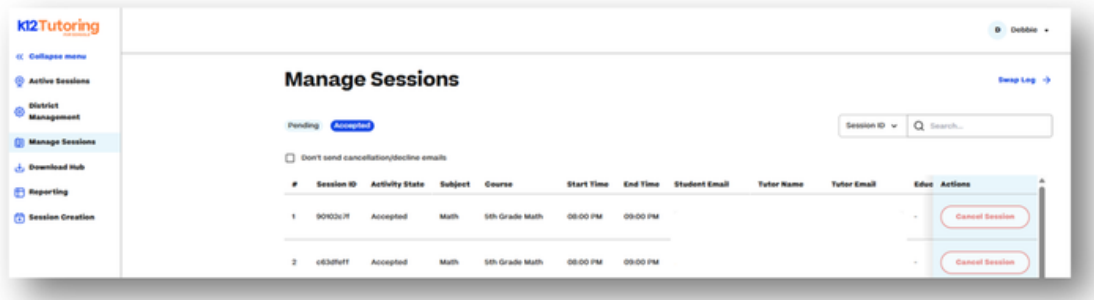




How to Manage Scheduled Sessions

The Manage Session page allows you to oversee and search for pending or accepted tutoring sessions.



How to Search for Sessions

1. Navigating to Manage Session:

- Log in to the District Admin Portal and click on 'Manage Session' from the main menu.

2. Select Search by Filter:

- Clicking the drop down towards the top allows you to select your search by value.
- You may search by the following values: Session ID, Tutor Name, Tutor Email, Educator Email, Student Email, Student Name, or Student ID.

3. Cancel Sessions

- Once a session is located, sessions can be cancelled by clicking the cancel session button.

 Please note: By default, this section is set to “view only.” K12 Tutoring is actively expanding features for District Administrator users. Stay tuned for additional training materials and updates from your Customer Success Manager.