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Homepage

This is the **Main Screen** that all tutors see after logging into Accudemia with their given password. As shown below it displays the following:

- [Upcoming Appointments](#) - If there are upcoming appointments they will show to the left of the screen.
- **Surveys** - If any Survey was configured in Accudemia it will show in the center of the screen.

Some Surveys can be skipped and some are mandatory, typically we would encourage all users to complete any Survey

- **Messages** - If you received a message from another user it will typically show, you can also reply from there.
- **News** - If news/information was added by the administrators it will show to the right of the screen.
- **Calendar** - If a global calendar was added to Accudemia it should show to the right of the screen.

The screenshot shows the 'My University' Student Success Center interface. At the top, there's a navigation bar with links: Home, Quick, Center Attendance, Class Attendance, Administration, and Reports. A user profile for 'Nick' is visible in the top right. Below the navigation bar, a welcome message says 'Welcome back, Nick Armstrong!' with a sub-link 'Administration Web Portal'. A dropdown menu shows 'Student Success Center'. The main content area is divided into several sections: 'Student Success Center traffic analysis' with a 'Key indicators and charts' link and an 'Open' button; 'Announcements' with 'College News' and a 'View Full Announcement' button; a large video player titled 'How to Schedule an Appointment Online'; 'Center News' with 'Student Success Center News' and a 'View Full Announcement' button; 'Upcoming Appointments' with a '+ Schedule Appointment' and 'View All' button; and 'Messages' with a 'Compose' and 'View All' button. At the bottom, there's an 'Appointments Viewer' with tabs for 'View by Tutor', 'View by Day', 'View by Service', and 'View by Subject Area'. It shows a calendar grid for two tutors: Stafford, Andy and Geffrard, Caleb, with columns for time slots from 7 AM to 8 PM. A legend indicates 'Available' (green), 'Not Available' (red), and 'Not Working' (grey).

Homepage Navigation Tabs

The following tabs are the ones available on the **Tutor's Homepage**:

- [Home](#)
- [Quick](#)
- [Center Attendance](#)
- [Engagement Board](#)
- [Reports](#)

Profile's Tabs

The top right-hand side of the web page includes the following:


- **You're Signed-in/out** - by clicking this button tutors are allowed to quickly sign in and out.
- **Account** - allows tutors to update some general information, change passwords, set up profile information, and manage tutor assignments.
NOTE: some of the settings are locked and can only be edited by a system admin.
- **Preferences** - Directs Tutor to the **Control Panel > My Settings** where they can edit *Notifications* and *Site Navigation*.
- **My schedule** - Directs Tutor to their schedule page where they can **view** and **edit** their

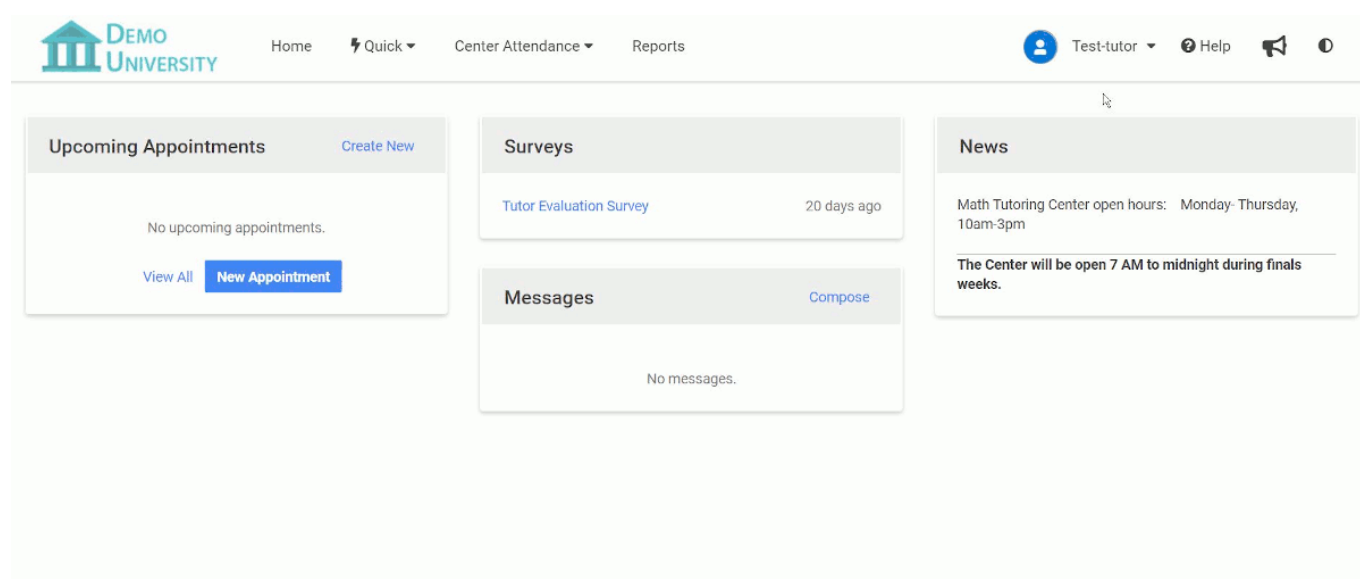
schedule. **For more information** [Click here](#).

- **Pending Surveys** - Tutors can click **Pending Surveys** to see and respond to any pending surveys awaiting completion thru this screen.
- **Logout** - Logs Tutor out of Accudemia

Help


This section will start an e-mail message that you can compose to the Institution's designated Main Account Admin in Accudemia.

By clicking on the **Help** icon  **Help**, a menu should appear where Tutors can type a question in the word box, get directed to the version of Accudemia they are using, **Submit Feedback** and **Create a Support Ticket**.



The screenshot displays the Accudemia user interface. At the top, there is a navigation bar with the 'DEMO UNIVERSITY' logo on the left and several menu items: 'Home', 'Quick' (with a dropdown arrow), 'Center Attendance' (with a dropdown arrow), and 'Reports'. On the right side of the navigation bar, there is a user profile icon labeled 'Test-tutor', a 'Help' icon (a question mark inside a circle), a megaphone icon, and a notification bell icon. Below the navigation bar, the main content area is divided into three columns. The left column is titled 'Upcoming Appointments' and contains a 'Create New' link, the text 'No upcoming appointments.', a 'View All' link, and a 'New Appointment' button. The middle column is titled 'Surveys' and contains a 'Tutor Evaluation Survey' link with the text '20 days ago' next to it. Below this, there is a 'Messages' section with a 'Compose' link and the text 'No messages.'. The right column is titled 'News' and contains two news items: 'Math Tutoring Center open hours: Monday- Thursday, 10am-3pm' and 'The Center will be open 7 AM to midnight during finals weeks.'

Announcements

By clicking the **Announcements Icon**,  a pop-up will appear where tutors will be able to quickly look at announcements.

DEMO UNIVERSITY

Home Quick Center Attendance Reports

Test-tutor Help

Upcoming Appointments

Create New

No upcoming appointments.

View All New Appointment

Surveys

Tutor Evaluation Survey 20 days ago

Messages

Compose

No messages.

News

Math Tutoring Center open hours: Monday- Thursday, 10am-3pm

The Center will be open 7 AM to midnight during finals weeks.

High Contrast

If you are having trouble viewing the Accudemia website, click on the **High Contrast Icon** located on the top right corner of the webpage:

DEMO UNIVERSITY

Home Quick Center Attendance Reports

Test-tutor Help

Search

Reset

LOCATION

All

SHOW STUDENTS

☒ Signed-In Only

☒ Recently Signed-Out Only

WORKING WITH

☒ Any staff member

☐ Me only

Manage Center

Students Tutors

Signed-In

No students signed-in.

Recently Signed-Out

No recent students.

+ New Log

High Contrast

Refresh

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