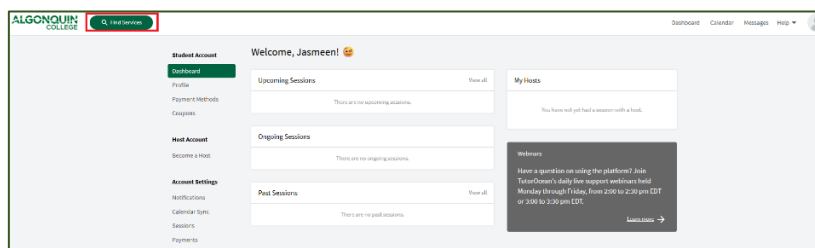


Finding a Tutor (Host)

Log into the Peer Tutoring booking system using your Algonquin Email and Password:
<https://algonquincollege.tutorocean.com/>

Step 1:

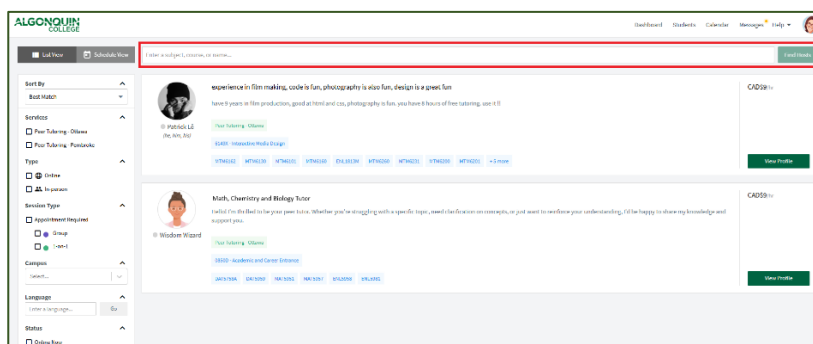
Click **Find Services** in the top left corner.



Step 2:

In the search bar, enter a program name, course name, course code or tutor's name.

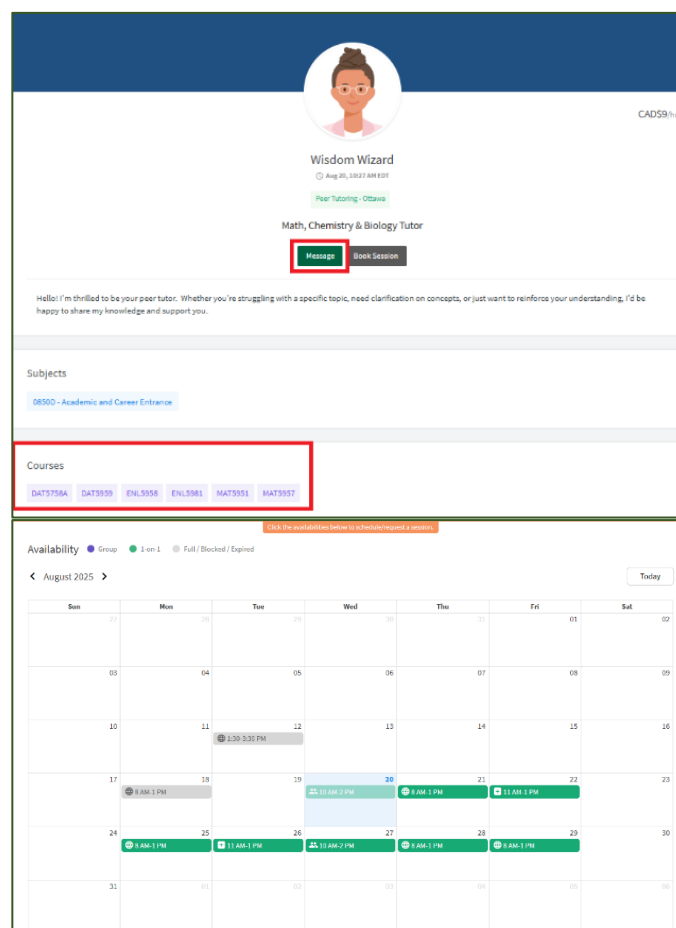
Click **Find Hosts** or press **Enter** to view matching results.



Step 3:

Click on a tutor's profile to view the full list of **courses** they support and their **availability**.

If you have questions before booking a session, you can send the tutor a **message** directly through the platform.



Important: If no tutors are available for your course or program, please contact the Peer Tutoring Coordinator at ormanm@algonquincollege.com.

Booking a Tutoring Session

You can request a peer tutoring session minimum 12 hours in advance by sending a booking request to a tutor. You must wait for the tutor to accept the request.

When booking a session between 12 and 24 hours, students must be mindful of the 24-hour cancelation policy. Once the tutor accepts the session request, students cannot cancel the session.

Booking Limits:

- Maximum of 5 sessions per day
- Maximum of 15 sessions per week

Availability Legend:

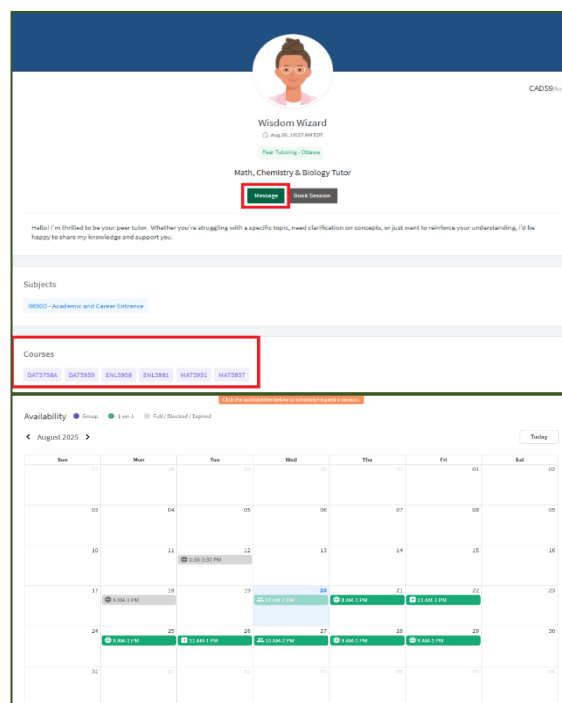
Green time slots indicate that the host is available for the full or partial length of the time slot.

Grey time slots indicate the host is unavailable for that time slot.

Pale green time slots indicate that bookings are not yet available.

To request a session, follow these steps:

- Click on the green time slot in the tutor's availability calendar.
- Complete all required fields.
- Click on **Request Session**.



To share files with a tutor: Click **Message**, select a paper clip icon  to add attachment and click the send icon .

IMPORTANT: If a payment method has not been set up, you will see a notification at the top of the booking pop-up window: **“A payment method must be linked to your account in order to request a paid session.”**

Booking an ONLINE session:

- **Course:** select the course from the dropdown menu.
- **Type:** Online
- **Coupon:** select if applicable.
- **What do you need help with?** provide a few details to help a tutor prepare for the session.
- **Time:** select a time slot.
- Click **Request Session**.

The screenshot shows the 'Session with Patrick' booking interface. On the left, there are dropdown menus for 'Course' (MTM6130 - Web Development I), 'Type' (Online), 'Language' (English), and 'Coupon'. Below these is a text area for 'What do you need help with?' containing 'Understanding assignment 1'. A 'Files' section allows uploading relevant files. On the right, the 'Estimated Duration' is 1 hour, and the date is 'Wednesday, Aug 20, 2025'. Four time slots are listed: 12:30 PM - 1:30 PM (highlighted in blue), 1:30 PM - 2:30 PM, 2:30 PM - 3:30 PM, and 3:30 PM - 4:30 PM. A cost summary shows a Base Cost of \$9.00, a Coupon Discount of -\$9.00, and a Total Cost of \$0.00. A 'Request Session' button is at the bottom right.

Booking an IN-PERSON session:

- **Course:** select the course from the dropdown menu.
- **Type:** In-person
- **Coupon:** select if applicable
- **What do you need help with?** provide a few details to help a tutor prepare for the session
- **Time:** select a time slot.
- Click **Request Session**.

The screenshot shows the 'Session with Wisdom Wizard' booking interface. On the left, there are dropdown menus for 'Course' (DATS758A - Computer Applications), 'Type' (In-person), 'Language' (English), 'Campus' (Ottawa), 'Location' (Ottawa), and 'Coupon' (100% - WO-UHJ7BZ). Below these is a text area for 'What do you need help with?' containing 'Understanding assignment 1'. A 'Files' section allows uploading relevant files. On the right, the 'Estimated Duration' is 1 hour, and the date is 'Wednesday, Aug 27, 2025'. Four time slots are listed: 10:00 AM - 11:00 AM (highlighted in blue), 11:00 AM - 12:00 PM, 12:00 PM - 1:00 PM, and 1:00 PM - 2:00 PM. A cost summary shows a Base Cost of \$9.00, a Coupon Discount of -\$9.00, and a Total Cost of \$0.00. A 'Request Session' button is at the bottom right.

After you click **Request Session**, the tutor will receive an email notification. They will then either accept or decline your request.

Once the tutor responds, you'll receive an email letting you know whether your booking was accepted or declined.

Booking Accepted

Patrick has accepted the booking request (MTM6130):
August 20 2025 2:30pm EDT to August 20 2025 3:30pm EDT

View

<https://algonquincollege.tutorocean.com/messages/Jj9agne37swKs6cwb>

What you will need for online appointments

- Laptop or desktop computer and webcam.
- Up to date Chrome (recommended) browser: <http://youtu.be/L2b1XnNh1Y>
- Up to date Firefox (alternative) browser: http://youtu.be/4qv-xl5et_c
- Internal or external (headphones) microphones.
- Internal or external (webcam) camera.
- Reasonable broadband connection.
- Internet connections, like in coffee shops, are not recommended.

Have a question on using the platform? Join TutorOcean's daily live support webinars held Monday through Friday, from 2:00 to 2:30 pm EDT or 3:00 to 3:30 pm EDT. Click the link below to join:

<https://www.quadc.io/webinars/customer-success>

Booking Declined

Patrick has declined the booking request (MTM6162):
August 20 2025 4:30pm EDT to August 20 2025 5:30pm EDT

View

<https://algonquincollege.tutorocean.com/messages/Jj9agne37swKs6cwb>

What you will need for online appointments

- Laptop or desktop computer and webcam.
- Up to date Chrome (recommended) browser: <http://youtu.be/L2b1XnNh1Y>
- Up to date Firefox (alternative) browser: http://youtu.be/4qv-xl5et_c
- Internal or external (headphones) microphones.
- Internal or external (webcam) camera.
- Reasonable broadband connection.
- Internet connections, like in coffee shops, are not recommended.

Have a question on using the platform? Join TutorOcean's daily live support webinars held Monday through Friday, from 2:00 to 2:30 pm EDT or 3:00 to 3:30 pm EDT. Click the link below to join:

<https://www.quadc.io/webinars/customer-success>

Viewing Booking Status

In the top right corner, click **Calendar > View All**.

All Bookings pane will open on the left side of the calendar.

- If a session is still awaiting the tutor's response, it will display the message: **"This event is waiting for a response."**
- Sessions that have been accepted by the tutor will be marked as **Accepted**.
- If a tutor declines your booking request, the session will disappear from the **All Bookings** list. In that case, you'll need to submit a new request - either for a different time or with another tutor.

