



Tutoring Platform Documentation

Updated 01/08/2021

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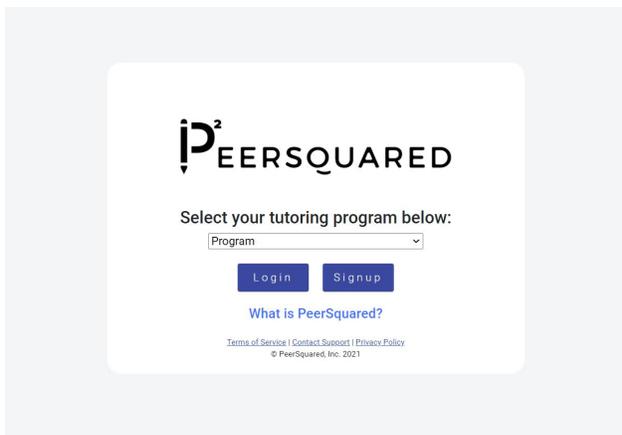
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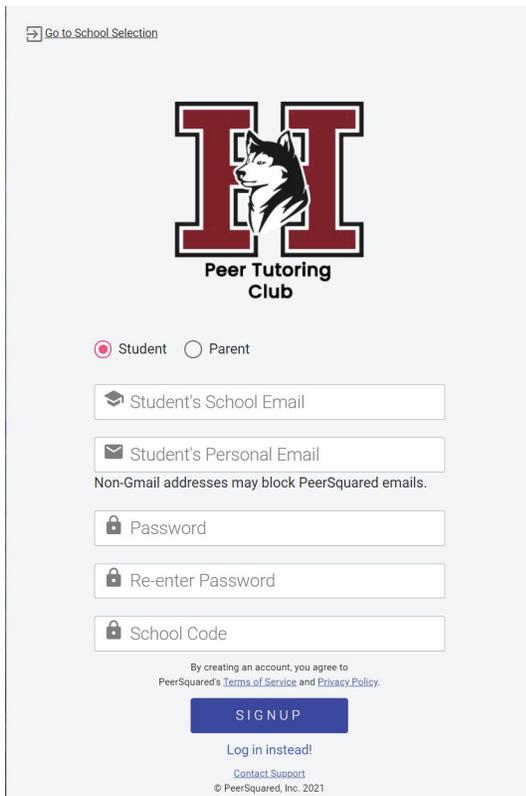
1. Go to peer-squared.com.
2. Select the tutoring program you want to create an account in and click **Signup**.



3. **Registration may look different depending on your tutoring program's requirements.** Select if you are a parent or a student. If appropriate, use the student's

school-issued email address. If you are a parent managing accounts for more than one child, you must use a new email for each child.

Note: Later, you will have the option to request all emails be sent to a single parent email to make it easier for you to track all your children's sessions.



The image shows a registration form for the PeerSquared Peer Tutoring Club. At the top left, there is a link "Go to School Selection". The logo features a husky head inside a red 'H' with the text "Peer Tutoring Club" below it. Below the logo are two radio buttons: "Student" (selected) and "Parent". There are five input fields: "Student's School Email", "Student's Personal Email" (with a note "Non-Gmail addresses may block PeerSquared emails."), "Password", "Re-enter Password", and "School Code". Below the fields is a "SIGNUP" button, a "Log in instead!" link, a "Contact Support" link, and a copyright notice "© PeerSquared, Inc. 2021".

4. Contact your school or email support@peer-squared.com if you do not know the school code. Please review the terms of service and privacy policy before Registering.
5. Almost there! Now check your email for the confirmation email (you may need to check Spam/Junk).

Successfully Registered

Check your school email inbox for instructions to complete your profile.

If you do not receive it within 5 minutes, please contact support@peer-squared.com.

Please remember the following:

Your login email: student@peer-squared.com

Where you'll receive emails from PeerSquared and tutors: student@peer-squared.com

Complete your profile Inbox x



noreply@peer-squared.com
to me ▾

9:16 PM (13 minutes ago) ☆ ↶ ⋮

Please Complete Your Profile for Hamilton HS Peer Tutoring

Thank you for joining Hamilton HS Peer Tutoring! Please click on the link below to complete your profile. Your profile info is needed to help you have an effective peer tutoring session! [Click Here](#)

For assistance with your PeerSquared account or booking sessions contact PeerSquared at support@peer-squared.com.

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6. Click through the link in your email to complete your profile. **Required profile information may be different depending on your tutoring program's requirements.**

PEERSQUARED

Complete Your Profile

Enter the student's information

First Name*

Last Name*

School Name*

Birthday*

Gender*

Cell Phone* (all numbers)

Send tutoring updates to my phone via text message.

★ Grade Level*

Parent's Email (for parent approval)*

Non-Gmail addresses may block PeerSquared emails.

By creating an account, you agree to PeerSquared's [Terms of Service](#) and [Privacy Policy](#).

COMPLETE

© PeerSquared, Inc. 2021

7. After you complete your profile, a consent form will be sent to the **Parent Email** you listed. If you are a minor, please ask your parents to complete that or your account may be restricted.

PEERSQUARED

Your Profile is now complete!

A consent form has been sent to your parent. You may book session now, but their response is required. Please contact support@peer-squared.com if not received within 5 minutes.

Click [here](#) to login and book your first session! 😊

Parent Consent Required - Desert Vista Peer Tutoring Organization Inbox x



noreply@peer-squared.com
to michael ▾

9:40 PM (2 minutes ago) ☆ ↶ ⋮

Parent Consent Required - Desert Vista Peer Tutoring Organization

Dear Parent,

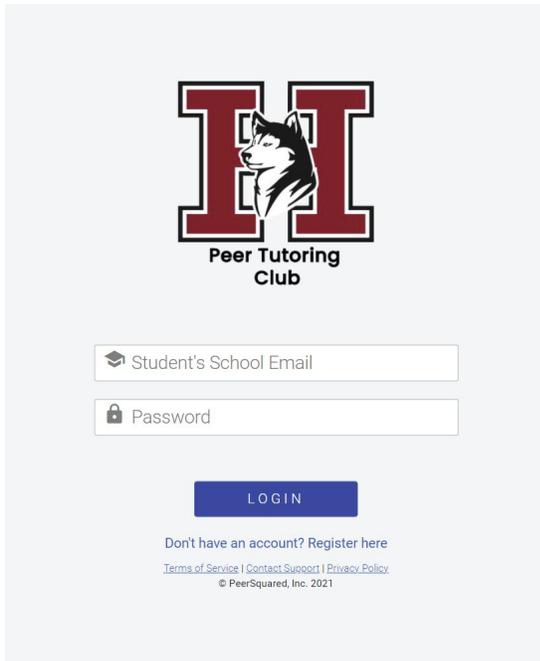
You are receiving this email because your child, Student, has decided to be a tutor or receive tutoring through Desert Vista Peer Tutoring Organization. The program/school uses PeerSquared's Online Portal to connect students for peer tutoring. PeerSquared treats privacy seriously which is why your permission is required for your child to use this website. Please click the link below to provide your response:

[PeerSquared Parent Consent Form](#)

For assistance with your PeerSquared account or booking sessions contact PeerSquared at support@peer-squared.com.

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8. You are now ready to log in!

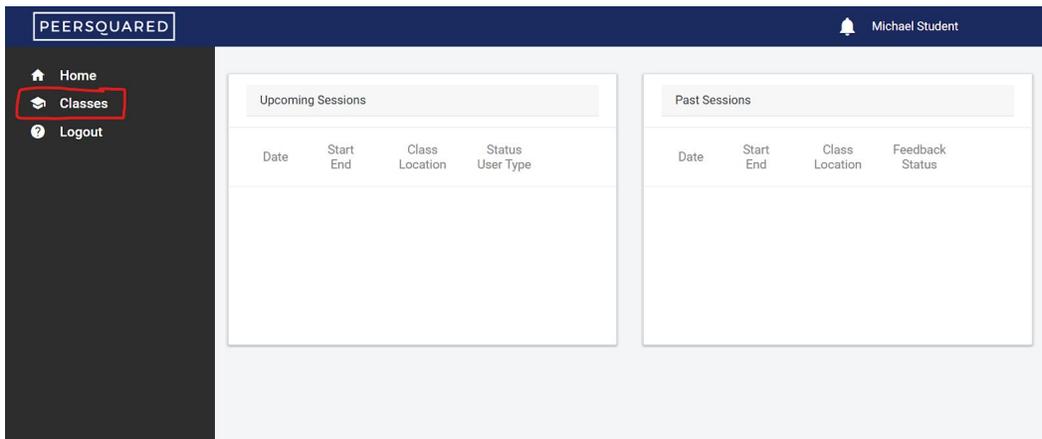


The image shows a login page for the Peer Tutoring Club. At the top center is the logo, which consists of two large red letters 'I' with a black and white husky head in the middle. Below the logo is the text "Peer Tutoring Club". There are two input fields: the first is labeled "Student's School Email" with an envelope icon, and the second is labeled "Password" with a lock icon. Below these fields is a blue button with the text "LOGIN". At the bottom, there is a link "Don't have an account? Register here" and a footer with links for "Terms of Service", "Contact Support", and "Privacy Policy", along with the copyright notice "© PeerSquared, Inc. 2021".

Being a Tutee on PeerSquared

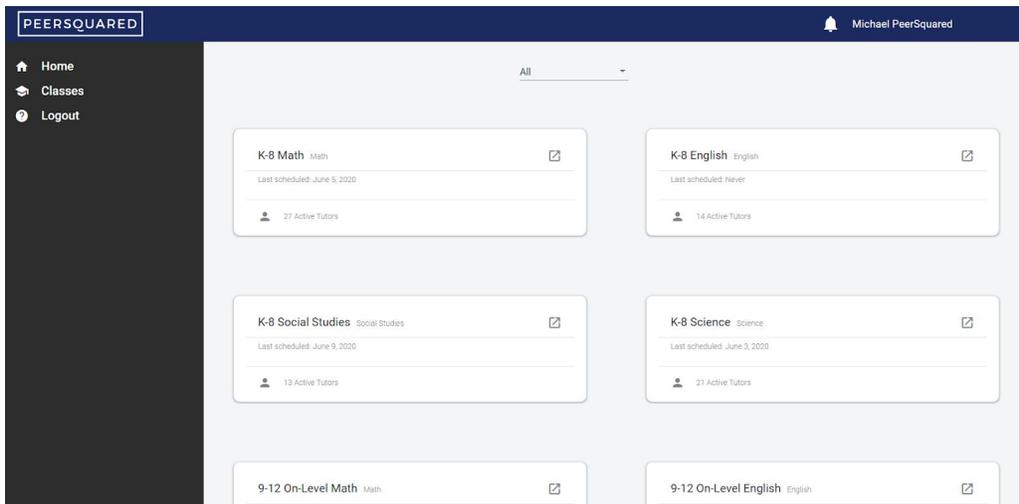
Booking Sessions:

1. Go to peer-squared.com, select your tutoring program and login.
2. From the **Home** page, select **Classes**.

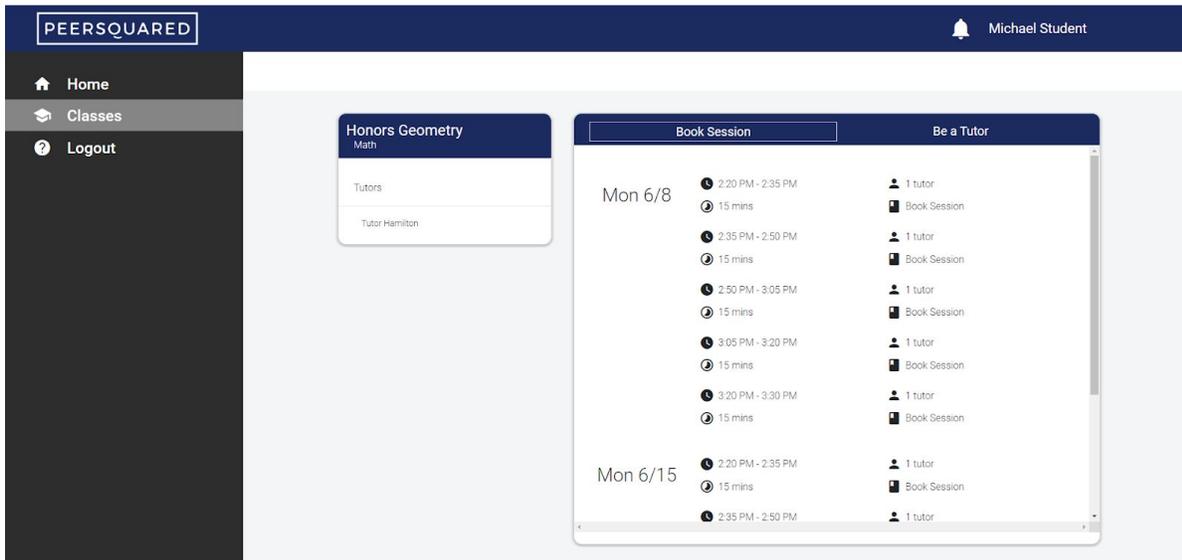


The image shows a screenshot of the PeerSquared user dashboard. The top navigation bar is dark blue with the "PEERSQUARED" logo on the left and the user name "Michael Student" on the right. A dark sidebar on the left contains navigation links: "Home" (with a house icon), "Classes" (with a graduation cap icon and a red box around it), and "Logout" (with a question mark icon). The main content area is light gray and contains two tables. The first table is titled "Upcoming Sessions" and has columns for "Date", "Start End", "Class Location", and "Status User Type". The second table is titled "Past Sessions" and has columns for "Date", "Start End", "Class Location", "Feedback Status", and "Status". Both tables are currently empty.

3. Choose the class you'd like to book a session in



4. Find a time that works for you and click **Book Session**. You can also **filter** by tutor using the dropdown on the left.



Session Information Form

Class: Honors Geometry Math Time: 2:20 PM - 2:35 PM Location: Online

Who's your teacher? Dana Butler

Available Tutors Tutor PeerSquared

Let the tutor know what you need help with

Homework help Test prep Class content Get organized Other

Enter questions or comments

Upload

Please add files or take pictures so the tutor knows what you're working on.
Up to 3 files allowed.

Submit

5. If applicable, select the student's teacher.
6. Select the tutor you'd like to have.
7. Complete the rest of the form by providing details on what you'd like to cover in the tutoring session. If you do not submit any content, the tutor might reject your request. You can add links or upload up to 3 documents.
8. Click **Submit**.
9. Now the request has been sent to the tutor. When they respond, you will receive a Calendar Invite email from the tutor's email, so keep an eye on that.

Note: Add noreply@peer-squared.com and success@peer-squared.com to your contact list to prevent them from going to junk/spam!

Being a Tutor on PeerSquared

Setting up your availability:

1. Go to peer-squared.com, select your tutoring program and login.
2. Click **Classes** from the left menu options.
3. Select the class you want to tutor.

- Click on the **Be a Tutor** tab.

The screenshot shows a web interface for booking tutoring sessions. On the left, there's a sidebar for 'Algebra 1 Math' with a 'Tutors' section and a 'Filter By Tutor' dropdown. The main area is titled 'Book Session' and has a 'Be a Tutor' tab. It contains several dropdown menus: 'Day of Week' (Monday), 'Location' (Google Meet), 'Start Time' (7:30 AM), and 'End Time' (8:00 AM). Below these is a text prompt: 'Click "Add time range" to add up to 2 additional blocks of time during which you are available for tutoring.' followed by an 'Add time range' button. Underneath is a 'Daily Session Limit' dropdown menu currently set to '1'. At the bottom is a 'Submit Application' button.

- Select the **Day of Week** that you are available (e.g. Monday, Tuesday, etc)
- Select your **Start Time** and your **End Time**
- If you are available for one time range, then have something to do, but want to come back for tutoring, click **Add Time Range** and select additional start times and end times
 - Example:
 - Time range #1: 9:00AM - 10:30AM
 - Time range #2: 12:30PM - 3:00PM
 - Up to 3 time ranges available
- To maximize your possibility for sessions, you may extend your start and end times, but then use a **Daily Session Limit** to place a cap on the max number of sessions you can be booked on that **Day of Week**.
 - Example: On Mondays, you're available from 9:00AM - 2:00PM but only want a maximum of 4 sessions.
 - Day of Week:** Monday
 - Start Time:** 9:00AM
 - End Time:** 2:00PM
 - Daily Session Limit:** 4
 - Remember to keep your Daily Limits consistent. If you have 4 as the limit on Mondays for one class, then go to Science and set it to 3, your limit for Mondays will be updated to 3 for consistency.
- After filling out your times, click **Submit Application**

10. For each additional **Day of Week** you want to be available for tutoring, repeat steps 5 through 9.
11. After you are done, go to your **Home Dashboard** and you will see the selected classes, days, and times listed under **Classes You're Tutoring**.

Responding to session requests:

1. When a student books a tutoring session with you, you will be notified via email and text notification (if you opted in for that). The email address where you will receive the request, by default, will be your PeerSquared account **Login Email** address. However, if that address is a school-issued email that cannot accept emails from outside the school, then the notification will be sent to your **Personal Email**.



Hello Michael PeerSquared,

Tutoring has been requested for **Honors World History/Geography** on **Mon 1/11** from **7:30 AM to 8:00 AM**. The student is waiting your response. Visit your PeerSquared account to accept or reject the request.

[Go to PeerSquared](#)

Student name: Michael PeerSquared
 Grade: 12
 Teacher:
 Email: michael@peer-squared.com

After accepting the session, set up a Google Meet, so you and the student can meet online for the session.

Follow these instructions to do that:

1. In the section above, you will see the Calendar details.
2. Please click "Add to Calendar" to open event in Google Calendar.
3. Click "Add Google Meet."
4. Once Meet link has been generated, add the student's email as a guest to the event. The student's email is michael@peer-squared.com
5. As a security measure, a PeerSquared team member or someone from Desert Vista Peer Tutoring Organization may join the session. Add this email as a guest as well: dypto@peer-squared.com
6. Under "Guest Permissions," uncheck "Invite Others."
7. Click "Save" and "Send" so student can access Google Meet.
8. Do not make any other changes.

2. In the email, you will find the **Go to PeerSquared** link that will take you to peer-squared.com. Once logged in, the **Session Information Form** will display to show you the information about the session request and prompt you to **Accept** or **Reject** the request. If it does not popup automatically, find the corresponding session under **Upcoming Sessions** and click **View**

Details.

Session Information Form

Class: Honors World History/Geography **Date:** Mon 1/11 **Time:** 7:30 AM - 8:00 AM **Location:** Online **Student:** Michael PeerSquared

Who's your teacher?

Available Tutors: Michael PeerSquared

Let the tutor know what you need help with

Homework help Test prep Class content Get organized Other

Test

Attachments

3. Provide your response to the session request. In a case where you must **Reject** the request, contact your tutoring program contact (if applicable) or email the tutee to ensure prompt action is taken to get them connected to another tutor.
4. After accepting the session, go back to the email and create a **Google Calendar Event** following the directions listed in the email. If you need assistance with this because you do not use Gmail or experience other issues, email your tutoring program contact (if applicable) or support@peer-squared.com. An example is pictured below. You should not and do not need to add additional information to the event details.

× Michael PeerSquared's Honors World History/Geography

Jan 11, 2021 7:30am to 8:00am Jan 11, 2021 Time zone

All day Does not repeat

Event Details Find a Time

meet.google.com/ggi-vjxu-gzj · Up to 100 participants

Add location

Notification 30 minutes

Add notification

PeerSquared Tutoring

Busy Default visibility

Desert Vista Peer Tutoring Organization Honors World History/Geography Tutoring Session:
https://peer-squared.com/school/desert_vista_high_school/dashboard?appointmentId=5ff7edf35d38ba2171452b7c
Tutor: Michael PeerSquared (michael@peer-squared.com)
Student: Michael PeerSquared (michael@peer-squared.com, Grade: 12)
Session Details: Test

Guests

Add guests

programcontact@peer-squared.com *

student@peer-squared.com *

tutor@peer-squared.com *

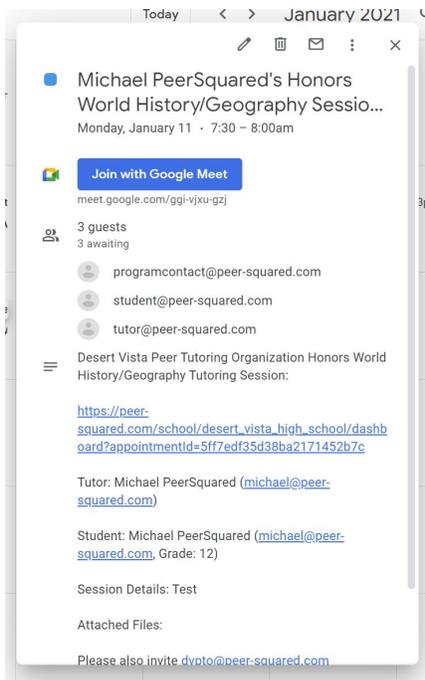
* Calendar cannot be shown

Guest permissions

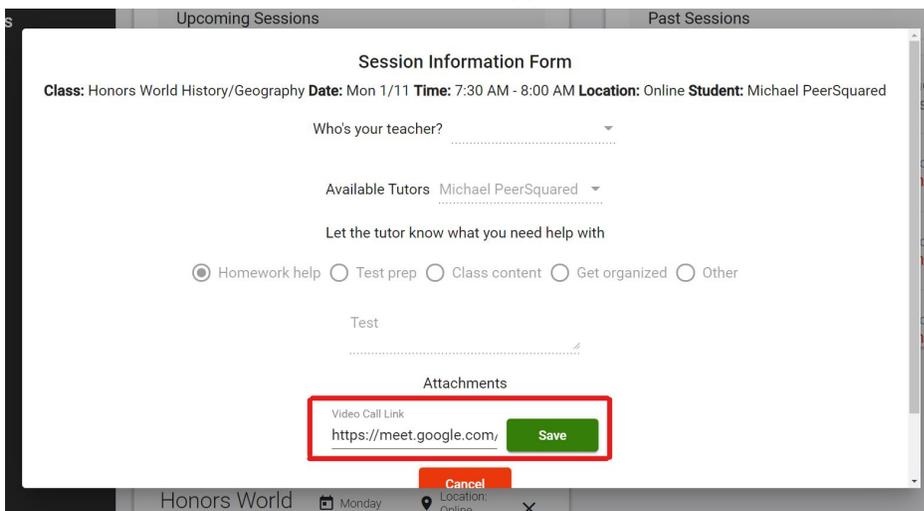
Modify event

Invite others

See guest list



- After setting up the **Google Calendar Event**, you can choose to upload the **Google Meet Link** to the PeerSquared platform. This will send an additional email to the tutee, so this feature can be used as a reminder as the session approaches.

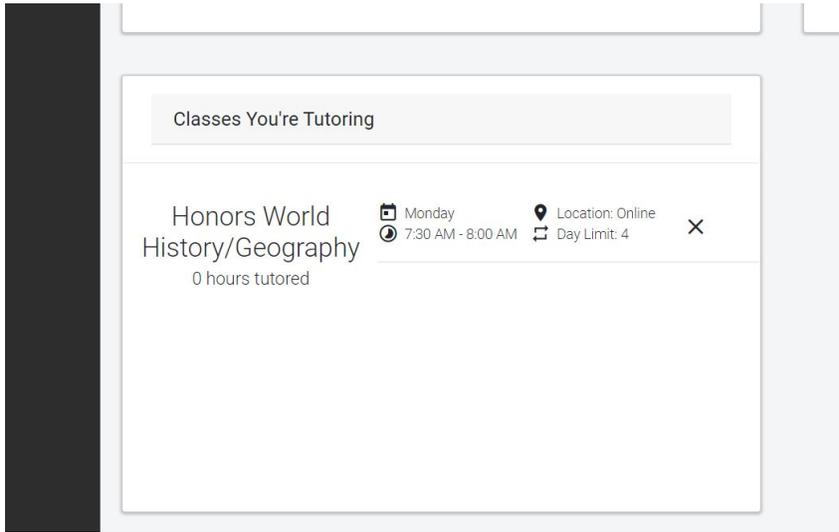


Changing your availability:

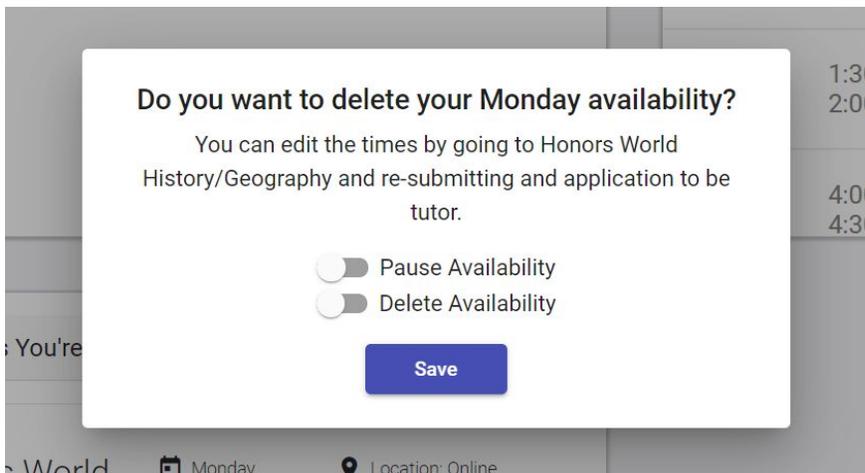
- Repeat the steps for **Be a Tutor** for any **Day of Week** you would like to change the parameters of (e.g. Start/End Time or Daily Session Limit).
- Click Submit Application
- Go to the **Home** dashboard and check under **Classes You're Tutoring** to ensure the change has been made successfully.

Deleting or pausing your availability:

1. From the **Home** dashboard, find the availability you want to delete or pause under **Classes You're Tutoring**.

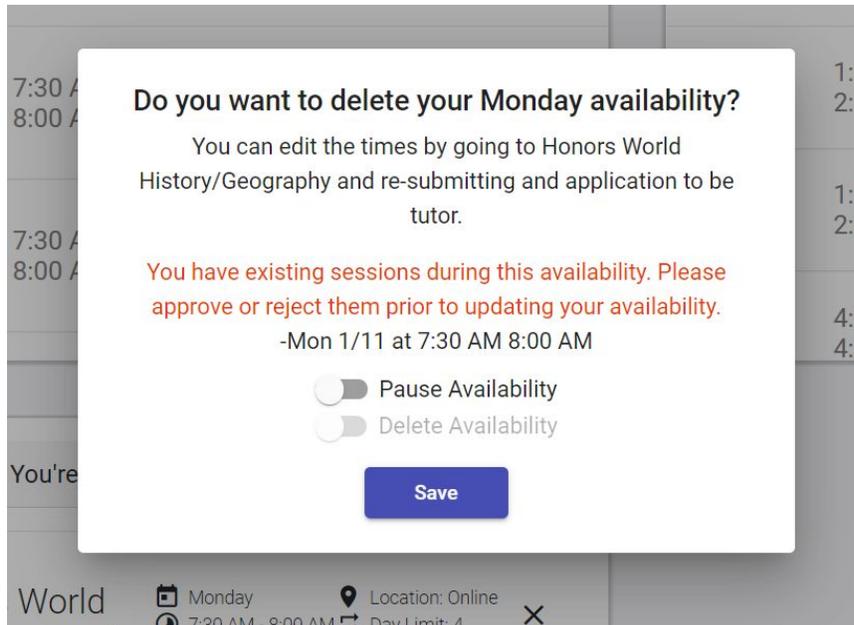


2. Click the **X** next to the availability.



3. If you **Pause** the availability, it will no longer be available for students to book. However, you can unpause it at any time to resume accepting requests. If you **Delete** the availability, it will be deleted and cannot be restored.

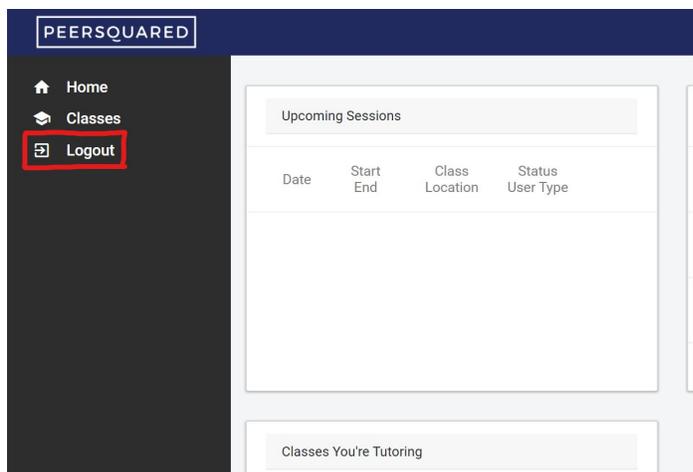
4. If you are trying to delete an availability but have **Pending** session requests, you will be prompted to act on them before you can continue to delete the availability.



Changing Programs

PeerSquared's tutoring platform is used by different tutoring programs and schools, so there are separate logins. If you belong to multiple programs, you may switch between them.

1. First, log out of your account.



2. Once logged out, above the login fields, you will see **Go to School Selection**. Click that to go to the website home screen to select another tutoring program to log into.

