



## Requesting Your Student's First Tutoring Session with TRTF and Knack

If this is the first time your student has wanted to schedule a tutoring session—ever or just with TRTF—then you might be wondering what you should consider beforehand. We've put together a quick-glance guide to help you schedule your student's first session with a tutor.

1. Help your student **sign up for their Knack account** by going to [trtf.joinknack.com](http://trtf.joinknack.com).
2. When your student is ready to request a tutor, you'll need to **search for the subject** that they're looking for assistance with; you can review all of the TRTF subject areas [here](#).
3. It's helpful if your student can share with the tutor **what they want to work on**. Before submitting the request for a tutor, speak with your student about the class they want help with, what they're working on, and what they have questions about. Include a sentence or two about this in the request so the tutor can review when they see your student's request.
4. You can also let the tutor know **how often your student would like to meet**. If your student is looking for more consistent support, you can let the tutor know that. Your selection does not commit your student or the tutor to this frequency. It just lets the tutor know how often your student would ideally like to meet about this subject.
5. **Submit the request** and wait to hear back from TRTF tutors—all are retired Texas teachers who are excited to help your student succeed.

## Scheduling Your Student's First Tutoring Session

1. Once you've submitted your request, tutors will review your request and respond with their offers to help. You and your student can **review each offer** and tutor's profile to decide who your student wants to work with.
2. You'll want to make sure your student **checks their Knack account regularly** to review tutor offers to determine which tutor seems like the best fit.
3. Once your student decides which tutor they'd like to work with, they can **send a message** to that tutor to determine their availability and coordinate on a day and time to virtually meet.
4. When your student and the tutor agree on a day and time to meet, go to that offer and click on **Choose and Schedule Tutor** to actually schedule a tutoring session with the preferred tutor.
5. For more detailed information about **scheduling a session** with a tutor, please check out the TRTF Student User Guide [here](#) (pages 6-7).