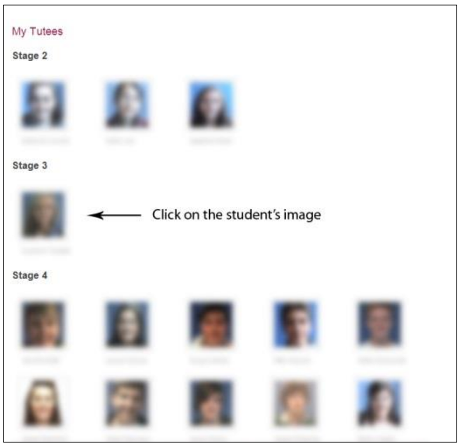
Tutor Meetings

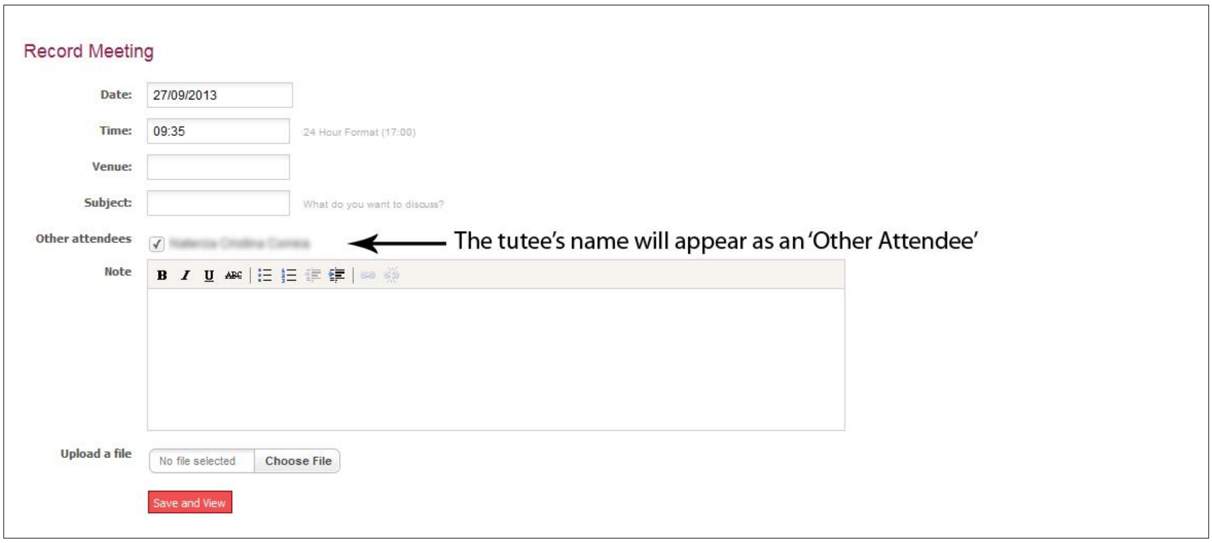
To set up a meeting with a tutee, on the homepage click on the tutee's image on the right of the screen.



On the next screen on the left hand menu, choose Record Tutee Meeting.

The record meeting form (pictured below) will be the next page to appear. In this form complete the date, time, venue, subject of meeting, and add any relevant notes or documents. You will notice that the tutee's name is listed in the meeting as an "other attendee". Additional attendees can be added to the meeting if appropriate.

Save and view to complete the meeting record. The student will receive an email informing them that they have been added to a meeting.



Group Meetings

To create a group meeting, from the homepage select My Meetings.

On the panel on the left hand side, select Record Meeting.

In this form complete the date, time, venue, subject of meeting, and add any relevant notes or documents. Any notes or files that are uploaded will be visible by all attendees of the meeting.

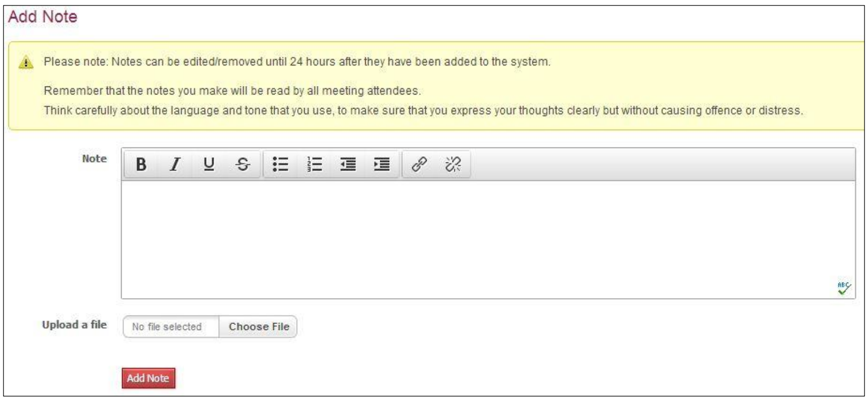
Save the meeting record.

Once the meeting record has been saved, add your attendees by selecting "Add attendee" in the panel on the left hand side. A pop-up box will appear with three tabs – Previous Attendees, Tutees, Search Everyone. Use these tabs to locate the required meeting attendees.

Use the green cross next to the names to add them to the meeting.

Adding Notes

The tutor and tutee can add notes before and after the meeting. You may wish to record the meeting outcomes. To do this, go into My Meetings from the homepage. On the next page, click the view button to the right of the relevant meeting. Click Add Note.



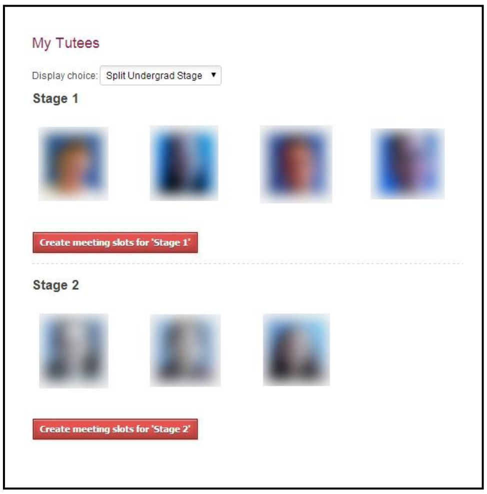
Fill in the details in the note. Any note that is added to a meeting will be visible by all meeting attendees.

Notes are locked after 24 hours, and added to a notification email. New notes can still be added to meeting records.

Meeting slots

You can arrange a set of meeting timeslots that your students are able to sign up to. This is the online equivalent to the sheet of paper on the tutor's door.

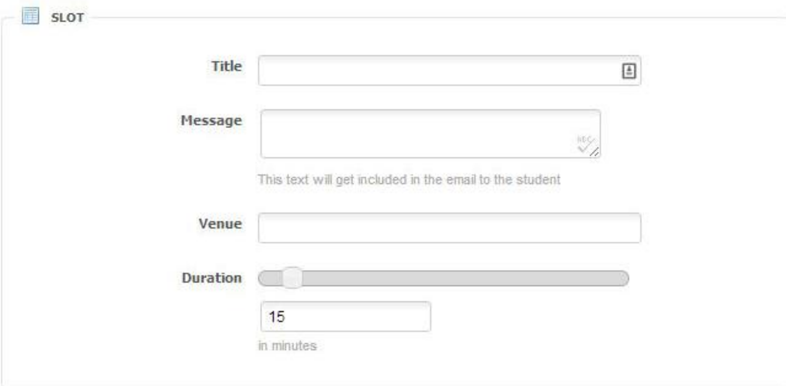
To create the slots, choose Tutoring in the menu bar. You can split your students by programme or stage and use the red 'Create meeting slots for "Stage x" 'to book slots for that stage or programme.



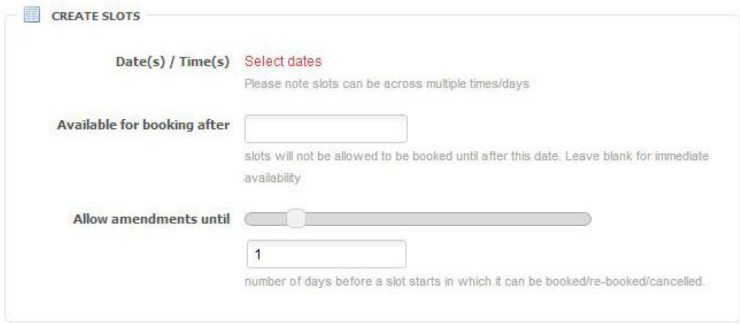
If you do not want to set up meeting slots for a stage or programme, choose Create Meeting Slots from the left hand menu.

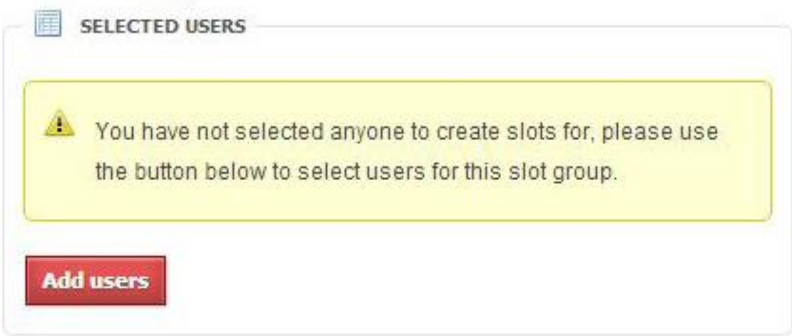
There are two main parts to the meeting slot form.

The student will receive an email consisting of the title and message specified in the first section of the form. The staff member should also note a venue, and how long each slot is to be.



In the second section, selecting the dates will display a calendar view where staff members can draw in the group of slots. The ‘available for booking after ‘ relates to when the students can start signing up to the slots. ‘Allow amendments until’ is how close to the meeting date can students cancel or change their appointment.





Click the add users button at the top right hand side of the form to choose the individual tutees that will be able to access the meeting slots. It will only be these students who receive the email, and can access / book the meeting slots.

Once completed, click the Preview button. This will provide you with a useful summary of the slots your have created and who can access them. If you are satisfied that the summary is accurate, click ‘Confirm and Create Slots’. An email will be sent to the student from which they can access and book on the relevant slots. The tutor will receive an email notification when a tutee books on a slot.