



InspireU

InspireU Online Tutoring Platform (Chronus)



We acknowledge the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

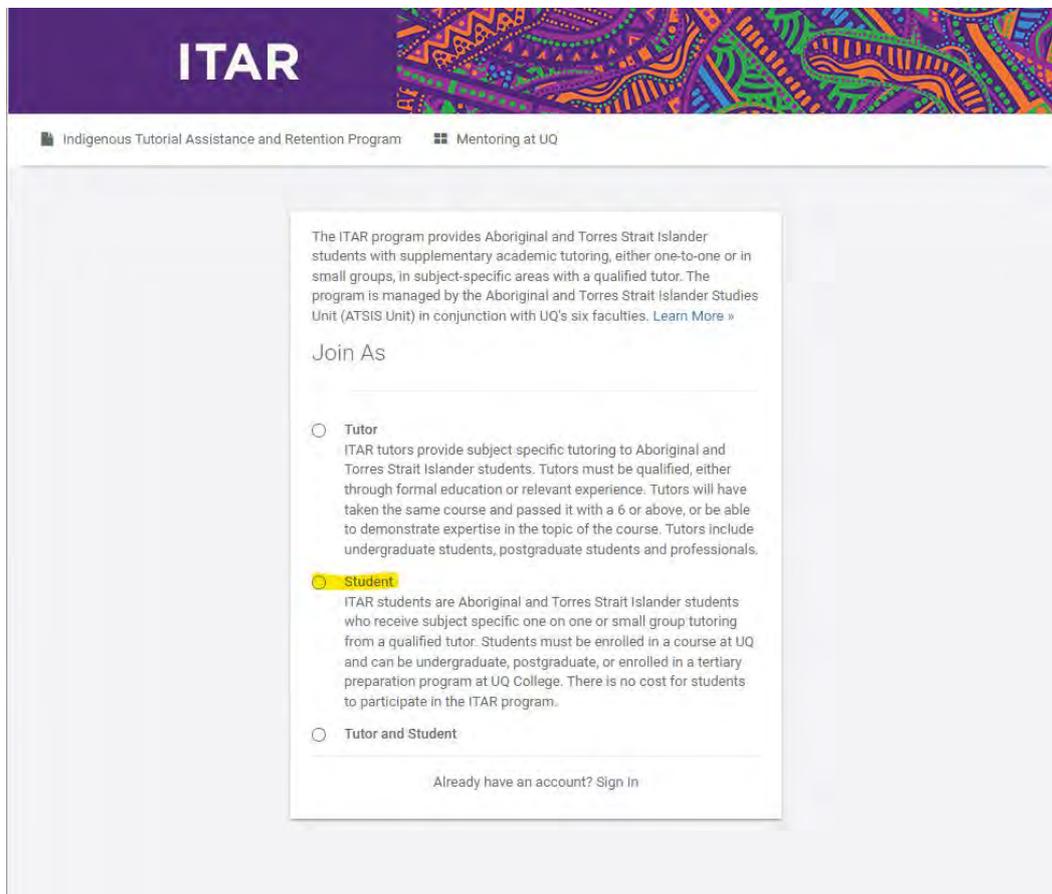
HOW TO NAVIGATE AND USE CHRONUS

Chronus is the online system used to manage InspireU Tutoring. Each student has their own profile and can use the system to access InspireU resources, contact InspireU staff, and participate in tutoring relationships. Please remember to bookmark the home page or download the app on your phone once you have registered.

How to register

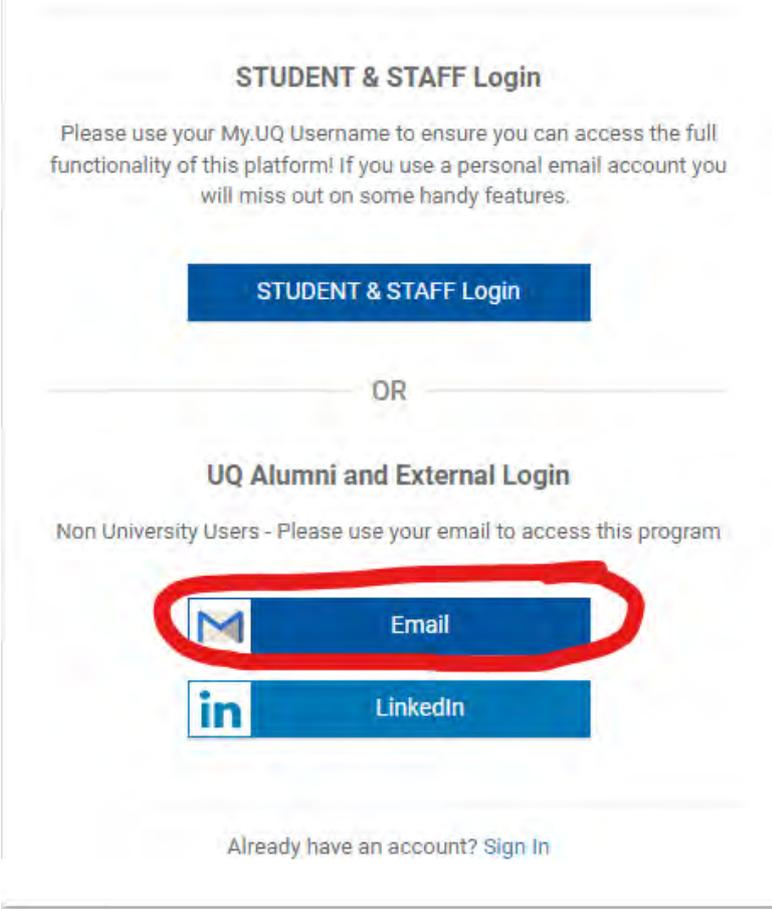
Log into Chronus at https://mentoring.app.uq.edu.au/p/p43/membership_requests/new see *Image1* below, and click Join As a Student.

Image1



After selecting Student, click on Email in the External Login section as shown in *Image2*.

Image2



STUDENT & STAFF Login

Please use your My.UQ Username to ensure you can access the full functionality of this platform! If you use a personal email account you will miss out on some handy features.

STUDENT & STAFF Login

OR

UQ Alumni and External Login

Non University Users - Please use your email to access this program

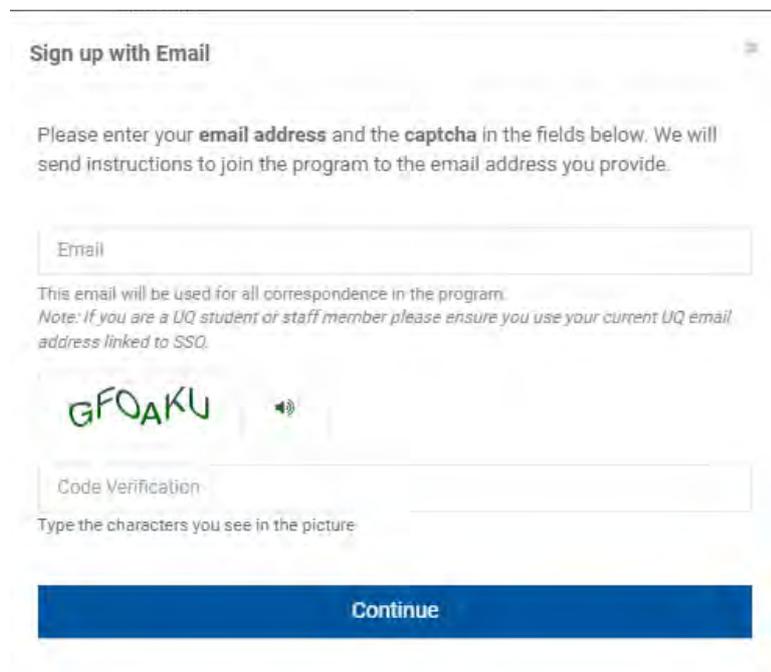
 **Email**

 **LinkedIn**

Already have an account? [Sign In](#)

Enter your email and the code verification. See *Image3* below

Image3



Sign up with Email

Please enter your **email address** and the **captcha** in the fields below. We will send instructions to join the program to the email address you provide.

Email

This email will be used for all correspondence in the program.
Note: If you are a UQ student or staff member please ensure you use your current UQ email address linked to SSO.

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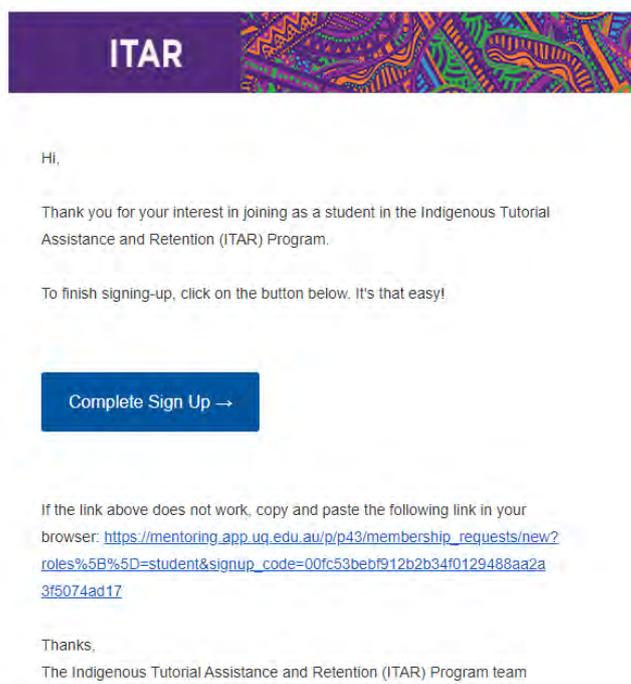
Code Verification

Type the characters you see in the picture

Continue

An email will be sent to your nominated email account. Click on the “Complete Sign Up” in your email.

Image4



Complete all of your details, if you have a Confirmation of Aboriginality/and or Torres Strait Islander Status you can upload, if you do not have a CoA please leave blank. Please ensure to select "InspireU" for the Study Level.

Image 5

i Please complete the registration form provided below. Fields marked with asterisks ("*") are mandatory. You can edit your profile anytime after signing up.

Basic Information

Name *
First Name, Last Name

Email *
This email will be used for all correspondence in the program.
 Note: If you are a UQ student or staff member please ensure you use your current UQ email address linked to SSO.

Preferred name *
If your preferred name is different to your first name, please add it here.

Mobile number *

Gender *

Study Level *

Have you participated in the ITAR program as a student before? *

Have you participated in the ITAR program as a tutor before? *

Have you participated in the ITAR program as a student before? *

Have you participated in the ITAR program as a tutor before? *

Do you have a Student Access Plan (Disability)?
Students with a Student Access Plan (Disability) qualify for additional ITAR tutoring.

Please upload your Confirmation of Aboriginality and/or Torres Strait Islander Status

Please upload a file of the following types: pdf, doc, xls, ppt, docx, pptx, xlsx, mp4 (File size limit is 20MB)

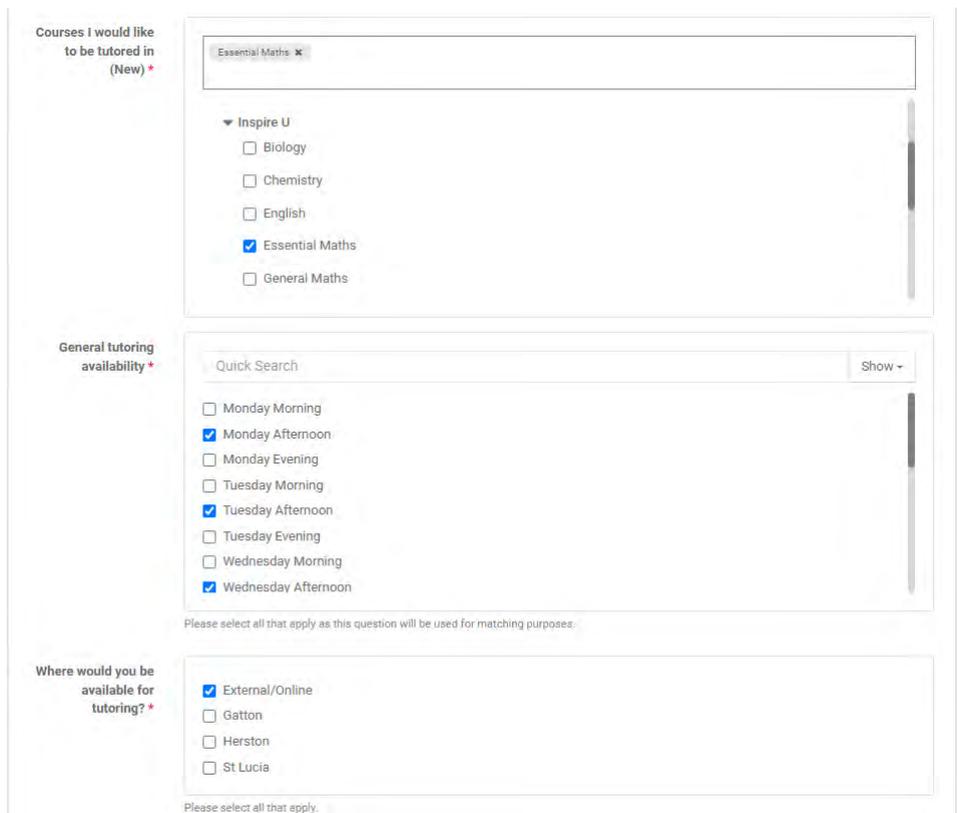
Matching Tutoring Preferences

Tutoring Needs *

- Assistance keeping on track
- Assistance transitioning to university study
- Assistance with general study skills and content
- Content focused assistance
- Specific learning needs &/or disability support

Select the course that you require tutoring under the “InspireU” Heading. Tick when you will be available for tutoring. **Please remember that all InspireU Tutoring must be held outside school hours 3:30pm - 8pm and online.**

Image 6



The screenshot shows a web form with three main sections:

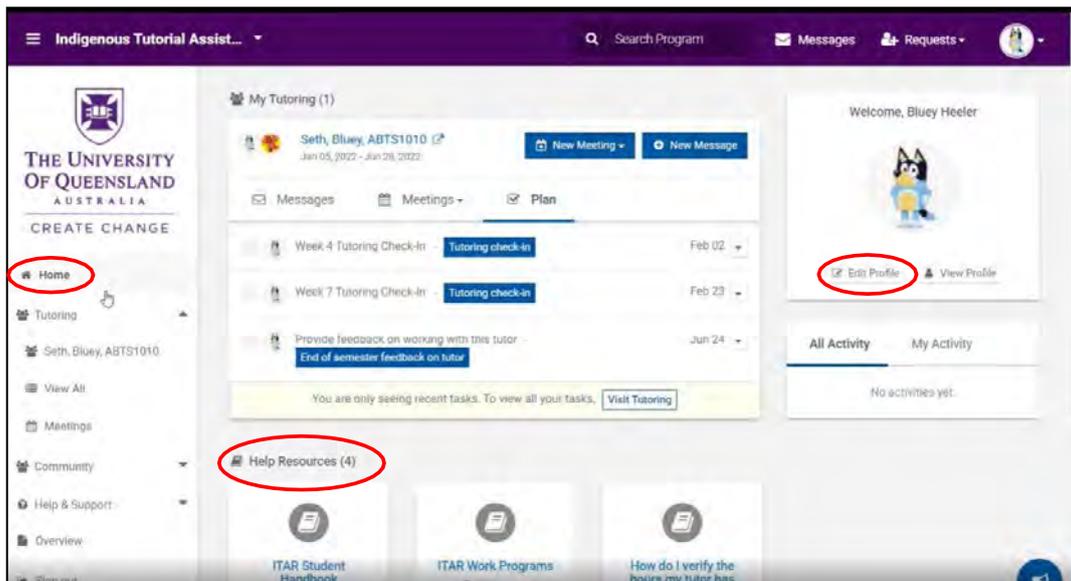
- Courses I would like to be tutored in (New) ***: A dropdown menu shows "Essential Maths" selected. Below it, under the "Inspire U" heading, are checkboxes for Biology, Chemistry, English, **Essential Maths** (checked), and General Maths.
- General tutoring availability ***: A "Quick Search" box with a "Show" button is at the top. Below are checkboxes for various times: Monday Morning, **Monday Afternoon** (checked), Monday Evening, Tuesday Morning, **Tuesday Afternoon** (checked), Tuesday Evening, Wednesday Morning, and **Wednesday Afternoon** (checked). A note below reads: "Please select all that apply as this question will be used for matching purposes."
- Where would you be available for tutoring? ***: Checkboxes for **External/Online** (checked), Gatton, Herston, and St Lucia. A note below reads: "Please select all that apply."

Enter InspireU into the Program/Degree Name and add any other information you would like to share. After reading the Terms and Conditions create a password and submit your application. Bookmark the home page or download the app on your phone.

Your Student Profile

You can access the home page of your student profile by selecting 'Home' in the panel on the left side of the screen. Your home page provides access to InspireU resources at the bottom of the screen, your profile on the right of screen, and any relationships you have with a tutor.

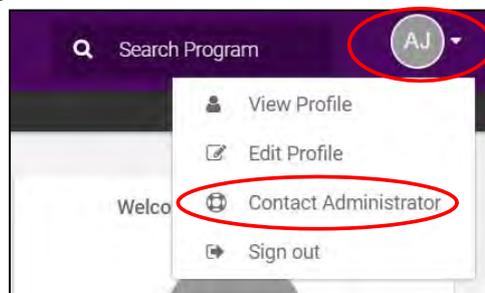
Image7



Contacting InspireU Administration

For any advice, or to raise issues or concerns you can use Chronus to contact InspireU Administration. Use the drop-down arrow next to the circle with your initials or profile picture on the top right of the screen and select "Contact Administrator", see Image below. You can then send a message including attachments that will go to the InspireU Administrator who will respond as soon as practical.

Image8

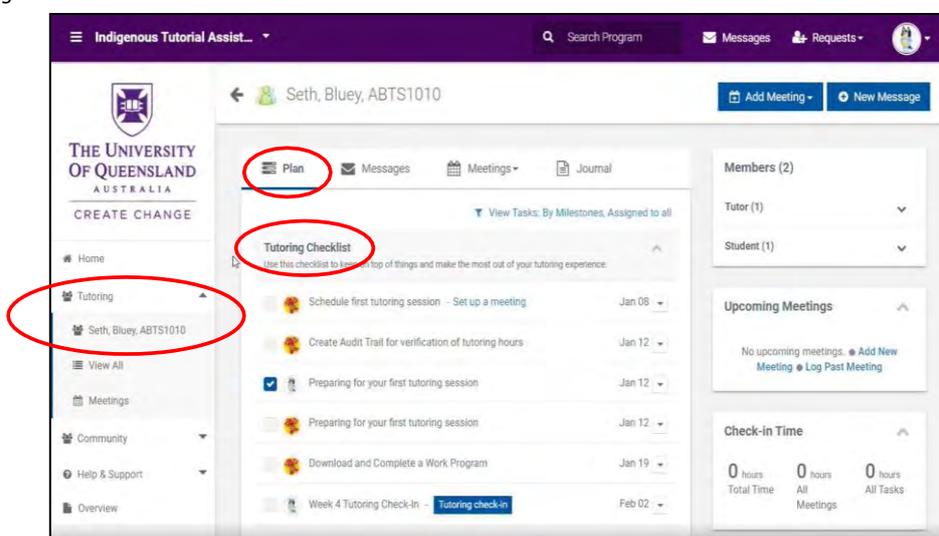


Using the Tutoring Area

Once you have been allocated a tutor you will receive a notification and you will have access to the tutoring area, see image below. Select 'Tutoring' in the panel on the left of screen and then choose the relevant tutoring relationship. The tutoring plan has a Tutoring Checklist of tasks to help you and your tutor on your tutoring journey.

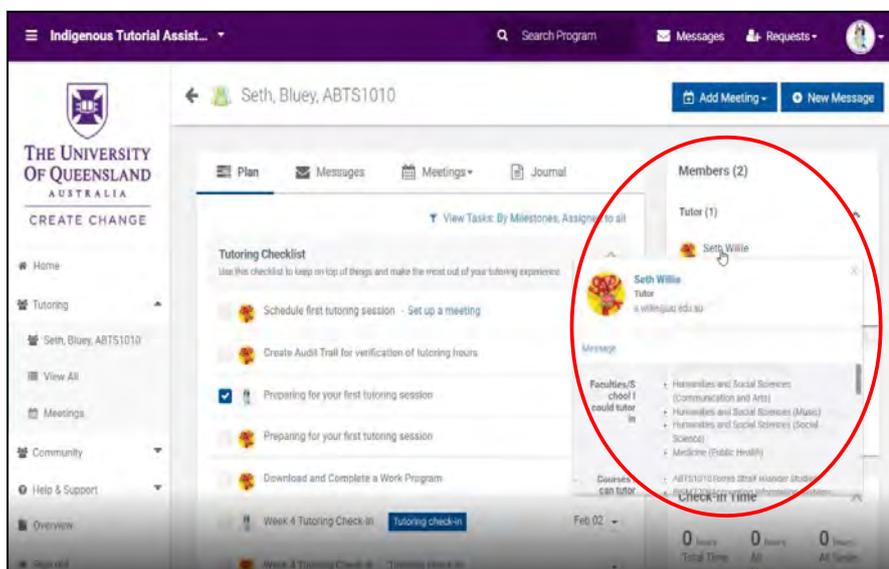
These include things like preparing for your first tutorial and doing a **check-in survey after four weeks of tutoring**. After you complete each task, tick the checkbox to show that it has been completed. This helps the InspireU Staff monitor your progress and assist those who aren't progressing with their tutoring. In this section you can also send messages to and create meetings with your tutor using the Tabs next to 'Plan'.

Image9



To find out more about your tutor you can access their profile by selecting 'Members' on the right of screen, see *image10*, and clicking on the tutor's name. This will help you get to know your tutor.

Image10



Accessing your Work Program

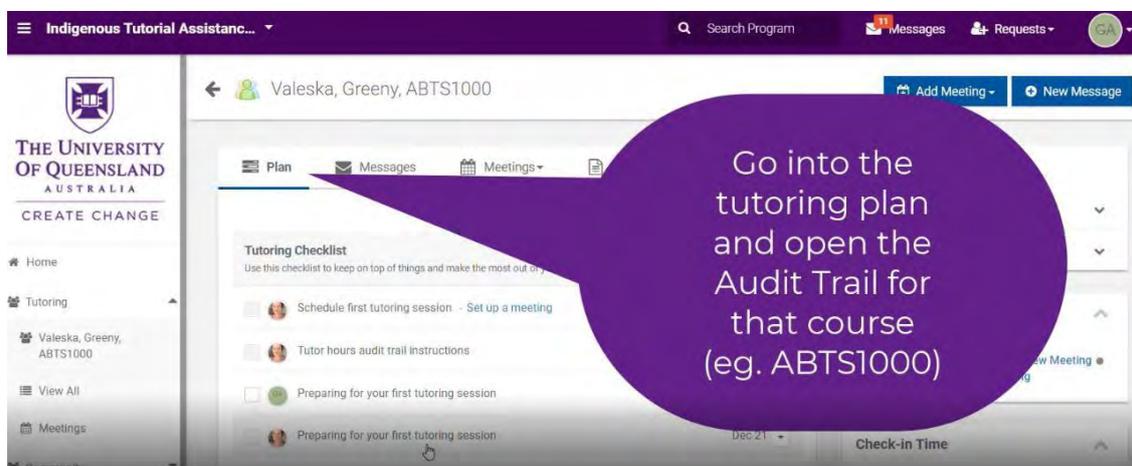
In your first session your tutor will work with you to complete a Work Program that outlines your goals for tutoring across the semester. You both will need to complete it together at the first session. The work program must be completed and submitted by the tutor within two weeks of commencing tutoring.

Verifying your tutoring hours

After each session your tutor will record the details of the session in an Audit trail in the 'Tutoring Area', see *Image below*, and you must go into the tutoring area to confirm these hours are correct. This ensures that we have accurate records for auditing purposes and is used to verify the hours submitted by tutors in their timesheets.

To check and verify the hours your tutor has listed go to your tutoring plan and scroll down to the audit trail which will have the title of the course you are studying with your tutor.

Image11



Open the audit trail and check the hours listed. These are mentioned in the comment and logged in green by your tutor, see *Image12 below*. If they are correct reply with a comment to verify the hours eg. 'I confirm the hours 1-2:30pm on Monday 23rd March are correct'. If the hours are incorrect, reply with a comment explaining the error and your tutor will then update their hours and ask you to verify the updated hours.

Image12

