

# Tutees

## Setting up a Tutee Account:

### Registering

Before you register for the Nimbus App, you first need to download the app in the following stores:

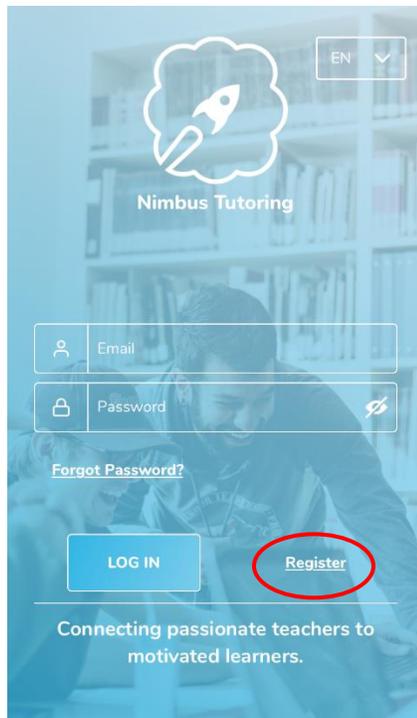
**For iOS users:**

<https://itunes.apple.com/ca/app/nimbus/id1435620212?mt=8>

**For Android users:**

<https://play.google.com/store/apps/details?id=com.nimbustutoringinc&hl=en>

Once downloaded, open the app and you should see the following in your screen:



*Left: Nimbus App Login Screen; Right: Registration Screen*

To register:

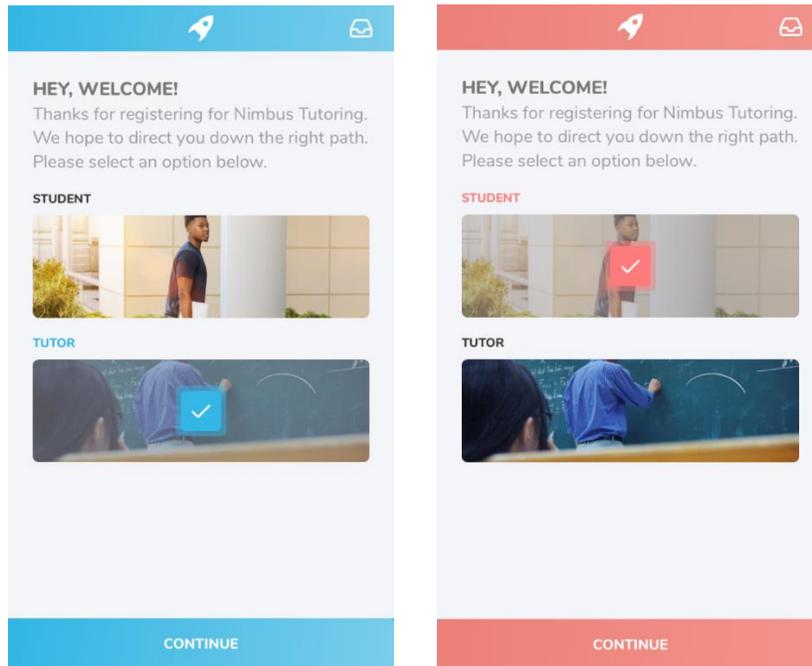
1. Tap **Register** beside the **Log In** button
2. Enter your email address (e.g. [x2019xxx@stfx.ca](mailto:x2019xxx@stfx.ca))
3. Enter your password

4. Tap on the **Register** button

## Setting Up Your Profile

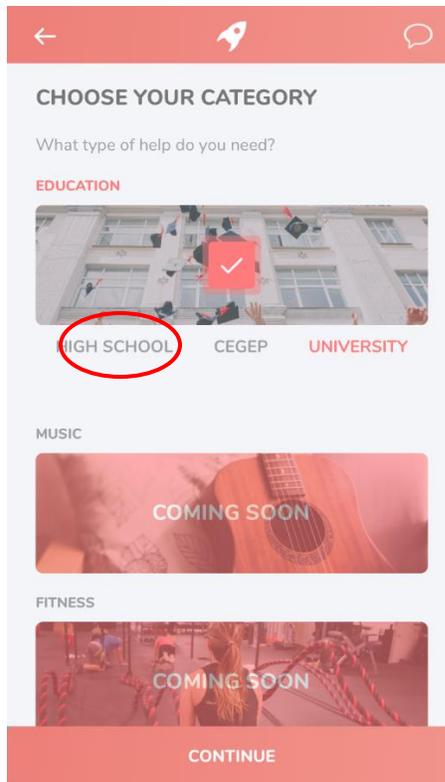
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1. Select the **Student** option. The colour scheme of your screen should change. Tap **Continue**.



*Account type selection*

2. In the **Select Your Country** screen, select Canada.
3. In the **Choose Your Category** screen, tap **Education** then **University**. Tap **Continue** to proceed.
4. Find **StFX University** by typing it in the search bar and tapping the picture to choose it.



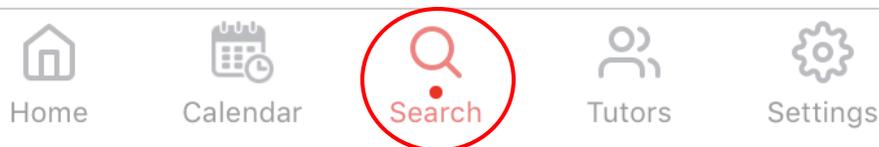
*Left: Choose Your Category Screen highlighted in Step 3; Right: Search results for StFX*

5. Complete your profile by uploading a photo of yourself (optional), entering your First and Last Name (required), and adding content in your biography (optional). These can be edited later, so don't worry about getting creative with your biography just yet!
6. Go through the Tutorial provided by the Nimbus App. If you don't remember how to do a certain action, you can always review it on this handbook.

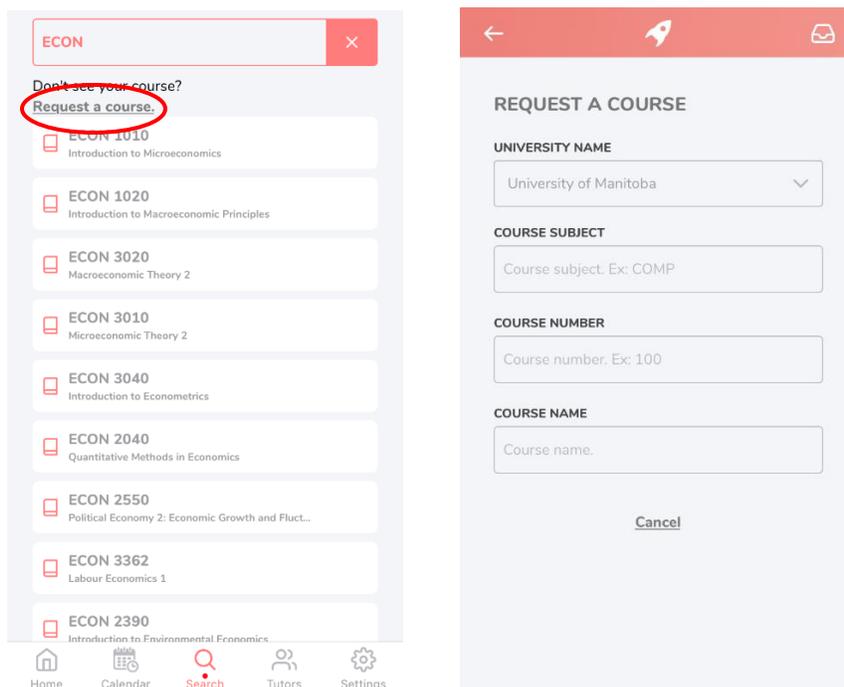
# Booking a Tutor:

## Searching for a course

1. Tap the **Search** button on your tab.



2. Tap on the search bar and search for the course you want to be tutored in (e.g. CHEM 101). If the course does not exist in the Nimbus database, select **Request a course**. Fill out the necessary information to complete your request (make sure it is accurate!). **Note:** If you request a course, it will not be available until there is a tutor that is willing to teach that course.



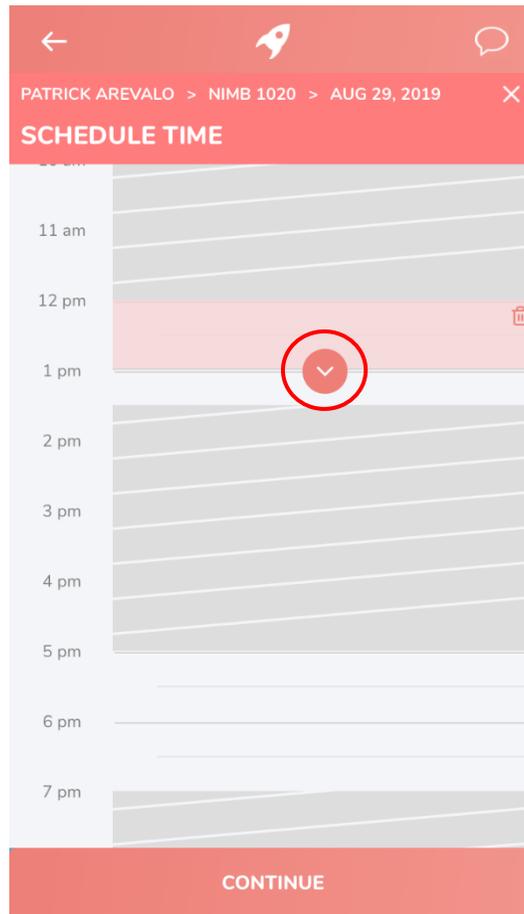
*Requesting a course (Left: Accessing the “Request A Course” form; Right: Fields to be filled out for “Request A Course”)*

## Searching for a tutor and booking a lesson

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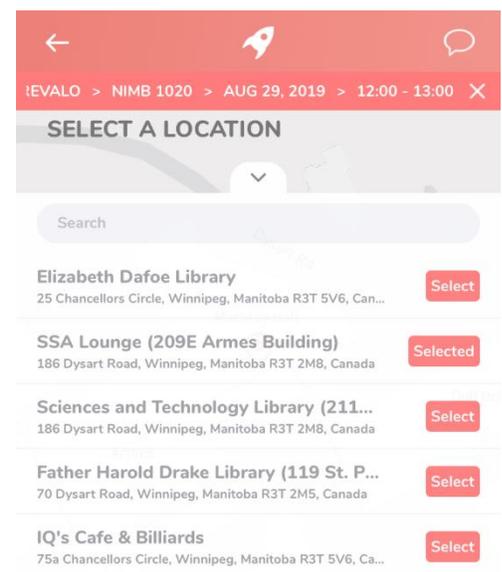
1. In your **Search Courses** screen, tap on the search bar to find a tutor for a course you want to be tutored in.
2. You should see a list of tutors available for the course, along with their rates, rating, booking, hours taught, and response time. Tap on their profile to find out more about them, the courses they teach, their cancellation policy, and reviews from past students.
3. To book, select **Book Lesson** on a tutor's profile.
4. You will see a calendar with red dots underneath dates showing their availability. Select your desired date and tap **Schedule**.

5. Available time slots will be represented by a solid bar. Tap a time slot and drag until your desired time using the downwards arrow, and tap **Continue** to proceed.

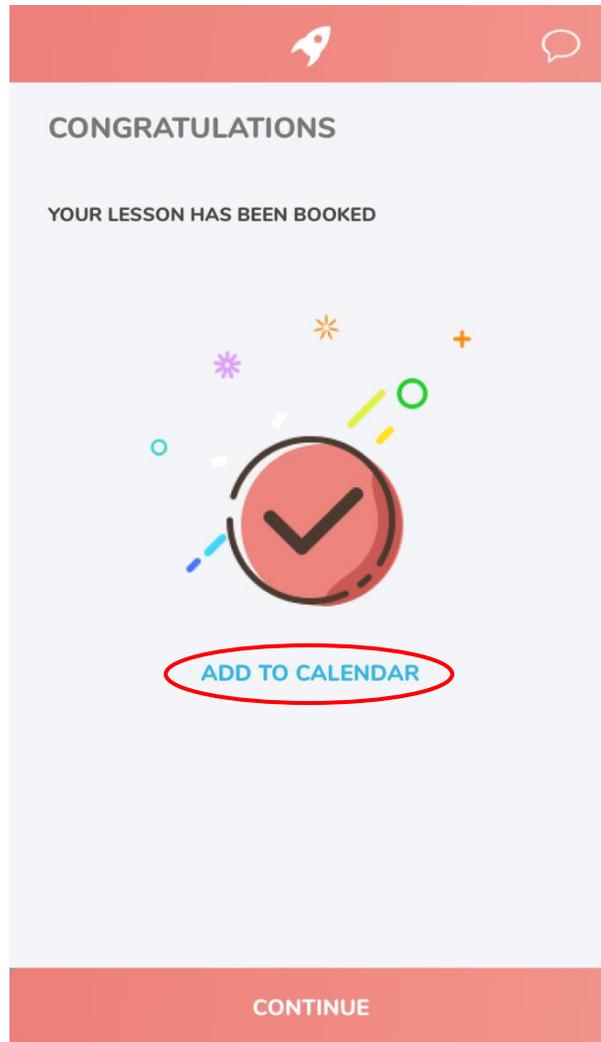


*Scheduling Screen. Available slots will not be crossed out by the grey box. Drag the downwards arrow to choose how long your lesson will be booked for.*

6. To view locations available for the tutor, tap the arrow on the bottom of the screen and select your desired location. Tap on the **Continue** button at the bottom of your screen.



7. On the **Lesson Information** screen, fill out the necessary fields which will help your tutor prepare for their lesson. Tap **Continue** to proceed.
8. Request your lesson booking and complete your payment method by tapping **Request** at the bottom of your screen.
9. Once your lesson has been requested, you have an option to add the lesson to your calendar. Tap **Add to Calendar** to do so.



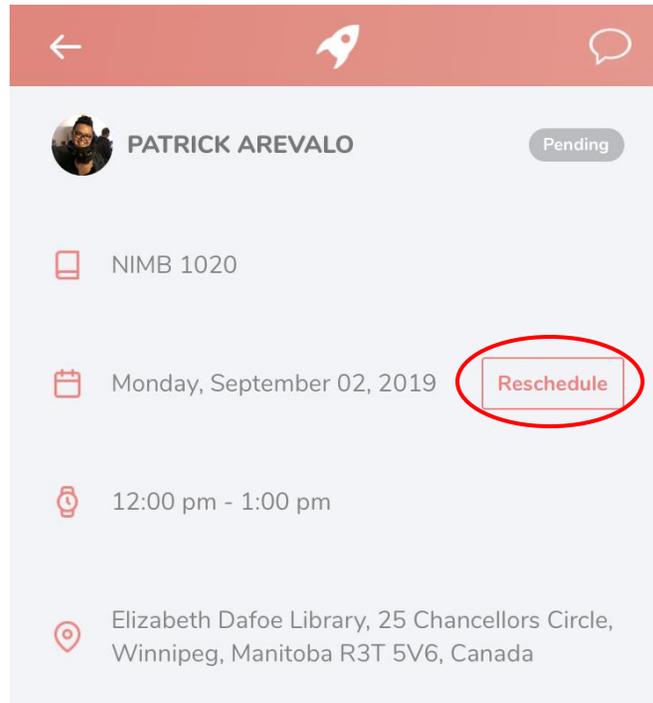
*Lesson Booking Completion Screen. Tap "Add to Calendar" to add your lesson into your iOS or Google Calendar*

## Rescheduling

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If you ever wish to reschedule your lesson booking, you may do so without cancelling and re-booking your lesson. To reschedule:

1. Select your lesson and tap the **Reschedule** button beside your lesson date.



*Selecting Reschedule option*

2. Once the calendar screen is open, choose a different date to reschedule your lesson for. Tap **Continue** to proceed.
3. Choose the time slot you wish to reschedule for. Tap **Reschedule** to request your lesson to be rescheduled to your tutor.

**Note:** *If you reschedule your lesson it would have to be re-approved by your tutor in order for the new lesson booking time to apply.*

## Cancellation Policy

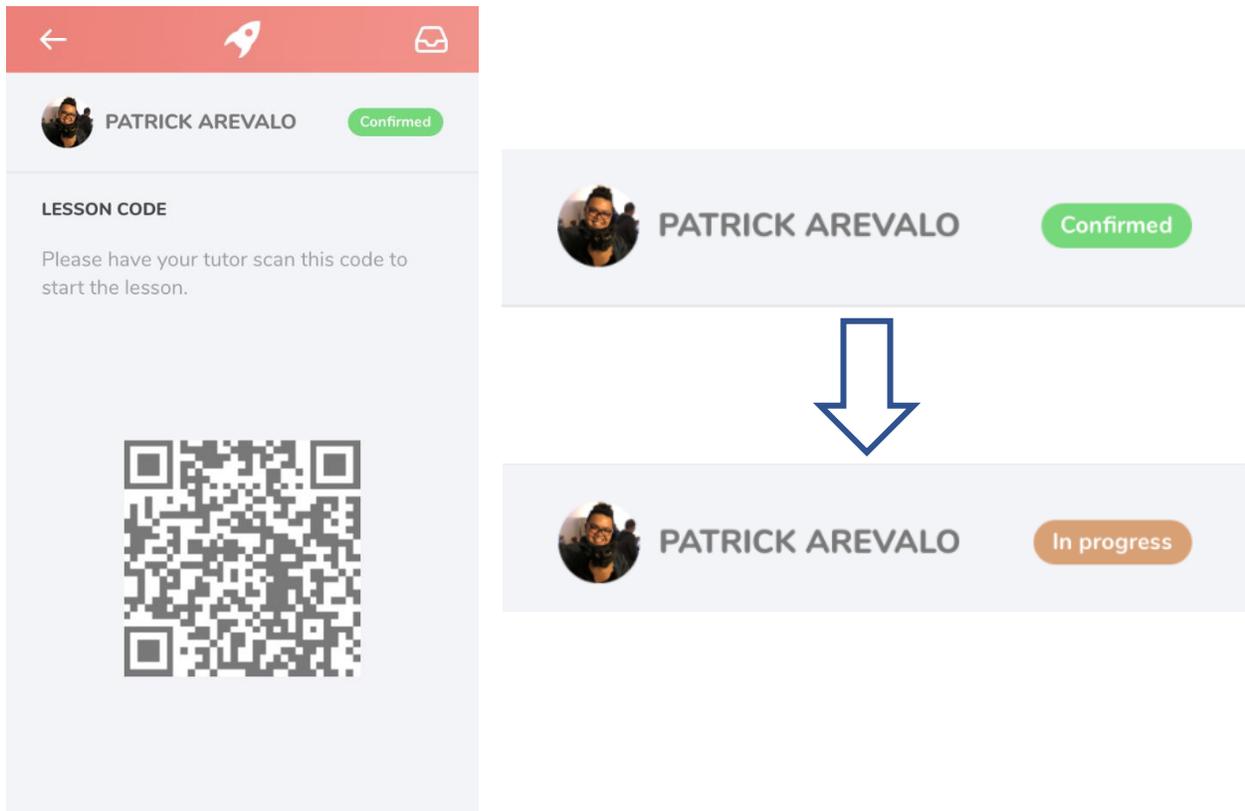
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Students may cancel appointments up to 2 hours before the time of the appointment. If the student does not abide this policy, 50% of the session fee will be paid for the missed appointment. Tutors and tutees often have to travel to attend appointments, and this rule enforces respect for everyone's time. Note that the policy applies both to students and tutors and is not optional. If students are facing issues with a tutor abusing this policy, the tutor will be reported to the Learning Skills Coordinator.

## Tutoring Sessions:

To start a lesson, select a lesson under **Upcoming Lessons** and tap **Start Lesson** on the bottom of your screen. A QR code should appear to which your tutor has to scan using their Nimbus App. Show the QR code to your tutor, and once the scan is complete, your lesson status should change from “Confirmed” to “In progress”.

Your lesson status will not change until the duration of your lesson is complete.

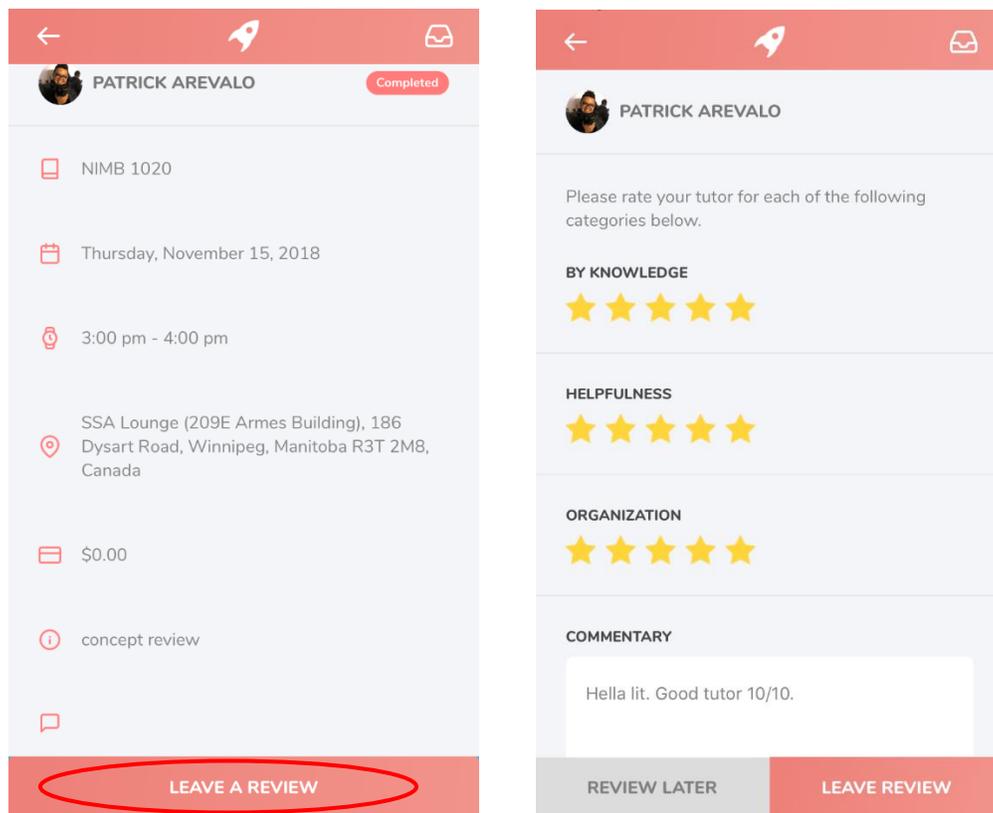


*Left: QR code screen; Right: Lesson status change*

## Leaving a review:

You are free to leave a review of your tutor after your lesson. This review will help out future students looking for a tutor in a certain course. To leave a review, tap **Leave a review** on the bottom of your screen after your lesson. You can rate your tutor out of five stars for different areas of tutoring, and feel free to input additional comments in the field provided. You can always view and edit these reviews later.

**Note:** Keep reviews constructive and appropriate! (“Hella lit. Good tutor 10/10” is only for demonstration purposes. This review is not constructive!)



*Leave A Review screen (Left: Accessing “Leave A Review” page; Right: Sample tutor review)*