



Faculty Guide

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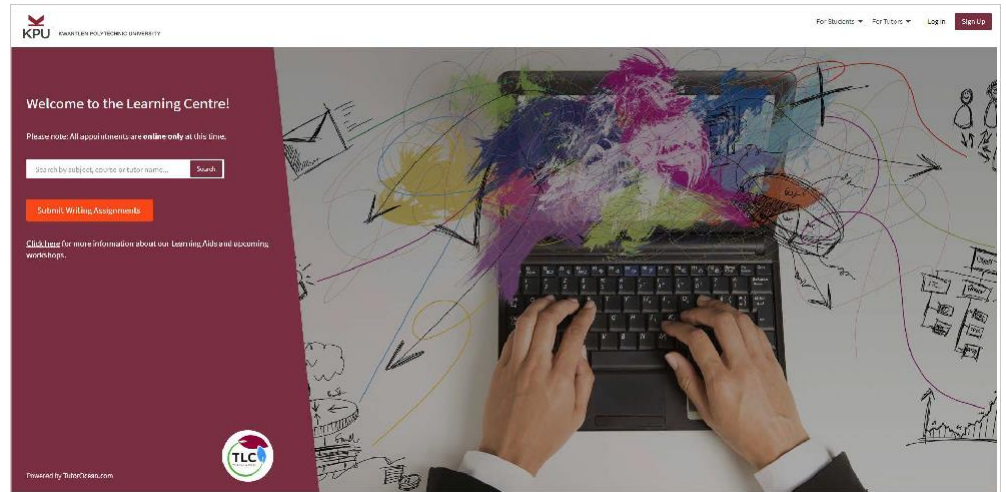
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Application Process

Sign Up

Visit tlc.kpu.ca and click on the "Log In" button. In the One Login window, please enter your KPU ID number and password.



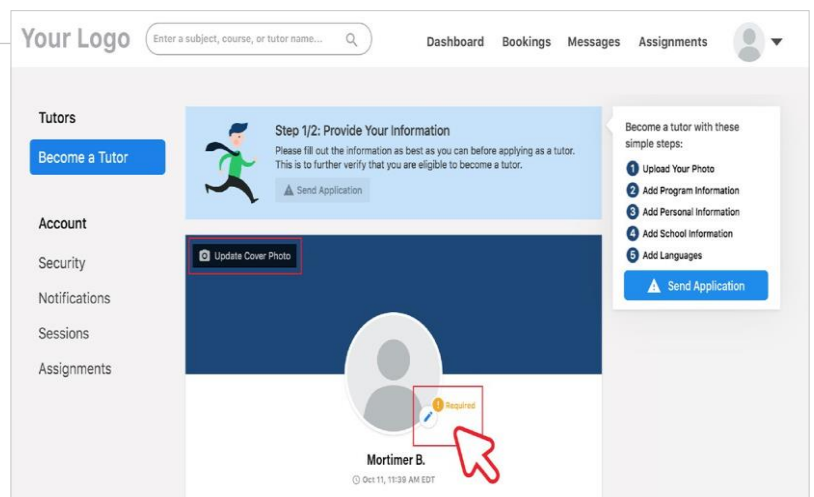
Creating a Profile

Please note that faculty must submit a profile in order to use the features. Please start by clicking on "Become a Host".

Dashboard Calendar Messages Submit Writing Assignments Help ▾ **Become a Host**

Step 1

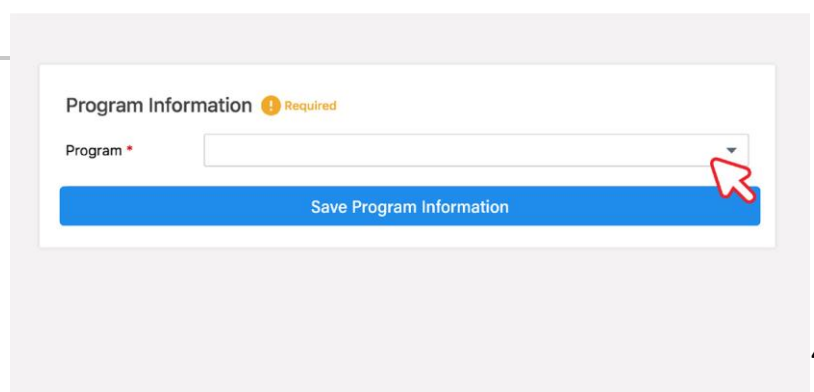
Upload a profile picture



Step 2

Select your 'Program Information'

Please select "Faculty Tutor"



Step 3

Fill out your 'Personal Information'

- **Profile Tag:** Enter your first and last name with no spaces
- **Headline:** Which Faculty/Department do you belong to?
- **Description:** A brief description about your skills and experiences

E.g.

"I'm a third-year Engineering student. I have been tutoring for 2 years and I can help you gain a better understanding of chemistry, math, and physics. I tutor in-person and online."

Personal Information ? Required

First Name *

Last Name *

Legal Name

Email *

Mobile Phone Number

Profile Tag *
This field is required
Your tag is used to access your public profile: https://school.tutorloo.com/tutor/

Headline *
This field is required

Description *
This field is required

Tutoring

Experience

Timezone

[Save Personal Information](#)

Step 4

Enter your KPU ID number and your Faculty.

School Information ? Required

Student Number *

Faculty *

[Save School Information](#)

Step 5

Click on the + icon next to 'Courses'. Flag the appropriate courses that you will support. Multiple courses can be added simultaneously.

Click on the + icon next to 'Subjects'. Type in subjects you will support (ie. Biology)

Media +
👉 Your youtube videos, teaching tutorials, and pictures will increase student engagement by 10X.

Courses +
There are no courses to show.

Subjects +
There are no subjects to show.

Step 6

Submit your application for Admin review

The screenshot shows a web interface for becoming a tutor. At the top, there is a search bar labeled "Your Logo" and navigation links for "Dashboard", "Bookings", "Messages", and "Assignments". On the left, a sidebar contains "Tutors" (with a "Become a Tutor" button) and "Account" (with links for Security, Notifications, Sessions, and Assignments). The main content area is titled "Step 1/2: Provide Your Information" and includes a "Send Application" button. Below this is a cover photo update section and a profile card for "Mortimer B." with a bio "Mentor Mortimer...here to assist you!". On the right, a checklist shows progress: "Upload Your Photo", "Add Program Information", "Add Personal Information", "Add School Information", "Add Subjects", and "Add Languages". A red arrow points to the "Send Application" button at the bottom of this checklist.

Availability

Adding Availability

Via Profile

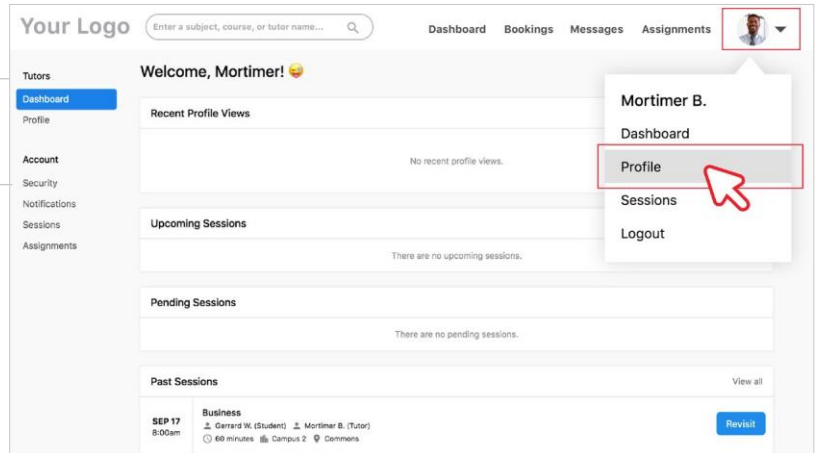
Hosts can easily add time slots to their calendar by visiting their profile.

Step 1

Click on your icon

Step 2

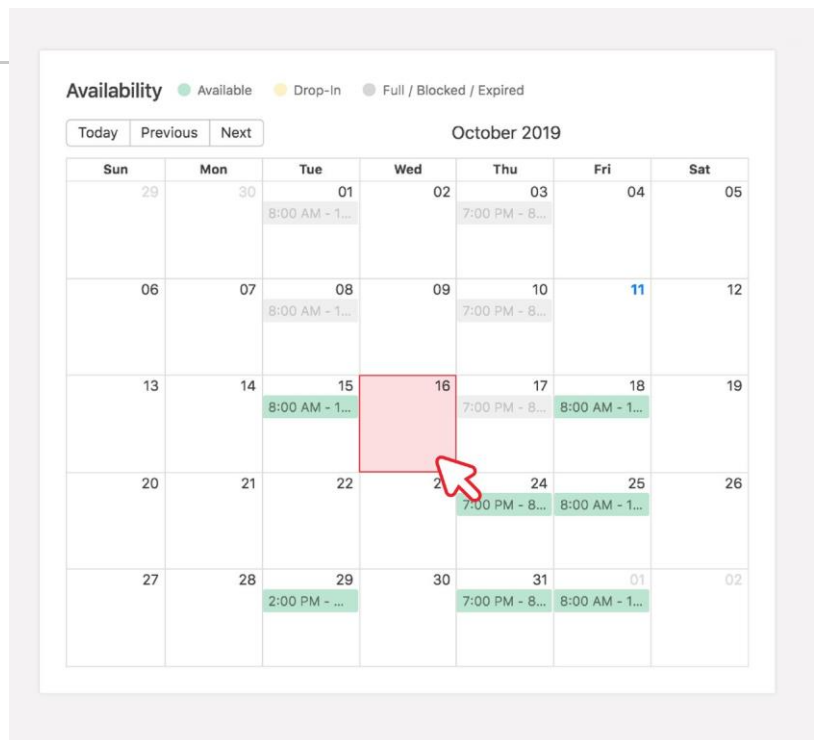
Select 'Profile'



Step 3

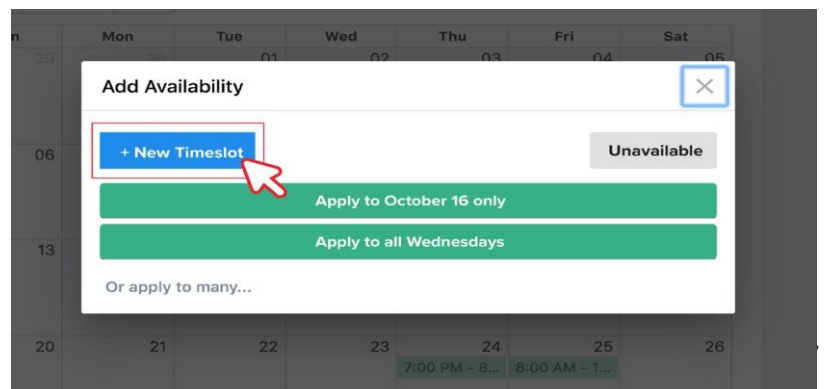
Scroll down to 'Availability' and click on a date to add a time slot

- Green time slots indicate that the host is available for the full or partial length of the time slot
- Yellow time slots indicate that the host is available for a drop-in session.
- Grey time slots indicate that the session is full or expired, or the host is unavailable for that time slot.



Step 4

Select 'New Timeslot' and fill out all required fields



Note:

Indicate the start time and end time.

Indicate the course/subject

If you support multiple courses and don't want to dedicate a particular time slot to any one course, do not specify the subject/course.

Select In-Person or Online.

In Person:

If your session will be at the Learning Centre, you must indicate the **Campus** (ie. Surrey, Langley, Richmond).

If you wish multiple people to join an in-person session, you can adjust the number of **Attendees**. You may also restrict the session length by choosing a **Fixed Duration**

It is also possible to designate the time slot as drop-in only. This will prevent students from booking but will let any student searching for help know you are at the Centre.

Online:

If your session is Online, it will be through an eClassroom.

You may choose the number of **Attendees**; up to three may participate in an online session.

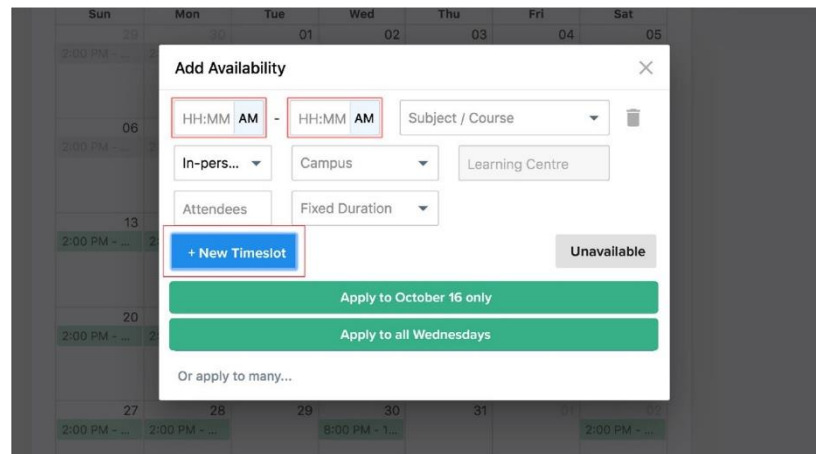
You may choose to set a **Fixed Duration** to restrict the length of an appointment to 15 minutes, 30 minutes or 1 hour.

The drop-in option is unavailable for online sessions.

Apply to the calendar:

Selecting "**Apply to only**" will add time slots to the chosen date.

Selecting "**Apply to many**" to allow you to set up recurring availability or set specific calendar dates for your availability.



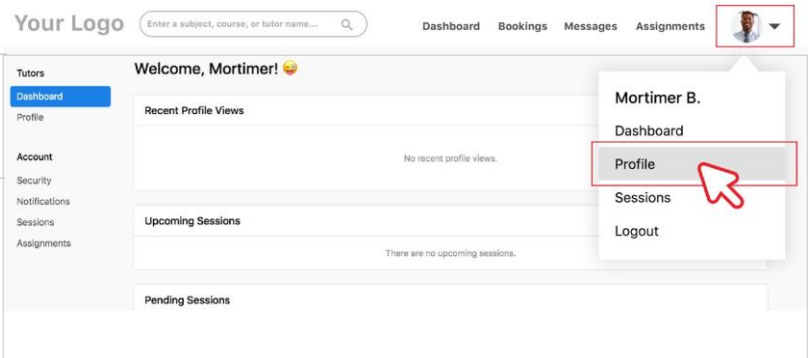
Editing Availability

Via Profile

Hosts can easily edit time slots on their calendar by visiting their profile.

Step 1

Click on your icon.

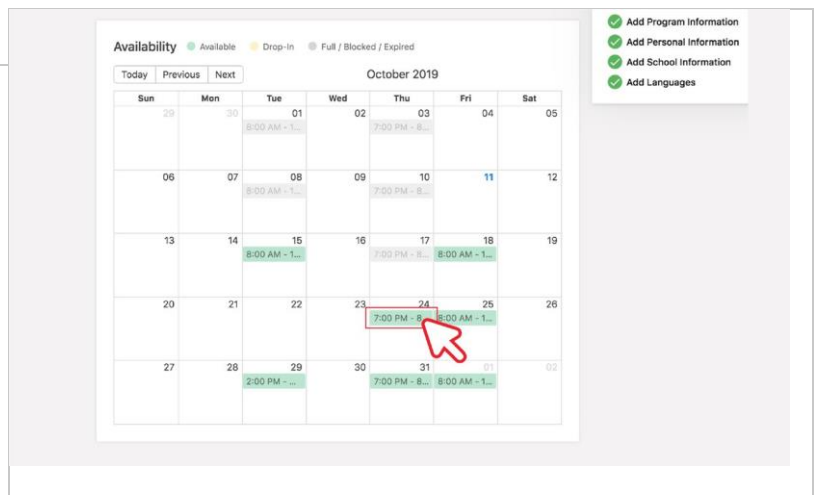


Step 2

Select 'Profile'

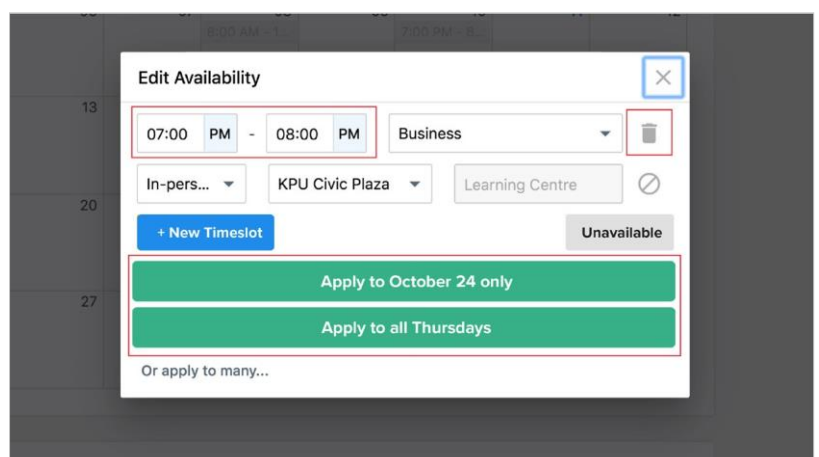
Step 3

Scroll down to 'Availability' and click on a time slot to modify. Make changes to the time, subject, location, etc. or delete the time slot.



Note:

Selecting "Apply to only" will only modify that specific time slot while selecting "Apply to all" will modify all subsequent time slots



Viewing Bookings

Via Bookings Calendar

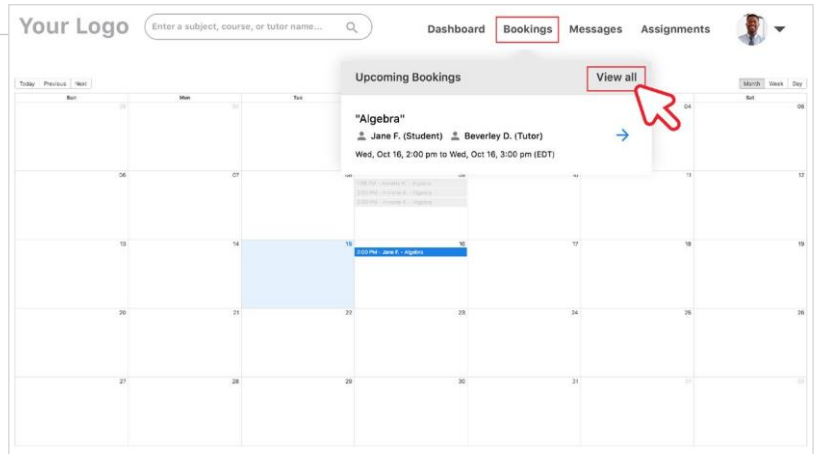
Hosts can view their past, pending, or upcoming bookings through their bookings calendar.

Step 1

Go to 'Bookings'

Step 2

Select 'View all'



Via Dashboard

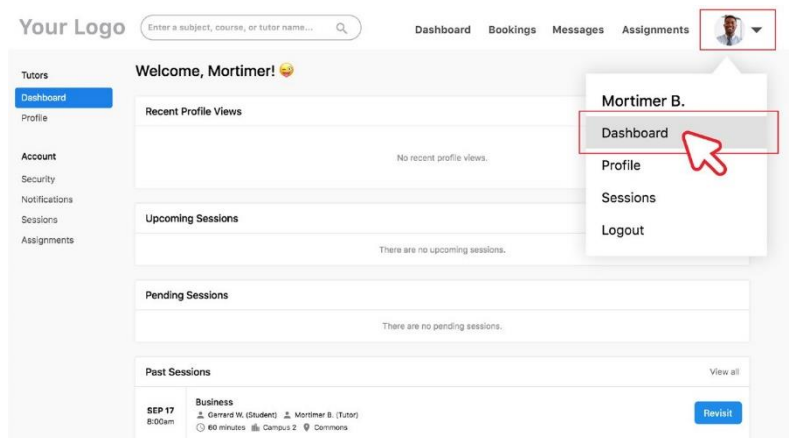
Hosts can view their past, pending or upcoming bookings through their Dashboard.

Step 1

Click on your icon.

Step 2

Select your dashboard.



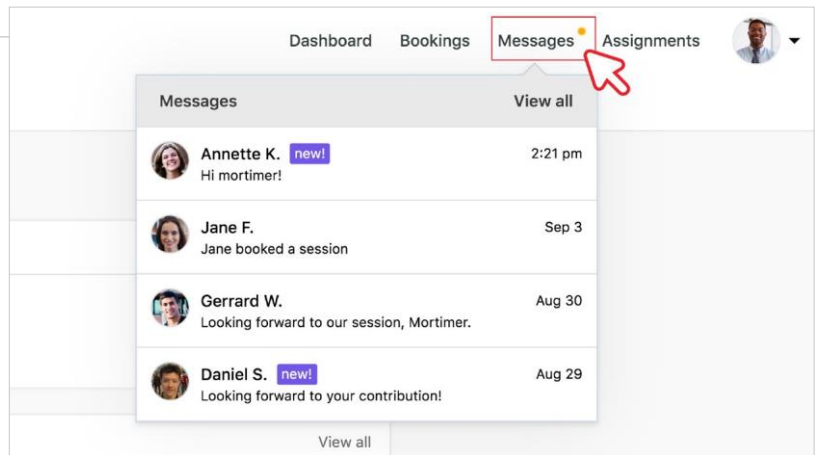
Communicating with Students

Messaging Students

Hosts can easily communicate with students through the built-in messaging system.

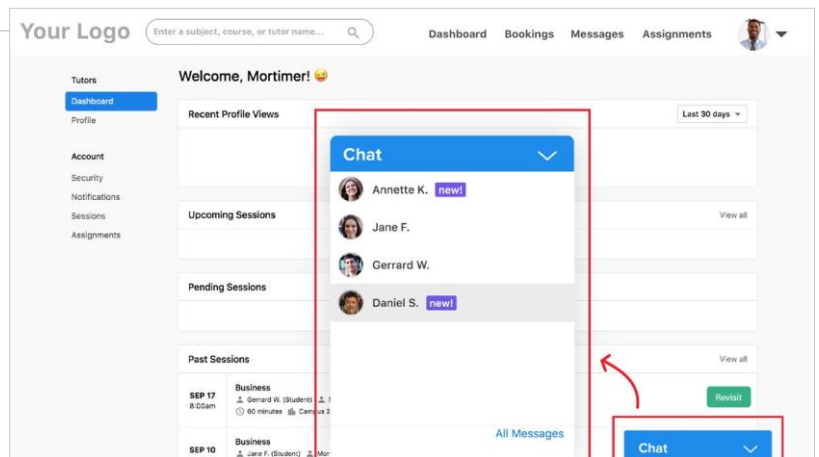
Option 1

Message students through 'Messages' tab



Option 2

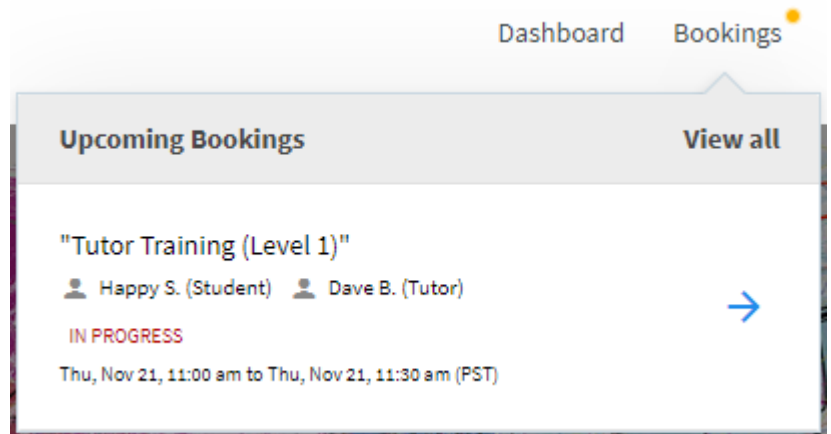
Message students through chat box messaging system



Communicating with Students

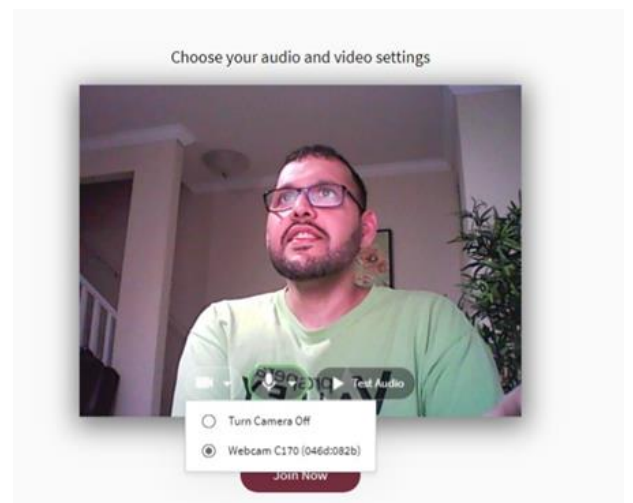
Using the eClassroom

1. Visit tlc.kpu.ca using Google Chrome and log in using your KPU ID number and password.
2. Click on your bookings to see upcoming sessions. Click on the Blue Arrow to open the eClassroom.

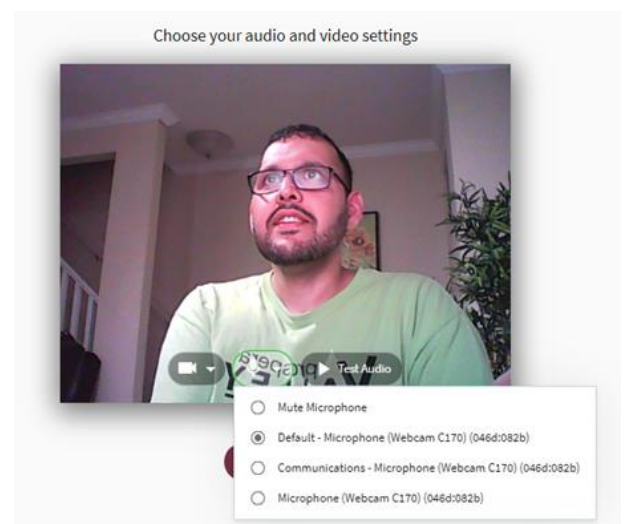


3. Once you have entered the Preparation room, you will have the opportunity to test if your camera, microphone and audio are working correctly.

- a) Ensure your video is working. Select the camera you will use (if applicable) and then click "Next".

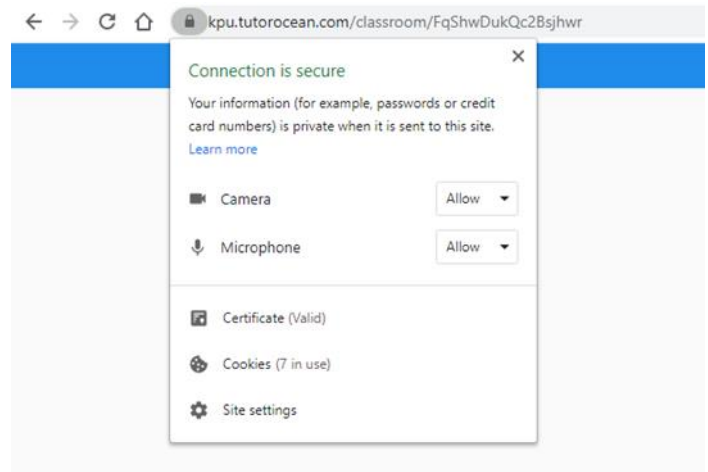


- b) If you are using a microphone (or headset equipped with one), you may select the microphone you wish to enable or choose to "Mute Microphone".



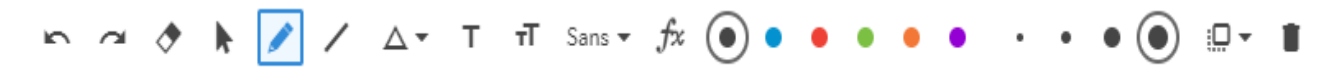
c) If your camera and microphone do not appear to be available, you may need to enable permissions in your browser. In Chrome, you can do so by clicking on the icon next to the address bar and choose to enable your microphone and camera

d) Lastly, a test to see if your audio is working is conducted. If you can hear the music, click “**Join Now**” to proceed to the eClassroom

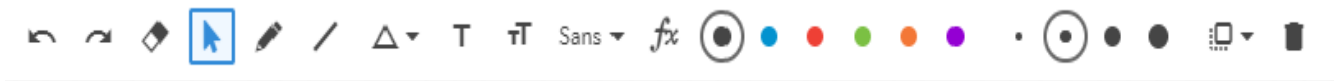


Using the Whiteboard

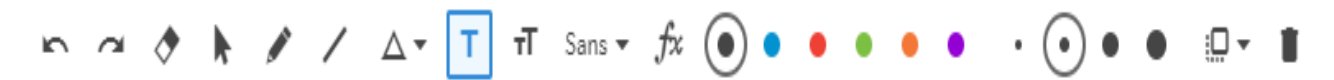
- The “Free Draw” tool will allow both participants to write on the whiteboard.



- The “Select” tool will allow you to draw attention to what you are discussing and allow you to select portions of the content on the whiteboard



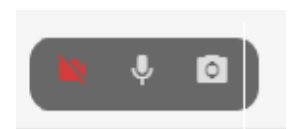
- The “Text” tool will allow you to write ideas and comments and notes directly on the whiteboard.



- The “Function Builder” tool will allow you to write out formulas on the whiteboard.

A screenshot of the 'Function Builder' tool. At the top, there is a toolbar with a math symbol 'fx', a color palette, and a zoom control. Below the toolbar is a text input field containing the formula $A = \pi \cdot r^2$. To the right of the input field is a red 'Add' button. Below the input field, there is a text instruction: "To use a mathematical symbol, input the relevant TeX command, followed by a space (ex. \beta becomes: \beta)." Below this instruction, there is a section titled "Previously used:" with a list of formula buttons: $E = mc^2$, an ellipsis, α , $\alpha = \pi + 2\sigma + 3^2$, and $\alpha = \pi \cdot 2\sigma + 3r^2$.

- You may enable or disable your video and/or audio by clicking on the icons in your profile



- Use the “New Page” tool to create additional workspace as required.



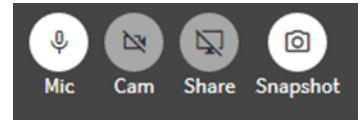
- Use the “Insert File” option to upload images and pdf documents to the whiteboard. You may browse for these documents or drag and drop them.

A screenshot of the 'Insert File' dialog box. At the top, there are two buttons: 'Insert File' and 'Export'. Below the buttons is a large white box with a dark red button that says "Browse files or drag and drop". Below this button, there is a line of text: "We currently support images and PDFs."

Screen Sharing

At some point, you may wish to share your screen. You may do so by:

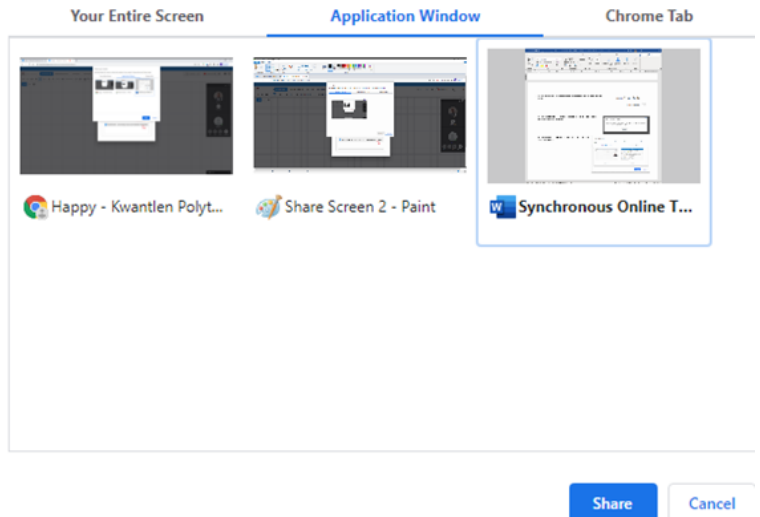
1. Click on the “Share” Button under your video feed.



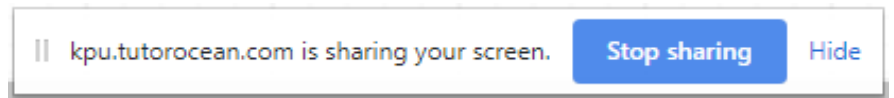
2. Choose to share your entire screen, an application window, or a Chrome tab

Share your screen

kpu.tutorocean.com wants to share the contents of your screen. Choose what you'd like to share.



3. You may stop sharing your screen by clicking on the “Stop Sharing” option at the bottom of the screen.



Share and Present Files

1. If you would like to share a document with the student, you may do so by navigating to the “Share and Present Files” tab.



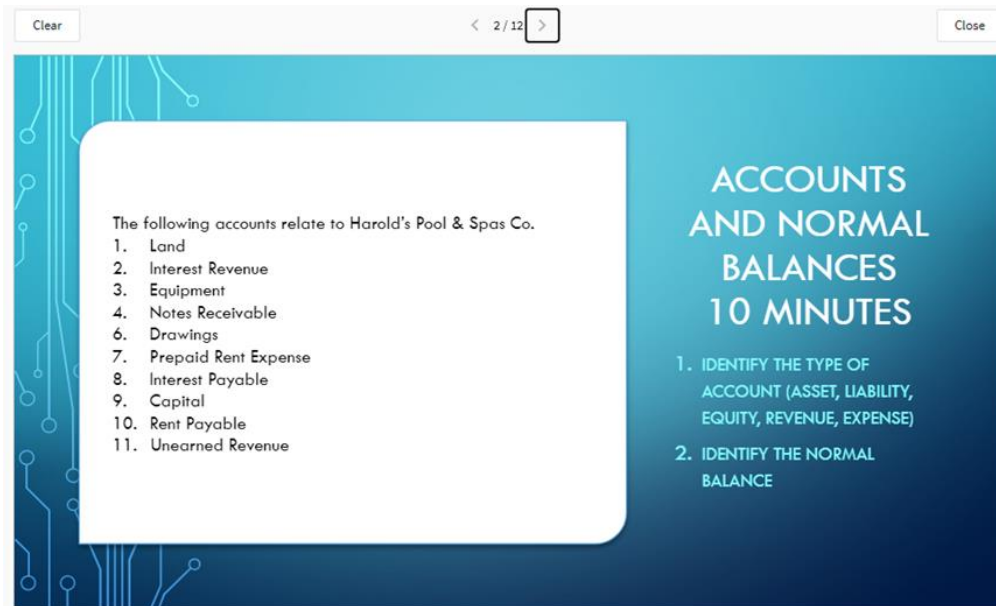
2. Documents must be in pdf format. You may also choose to share images in png/jpg/jpeg format



Click the upload button or drag and drop your file here

Max file size is 30MB


3. You can navigate multiple pages in any presented pdf document. Many of the same whiteboard tools are available (you may annotate or draw on the presentation or choose to export images). You can use the “Clear” button to remove annotations. You may use the “Close” button to stop presenting the file.



4. All files shared are available for download by clicking on the Download button. You may remove a file by using the Delete button next to the file name.

Uploaded Files



Accounting 1110 Midterm Re...  

5. You may also paste a URL for a YouTube, Vimeo or Facebook video to present to the tutee.

Paste URL from Youtube, Vimeo, Facebook, etc.

OK

Using the Text Editor

The Text Editor may be used to work on a document collaboratively or to offer comments and feedback.

1. To begin, navigate to the Text Editor tab.
2. The Editor has some of the same functionality seen in Microsoft Word (ability to change font, bullet points, and indenting or aligning text)

If you choose to copy and paste from another document into Text Editor, only those formatting features supported in Text Editor will be displayed. For example, line spacing is not retained when copying and pasting into Text Editor while alignment is retained.

The screenshot displays the Text Editor interface. At the top, there are four navigation tabs: WHITEBOARD, SHARE & PRESENT FILES, TEXT EDITOR (which is selected and highlighted in blue), and CODE EDITOR. Below the tabs is the KPU (Kwantlen Polytechnic University) logo. The main toolbar includes options for Font, Size, Colour, Bold (B), Italic (I), Underline (U), and a link icon. It also features alignment tools (left, center, right, justified), bullet points, numbered lists, and indenting options. The main content area contains the following text:

QUESTION 1:

The following accounts relate to Harold's Pool & Spas Co.

1. Land
2. Interest Revenue
3. Equipment
4. Notes Receivable
5. Drawings
6. Prepaid Rent Expense
7. Interest Payable
8. Capital
9. Rent Payable
10. Unearned Revenue

Required:

1. Identify the type of account (asset, liability, equity, revenue, expense).
2. Identify the normal balance.

QUESTION 2:

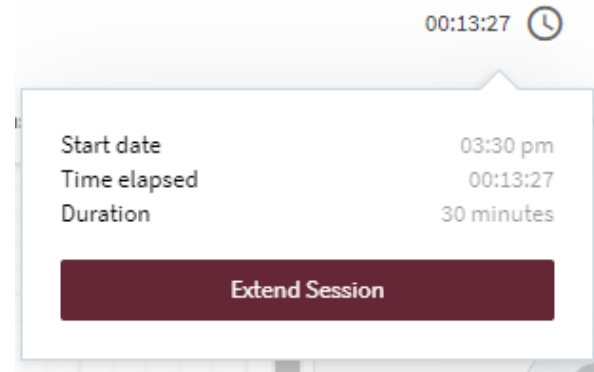
Journalise the following transactions that relate to John Bravo Ltd. for the month of January 2020.

Jan 1 The owner, John Bravo invested cash \$50,000 and land worth \$100,000 to start a business as a sole proprietor.
Jan 10 Inventory worth \$ 800 was purchased from Seneca Co. on credit and signed a 6% Note Payable that was due after 6 months.
Jan 12 Tope Imports were billed for \$8,250 for the services rendered.
Jan 13 Paid advertising expenses of \$500. They paid \$200 cash and the remainder on account
Jan 15 Dan Corporations were billed \$15,000 for the services rendered that day and received cash for it.
Jan 17 Supplies of \$250 were bought from Sara Cloth on account.
Jan 18 Received \$3,000 from Tope Imports for the transactions done on January 12.
Jan 21 Drawings of \$500 were made by the owner for personal use.
Jan 25 Paid Salaries of \$3,000 to the office administrative assistant.
Jan 26 Hired a bookkeeper for \$5,000 every month.
Jan 27 John Bravo took a Loan from El Financial Ltd. of \$75,000.
Jan 28 \$100 earned as Rental income from Folks Ltd.
Jan 31 Paid rent for \$2,000 to Snowflake Ltd in cash.

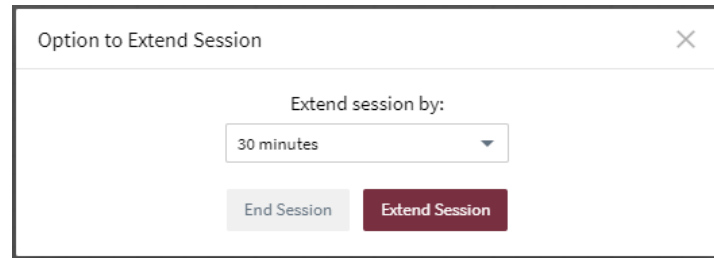
Extending a Session

To extend the session, the host can:

1. Click on the clock icon which will indicate the time elapsed and the length of the session. Click on the “Extend Session” button to start the extension process.



2. The host can choose the length of time to extend the session by.



3. The tutee will be presented an option to agree to the extension. Once they confirm, the session will be extended accordingly.

Closing a Session

1. To close the session, please click on the “Leave” button.



Features

Dashboard

Hosts can use their Dashboard to see all upcoming, pending, and past sessions, and to access profile, security, notifications, and assignments.

The dashboard interface includes a top navigation bar with 'Your Logo', a search bar for subjects/courses/tutors, and links for 'Dashboard', 'Bookings', 'Messages', and 'Assignments'. A user profile picture is visible in the top right. The main content area is titled 'Welcome, Mortimer!' and features a sidebar menu with options like 'Tutors', 'Dashboard', 'Profile', 'Account', 'Security', 'Notifications', 'Sessions', and 'Assignments'. The main content is divided into sections: 'Recent Profile Views' (with a 'Last 30 days' filter and 'No recent profile views' message), 'Upcoming Sessions' (with a 'View all' link and 'There are no upcoming sessions' message), 'Pending Sessions' (with 'There are no pending sessions' message), and 'Past Sessions' (with a 'View all' link). A specific past session is highlighted: 'SEP 17 8:00am Business' with participants 'Gerrard W. (Student)' and 'Mortimer B. (Tutor)', duration '60 minutes', location 'Campus 2 Commons', and a 'Revisit' button.

Session Review

Hosts can provide feedback comments on completed sessions.

The session review form is titled 'Session with Annette K.' and includes a 'Reason for feedback' dropdown and a text input field for 'Enter any additional information'. A red box highlights a feedback icon in the top right corner. Below the form, a comment from 'Daniel (Admin)' reads 'Comments - Great'. The session details include: 'Subject * Algebra', 'Type * Online', 'Estimated Duration * 1 hour', and the date 'Wednesday, Oct 9, 2019' with a time slot of '03:00 PM - 04:00 PM'. A 'Join Session' button is located at the bottom right.

Password

Changing Your Password

Hosts can change their password for personal reasons or security purposes.

Step 1

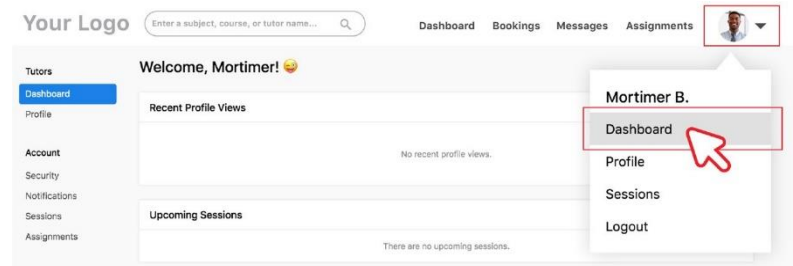
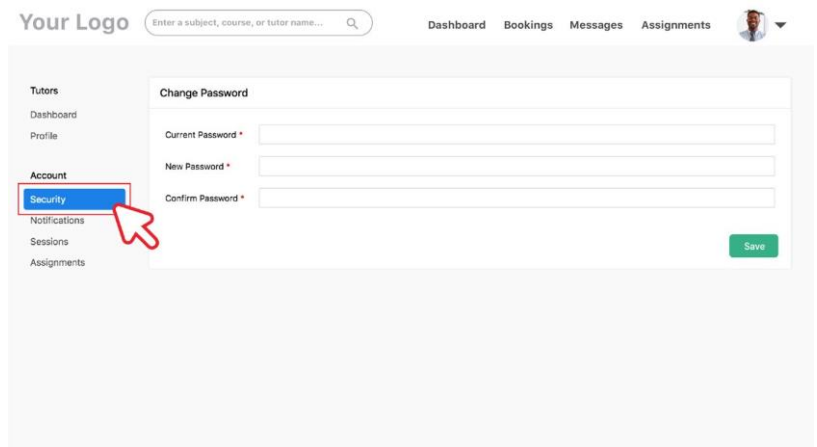
Click on your icon

Step 2

Go to 'Dashboard'

Step 3

Go to 'Select Security'



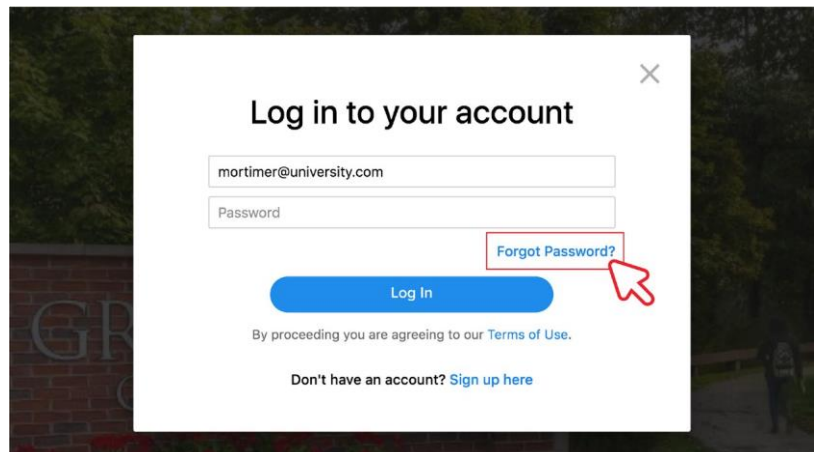
Forgot Your Password

Step 1

Select 'Log in'

Step 2

Select 'Forgot password?'



Step 3

Enter the email associated with your account

Step 4

Follow the steps sent to your email to reset your password

