America Reads Tutoring App - Teacher User Manual

Teachers never create an account or log in. You'll receive a direct link by email from the America Reads program office — bookmark it, since you'll use the same link every semester.

To post your weekly slot:

1. Open your teacher link.
2. Fill in your name, email, district, and school.
3. Enter the grade level you teach.
4. Choose how many tutors you're willing to have at once (1, up to 2, or up to 3).
5. Add the day(s) and time(s) you're available — the default is a 1-hour block, but you can adjust it. You can add more than one day/time; each becomes its own separate posting a tutor can claim.
6. Add any notes a tutor should know (optional) — tutors will see these once your slot is published.
7. Submit.

Your slot is held for a coordinator to review before it's visible to tutors — this usually takes a day or two. Once a tutor confirms your slot, you'll get a confirmation email with their name and the day/time.

Your weekly commitment: once a tutor confirms your slot, they'll return at that same day and time every week for the semester unless you or the tutor request a change through your coordinator.

Viewing your confirmed schedule: open your schedule link and enter the same email you used to post your slots — no password needed. You'll see a Monday–Friday grid of your confirmed tutors and their times, plus a list of any of your posted slots that are still unfilled. Note: a slot only appears here once a tutor has clicked **Confirm Placements** on their end — if you know a tutor has expressed interest but they're not showing up yet, they likely haven't confirmed.