



PEARL  
knowledge only grows

# Schedule

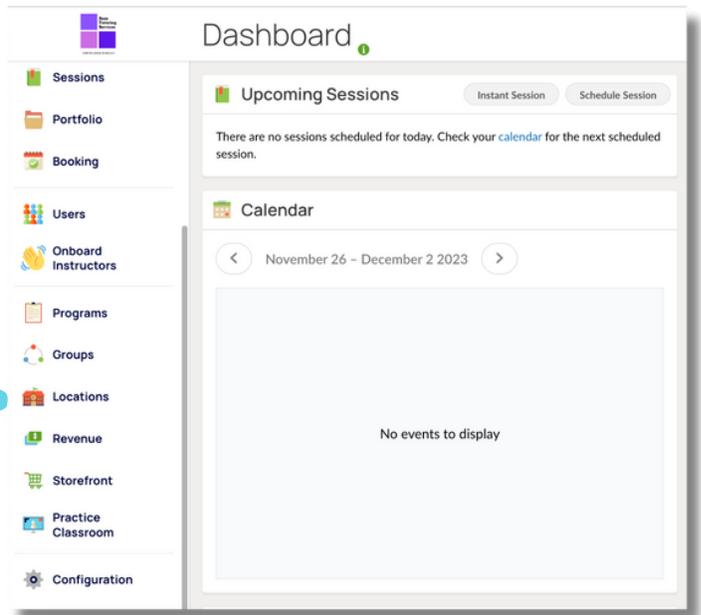
- **Builder Guide**



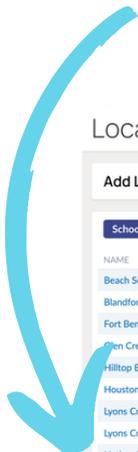
# HOW TO BUILD A SCHEDULE

The schedule builder allows you to bulk schedule your students and tutors.

The schedule builder can be found in 'Locations'



Select the school for which you would like to create a schedule.



Locations

Search

Laurel

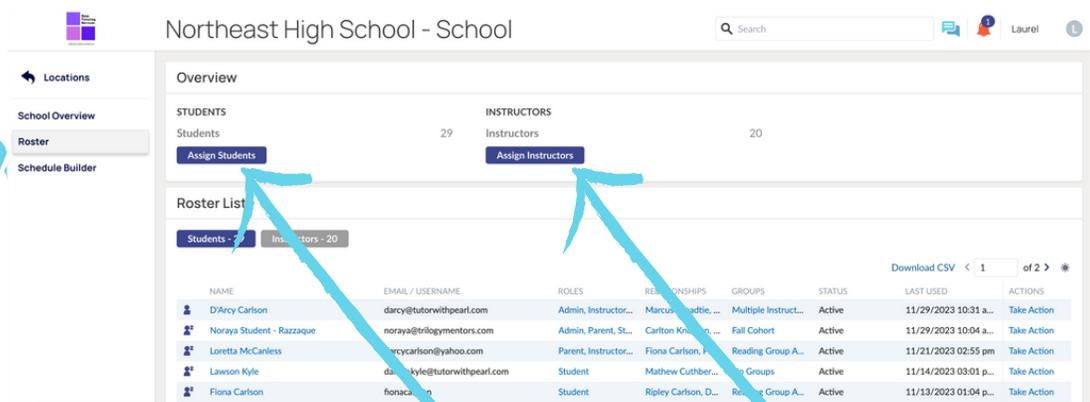
**Add Location** Add Region Add District Add School

Schools - 14 | Districts - 10 | Regions - 7 Download CSV

NAME	ADDRESS LINE 1	ADDRESS LINE 2	CITY	DISTRICT	REGION	STATE	POSTAL C...	ASSIGNED STUD...	ASSIGNED INST...	ACTIONS
Beach School								19	16	<input checked="" type="checkbox"/>
Blandford				Guilford				24	18	<input checked="" type="checkbox"/>
Fort Bend								13	9	<input checked="" type="checkbox"/>
Green Crest				15				0	0	<input checked="" type="checkbox"/>
Hilltop Elementary				District 15	Region ABC			2	2	<input checked="" type="checkbox"/>
Houston								11	8	<input checked="" type="checkbox"/>
Lyons Creek High Sch...								6	0	<input checked="" type="checkbox"/>
Lyons Creek Middle	Wiles Road		Coconut Creek			FL		17	27	<input checked="" type="checkbox"/>
National								0	0	<input checked="" type="checkbox"/>
Northeast High School	700 NE 56th St		Oakland Park	Broward County	Broward County...	FL	33334	34	25	<input checked="" type="checkbox"/>
Parade School								0	0	<input checked="" type="checkbox"/>
School #1								24	17	<input checked="" type="checkbox"/>
test	test		test				test	0	0	<input checked="" type="checkbox"/>
Woodland								0	0	<input checked="" type="checkbox"/>

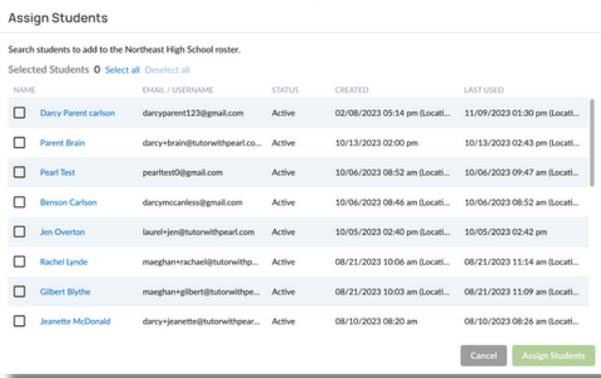
# HOW TO BUILD A SCHEDULE

Step 1: Make sure all your students and tutors are rostered to the school location.



View who is currently rostered to the selected school location.

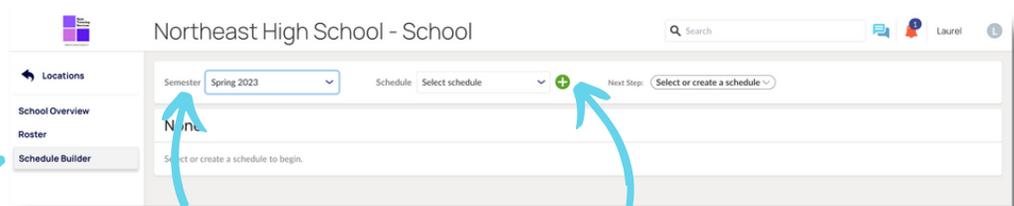
If students or instructors are missing from your school's roster, you can add them by clicking on the corresponding "assign" button.



Check the box of the people you wish to add and click "Assign" to add them to the school roster.

# HOW TO BUILD A SCHEDULE

Step 2: Name your schedule and select the start and end dates.



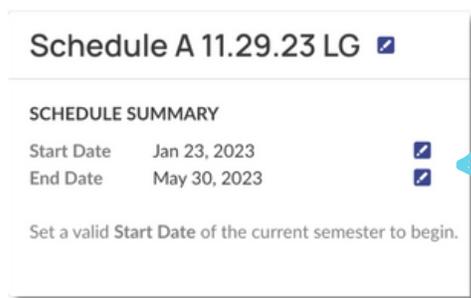
Select Schedule Builder.

Select the appropriate semester from the drop down.

Create a new schedule by clicking on the green plus sign. Use the drop down if you need to select an existing schedule.

Name each schedule as follows:

1. "Schedule" "Letter" starting with A and continuing for each following schedule build. "Date Created." "Initials" of individual who created it.
2. Example: Schedule A 12.1.23 DB



Enter the schedule's start and end date.

# HOW TO BUILD A SCHEDULE

## Step 3: Enter the details for the schedule.

WEEKLY SCHEDULE	
Week Day	Sessions
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Click the plus sign next to a weekday to open the **Periods** form.

Enter the schedule requirements:

- Title: Subject, Days, Time (e.g. Reading TWR 11-12pm)
- Grade
- Group Size
- Start Time
- Duration
- Select Days (same as in the title),
- Type: In-Person
- Turn off billable (i.e. grey-ed out),
- Location: type in the specific school
- Program: semester and grade (ex: 6-8 math, 3-5 elementary, etc),
- Description: Leave this blank

**Add Session on Monday**

Title  
Math, French, etc.

Subject  Grade

Select subject... Select grade...

Group Size  
Select group size...

Start Time  Duration

Select Weekdays  
 MON  TUE  WED  THU  FRI  SAT  SUN

Type  
Pearl Online Classroom  Billable

Program  
2023 Summer Grades 3-5 Elementary  Programs

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

Click finish when done.

Repeat this process for each period you wish to create on your schedule.

# HOW TO BUILD A SCHEDULE

Step 4: Enter any days tutoring off days for your school site.

The screenshot shows the 'Schedule A' interface. On the left, there's a 'WEEKLY SCHEDULE' table with columns for 'Week Day' and 'Sessions'. The sessions listed are: Monday (M Math 1-2 pm, MW Reading 3-3:30 pm), Tuesday (TR Reading 10-10:30 am, TR Math 11-12 pm), Wednesday (MW Reading 3-3:30 pm), Thursday (TR Reading 10-10:30 am, TR Math 11-12 pm), Friday, Saturday, and Sunday. Below the table is a 'TUTORING OFF DAYS' section with an 'Add Tutoring Off Date' button. A blue arrow points from this button to the explanatory text below.

Enter any dates you know you know there will not be regular tutoring (e.g. holiday, assembly, school closed)

The 'Add Tutoring Off Dates' form has the following fields: 'Name' (text input), 'Start Date' (calendar icon and MM/DD/YYYY format), and a 'Multiple days' toggle switch. At the bottom are 'Cancel' and 'Finish' buttons. A blue arrow points from the 'Finish' button to the explanatory text on the right.

Name the event and select whether it is one day or multiple days. Click finish when done.

# HOW TO BUILD A SCHEDULE

Step 5: Match your students and instructors for the period you've created.

## Manual Matching

**PERIOD DETAILS** Edit Period

Subject: Pearl Advanced Online Classroom  
Grade: [blank]  
Group: 2 students  
Day: Tuesday, Thursday  
Start Time: 11:00 AM  
Length: 1 hour

Type: [blank]  
Location: [blank]  
Billable: Yes  
Program: Literacy  
Title: TR Math 11-12 pm  
Color: [black square]

**SESSIONS** Remove All Sessions Find Matches Add Instructors Add Students

Instructor Status: Uninvited 14

Instructors - 14

- Keith Allen  Uninvited
- Laurel Greene  Uninvited
- Mojo Jojo  Uninvited
- Loretta McCanless  Uninvited
- Kate Lawson  Uninvited

Students - 28

- Violet Gove
- Larry Lorton
- Test Test
- REACH+student+district1 District 1
- Mary Lambo
- Student name Student last
- Labiba Khan
- Peter Govertsen
- Michael G
- Jackie Ohio

Manually create pairs between students and instructors. You can choose to pick instructors first and then add students to each instructor or create student groups and add instructors to those groups.

**Add instructors to period 1**

Select only instructors that are matchable and available for this session.

Filter: Instructors Fitting Period Criteria All Rostered Instructors

<input type="checkbox"/>	FIRSTNAME	LASTNAME	SUBJECTS & GRADES	ASSIGNED STUDENTS
<input type="checkbox"/>	Keith	Allen		Larry Lorton, Michael G, Fiona Carlson, Violet G...
<input type="checkbox"/>	Diana	Barry		Ripley Carlson, Gilbert Blythe, Michael G, Fiona ...
<input type="checkbox"/>	Marcus	Breadlie	Math Pre-K - College; Math (Algebra) 6th - College	Charlie Jack, Larry Lorton, Fiona Carlson, Alex K...
<input type="checkbox"/>	Julius	Caesar	6th - 8th, Pre-K - 3rd, 7th - College + 3 more	Fiona Carlson, Alex Koutros, Carlton Knutson, Ja...
<input type="checkbox"/>	Eric	Carlson		Charlie Jack, Fiona Carlson, Alex Koutros, Violet ...
<input type="checkbox"/>	Mathew	Cuthbert		Lawson Kyle, Michael G, Rachel Lynde, Calvin Kr...
<input checked="" type="checkbox"/>	Marilla	Cuthbert		Lawson Kyle, Larry Lorton, Alex Koutros, Jackie ...

Cancel Add Instructors

Check the people you wish to add.

**SESSIONS** Remove All Sessions Find Matches Add Instructors Add Students

Instructor Status: Unassigned 7 Uninvited 7

Instructors - 7

- Marilla Cuthbert  Uninvited Add Students Find Student Matches
- Mathew Cuthbert  Uninvited Add Students Find Student Matches

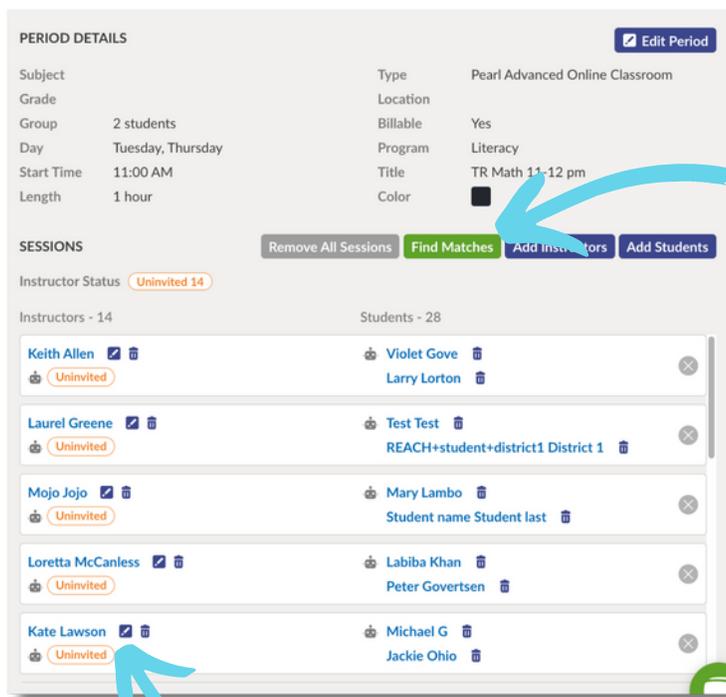
Students - 0

Then choose to add students or have Pearl automatically find matches.

# HOW TO BUILD A SCHEDULE

Step 6: Match your students and instructors for the period you've created.

## Automatic Matching



Use Pearl's built-in algorithm matching system to automatically find matches between students and instructors.

Edit automatic choices to set up your matches exactly the way you want them.

# HOW TO BUILD A SCHEDULE

Step 7: Get your scheduled approved and submit.

## Process to submit your schedule

1. Notify central office that your schedule is ready.
2. Central Office reviews and approves.
3. Invite instructors to the schedule.
4. Submit the schedule once all instructors have approved to finalize.

Invite your tutors to the schedule.

The screenshot shows the 'Schedule A' interface. At the top right, there are two green buttons: 'Invite Instructors' and 'Submit Schedule'. A blue arrow points from the text 'Invite your tutors to the schedule.' to the 'Invite Instructors' button. Another blue arrow points from the 'Submit Schedule' button to the text '\*Do not click submit schedule until you have had your schedule approved by Central Office.' Below the screenshot, there are five blue dots arranged vertically on the left side.

\*Do not click submit schedule until you have had your schedule approved by Central Office.

[Click here to watch a tutorial video on how to use the schedule builder.](#)



# HOW TO EDIT A PUBLISHED SCHEDULE

All edits to schedules created in the schedule builder must be made from the calendar or sessions grid.

**Edit Session**

Session Type  
 Online (Pearl)  Online (Pearl Advanced)  Online (URL Link)  In-person

Location: School Status: Scheduled  
Change Attendance for more Status options

Start Date: January 02, 2024 America/Chicago 9:00 AM Duration: 30 minutes  
min. 0:15, max. 3:30

This session is #1 of a 44 session series currently repeating on Tuesday & Thursday.

Repeat on weekdays: Su Mo **Tu** We Th Fr Sa Repeat occurrences: 43 Total # of sessions: 44

Instructor: D'Arcy Carlson, darcy@tutorwithx Student(s): Peter G Group: Name

Buttons: Close, Delete Session, Cancel Session, Save Changes

Make your edits to the session. Click save changes when you are done.

Cancel a session or the rest of the sessions in the series from here.

**Edit Recurring Session**

Make Changes to:  
 This session  
 This and following sessions

All good!

Buttons: Cancel, Save

Whether you are editing or canceling a session it will ask you if you wish to do this for this session or for the rest in the series.

Important things to note about editing published schedules:

- You cannot delete one session from the series. Pearl will indicate that it will delete all sessions from the series.
- If you need to add a new session series for a tutor/student match, go to the schedule builder and build a new schedule for them from there.