



**PEARL**  
knowledge only grows

## How to book a virtual session in Pearl



# STEP ONE: GO TO GSC WEBSITE

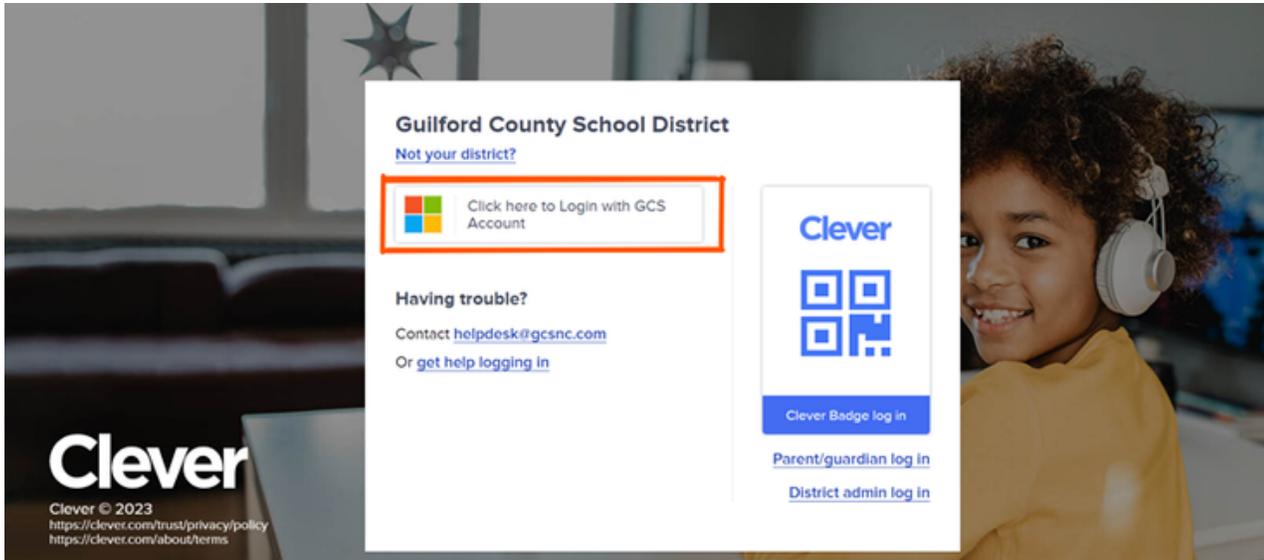
On your web browser, go to [gcsnc.com](http://gcsnc.com) and go to GCS Tutoring section, which you will find under the Teaching, Learning & Professional Development department.

The screenshot shows the Guilford County Schools website. The navigation bar includes links for Home, About Our District, Academics, Families, Careers, Connect with GCS, Staff, and Departments. The Departments menu is highlighted. Below the navigation bar is the Guilford County Schools logo with the tagline "BETTER TOGETHER". To the right of the logo are icons for Search, Schools, District Home, Calendar, and Translate. A "Let's Talk!" button is also visible. The breadcrumb trail reads: Home > Departments > Teaching, Learning & Professional Development > GCS Tutoring. On the left side, there is a sidebar menu for "Teaching, Learning & Professional Development" with various content areas listed. The main content area is titled "Guilford County Schools Tutoring Department" and contains a welcome message, a link to "Apply to be a GCS High-Impact Tutor - Click Here", and a link for "GCS students: Do you need a virtual tutor? Click Here!". A blue arrow points to the "Click Here!" link. Below the link is a URL: <https://clever.com/in/gcs>. A note at the bottom states: "\*\*The link will take you to a Microsoft login screen. Please sign in with the student's GCS email address and password.\*\*" On the right side, there is a "Tutoring Team" section listing Kara Hamilton (Tutoring Director, [hamilk@gcsnc.com](mailto:hamilk@gcsnc.com)), Elise Robertson (Tutoring Program Coordinator, [roberte5@gcsnc.com](mailto:roberte5@gcsnc.com)), John Brown (Tutoring Program Coordinator, [brownj7@gcsnc.com](mailto:brownj7@gcsnc.com)), and Alyson Wyche (Tutoring Program Coordinator, [wychea@gcsnc.com](mailto:wychea@gcsnc.com)). Social media icons for Facebook, Twitter, YouTube, and Instagram are also present.

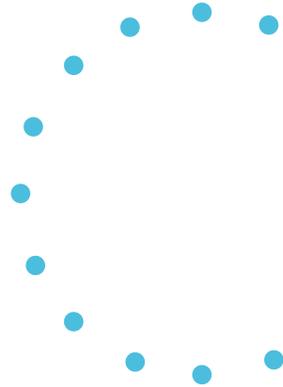
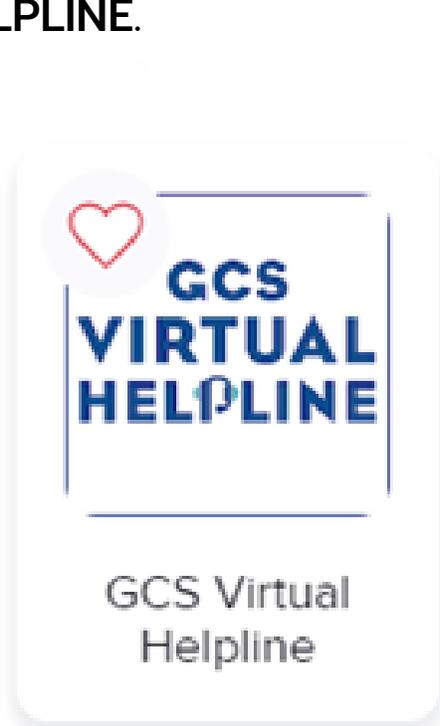
Scroll down the page to 'Click Here!' Or go directly to Clever:  
<https://clever.com/in/gcs>

# STEP TWO: LOGIN TO YOUR CLEVER ACCOUNT

You must be logged into your Clever account in order to login to Pearl. If you are already logged into your Clever account, you will be taken directly into Pearl.

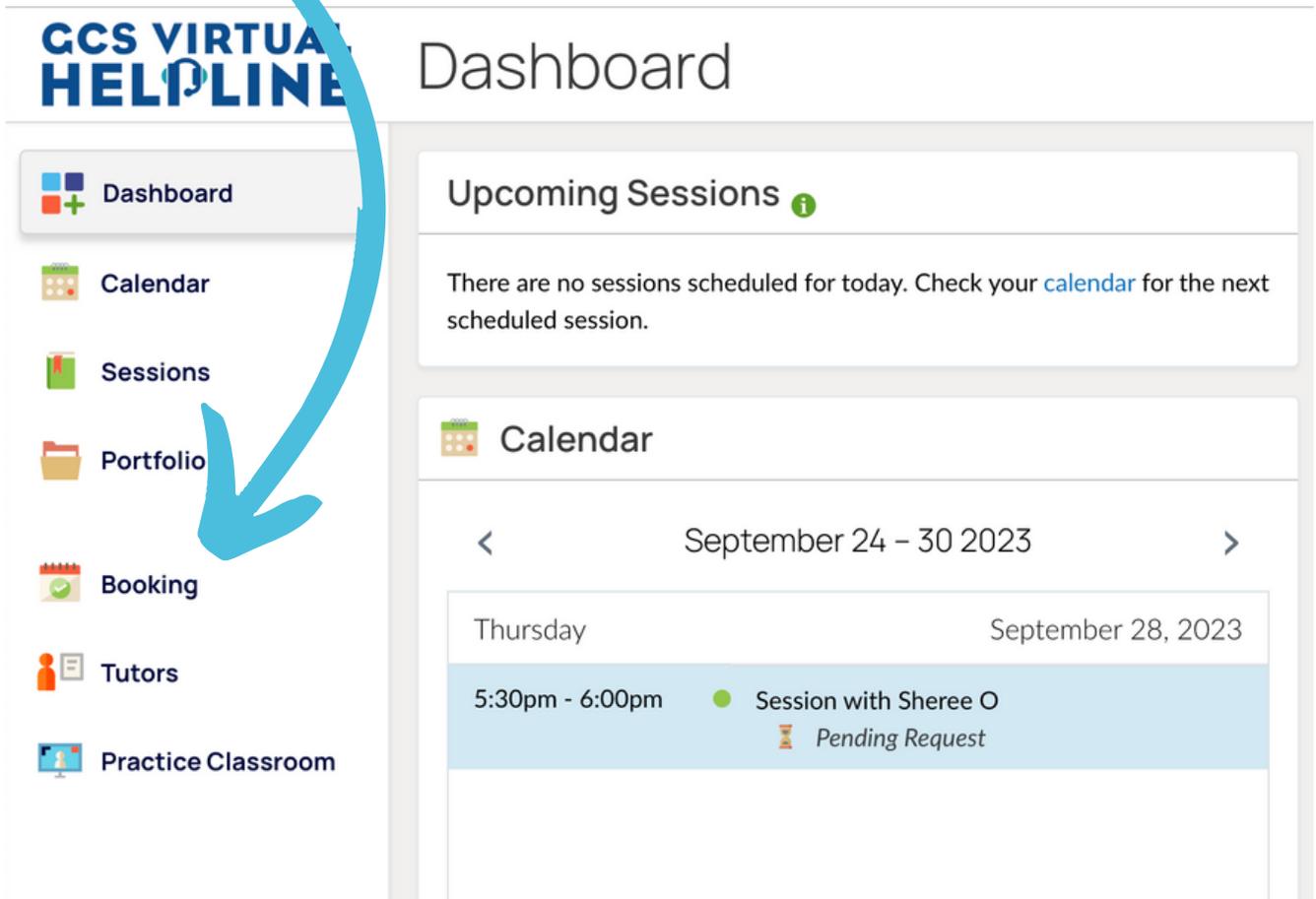


SCROLL DOWN TO MORE APPS, AND CLICK ON GCS VIRTUAL HELPLINE.



# STEP THREE: GO TO THE BOOKING FORM

Click on Booking on the left side menu bar.



The screenshot shows the 'CCS VIRTUAL HELPLINE Dashboard'. On the left is a vertical menu bar with the following items: Dashboard, Calendar, Sessions, Portfolio, Booking, Tutors, and Practice Classroom. A large blue arrow points from the top of the menu bar down to the 'Booking' item. The main content area is titled 'Dashboard' and contains two sections: 'Upcoming Sessions' and 'Calendar'. The 'Upcoming Sessions' section has a green information icon and a message: 'There are no sessions scheduled for today. Check your calendar for the next scheduled session.' The 'Calendar' section shows a view for 'September 24 - 30 2023'. A specific session is highlighted for Thursday, September 28, 2023, from 5:30pm to 6:00pm, titled 'Session with Sheree O' with a green dot, and a status of 'Pending Request' with an hourglass icon.

# STEP FOUR: COMPLETE BOOKING FORM

## New Session Request

Subject  Grade

Title

Description

Session Date  Session Length  Start Time

Tutor

TUTORS AVAILABLE SOON

THU Sep 28	AD AD AH CG CB	5+ available	SELECT
FRI Sep 29		0 available	SELECT
SAT Sep 30		0 available	SELECT
SUN Oct 1		0 available	SELECT
MON Oct 2	AD AD AB AH CB	5+ available	SELECT
TUE Oct 3	AD AD AB AH CG	5+ available	SELECT
WED Oct 4	AD AD AB AH CB	5+ available	SELECT

+ Load More Days

Submit Request

Enter the subject, grade and additional information about what you need in your tutoring session.

Enter the date, session length, and desired start time.

# STEP FOUR: COMPLETE BOOKING FORM

When you enter the date and time, you will see the tutors that are available.

Session Date: Monday, October 02, 2023  
Session Length: 30 minutes  
Start Time: 6:00 PM  
America/New York

Tutor:

## TUTORS AVAILABLE

	Monday, Oct 2	< 5 PM	6 PM	7 PM	8 PM	9 >
<b>AD</b> Alexis Dickey <a href="#">More Details</a> <b>SELECT</b>		Available	Available	Available		
<b>AD</b> Angalel Dixon <a href="#">More Details</a> <b>SELECT</b>		Available	Available	Available		
<b>AB</b> Angela Bowman <a href="#">More Details</a> <b>SELECT</b>				Available		
<b>AH</b> Ashley Holderfield <a href="#">More Details</a> <b>SELECT</b>		Available	Available	Available		
<b>CB</b> Chelsea Brown <a href="#">More Details</a> <b>SELECT</b>		Available	Available	Available		

You can also search for a particular tutor from the tutor bar.

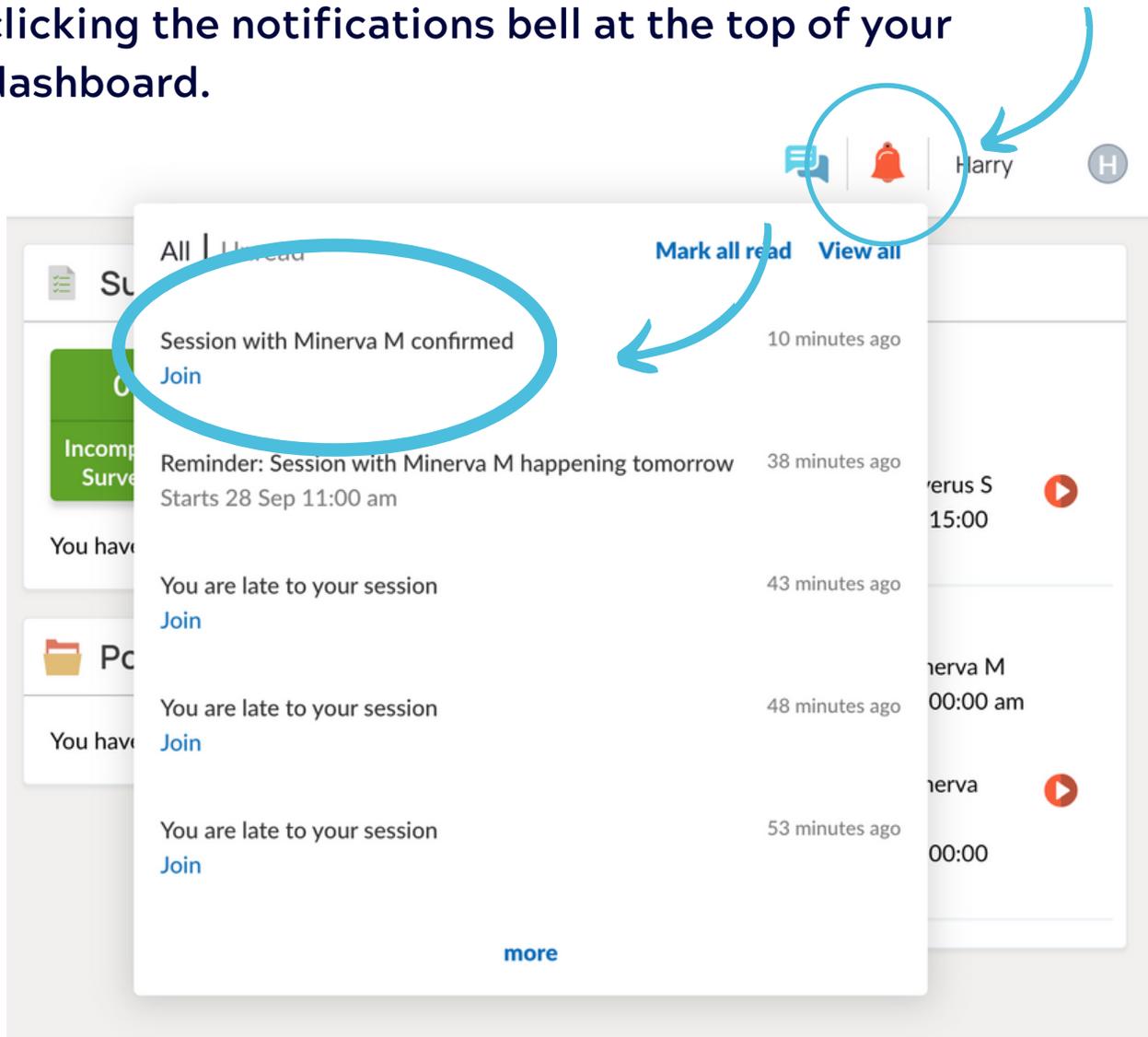
Click 'select' next to the desired tutor.

Submit Request

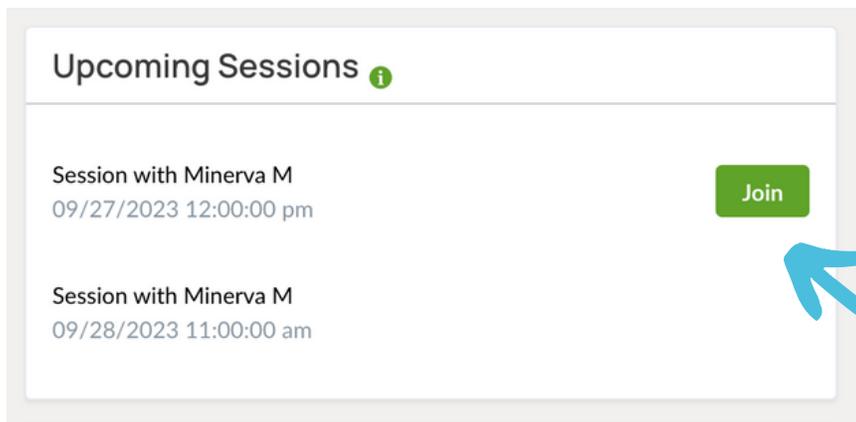
Click 'Submit Request' to send the request to the tutor.

# STEP FIVE: SESSION REQUEST IS CONFIRMED

Once you submit a request for a tutoring session, the tutor will be notified. The tutor will then confirm or deny the request. You can view the status of your request by clicking the notifications bell at the top of your dashboard.



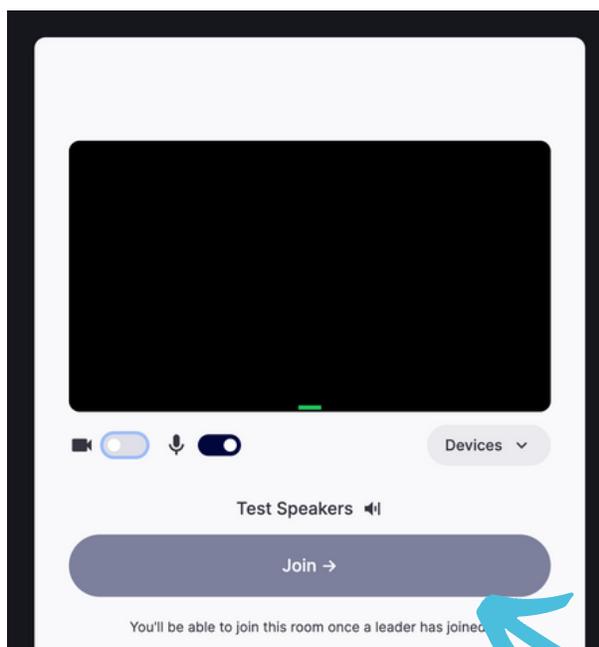
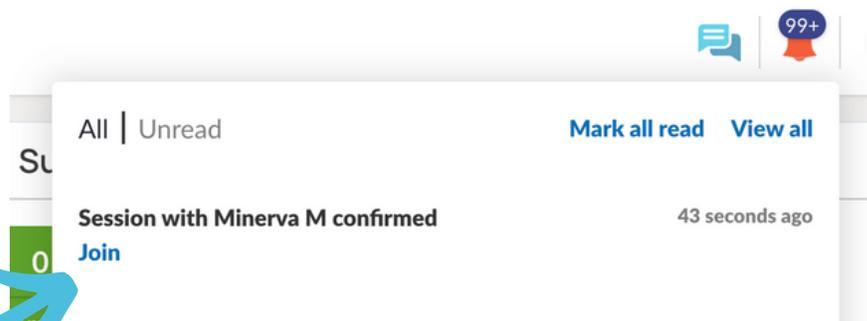
# STEP SIX: JOIN YOUR TUTORING SESSION



You can join by clicking the green Join button under upcoming sessions in the dashboard.



There is also a join button under your confirmation in your notifications.



You will be taken to a screen to troubleshoot your audio and video before joining a session. Once your tutor has joined the session, you will be able to click on the join button to enter the Pearl Advanced Classroom.

