JOB AID FOR REQUESTING A SEMESTER TUTOR

Log in to the Online Application for Tutor Scheduling (OATS) at https://requesttutor.cs.umb.edu/oats/.

Upon successful login to OATS, you will reach the page depicted in the screenshot below, at which point you should click the “Semester Tutoring” link I’ve circled in red in the screenshot.

That should bring you to the page depicted in the screenshot directly below:

Click the “Request Tutoring/Check Tutoring Status” link circled in red on the screenshot directly above to reach the pages depicted in the screenshot directly below:
Click the “Add New Course” link circled in the screenshot above to reveal the page depicted in the screenshot below.

You should be directed to the page depicted in the screenshot directly below.
Select the subject matter for the course for which you are seeking semester tutoring then scroll down the (long) page and enter the course number, section and course instructor in the designated text entry fields for those data. If you know the name of a tutor for the course with whom you wish to work, please list the name of that tutor in the “Preferred Tutor” data entry area, as well. When done selecting your course from the drop down list and entering course information in the text entry fields, click the “next” button at the bottom of the page. NOTE: Ignore the fact that – once you click “next” you may receive an automatically generated confirmation email message indicating you have successfully requested tutoring. You have one more key step to complete – matching your availability to the availability of a tutor – before we can match you and your tutor, based on mutual availability.

When you click “next” on the page depicted above, you will be brought to the scheduling page depicted in the screenshot below. On this page you are playing a matching game. To “match” your availability with that of a tutor be sure to select at least one time block on the Monday through Friday schedule grid what includes the text reading “Tutor Available .....” You are also welcome to choose times when there is no tutor currently available. All times you selected will be forwarded to the tutor with whom you are matched, who may or may not be able to accommodate a time different from the one that tutor has indicated availability and which time you have selected as a time you could participate in tutoring. However, to enable Subject Tutoring Program staff members to make an initial match between you and a tutor, you must choose at least one time in the time grid which contains the text reading “Tutor Available .....” That is the key role you have in the ‘matching game’ required to pair you with an available semester tutor for the course for which you are seeking tutoring.
If you have any problems logging into OATS and or following the instructions in the above job aid, please email a message with details of your situation to tutoringprogram@umb.edu.