

TuitionWorks

**Students'
Dashboard Handbook**



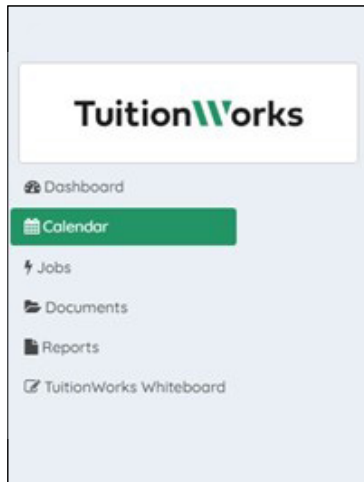
Entering a Lesson

Once a lesson has been booked for you, you'll be able to access it via the TuitionWorks Dashboard.

Simply follow the steps below:

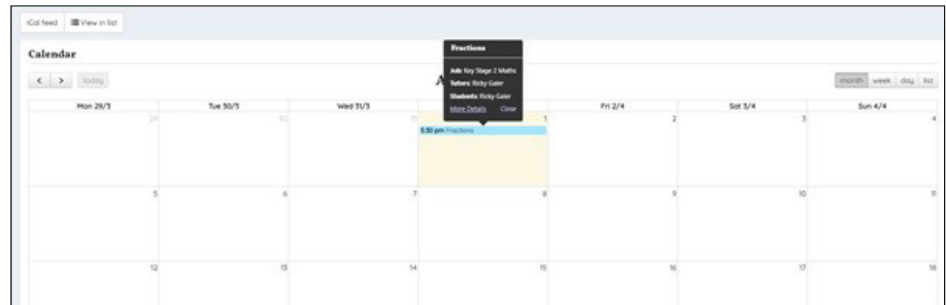
Step 1

After you've logged in [here](#), click on your calendar:



Step 2

From there you'll be able to see any upcoming lessons. Note that you can change the calendar view to month, week, day, or list in the top right-hand corner. To enter the lesson, click on its title, then click "More Details":



Step 3

You'll then see the lesson page where you'll notice

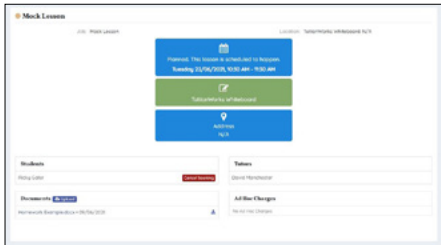
- A link to the "TuitionWorks Whiteboard" where your lesson will take place
 - o A guide to the whiteboard can be accessed by clicking [here](#)
- Any relevant Documents linked to the lesson, such as homework provided by your tutor

Accessing Homework

On occasion your tutor may assign you homework. To access it, follow the steps below:

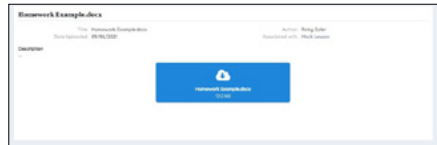
Step 1

Navigate to the lesson page concerned in the TuitionWorks Dashboard and click on the document title under the “Documents” section in a lesson page. In the example below, the homework is titled “Homework Example”:



Step 2

Once you have clicked on the document name you will have to click on the blue box that appears:



Step 3

After clicking on the blue box you'll see another appear that says “Click here to download your file”. Click on this and select where you want to store the homework on your device:

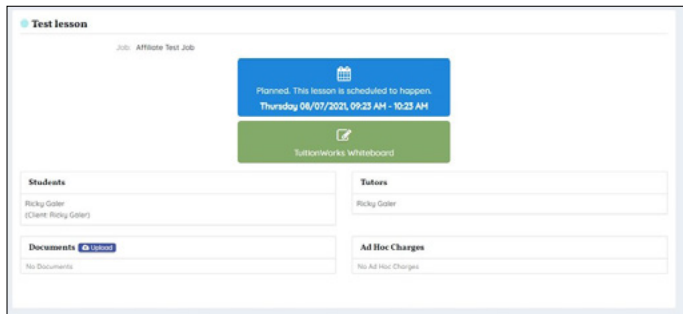


Uploading Documents

You may want to share a document – such as a recent test or completed homework – with your tutor. To do so follow the instructions below:

Step 1

Navigate to the lesson page concerned in the TuitionWorks Dashboard and click on the 'Upload' button next to 'Documents', as shown in the bottom left section of the screenshot below:



Step 2

Once you'd clicked on the 'Upload' button you'll see the image below. Click the text that says 'Drop a file here or click to upload' and select the relevant document from within your device. Note that you can select multiple documents at once by holding the 'Ctrl' or 'Command/Cmd' key and left clicking each document from within your device's files, or dragging and dropping multiple documents at once:



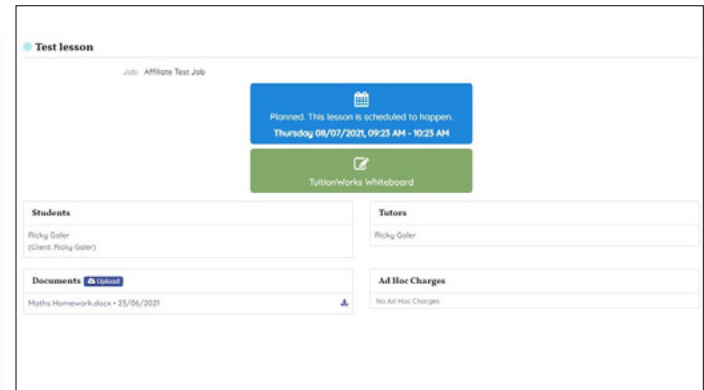
Step 3

When the upload has been completed click on the 'OK' button in the bottom right section of the screen. Note that if you've selected the wrong document, you can click the 'Remove file' button under the document title widget to delete it:



Step 4

Your document will now be accessible from within the lesson space for yourself, your tutor, and TuitionWorks' administrators:



TuitionWorks