

This documentation refers to an old version of Accudemia 6.2 and has been replaced by Accudemia 7.0:

[Accudemia 7.0 - Tutors Schedule](#)

# Tutor Schedule

**Purpose:** To edit Tutor's availability.

**How to Access:** **Center Attendance** > **Tutor Schedule**

This page allows you to edit all tutor's availability/schedule. You can choose the **Calendar Edit Mode** using the drop-down list in the filtering options. Type the **Tutors** name in the field provided to search and select the correct **Tutor** you want to create a schedule for in **Accudemia**. Use **Center** drop-down list to choose the specific **Center** where this **Tutor** is going to be working.

## Modifying the Tutor's Schedule

Choose from the following *Calendar Edit Modes*:

- **Merged Mode:** This is a combination of the **Term Mode** and **Exceptions Only**
  - 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.

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

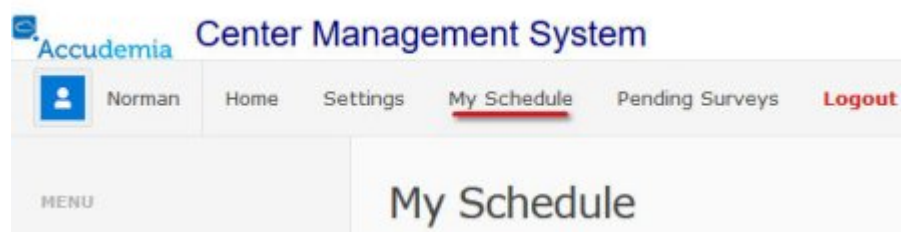
- **Term Mode:** This is the default *calendar edit mode*. In this mode you are allowed to edit the Tutor's Availability for the entire Term/Semester. This is like their regular work week.

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.

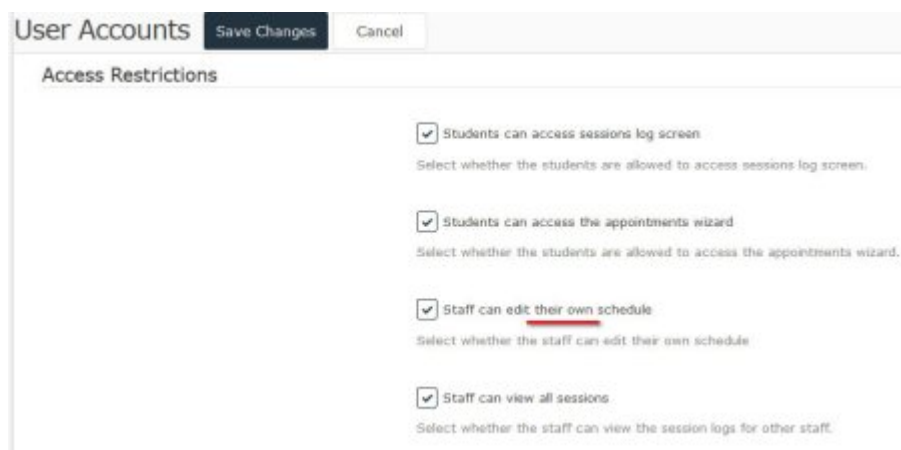
- **Exceptions Only:** This mode allows you to edit the Tutor's Schedule by setting exceptions to their normal schedule like off-time needed on specific dates.

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

Tutors edit their schedule by clicking on the top menu bar option that is labeled **"My Schedule"**.



**Tutors cannot edit their own schedule by default.** If you wish to have them create their own schedule go to the **Control Panel** > **User Accounts** and ensure that there is a check next to *"Tutors can edit their own Schedule."* in the list of options. If you changed this settings then go ahead and click the **Save Changes** button at the top of this screen to apply the settings.



**User Accounts** Save Changes Cancel

**Access Restrictions**

- ☒ Students can access sessions log screen  
Select whether the students are allowed to access sessions log screen.
- ☒ Students can access the appointments wizard  
Select whether the students are allowed to access the appointments wizard.
- ☒ Staff can edit their own schedule  
Select whether the staff can edit their own schedule.
- ☒ Staff can view all sessions  
Select whether the staff can view the session logs for other staff.

## Scheduling a Tutor

1. Go to **Tutors Schedule** in the left-side navigation menu under **Center Attendance** to select the Center, enter the Tutor Name, and select the Mode and options as shown below:
  - **Term/Semester Mode** - allows you to set their normal work hours regardless of dates for the semester selected.



**Tutor Schedule**

Event List Copy

**LOCATION**  
Center: Library - Tutoring Center

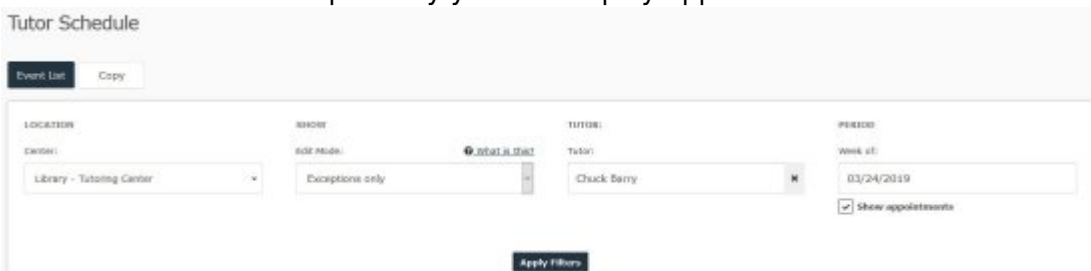
**SHOW**  
Edit Mode: Semester mode

**TUTOR**  
Tutor: Chuck Barry

**PERIOD**  
Semester: Spring 2019

Apply Filters

- **Exceptions Only Mode** - allows you to set specific dates of a week for exceptions to their normal schedule. Optionally you can display appointments for the week selected.



**Tutor Schedule**

Event List Copy

**LOCATION**  
Center: Library - Tutoring Center


**SHOW**  
Edit Mode: Exceptions only

**TUTOR**  
Tutor: Chuck Barry

**PERIOD**  
Week of: 03/24/2019  
☒ Show appointments

Apply Filters

- **Merged Mode** - allows you to set specific dates of a week for exceptions to their normal schedule. And it show you the normal work hours too. Optionally you can display appointments for the week selected.



**Tutor Schedule**

Event List Copy

**LOCATION**  
Center: Library - Tutoring Center

**SHOW**  
Edit Mode: Merged mode

**TUTOR**  
Tutor: Chuck Barry

**PERIOD**  
Week of: 03/24/2019  
☒ Show appointments

Apply Filters

2. Then click the **Apply** button
3. Next click and drag the mouse to create a block in the calendar:


	Mon	Tue	Wed
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			

4. Select the information for the selected time:


- **Schedule As:** This is the “availability” or “status” of the tutor for the selected time-slot:

### Event information

Tutor: Barry, Chuck

Scheduled as: Available 


Description:


Max. Attendees:   ☐ Unlimited

Subject Areas: 21 out of 21 Select: [ [All](#) | [None](#) | [Custom](#) ]

Services: 1 out of 3 Select: [ [All](#) | [None](#) | [Custom](#) ]

Save Cancel

- **Available**  - This means they can be selected for walk-ins or appointments if desired during that time period selected.

- **Not Available**  - This means they cannot be selected for anything during that time period selected.
- **Not Working** - This means they cannot be selected for anything during that time period selected and is typically used to clear the schedule.
- **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.

## Subject Areas ✕

!
The subject area you're looking for isn't shown? [Help](#)

Page Size ▾
Clear Selection

1
2
Next

☐

**Subject Areas**

Search...


<input checked="" type="checkbox"/> Abstract Algebra I
<input checked="" type="checkbox"/> ALGEBRA
<input checked="" type="checkbox"/> Applied Calculus
<input checked="" type="checkbox"/> Applied Discrete Mathematics
<input checked="" type="checkbox"/> Calculus I
<input checked="" type="checkbox"/> Calculus II
<input checked="" type="checkbox"/> Calculus III
<input checked="" type="checkbox"/> DIFF EQUATIONS
<input checked="" type="checkbox"/> DISCRETE MATH
<input checked="" type="checkbox"/> ELEM STATS METH
<input checked="" type="checkbox"/> Intro to Discrete Mathematics
<input checked="" type="checkbox"/> Introduction to College Mathematics
<input checked="" type="checkbox"/> Learning Support Mathematics
<input checked="" type="checkbox"/> Linear Algebra
<input checked="" type="checkbox"/> NUMERICAL METHD

Showing 1-15 of 21 [21 selected]

Accept

- **Warning!** Tutors must first be assigned the **Subject Areas** before setting their schedule in order for these Subject Areas to even populate.
- **Services:** Select only what you want the Tutor to be able to help with during the time block.

## Services



The service you're looking for isn't shown? [Edit Services](#)

Page Size ▾ [Clear Selection](#) 1

☐ Services

☐ Computer Use

☐ Required Lab Hours

☒ Tutoring

Showing 1-3 of 3 [1 selected]

[Accept](#)

5. And finally click the **Save** button.

Apr 1 – 7, 2019

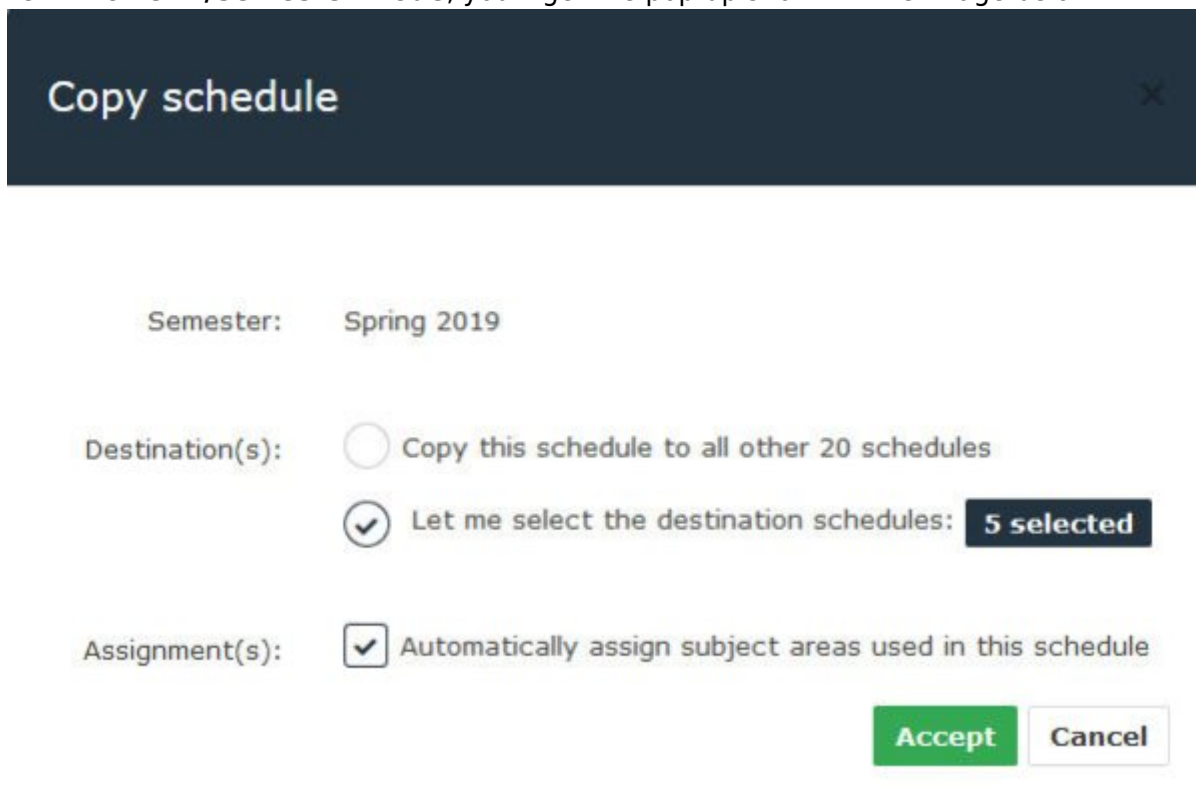
	Mon 4/1	Tue 4/2	Wed 4/3
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			

When you've already assigned a schedule to a **Tutor** you may see other **Availability Statuses** such as:

**Available** **Not Available** **Not Working** **Off-time** **Working in Another Center** **Cleared**

## Copy the Tutor's Schedule to Other Tutors

1. Load the schedule you want to be the source of the copy. To do so, fill in the tutor search box (and change the center, edit mode, or any other filter) and click "Apply".
2. When the schedule has loaded, click on the "Copy" button.
3. If you're in the **Term/Semester Mode**, you'll get the pop-up shown in the image below:



**Copy schedule**

Semester: Spring 2019

Destination(s): ☐ Copy this schedule to all other 20 schedules  
☒ Let me select the destination schedules: **5 selected**

Assignment(s): ☒ Automatically assign subject areas used in this schedule

**Accept** **Cancel**

As you're in the semesters edit mode, only the events defined for this semester will be copied excepting the events declared as exceptions.

4. If you're in the **Exceptions Only Mode** or **Merged Mode**, you'll get the pop-up shown in the image below:

## Copy schedule

Period:

☒ Entire semester (Spring 2019)

☐ From: 03/25/2019  
To: 04/07/2019

Destination(s):

☐ Copy this schedule to all other 20 schedules

☒ Let me select the destination schedules: 1 selected

Assignment(s):

☒ Automatically assign subject areas used in this schedule

Accept

Cancel

As you're in the exceptions only edit mode, only the events defined as exceptions will be copied to the destinations. You can select to copy the exceptions in the entire semester, or only the ones in the specified period.

- If you're in the merged edit mode, you'll get the same pop-up shown right above, but in this case all events that match the copy criteria will be copied to the destinations, no matter if they're defined in the semesters mode or they're exceptions.

As you can see, you can also decide if you want to automatically assign to the destinations, the subject areas used in the source schedule. You'll have to check that option if you want all your destinations to have the same subject areas than the source schedule has associated.

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