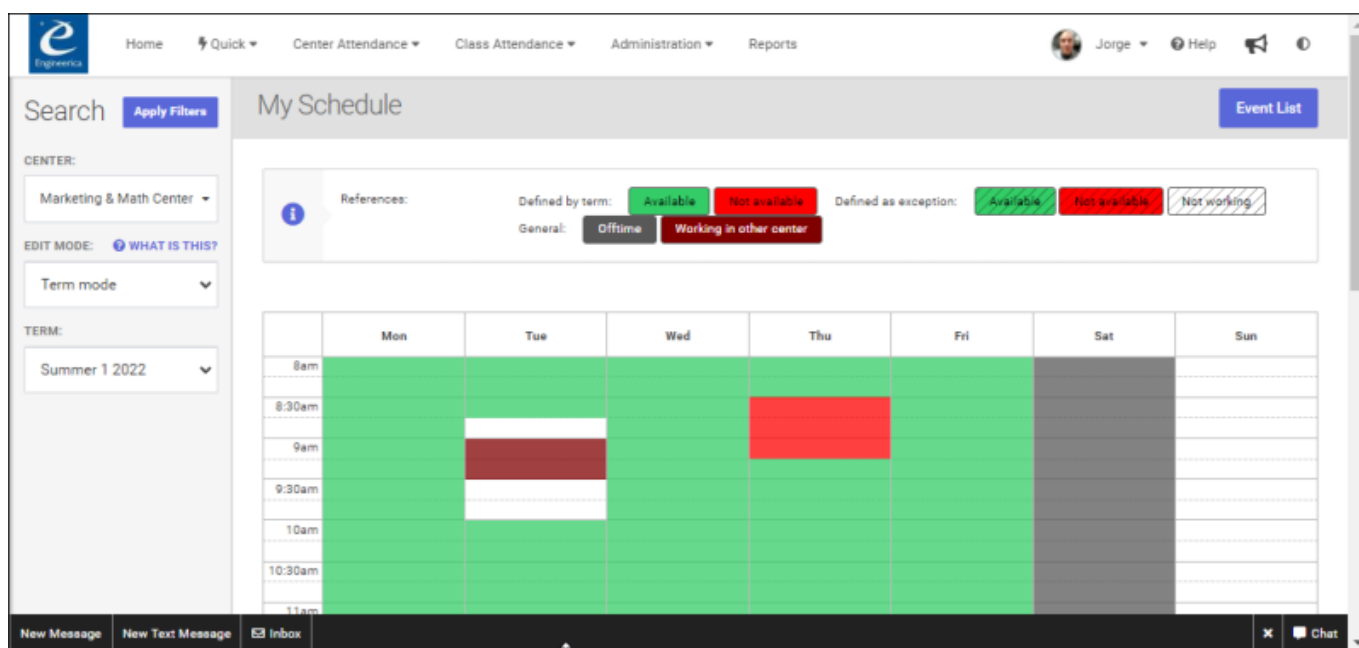
My Schedule

Purpose: Use this option to edit your **Tutoring** availability.

Way to Access: On the main menu click on your name (top right corner) and then choose **My Schedule** option located on the top-right of the screen in your personal options.

This section will only appear if your "System Administrator" decided to allow tutors to create/update thier own schedules. Always check with your System Admin on their procedures. Click here to learn how to contact your **System Admin**

This page allows you to edit your availability/schedule as a **Tutor**. You can update your schedule using the various options in the left-side dropdown option.

- **Edit Mode** - This dropdown option allows you to choose the types of schedule you can configure (Merged Mode, Term Mode, Exceptions Only).
- **Tutor** - This dropdown option is preset to you as the Tutor(if you also have the administrator role you might be able to see/pick other tutors on the list).
- **Center** - This dropdown option allows you to choose availability for a specific Center.

Modes when editing your Tutor Schedule

Choose from the following *Calendar Edit Modes*:

- **Merged Mode:** This is a combination of the **Term Mode** and **Exceptions Only**, this mode is not based on a weekly-based pattern but on specific dates.
    - To edit the schedule in this mode you have to choose the week which you are going to edit. Additionally, you have the option to display those booked appointments within the calendar blocks.

Merged Mode - You cannot edit dates in the past while using this *calendar edit mode.*

- **Term Mode:** This is the default *calendar edit mode*. In this mode, you are allowed to edit the Tutor's Availability based on a weekly basis, this is basically those activities that repeat every week for the entire **Term/Semester**. This is like their regular workweek (like for example Every Monday 8 AM -10 AM, Every Saturday 10 AM - 3 PM).

Even if an activity does not repeat on a weekly basis but there is some periodic pattern like biweekly or all weeks except the last one of the month, consider adding these on the Term Mode and then create changes for actual dates using the Merge Mode< like deleting the availability for the last week of the month or similar.

- Use **Term mode** to select the Term/Semester which your tutor's availability. You can schedule as **Available**, **Not Available**, **Not Working**, and **Cleared** using the Event Information.

- **Exceptions Only:** This mode allows you to see/edit the Tutor's activities created on specific days of the month, basically setting exceptions to their normal weekly schedule like off-time

needed on specific dates, vacation time, and similar.

Some schools do not have a periodic calendar for tutors, and everything is different week by week, in those cases using Exception Only settings make absolute sense.

- To edit the schedule in this mode you have to choose the week which you are going to edit. Additionally, you have the option to display appointments.

Exceptions Only - You cannot edit dates in the past while using this *calendar edit mode.*

To add your Tutoring Schedule

1. Go to **My Schedule** on the top navigation bar.
2. Next, click and drag the mouse to create a block in the calendar:

   ○
3. Select the information for the selected time:

- ○
- ○ **Schedule As** This is the "status" of the tutor for the selected timeframe, the choices are: "Available/Not Available/ Not working". If status is set to "Available" then the tutor can be selected for walk-ins or appointments if desired.
- ○ **Description:** This could be any additional information about this block of time you are setting up for the tutor.
- ○ **Max Attendees:** This is the maximum amount of Students the tutor can meet with at the same time.
- ○ **Subject Areas:** Select only what you want the Tutor to be able to help with during the time block selected.
- ○ **Services:** Select only what you want the Tutor to be able to help with during the time block selected.
4. And click the **Save** button.

Aug 19 – 25, 2019

When assigning a schedule to a Tutor you have Availability Statuses such as **Available** (Green), **Not Available** (Red), **Not Working** (gray/shaded), **Working in Another Center** (Maroon), and **Cleared** (white/clear).

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https://attendance-tracking.com/docs/ - **Engineerica Documentation**

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Last update: **2023/08/16 13:49**