

**TuitionWorks**

**Tutors' Handbook**



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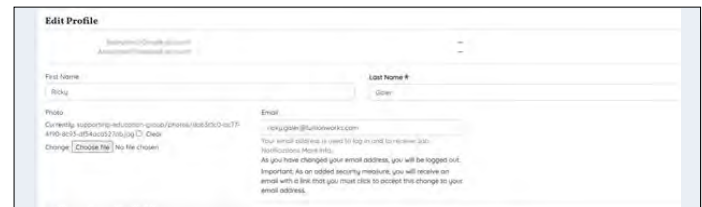
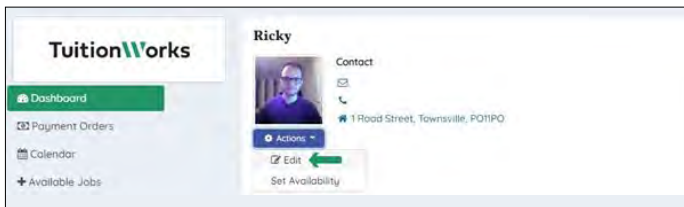
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# Updating Your Profile

It's important to make a good first impression, so be sure to fully update your profile.

Below is a step-by-step process showing how to do this most effectively.

1. Once you've logged in to the TuitionWorks Dashboard by clicking [here](#), click on the blue "Actions" button, then "Edit"
2. Update your name and email address therein



3. Add a photo by clicking on the “Choose file” button and selecting a file on your device
  - a. Please be sure to add a recent photo taken against a plain background. Give us a smile!  
We want you to look approachable and likeable to possible customers.
  - i. If you’d like some help with selecting a photo then please send a few to [enquiries@tuitionworks.com](mailto:enquiries@tuitionworks.com) and we’ll pick one out for you.

Here’s an example:



4. Click on the blue “Address, Contact Details & More” text and fill in each section therein

5. Click on the blue “Extra Fields” text and fill in each section therein

We want our customers to match with a tutor they can really work with. To do that we need to get to know you, as do they!

Please take the time to fill out the Teaching Experience and Bio boxes within your profile with care and consideration. This is your chance to get your expertise and personality out there.

### Within the Teaching Experience box:

#### **Teaching Experience**

How many years' teaching/tutoring experience do you have (especially where maths is concerned)? What levels have you taught to?

#### **Schools/Institutions I've Taught At**

Where have you taught and for how long? Please do not include specific details of any other tuition services (such as company names).

### Within the Bio box:

#### **About Me**

Give us a couple of lines on how long you've been tutoring, why you do it, and anything else you think our customers would like to know.

#### **What to Expect From My Lessons**

How are your lessons structured? What is your approach to tuition? Are you adaptable to all learning styles?

#### **Fun Fact**

Add something fun about your teaching experiences here; for example, have you ever been awarded a title by students? Have you ever won anything with a team of students, or put on an activity that goes beyond your usual responsibilities? Have you ever taught a famous student?

6. Click Submit
7. Add your teaching skills, qualifications, and institutions attended by clicking on each of the corresponding blue buttons shown in this image. You can also upload documents such as your CV here

The screenshot shows a profile editing interface with four main sections:

- Teaching Skills:** A section with a blue 'Add' button and a small red '0' indicator. Below it is a text input field and a 'Submit' button.
- Qualifications:** A section with a blue 'Add' button and a small red '0' indicator. Below it is a text input field and a 'Submit' button.
- Institutions Attended:** A section with a blue 'Add' button and a small red '0' indicator. Below it is a text input field and a 'Submit' button.
- Uploaded Documents:** A section with a blue 'Upload' button and a small red '0' indicator. Below it is a text input field and a 'Submit' button.

8. Use the “Profile Completion” section of the page to double check your profile is ready to go



# Setting Availability

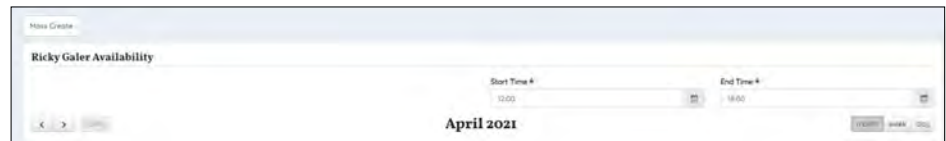
In order for us to be able to assign lessons to you, it's important for us to know your availability on any given week.

To update your calendar go to your Dashboard then click on “Actions”, then “Set Availability”



There are 2 methods by which you can add availability from here:

1. By individual days by:
  - a. Selecting a start and end time at the top right section of the page:



- b. Click on the date you'd like to add availability for:

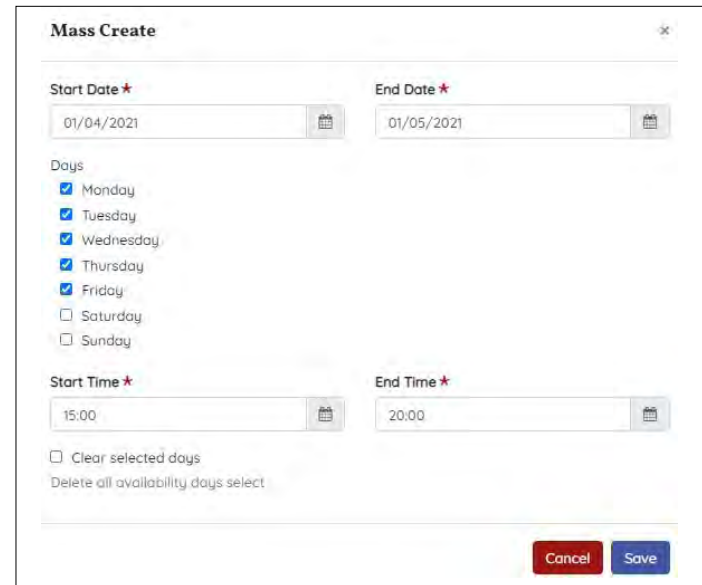


Note that clicking on blocks of available times will remove them.

2. By several days at once by:
  - a. Clicking on the “Mass Create” button at the top left section of the page:



- b. Select days and times you'd like to add as available:



A screenshot of a "Mass Create" form. The form has a title bar with "Mass Create" and a close button. It contains several input fields and a list of days.

**Start Date \*** 01/04/2021 **End Date \*** 01/05/2021

Days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Start Time \*** 15:00 **End Time \*** 20:00

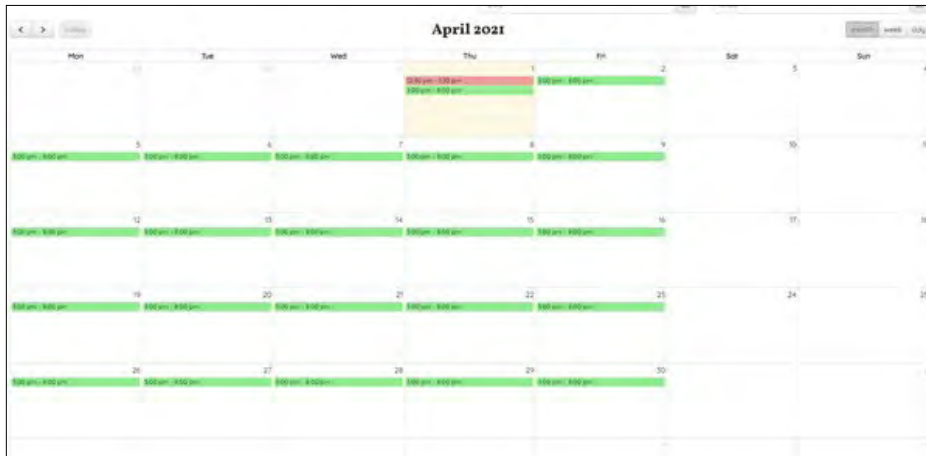
Clear selected days  
Delete all availability days select

**Cancel** **Save**



Note that ticking the “Clear selected days” box will remove all availability from the days you’re updating.

Once you’ve clicked “Save” you’ll see the calendar update:



# Entering Lesson

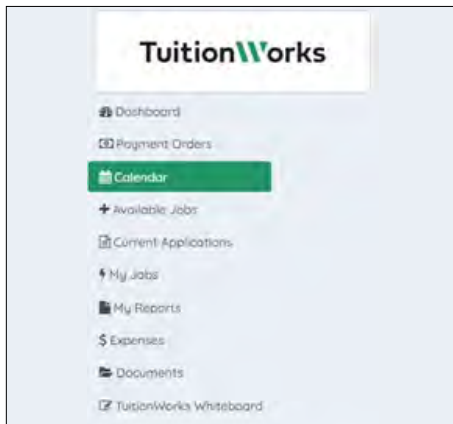
Once a lesson has been assigned to you you'll be able to prepare, carry out, and track progress within the TuitionWorks Dashboard.

Please note before reading through this guide that a "job" is the terminology used for a group of lessons. Lessons can also be singularly booked, however they will still appear within a "job" listing.

Follow the steps outlined below to enter a lesson.

To view a lessons details you'll need to access it via one of two methods:

1. Via your calendar by clicking on the "Calendar" button on the left side of the screen:

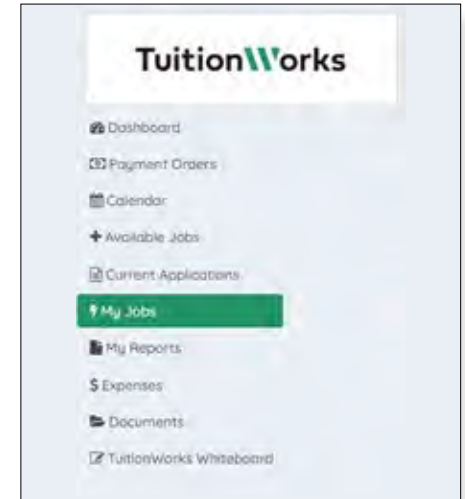


- a. Click a lesson scheduled in the calendar, then click “More Details” to enter the lesson’s page:



Note that you can change the calendar view to show you the month, week, day, or a list in the top right section of this image.

2. Via Clicking on the “My Jobs” button on the left side of the page



a. Click on the “job” title

Name	Clients	Students	Tutor Rate
Key Stage 2 Maths	Ricky Galen	Ricky Galen	£22.75

b. Once you’re in the job page, enter the lesson you’re looking for by pressing on the lesson’s name under the “Lessons” button

**Key Stage 2 Maths**

**Plan Lesson Complete**

Job Description: Teaching prescriptions.

Lessons: 1

Created on: 25/03/2021 12:00 PM

c. From there you’ll see all lesson details

**Fractions**

Planned. This lesson is scheduled to happen.

**Thursday 25/03/2021 12:00 PM - 01:00 PM**

**TuitionWorks Whiteboard**

Address: N/A

**Students**: Ricky Galen (Client: Ricky Galen)

**Tutors**: Ricky Galen

**Documents**: No Documents

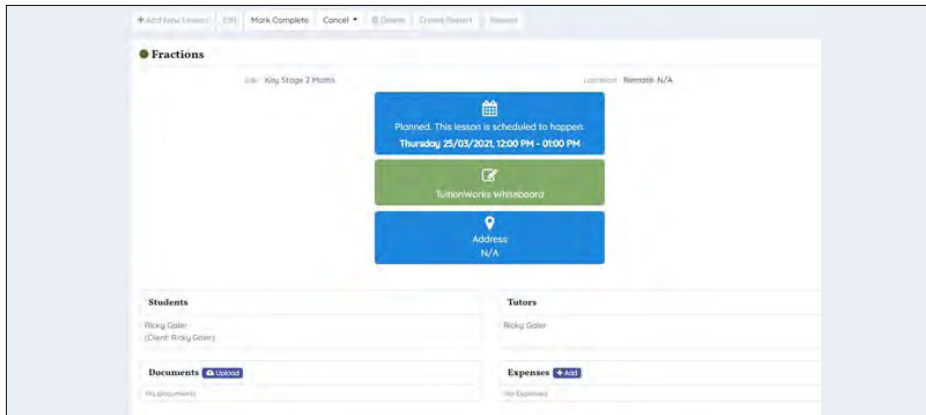
**Expenses**: No Expenses

d. To enter the lesson’s classroom click on the “TuitionWorks Whiteboard” button in the middle of the page

For help using the TuitionWorks Whiteboard a handbook can be accessed by clicking [here](#).

# Assigning Homework

You may want to assign homework to your student once a lesson has been completed. To do so, simply enter the lesson page concerned and click on the “Upload” button next to “Documents”, as can be seen at the bottom of the screenshot below:



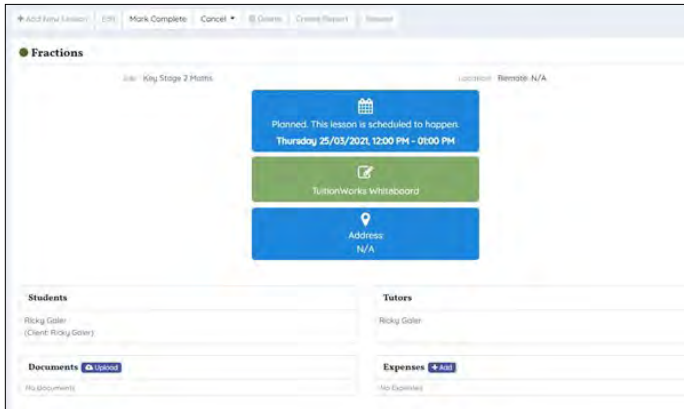
From there you'll be able to upload a document directly from your device.

Be sure to make your student aware that their homework will be located in this space.

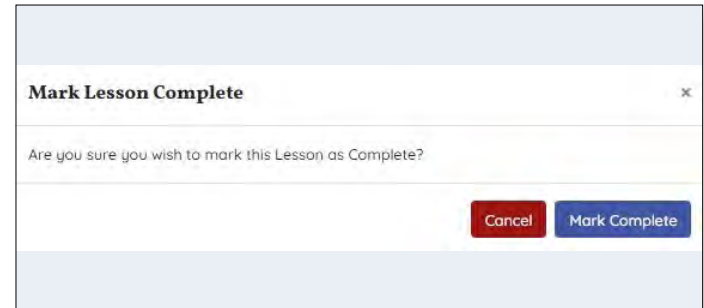
# Marking a Lesson as “Complete”

To ensure lessons are properly recorded and payment to yourself can be processed (via Teaching Personnel’s payroll) you’ll have to ensure lessons are marked as “complete”.

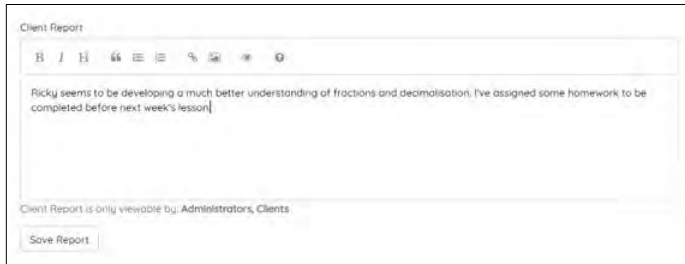
In order to do so, click on the “Mark Complete” button at the top of the page:



Follow this up by clicking on “Mark Complete” in the pop-up box:



In order to complete the process you'll be prompted to write a lesson report. This report is sent to the paying client, so it can be used to call out any follow-up actions. Please be mindful of what's written in there:



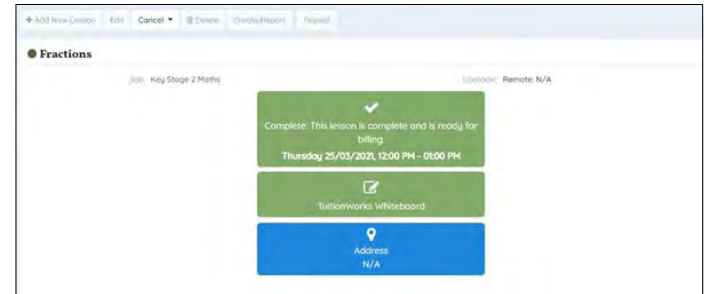
Client Report

Ricky seems to be developing a much better understanding of fractions and decimalisation. I've assigned some homework to be completed before next week's lesson.

Client Report is only viewable by: Administrators, Clients

Save Report

After clicking the "Save Report" button you'll see the lesson screen again, only this time the lesson will be clearly marked as "Complete", and we will process payment to you for the following week:



← Add New Lesson | Edit | Cancel | Delete | Create Report | Logout

### Fractions

Job: Key Stage 2 Maths | Location: Remote N/A

Complete: This lesson is complete and is ready for billing  
Thursday 25/03/2021, 12:00 PM - 01:00 PM

TuitionWorks Whiteboard

Address: N/A

# Receiving Payment

At the end of each week we will review completed lessons and ask Teaching Personnell's payroll team to process payment. Requests are made on Monday for payment to be sent on Friday (this may change where there are bank holidays).

It's very important that each completed lesson is marked as "Complete" within the TuitionWorks Dashboard, as those that are not marked "Complete" cannot be processed for payment.



**TuitionWorks**