

## Introduction

The TLC Tutor Forum will be replacing the current reflection method of filling out a reflection form, sending it to your Advisor, and then receiving a summary of what's been going on in that month.

The following are the rules and regulations regarding the forum, as well as tips on how to easily create an account and post messages.

If you have any questions, please contact either Meighan (x 6538 - [msutherland4@georgebrown.ca](mailto:msutherland4@georgebrown.ca)) or Virginia (x 5728 - [vfrans@georgebrown.ca](mailto:vfrans@georgebrown.ca))

## Rules

- 1) All posts must maintain a respectful and professional tone. Any violators will receive a verbal and/or written warning. A second violation will result in being blocked from using the forum and the previous reflection method will be used.
- 2) All tutors must create an account under their **own** name. No aliases are allowed.

## Policies

- 1) All tutors must post a minimum of **4** posts per month, every month, in order to successfully complete the reflection portion of the tutor professional development. The posts will be comprised of the following:
  - a. Minimum of **1** original post with a minimum of **3** responses to other posts;  
or,
  - b. A combination of original and response posts that equal **4**, while maintaining the minimum of at least **1** original content post – e.g. 2 original content posts plus two responses
- 2) Tutors can post at any point during the current month, with a final deadline of the last working day of the month.
  - a. Please keep in mind that in order for other tutors to post responses, there has to be posts to respond to – **don't leave things to the last minute – this is a group effort**
- 3) Advisors reserve the right to respond to posts throughout the month and up to and including 1 week past the end of the month. These responses will replace the summaries currently being used.
- 4) Tutors are expected to review Advisor responses.

## Confidentiality

If you have a confidential situation that is forming part of your monthly reflection, please contact your Advisor directly. As always, emergencies should be communicated immediately as they happen.

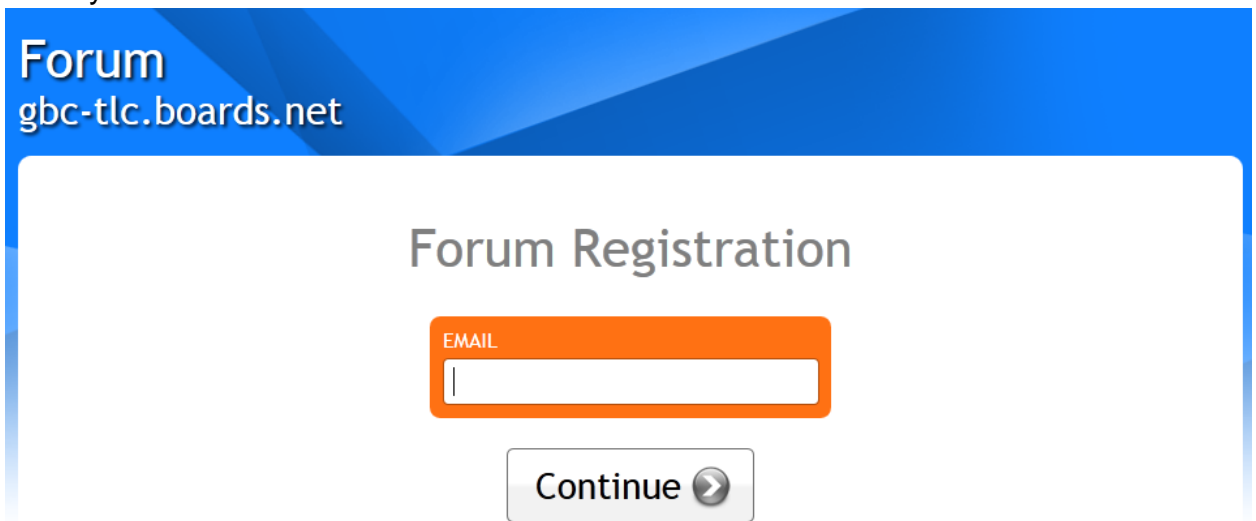
**Note:** While we do not expect that you will receive spam email from the program we are using, if you do start to receive lots of email unrelated to the posts and replies of the forum (i.e. from the program itself or advertisers), please let us know.

## How to Create an Account and Use the Forum

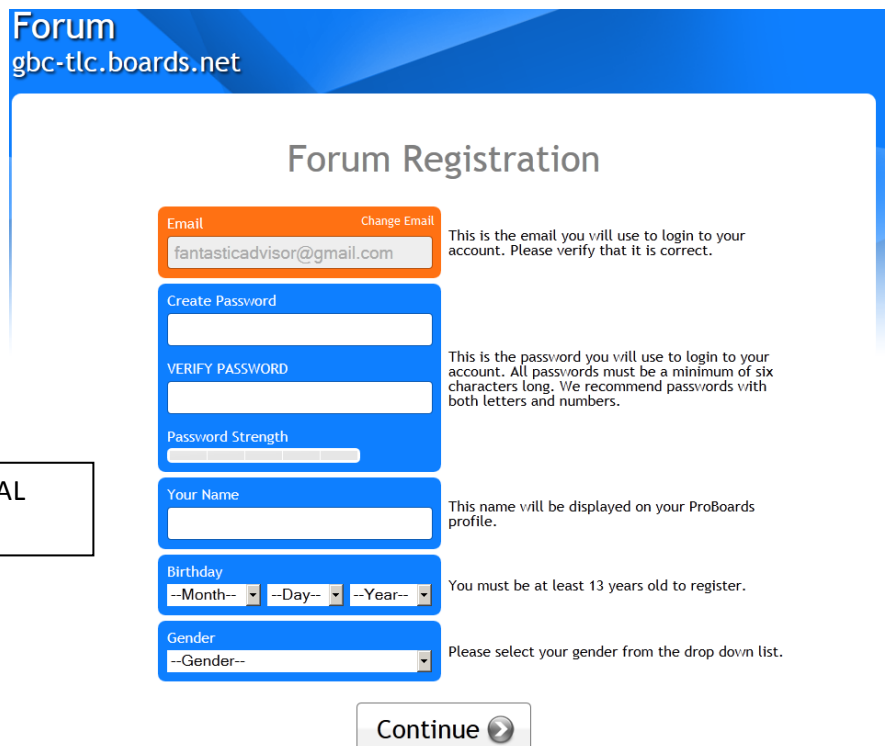
- 1) Navigate to: <http://gbc-tlc.boards.net/>
- 2) Click "Register:"



- 3) Fill in your email address:



- 4) Complete the registration form:



Your name must be your full REAL name – no aliases

5) Register for the forum:

Forum  
gbc-tlc.boards.net

## Forum Registration


Your name must be your full REAL name – no aliases

**Forum Username**

This is your unique username on the forum. You can change your name others see by updating the "display name" in your forum profile. **Note: usernames may only contain a-z and 0-9, and may be no longer than twenty characters.**

**Terms of Service Agreement**  
 I have read and agree to the ProBoards Terms of Service.

In order to register, you must agree to the ProBoards Terms of Service. [Click here to read the ProBoards Terms of Service.](#)

Continue 

- 6) Get activation key from confirmation email from ProBoards

**Forum**  
gbc-tlc.boards.net

## Activate

Your account has been created!

Please check your email for your activation key. Some providers may mark this email as spam, so make sure to check your spam folder.


[Resend Activation Email](#)

Enter your activation key to continue.

EMAIL Change Email

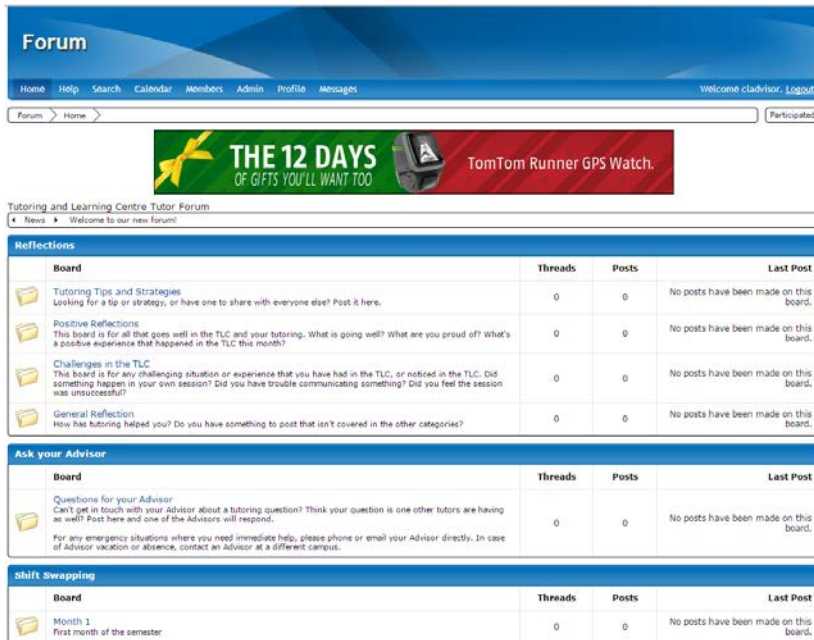
fantasticadvisor@gmail.com

ACTIVATION KEY

Activate 

- 7) Enter activation key and enter the forum

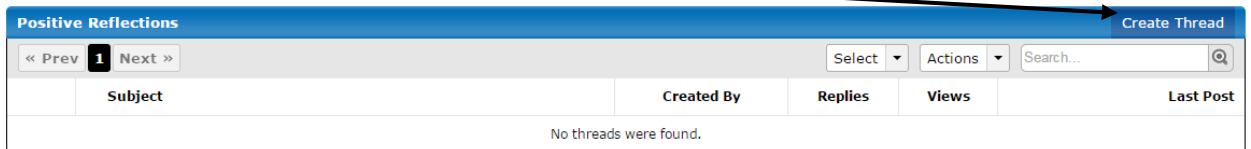
# TLC Tutor Forum Rules and Policies



8) It should look like this:

## To use the forum

- 1) Click on the board you want to post on
- 2) Then click "Create Thread"



- 3) Put in the subject, type your post, then click "Create Thread"
- 4) To reply, go into the board you want, click on the thread, type your reply in the box at the bottom, then click "Reply"

**If you cannot work your scheduled shift, you have 2 options:**

You may give up your shift to another tutor without picking up more hours.

or

You may swap your shift with another tutor and retain your hours.

**Please make sure to indicate which of the above you are interested in.**

Include the following information in all posts offering shifts:

- Campus
- Tutoring Focus (English or Math)
- Date(s)
- Times
- Your availability if swapping

Once you find someone to take your shift, email your advisor **AND** your coordinator with all necessary information about the proposed shift change, including the reason for the shift change (if possible CC the tutor who will be taking your shift as well).

Keep in mind that some shifts are easier to swap than others, and you are responsible for your shift until an advisor approves the change.

**All shift changes are subject to approval by the TLC Advisors.**

**Please let Advisors and Coordinators know of shift changes a minimum of 1 week in advance.**