

Online Tutoring Booking Guide

Dashboard

- From your Dashboard you can do the following actions
 - Book an appointment (1)
 - Join a session (2)
 - Complete post session surveys (3)
 - Browse tutors (4)

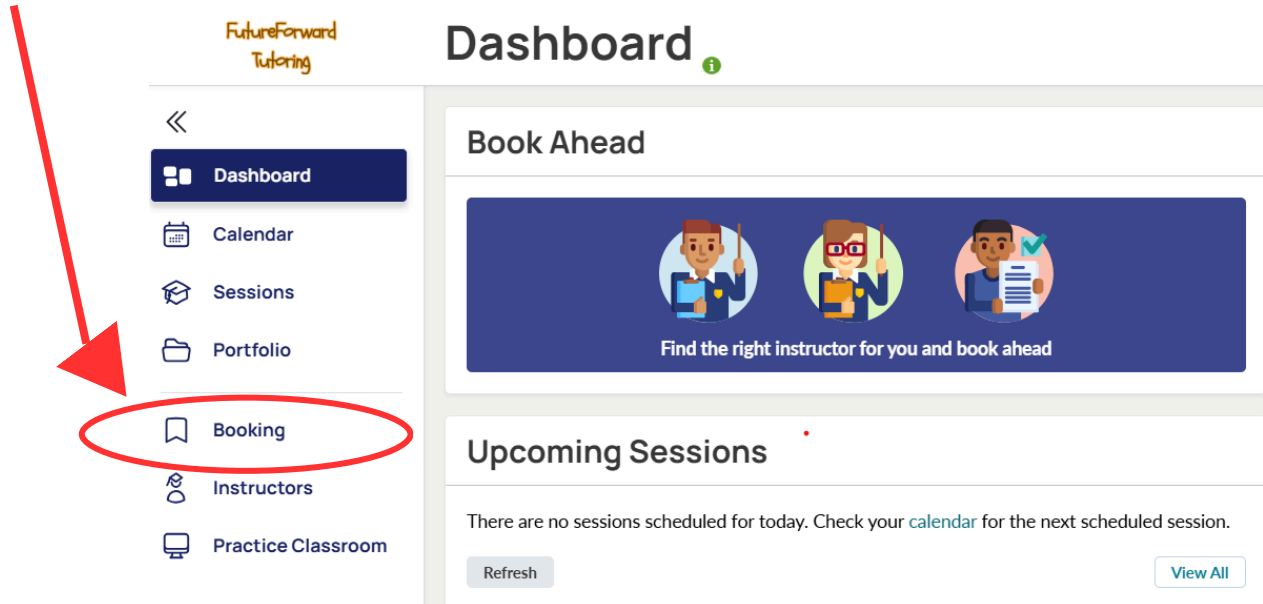
The screenshot shows the FutureForward Tutoring Dashboard. The top navigation bar includes the logo, the title "Dashboard", and user information "Liberty". A left sidebar lists navigation options: Dashboard, Calendar, Sessions, Portfolio, Booking, Instructors, and Practice Classroom. The main content area is divided into several sections:

- Book Ahead (1):** A blue banner with three icons of students and the text "Find the right instructor for you and book ahead".
- Surveys (3):** Three teal boxes showing "0 Incomplete Surveys", "0 Completed Today", and "0 Completed This Week". Below them is the text "You have no surveys to complete."
- Upcoming Sessions (2):** A section with the text "There are no sessions scheduled for today. Check your calendar for the next scheduled session." and buttons for "Refresh" and "View All".
- Calendar:** A calendar view for "February 15 - 21, 2026" with a greyed-out area below.
- Portfolio:** A section with the text "You have no files".
- Instructors (4):** A list of instructors. The first is "Shawn G" with "UPCOMING: None scheduled" and "LATEST: No previous sessions". The second is "Mary P" with "UPCOMING: None scheduled" and "LATEST: Session with Mary P 01/15/2026 07:09:00 pm".

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Booking Ahead (24+ hours in advance)

- First press the “booking” button on the left side of the screen



- This will pull up the booking form. Once loaded, the following information needs to be filled out.

- Subject (1)
- Date (2)
- Duration (3)
- Start time (4)

(1) New Session Request

Subject
English

Type
Pearl Advanced Online Classroom

Description
Focus areas, upcoming tests, learning styles, etc.

(2) Session Date
Wednesday, February 18, 2

(3) Session Length
30 minutes

(4) Start Time
1:45 AM

Number of sessions
1

Instructor



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- Once all information is filled into the booking form you can select a tutor that works for you.
- Once you select a tutor press the submit button and an email will notify your tutor of the appointment.
- After your appointment is confirmed, it will show up on your calendar.
- Appointments will show up in upcoming sessions when they are happening on the current day.

Session Date: Friday, February 20, 2026

Session Length: 30 minutes

Start Time: 5:00 PM
America/New York

Number of sessions: 1

Instructor:

INSTRUCTORS AVAILABLE America/New York

Friday, Feb 20	< 5 PM	6 PM	7 PM	8 PM	9 >
Liberty Kostrzewa More Details Assigned to you <input type="button" value="SELECT"/>					
Zoe Boytim More Details <input type="button" value="SELECT"/>					
Pluto Foucher More Details <input type="button" value="SELECT"/>					

Upcoming Sessions

Session with Zoe B Pearl Advanced Class
 Today at 7:00 PM [View Session Details](#)

Calendar

< February 15 - 21, 2026 >

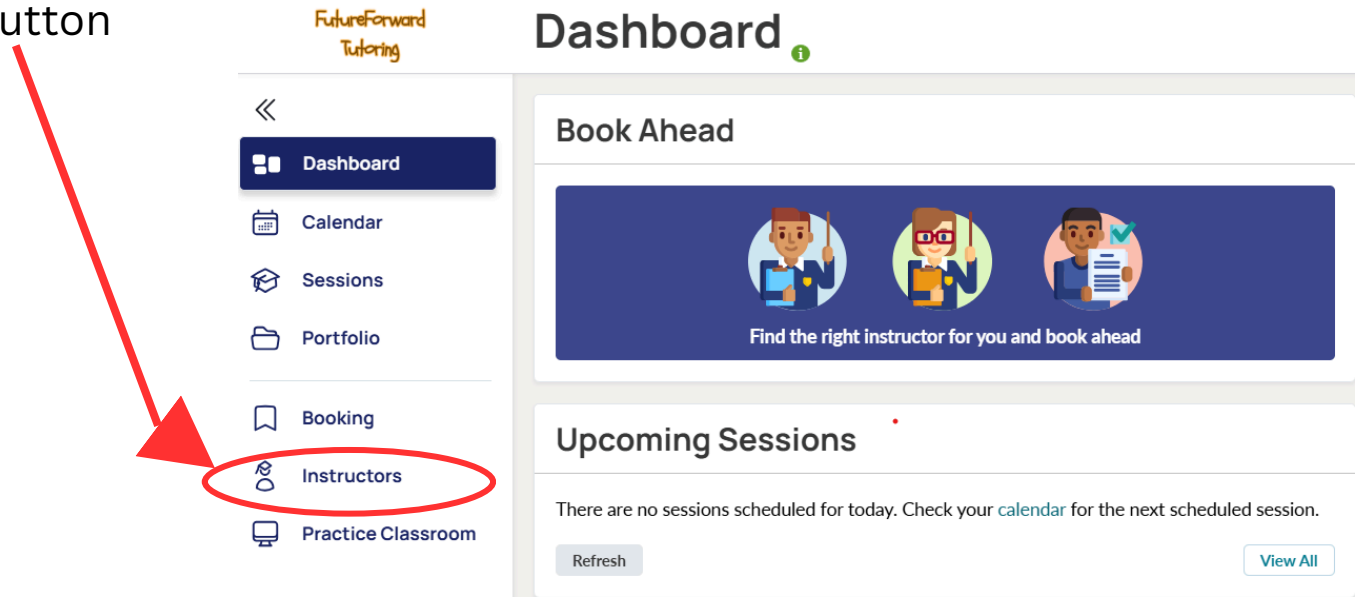
Tuesday		February 17, 2026
7:00pm - 7:15pm	Session with Zoe B	Scheduled
Friday		February 20, 2026
5:00pm - 5:30pm	Session with Pluto F	Scheduled



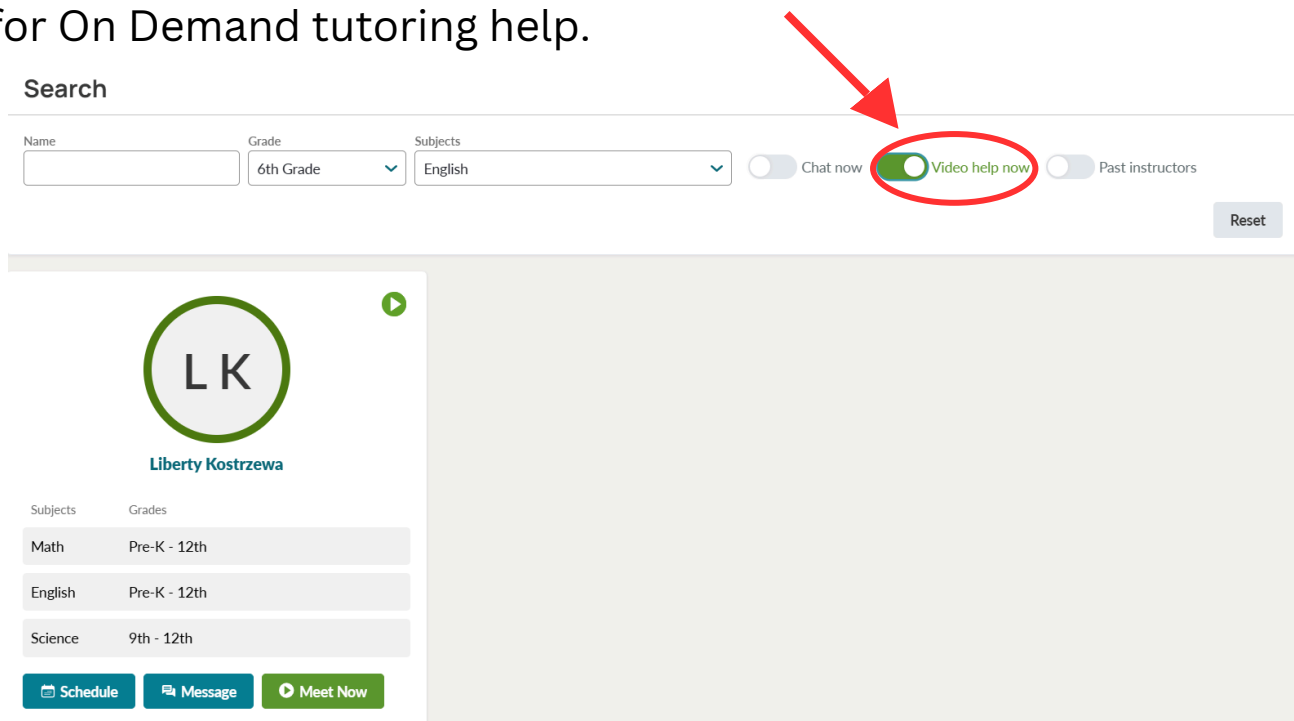
Online Tutoring Booking Guide

On Demand Tutoring (Tuesdays and Thursdays 6-8)

- First press the instructors button, found under the booking button



- Once the Instructors page loads, press the video help now button to turn it green. The instructors showing are now those available for On Demand tutoring help.



Online Tutoring Booking Guide

- Grades and subjects that each tutor can instruct are listed with each profile, these can also be used to filter tutors in the search bar at the top.

Subjects Grades

Math	Pre-K - 12th
English	Pre-K - 12th
Science	9th - 12th

[Schedule](#) [Message](#) [Meet Now](#)

- Once a tutor has been selected, press meet now. This will put you in the tutor's queue, and the tutor will join and let you into the room



Waiting for Instructor to join.

Cancel

[Tired of waiting? Book ahead with Liberty \(this will open a new tab\)](#)