



Self-Booking Guide

Overview and Purpose:

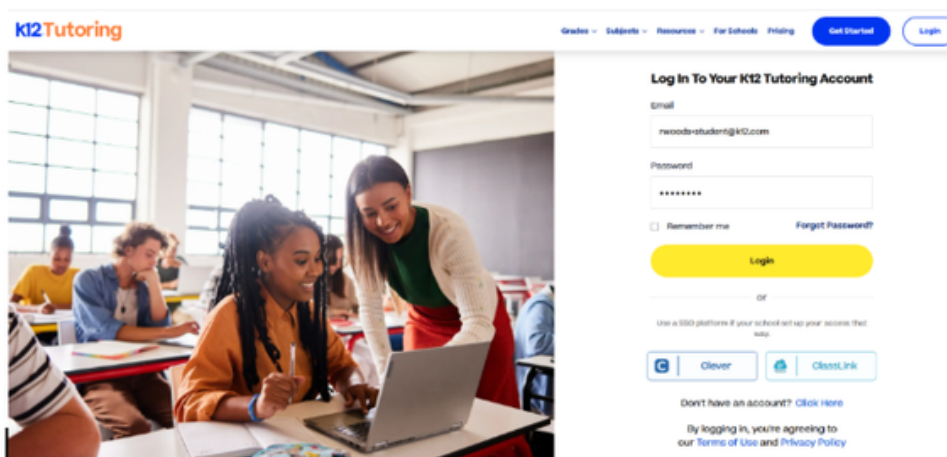
Students who are enrolled in a self-booking campus will have a certain number of weekly credits allotted towards tutoring sessions. This guide will walk you through how to navigate the K12 Tutoring site, book individual or recurring sessions, cancel sessions, or view upcoming sessions.

Prerequisites:

Your student will need to be enrolled in a self-booking campus. Please partner with your school if you do not see the options to self-book, as this may indicate you are in a different campus.

Navigating to K12 Tutoring website:

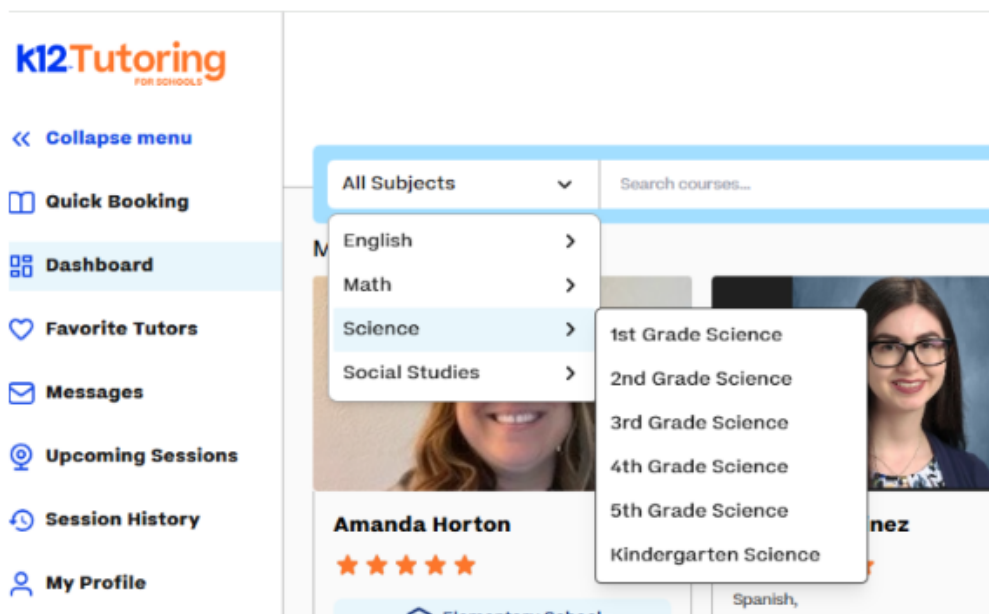
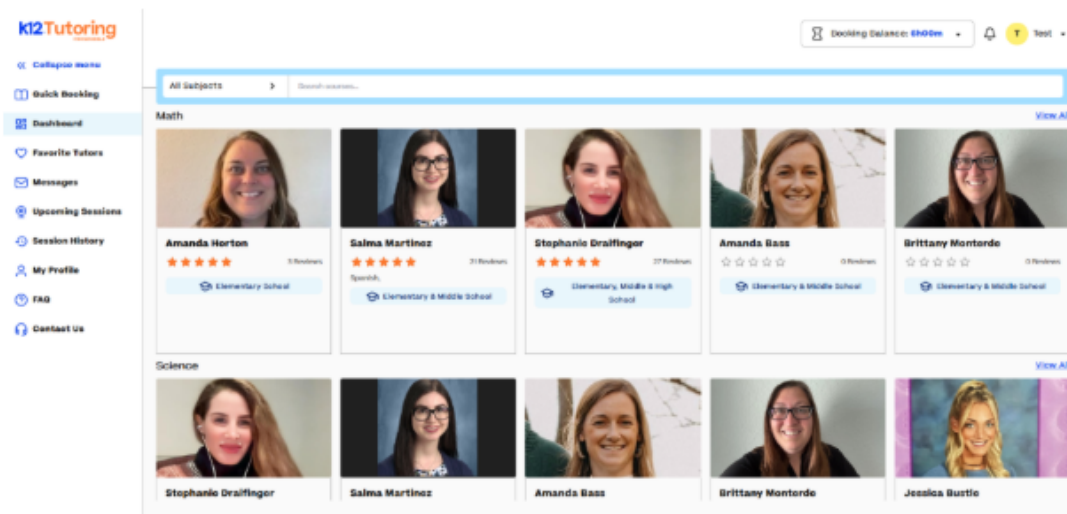
1. To log in, go to: <https://account.tutoring.k12.com/login/>
2. Type in your Student's email address and password combination. In most schools, their password will be Smart###, with the two numbers being the last two numbers in your student's email address.
 - In the event you are locked out of your account or need a password reset, please submit a case by emailing: K12TutoringHelp@tutoring.k12.com





Booking a Session via Dashboard:

1. Once you are logged in, you will be redirected to your Dashboard.
2. The Dashboard view allows you to search by subject and view all tutors who are certified in teaching each subject. Many teachers are certified in multiple subjects.



3. Once you have identified your desired subject, you'll be able to select additional filters, including time of day for the session, specific courses within that subject, teaching specialties, and even language. This allows you to find the right tutor for your student's specific needs!



Filters

Availability

mm/dd/yyyy

☐ Morning (12AM - 12PM)
 ☐ Afternoon (12PM - 5PM)
 ☐ Evening (5PM - 12PM)

Courses

Q Search

☐ 1st Grade Science
 ☐ 2nd Grade Science
 ☐ 3rd Grade Science
 ☐ 4th Grade Science
 ☐ 5th Grade Science
 ☐ Kindergarten Science

Teaching specialties

☐ Dyslexia
 ☐ Autism
 ☐ Learning Disabilities
 ☐ ADD & ADHD

Language

☐ Arabic
 ☐ French
 ☐ German
 ☐ Spanish

4. Any filters you have selected will be shown on the left-hand side, under Active Filters. In the center of the screen, you'll be able to see any tutors who match your filtered requirements.

Booking Balance: 5h00m

Test

Science Tutors

Filters

Active Filters

Evening (5PM - 12PM) X

4th Grade Science X

Learning Disabilities X

Availability

mm/dd/yyyy

☐ Morning (12AM - 12PM)
 ☐ Afternoon (12PM - 5PM)
 ☒ Evening (5PM - 12PM)

Courses

Q Search

☐ 1st Grade Science
 ☐ 2nd Grade Science

Ida Castillo

Elementary School & Middle School

Subjects

Teaching Specialties

★★★★★ 5.0

Math, English +2 More

Autism, Dyslexia +4 More

Hello! I am excited for the opportunity to be your tutor! I love learning and love to share what I've learned. I believe in everyone's ability to learn and grow. My goal is to help students understand their subject content and gain the confidence in their own abilities. Whether you have specific sc...

Book a Session

Courtney Jarinko

Elementary School & Middle School

Subjects

Teaching Specialties

★★★★★ 5.0

Math, English +2 More

Autism, ADD & ADHD +5 More

Hi! I'm Courtney Jarinko, I live in Pennsylvania with my husband, two daughters, and our three golden retrievers—Sawyer, Millie, and Lola. We love hiking, biking, kayaking, camping, and playing board games together. Teaching runs in my family, and from a young age I knew I wanted to follow in their...

Book a Session

K12 Tutoring Help Center

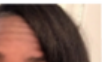
How to Self-Book 6/30/2026



5. Once you've found a tutor that meets your requirements, you will click the blue Book a Session button. This will take you to the tutor's page, where you can review their bio, watch their introduction video, view any specializations, and read reviews from other students and families!

<

Ruthie McGraw



★★★★★ 7 Reviews

🎓 Elementary School, Middle School, High School

Math, English, Science

[See Courses](#)

Overview
Specialization
Reviews

Bio

I'm Ruthie and I'm so excited to help you with your academic goals! I believe in meeting students where they currently are and giving them the tools they need to excel. I have been described as very patient and caring, which I believe is true as I want my students to feel comfortable, understood, and heard in order to help them achieve their greatest potential. I like for my students to not only be able to learn a concept, but I like to make sure they understand the "why" behind the concept. I believe this helps students to be able to apply their knowledge in any other similar situation. I hope to be able to provide you with an outstanding learning experience as you venture through your academic journey. As Henry Ford once said, "anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young." I look forward to learning with you!

- 6.If you'd like to continue looking for tutors, click the arrow next to the tutor's name to go back to the pool of available tutors meeting your requirements. If you decide to select this tutor, you may select your desired date on the calendar on the right-hand side.

K12 Tutoring
Booking Balance: \$600m
T Test

- Collapse menu
- Quick Booking
- Dashboard
- Favorite Tutors
- Messages
- Upcoming Sessions
- Session History
- My Profile
- FAQ
- Contact Us

Amanda Lambert

★★★★★ 56 Reviews

Middle School, High School, Elementary School

Math

[See Courses](#)

Overview Specialization Reviews

Bio

Hello! I'm Amanda. My passion is MATH! I have always enjoyed helping others understand and make sense of math. I believe ALL students can learn math, and I recognize that each person learns at their own pace and may need things explained in different ways for it to make sense for them. I like helping students find the explanation and process that works for them. Working with students one-on-one and helping students make sense of material that they were struggling with was my favorite part of teaching math. I grew up and still live in a rural area on a family farm. We've raised cow, pigs, chickens, and turkeys over the years. I homeschool my young kids (ages 10, 7, and 5). I love listening to audiobooks and music, and I am usually taking some type of class or workshop because I love learning! In the summer I like helping with the farming (driving tractors, making hay, unloading hay), riding our motorcycle and being outside. In the winter we do a lot of snowmobiling.

Teacher Specialization

I taught math in public schools for 7 years for grades 7 through 12. Some of the subjects I taught were: Intro to Probability and

Book a Session

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

☐ Bookable
 ☐ Unbookable
 ☒ Upcoming Sessions

Select Duration

60 Min

30 Min

[Go Back](#)
[Confirm Booking](#)



7. You'll be able to select your session's duration, either 30 or 60 minutes, confirm the subject and the specific course needed, as well as pick the time that works best for you. If you have any notes for the tutor relating to your student's needs, you will be able to add them here.

The screenshot shows a booking form with the following sections:

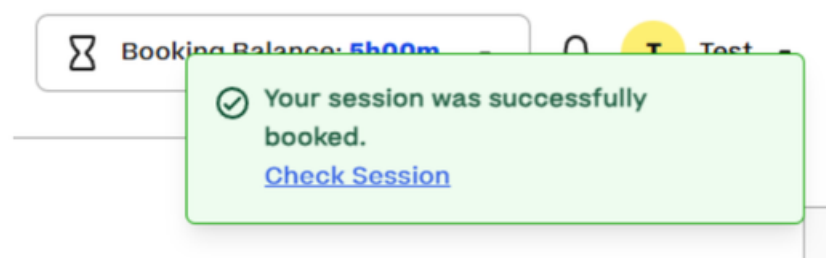
- Book a Session:** A date picker set to 11/21/2025.
- Select Duration:** Two buttons, "60 Min" and "30 Min". The "30 Min" button is highlighted in blue.
- Select a Subject:** A dropdown menu with "Math" selected.
- Select a Course:** A dropdown menu with "3rd Grade Math" selected.
- Time:** A dropdown menu with "05:30PM" selected.
- Add a note for the tutor (optional):** A text area containing the note "Ruxandra needs help with her long division!".

8. Once you've confirmed your session date, duration, course, and time, the yellow "Confirm Booking" button will become available. Click this button to confirm your booking!

The screenshot shows the bottom of the booking form with two buttons:

- Go Back:** A blue button with a white border.
- Confirm Booking:** A yellow button with a black border.

9. You will see a green confirmation pop up in the top right-hand corner of your screen, indicating that your session was successfully booked.



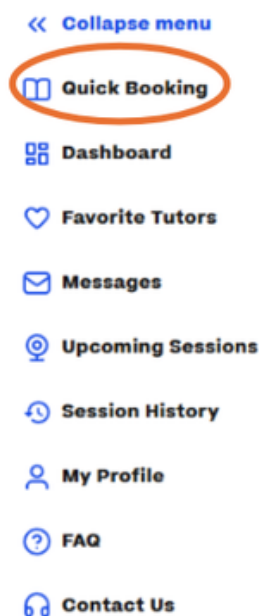


10. Once the popup has disappeared, you will see your available booking balance in the top right-hand corner. This balance indicates the number of hours/minutes you have available to use, and resets weekly on Mondays.



Booking a Session via Quick Booking:

1. Once you are logged in, navigate to the menu on the left-hand side. Click on Quick Booking.



2. Quick Booking allows you to select your preferred date, time, subject, course, and duration for tutoring, as well as gives the option of booking recurring sessions. **Please note that all session times are the time zone listed in your student profile.**



Quick Booking

Select a Day: November 2025

Select a Subject: English

Select a Course: Select a course

Select Duration: 60 Min | 30 Min

Recurring: [Make Recurring](#)

Time: Any Time

[Find a Tutor](#)

3. The next two steps are for recurring sessions only; if you are only booking a single session, please skip to step #5. After selecting the Make Recurring button, another window will pop up allowing you to choose the details of your recurrence, including your start date, end date, and preferred day of the week. Once you have made your selections, click Confirm.

Choose a Recurrence

When does it start: 12/02/2025

When does it end?: 12/30/2025

Repeat on: Sun | Mon | **Tue** | Wed | Thu | Fri | Sat

[Cancel](#) [Confirm](#)

4. Once you've confirmed your selections for recurring sessions, the popup will disappear and you'll be able to view all of your recurring session dates. If you have any days in the recurring session you wish to skip, you may click the pencil icon to edit that session or the trash can icon to delete it from the series. Once you have completed your selections, click on Find a Tutor.



Quick Booking

Sessions from Dec 02, 2025 to Dec 30, 2025

02 Dec 2025 (Tue)		
09 Dec 2025 (Tue)		
16 Dec 2025 (Tue)		
23 Dec 2025 (Tue)		
30 Dec 2025 (Tue)		

Select a Subject

English

Select Duration

60 Min 30 Min

Recurring

Clear All

Select a Course

3rd Grade English Language Arts

Time

12:30PM

Find a Tutor

5. A window will pop up on the right-hand side, showing you all of the available tutors matching your needs. You may search for a specific tutor name or select from the available tutors. Selecting a tutor will show you their specialties and whether they are available for all recurring sessions.

- If a tutor is not available for one or more of your recurring sessions, the platform will automatically assign a different tutor to substitute. If you would rather pick your own tutor, you may uncheck the box which reads “Auto assign tutor for unavailable date(s)”.

Find a tutor

60 Min at 12:30PM CT

English, 3rd Grade English Language Arts

From Dec 02, 2025 to Dec 30, 2025

Search Tutor Name...

Carol Baker
★★★★☆ 8 Reviews
High School, Middle School, Elementary School

Eve Degelman
★★★★★ 73 Reviews
Middle School, Elementary School

Sherrie Odom
☆☆☆☆☆ 0 Reviews
Elementary School

DJ Mangal
☆☆☆☆☆ 0 Reviews
High School, Middle School, Elementary

Cancel

Next

Carol Baker
★★★★☆ 8 Reviews
High School, Middle School, Elementary School

Teaching Specialties
Learning Disabilities, Autism, EL (English Learners), Tiered Support

02 Dec 2025 (Tue)	Available
09 Dec 2025 (Tue)	Available
16 Dec 2025 (Tue)	Available
23 Dec 2025 (Tue)	Available
30 Dec 2025 (Tue)	Available

☒ Auto assign tutor for unavailable date(s)



6. Once you have your tutor selected, click Next. Here you will be able to add any session notes to the tutor. Click Book Session!

Find a tutor ×

Session details

**Carol Baker**
★★★★★ 8 Reviews
 30 Years  Elementary School, Middle School

 English, 3rd Grade English Language Arts

 Repeats on Tuesday

 From Tue, December 2, 2025 to Tue, December 30, 2025

 60 min session (5):

Tue, Dec 02

Tue, Dec 09

Tue, Dec 16

Tue, Dec 23

Tue, Dec 30

 Auto assigned sessions (0):

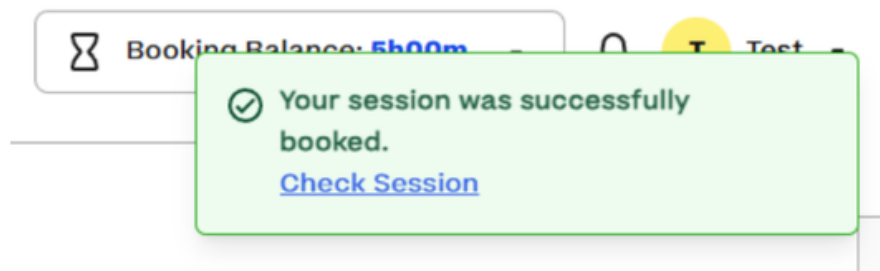
Session Notes

0 / 300

Go Back

Book Session

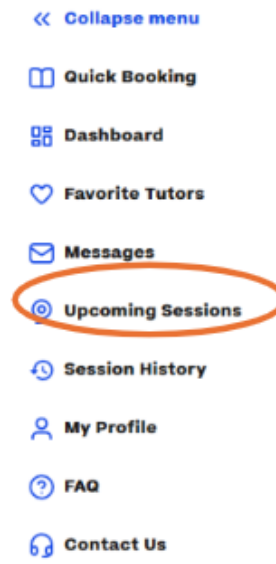
7. You will see a green confirmation pop up in the top right-hand corner of your screen, indicating that your session was successfully booked.



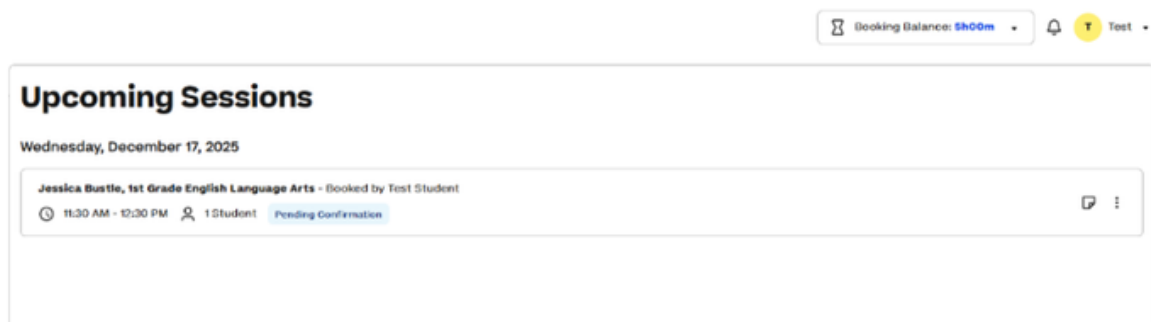


Viewing Upcoming Sessions, Session History, and Cancel Sessions

1. Once you are logged in, navigate to the menu on the left-hand side. Click on Upcoming Sessions.



2. Here you will be able to see all of your upcoming sessions. If your tutor has not yet accepted your session, there will be a note reading “Pending Confirmation.”

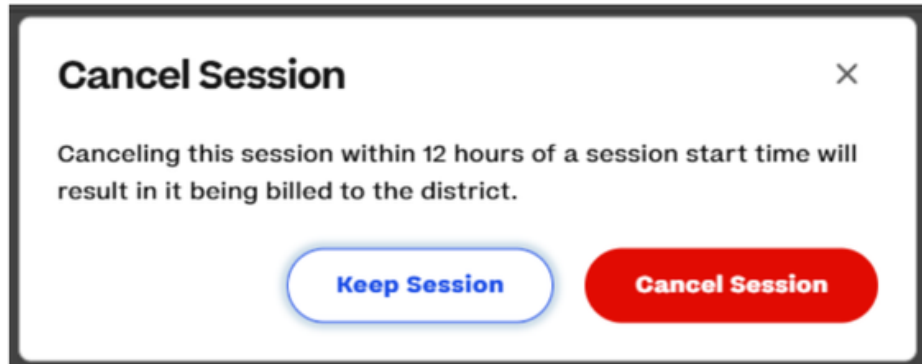


3. Click on the three dots to the right-hand side of your session. You may cancel your session or view details here.

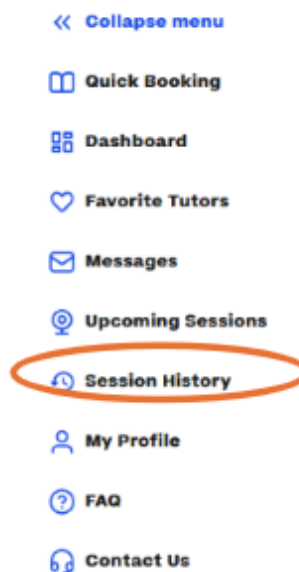




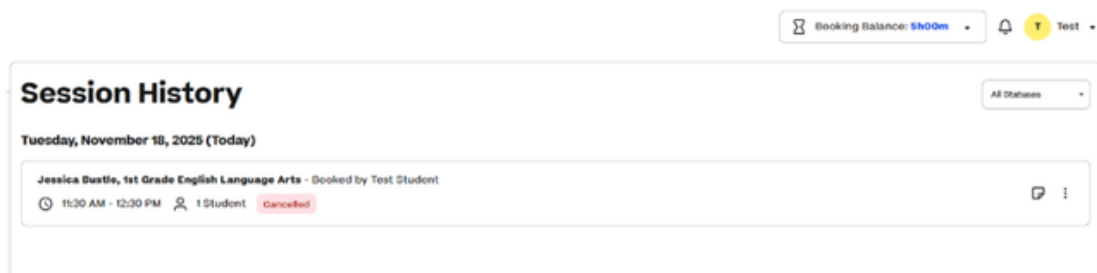
4. Click Cancel Session to confirm your cancellation. If you do not wish to cancel, click Keep Session.



5. To view your Session History, navigate to the menu on the left-hand side. Click on Session History.



6. Here you will see all previous sessions. Cancelled sessions will also appear here.





Marking a Tutor as Favorite for easy booking:

1. When you have found a tutor that works well for you, you may add them to your Favorites by clicking the heart icon next to the tutor's name. This can be done at any point in searching for tutors.

← **Ruthie McGraw**



★★★★★ 7 Reviews

Elementary School, Middle School, High School

Math, English, Science

[See Courses](#)



Overview

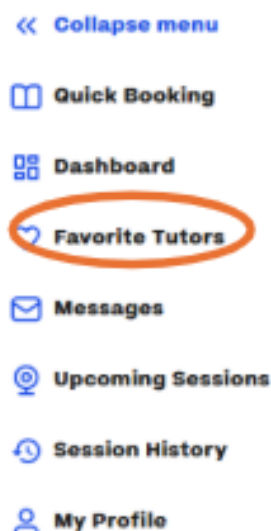
Specialization

Reviews

Bio

I'm Ruthie and I'm so excited to help you with your academic goals! I believe in meeting students where they currently are and giving them the tools they need to excel. I have been described as very patient and caring, which I believe is true as I want my students to feel comfortable, understood, and heard in order to help them achieve their greatest potential. I like for my students to not only be able to learn a concept, but I like to make sure they understand the "why" behind the concept. I believe this helps students to be able to apply their knowledge in any other similar situation. I hope to be able to provide you with an outstanding learning experience as you venture through your academic journey. As Henry Ford once said, "anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young." I look forward to learning with you!

2. Navigate to the Menu on the left-hand side of the platform and click on Favorite Tutors.



3. Here you will see all your Favorite Tutors! You may book sessions with them quickly via this page.



K12 Tutoring

Booking Balance: \$0.00 Test

Favorite Tutors

Filter tutors...

Kalliah Amey ❤️
Elementary School Subjects Teaching Specialties
★★★★☆ 4.4 English
Hello, I'm Kalliah, a passionate and certified educator with over a decade of experience. My teaching journey began as a mentor, where I discovered my calling to make a lasting impact on young minds. I specialize in teaching elementary-age students, a crucial time to nurture their love for learning a...

Book a Session

Stephanie Draifinger ❤️
Elementary School & Middle School & High School Subjects Teaching Specialties
★★★★★ 5.0 Math, English +2 More Autism, Dyslexia +6 More
Please see my Intro video for an example from one of my elementary school science lessons! Greeting! My name is Stephanie, and my educational philosophy centers on fostering a dynamic learning environment that nurtures both academic growth and personal development. As a tutor, my primary goal is ...

Book a Session

Troubleshooting: If you have issues scheduling sessions, please reach out to the K12 Tutoring Support Team – successteam@tutoring.K12.com