



Tutor User Manual

For : Version 2.3

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NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (*) next to a form control's label indicates it as "required."

1. Tutor Registration

There are a few ways to register as a tutor on the platform. Yo!Coach supports what we call ‘one account, dual profile functionality’, meaning a tutor can also have a learner profile with the same account and vice-versa.

1.1 Apply to Teach

The user needs to click on the “Apply to teach” button on the website’s Log-In page as shown in figure 1.1.1

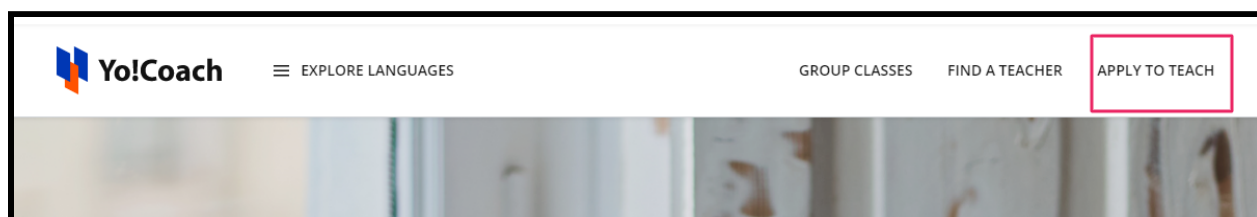


Fig. 1.1.1 Apply to Teach

The user will be redirected to a page where the registration process can be initiated as shown in figure 1.1.2

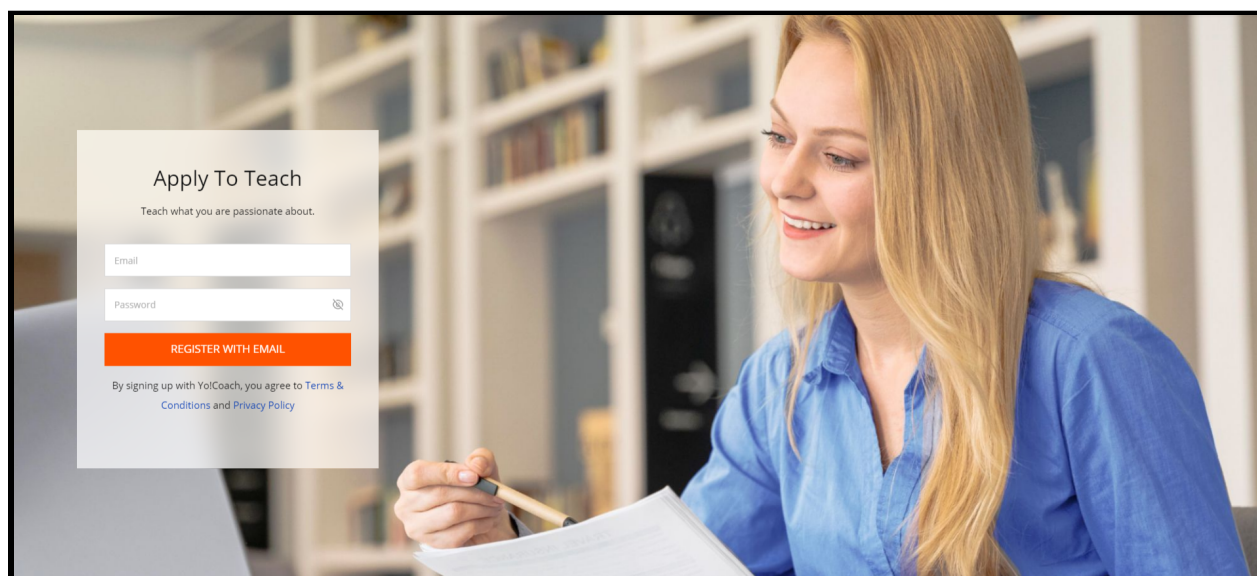


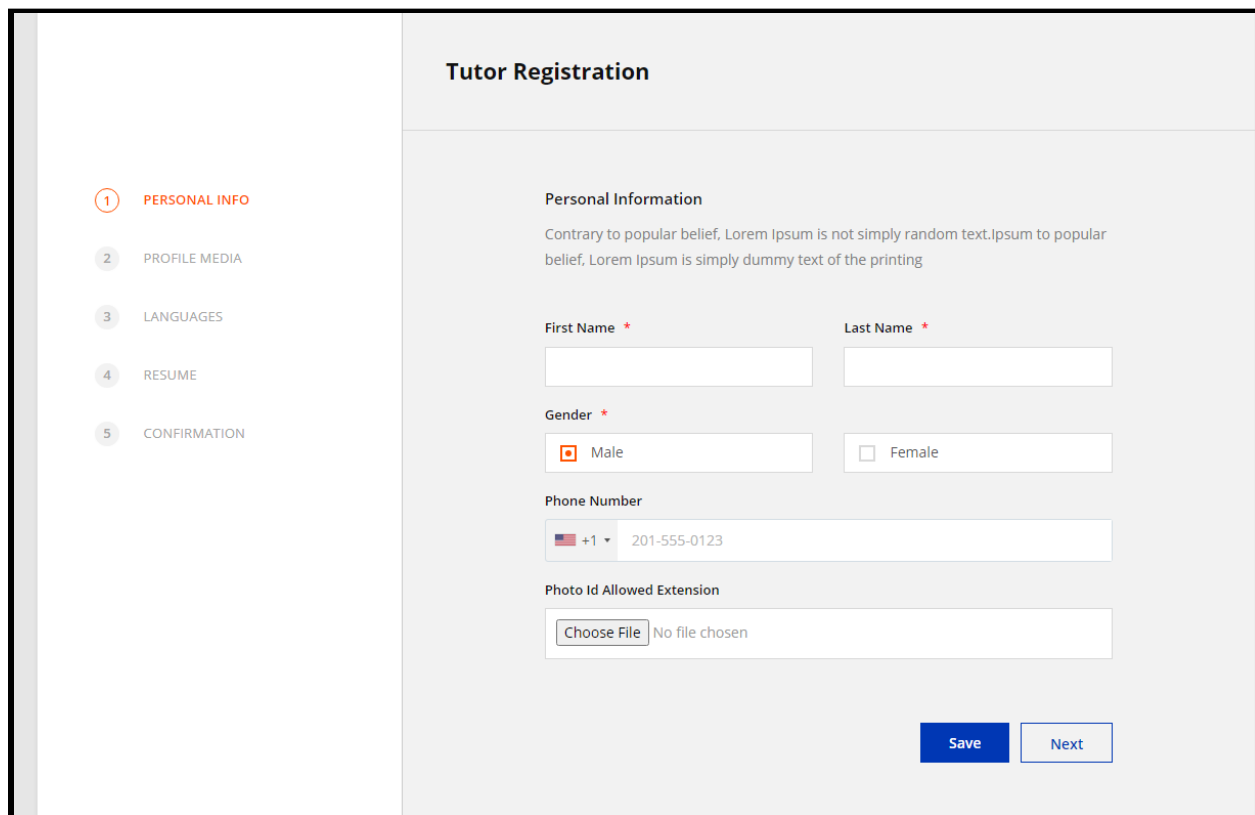
Fig. 1.1.2 Apply to Teach

After filling in the email address and password, as the user clicks on the “Register With Email” button, the user is redirected to the Tutor Registration Form as shown in figure 1.1.3

Here, the user needs to provide the following details:

1. Personal Info

- **First Name** - Enter the first name
- **Last Name** - Enter the last name
- **Gender** - Select the gender using the toggle buttons
- **Phone Number** - Enter the contact number(optional)
- **Photo Id** - Upload Photo Id of an identity document/certificate(JPG or PNG)



The screenshot displays the 'Tutor Registration' form. On the left is a sidebar with five steps: 1. PERSONAL INFO (highlighted with a red circle), 2. PROFILE MEDIA, 3. LANGUAGES, 4. RESUME, and 5. CONFIRMATION. The main content area is titled 'Tutor Registration' and contains the 'Personal Information' section. This section includes a placeholder text: 'Contrary to popular belief, Lorem Ipsum is not simply random text. Ipsum to popular belief, Lorem Ipsum is simply dummy text of the printing'. Below this are input fields for 'First Name *' and 'Last Name *'. A 'Gender *' section has two radio buttons: 'Male' (selected) and 'Female'. The 'Phone Number' field includes a country code dropdown set to '+1' and the number '201-555-0123'. The 'Photo Id Allowed Extension' section features a 'Choose File' button and the text 'No file chosen'. At the bottom right are 'Save' and 'Next' buttons.

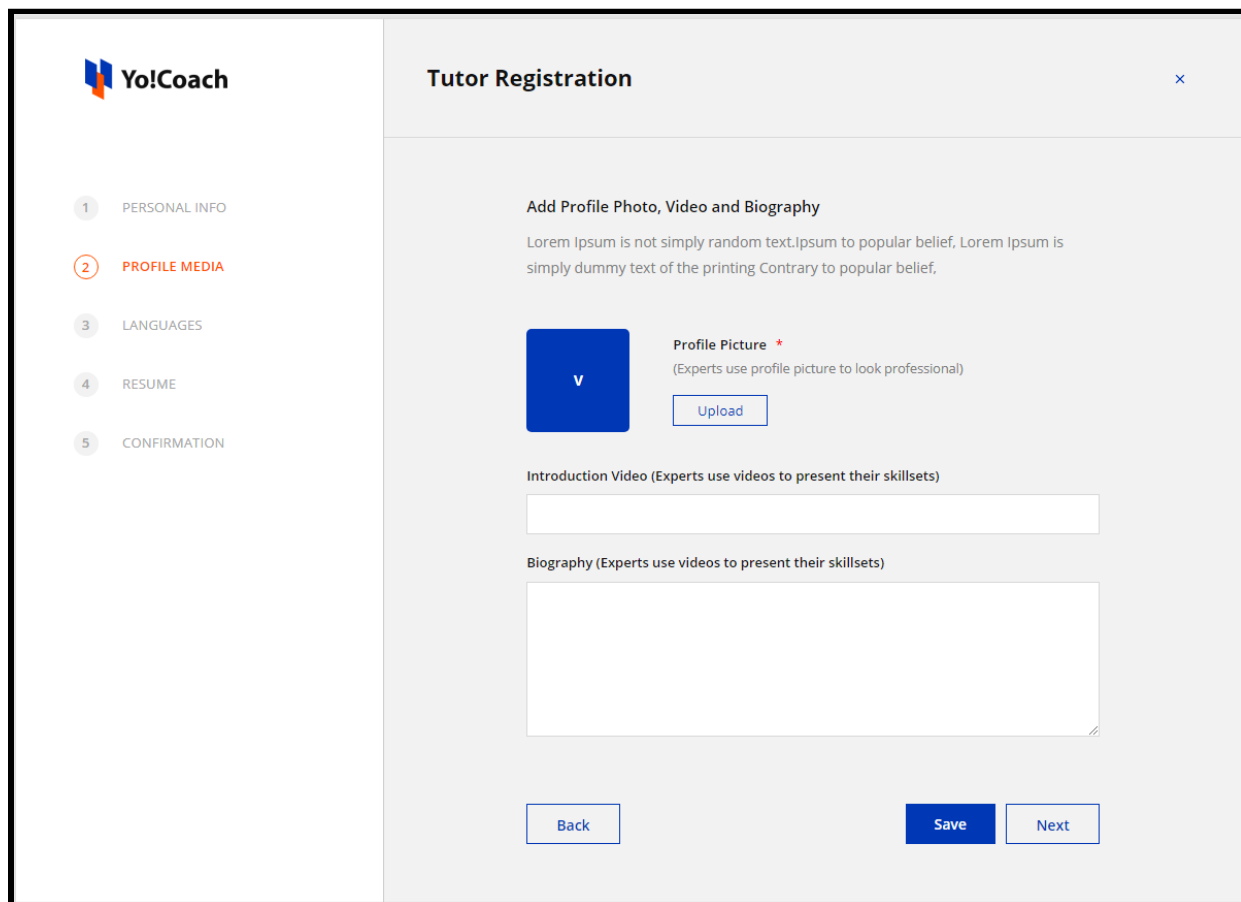
Fig. 1.1.3 Teacher Application Form

The user needs to click on the “Save” and “Next” buttons to complete the step and move onto the next tab.

Note: Fields marked with * are mandatory and can't be left blank.

2. Profile Media

- **Profile Picture** - Upload a profile picture using the “Choose File” button(JPG or PNG)
- **Introduction Video** - Here the user can provide the Youtube/Vimeo URL of a video showcasing their work.
- **Biography** - Write about yourself and your qualifications. In this field, the user needs to write a general biography of their interests, qualifications, and achievements.



The screenshot shows the 'Tutor Registration' form in the Yo!Coach application. The left sidebar contains a navigation menu with five steps: 1. PERSONAL INFO, 2. PROFILE MEDIA (highlighted in red), 3. LANGUAGES, 4. RESUME, and 5. CONFIRMATION. The main content area is titled 'Tutor Registration' and includes a close button (X). Below the title, there is a section 'Add Profile Photo, Video and Biography' with placeholder text. The form contains three main input areas: a 'Profile Picture' field with a blue square placeholder and an 'Upload' button; an 'Introduction Video' field with a text input box; and a 'Biography' field with a larger text area. At the bottom, there are three buttons: 'Back', 'Save', and 'Next'.

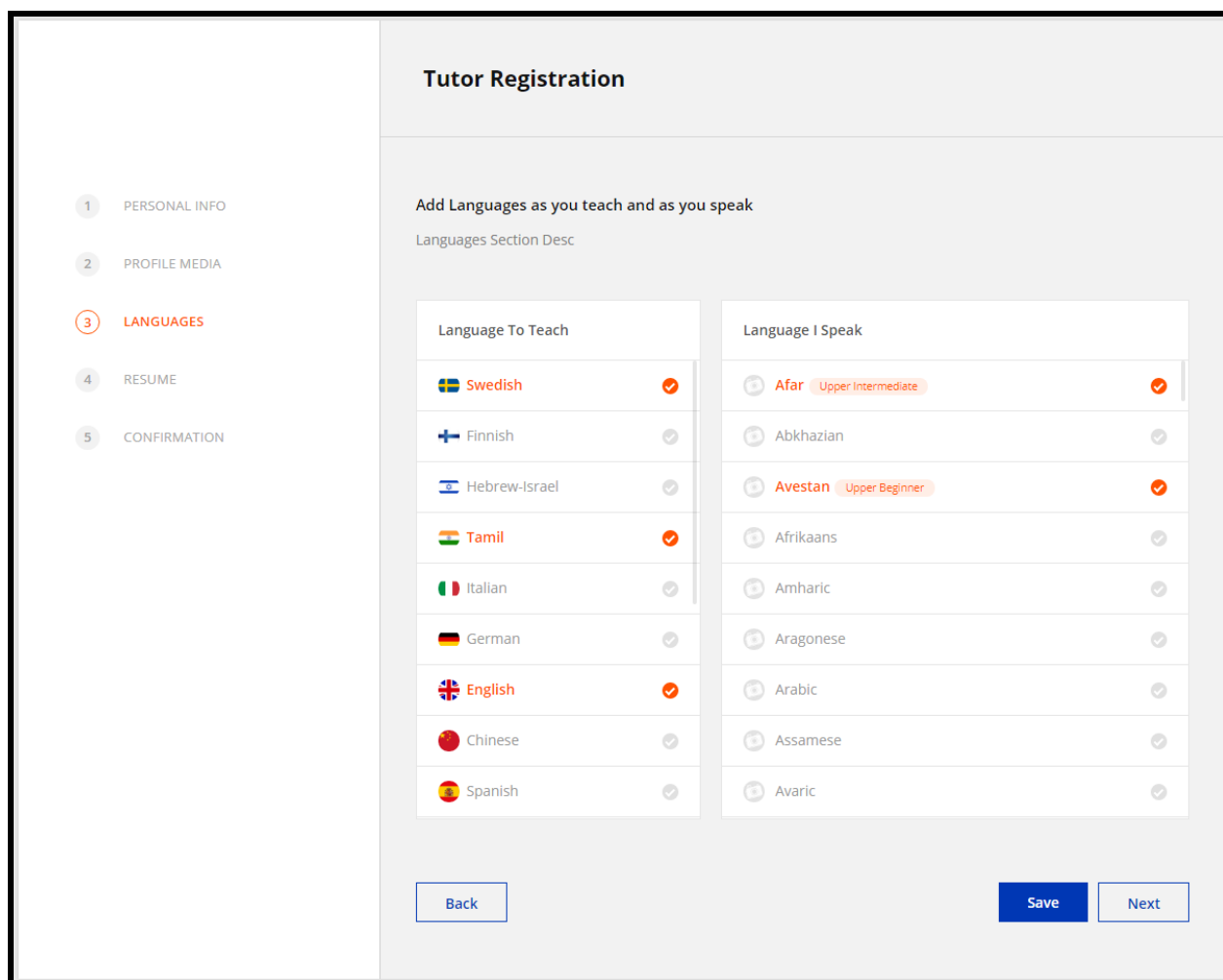
Fig. 1.1.4 Teacher Application Form

The user needs to click on the “Save” and “Next” buttons to complete the step and move onto the next tab.

Note: Fields marked with * are mandatory and can't be left blank.

3. Languages

- **Language to Teach** - Users can select a language they wish to teach from the menu.
- **Language I Speak** - The user can select the languages they can speak and select the level of proficiency from the drop-down menu.



Tutor Registration

Add Languages as you teach and as you speak

Languages Section Desc

Language To Teach	Language I Speak
<input checked="" type="checkbox"/> Swedish	<input checked="" type="checkbox"/> Afar Upper Intermediate
<input checked="" type="checkbox"/> Finnish	<input checked="" type="checkbox"/> Abkhazian
<input checked="" type="checkbox"/> Hebrew-Israeli	<input checked="" type="checkbox"/> Avestan Upper Beginner
<input checked="" type="checkbox"/> Tamil	<input checked="" type="checkbox"/> Afrikaans
<input checked="" type="checkbox"/> Italian	<input checked="" type="checkbox"/> Amharic
<input checked="" type="checkbox"/> German	<input checked="" type="checkbox"/> Aragonese
<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Arabic
<input checked="" type="checkbox"/> Chinese	<input checked="" type="checkbox"/> Assamese
<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Avaric

Back Save Next

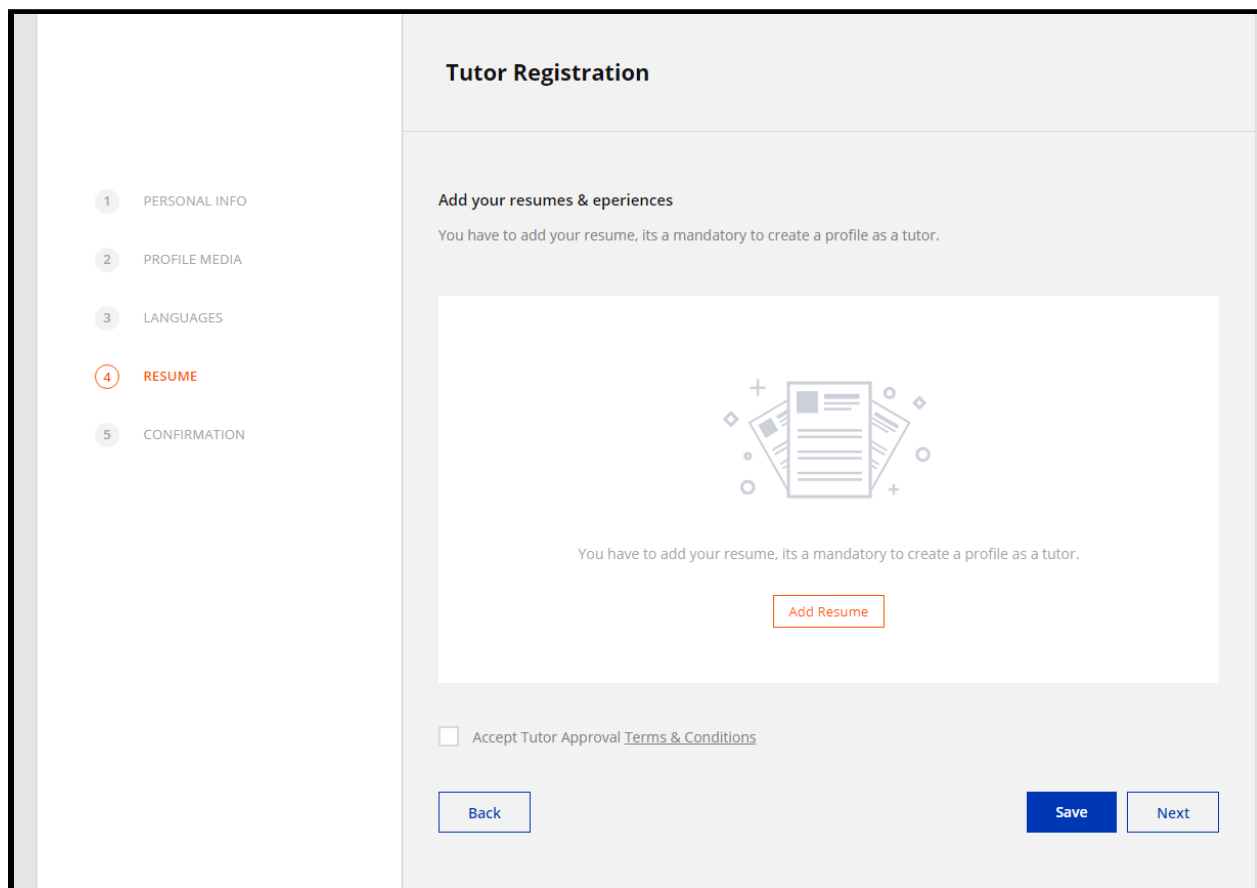
Fig. 1.1.5 Teacher Application Form

The user needs to click on the “Save” and “Next” buttons to complete the step and move onto the next tab.

Note: Fields marked with * are mandatory and can't be left blank.

4. Resume

Clicking on the “Add Resume” button shown in figure 1.3.4 will open a resume box.



Tutor Registration

Add your resumes & experiences
You have to add your resume, its a mandatory to create a profile as a tutor.

You have to add your resume, its a mandatory to create a profile as a tutor.

[Add Resume](#)

☐ Accept Tutor Approval [Terms & Conditions](#)

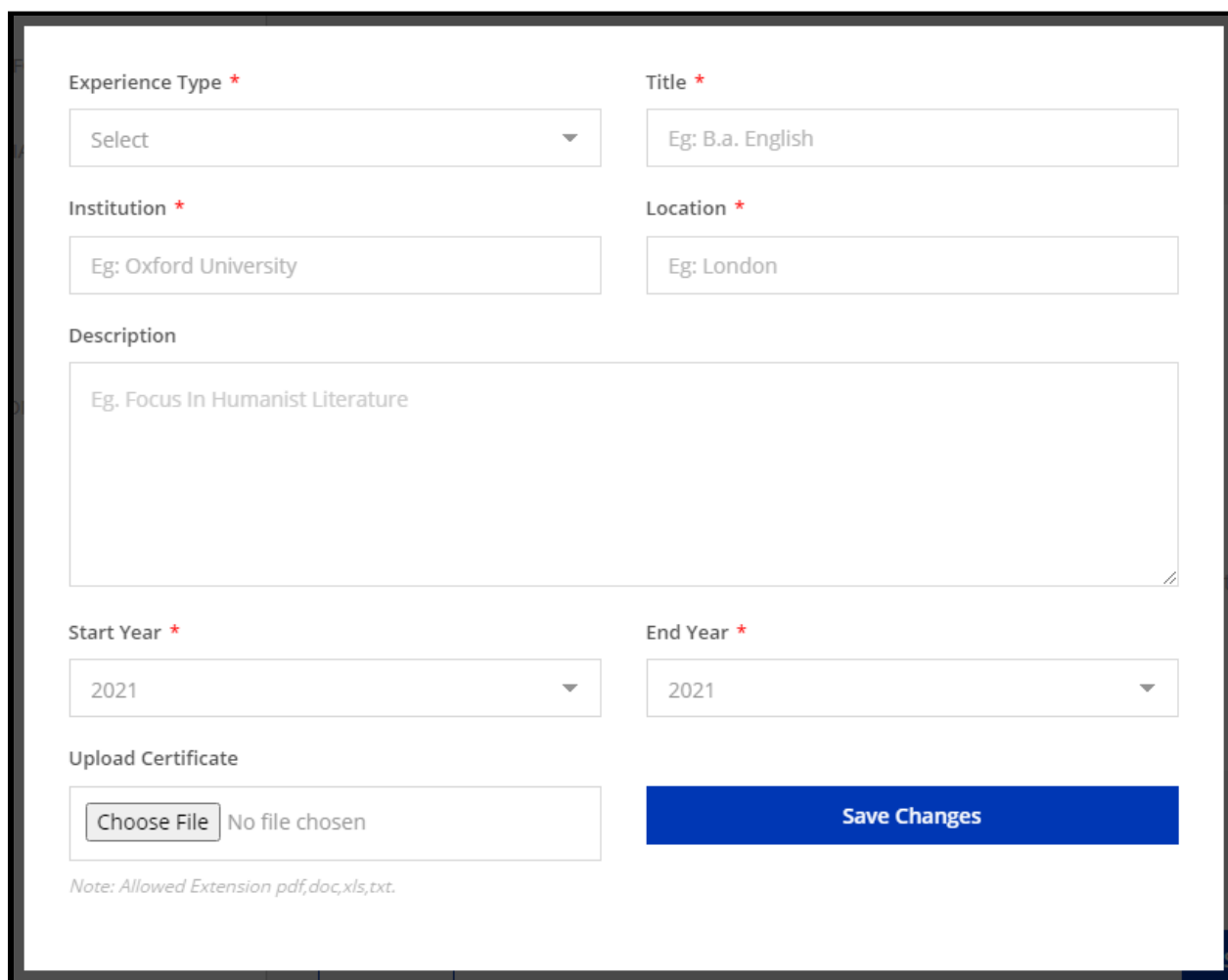
[Back](#) [Save](#) [Next](#)

Fig. 1.1.6 Teacher Application Form

Here, the user needs to provide the following details.

- **Experience Type** - Select experience type from the drop-down menu as - Education, Certification, or Work Experience.
- **Title** - Enter the Name of Course/Qualification.

- **Institution** - Enter the name of the institute from where qualification or work experience was acquired.
- **Location** - Enter the place's name where the institute is located.
- **Description** - Enter a summary of the work experience.
- **Start Year** - Enter the starting year of work experience.
- **End Year** - Enter the starting year of work experience.
- **Upload Certificate** - Upload the certificate of work experience.



The form is titled "Teacher Application Form" and contains the following fields and controls:

- Experience Type ***: A dropdown menu with "Select" as the placeholder.
- Title ***: A text input field with "Eg: B.a. English" as a placeholder.
- Institution ***: A text input field with "Eg: Oxford University" as a placeholder.
- Location ***: A text input field with "Eg: London" as a placeholder.
- Description**: A large text area with "Eg. Focus In Humanist Literature" as a placeholder.
- Start Year ***: A dropdown menu with "2021" as the selected value.
- End Year ***: A dropdown menu with "2021" as the selected value.
- Upload Certificate**: A file upload control with a "Choose File" button and the text "No file chosen".
- Save Changes**: A blue button to submit the form.

Note: Allowed Extension pdf,doc,xls,txt.

Fig. 1.1.6.1 Teacher Application Form

Finally, the user needs to click on the “Save Changes” button to complete the step.

Note: Fields marked with * are mandatory and can't be left blank.

A toast message reading Qualification Setup Successful will appear and all the entered information will appear as shown in Figure 1.1.7

The screenshot displays the 'Tutor Registration' form. On the left is a sidebar with five steps: 1. PERSONAL INFO, 2. PROFILE MEDIA, 3. LANGUAGES, 4. RESUME (highlighted with a red circle), and 5. CONFIRMATION. The main content area is titled 'Tutor Registration' and contains the section 'Add your resumes & experiences' with the instruction 'You have to add your resume, its a mandatory to create a profile as a tutor.' Below this is a table with columns: RESUME, STARTEEND, CERTIFICATE, and ACTIONS. The table contains one entry: 'B.A. English' under RESUME, '2018-2020' under STARTEEND, 'N/a' under CERTIFICATE, and two icons (edit and delete) under ACTIONS. Below the table is a checkbox labeled 'Accept Tutor Approval' followed by a link to 'Terms & Conditions'. At the bottom are three buttons: 'Back', 'Save', and 'Next'.

RESUME	STARTEEND	CERTIFICATE	ACTIONS
B.A. English London Oxford University	2018-2020	N/a	

Fig. 1.1.7 Resume Form

- **Checkbox**

The user then needs to click on the “Accept Teacher Approval Terms & Conditions” checkbox to proceed further.

Finally, the user needs to click on the “Next” button to complete the application process. If all fields are filled as required, a toast message will appear 'teacher approval request successful' and the user will be taken to a new window as shown in figure 1.1.8

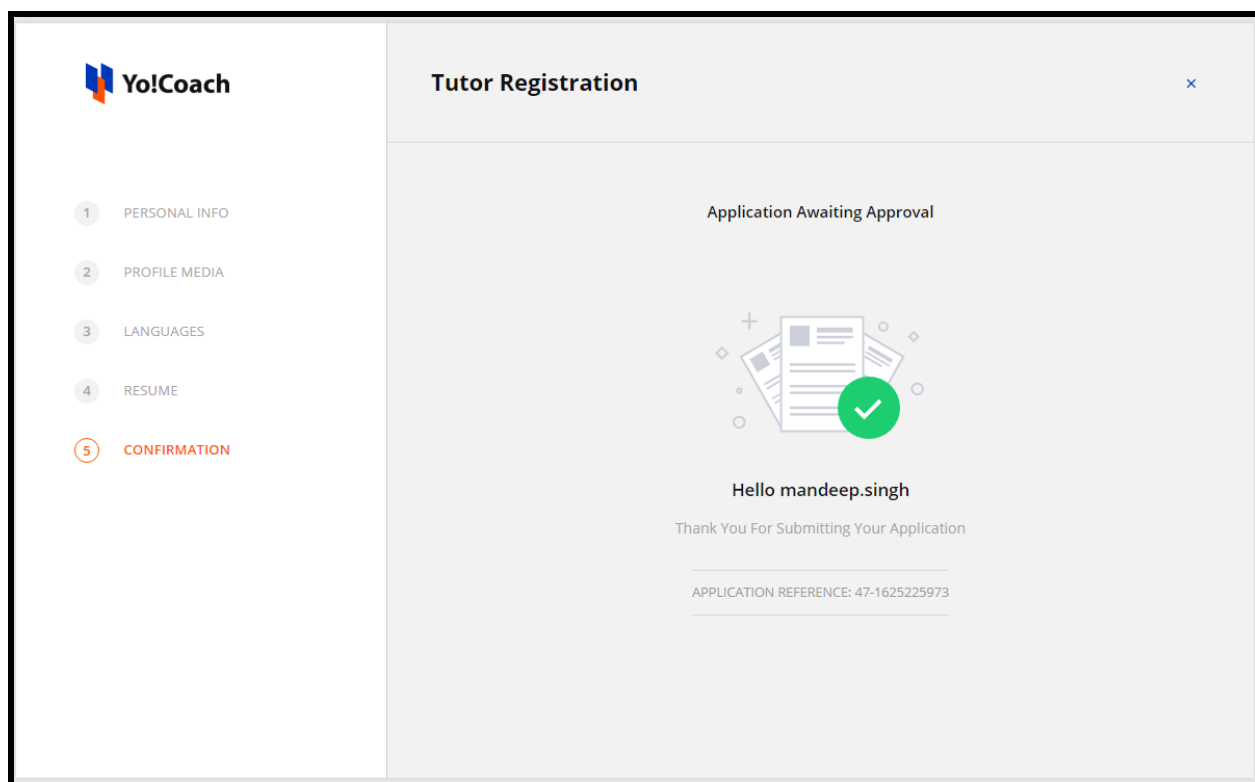


Fig. 1.1.8 Application Awaiting Approval

1.2 Application Approval

After submitting the tutor application, the user has to wait to receive approval via email. Once the platform admin has approved the request, the user receives an email like the one shown in figure 1.2.1

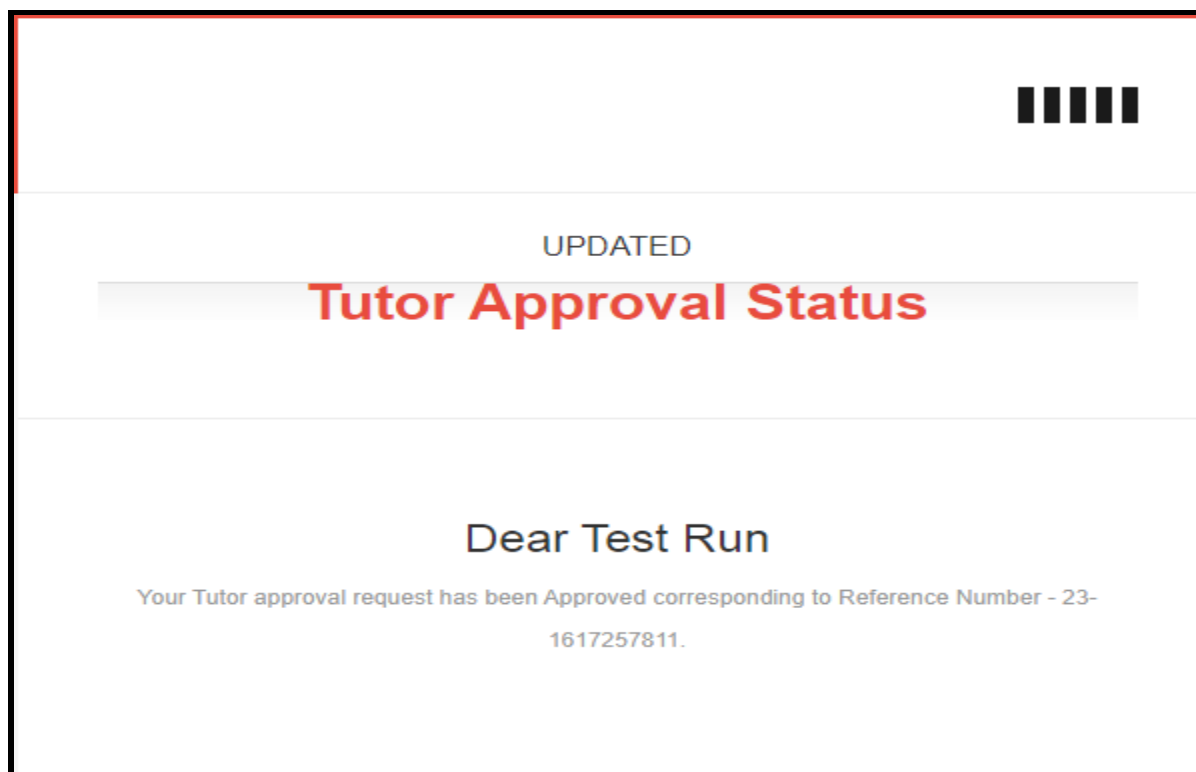


Figure. 1.2.1 Tutor Approval Email

Yo!Coach is designed to offer both the tutor and learner functionalities with a single account. A learner's profile is automatically created after the successful registration of a tutor's account. The tutor can easily switch between tutor/learner profiles from the dashboard as shown in figure 1.2.2

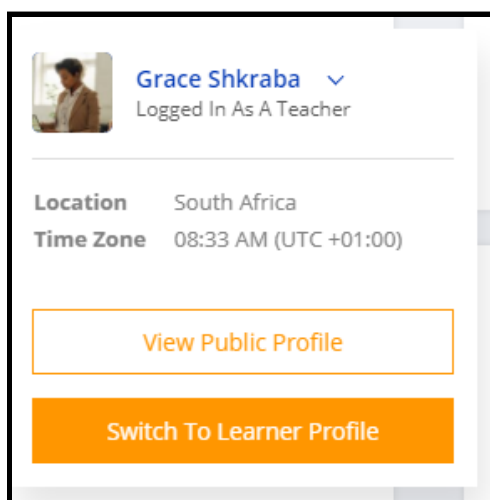


Figure. 1.2.2

2. Dashboard

The dashboard gives a complete overview of the tutor profile. It shows the total earnings of the tutor, the number of lessons scheduled, and the amount in the digital wallet. The tutor can also use different filters (yearly, monthly, weekly, daily) to check the revenue and number of lessons sold on the platform. The dashboard also displays the upcoming lessons of the tutor in the calendar and list view as shown in figure 2.1

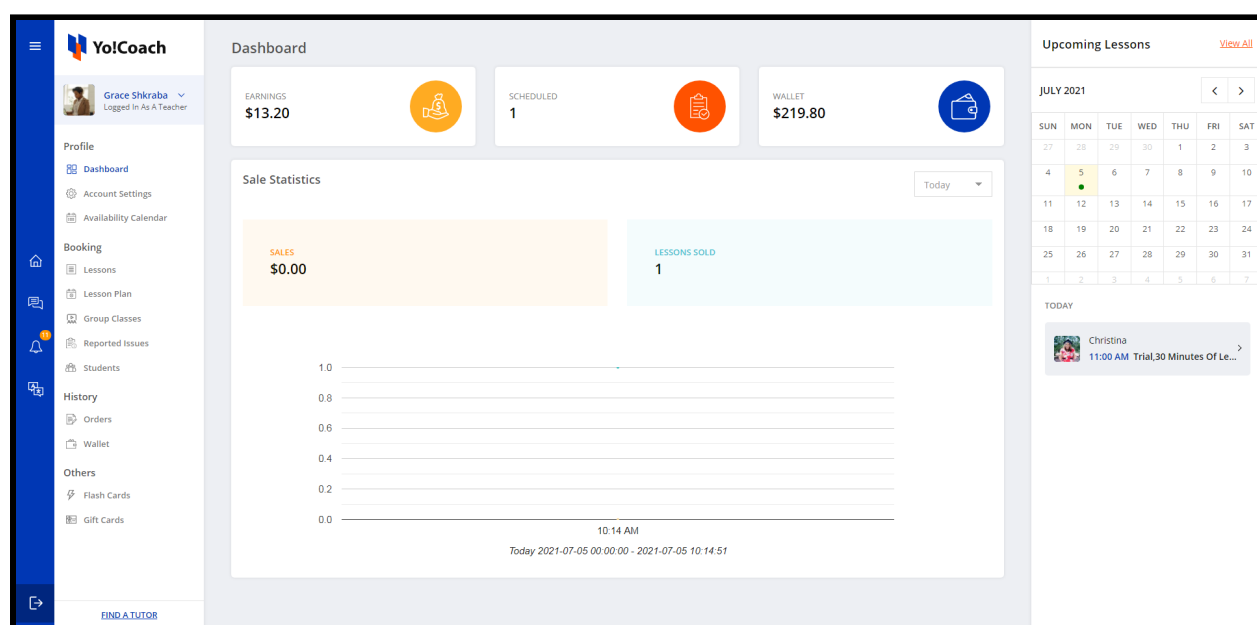


Fig. 2.1 Dashboard

2.1. Scheduled Lesson View

Clicking on the scheduled lesson on the dashboard takes the tutor to a detailed view of the Scheduled Lesson as shown in figure 2.1.1.

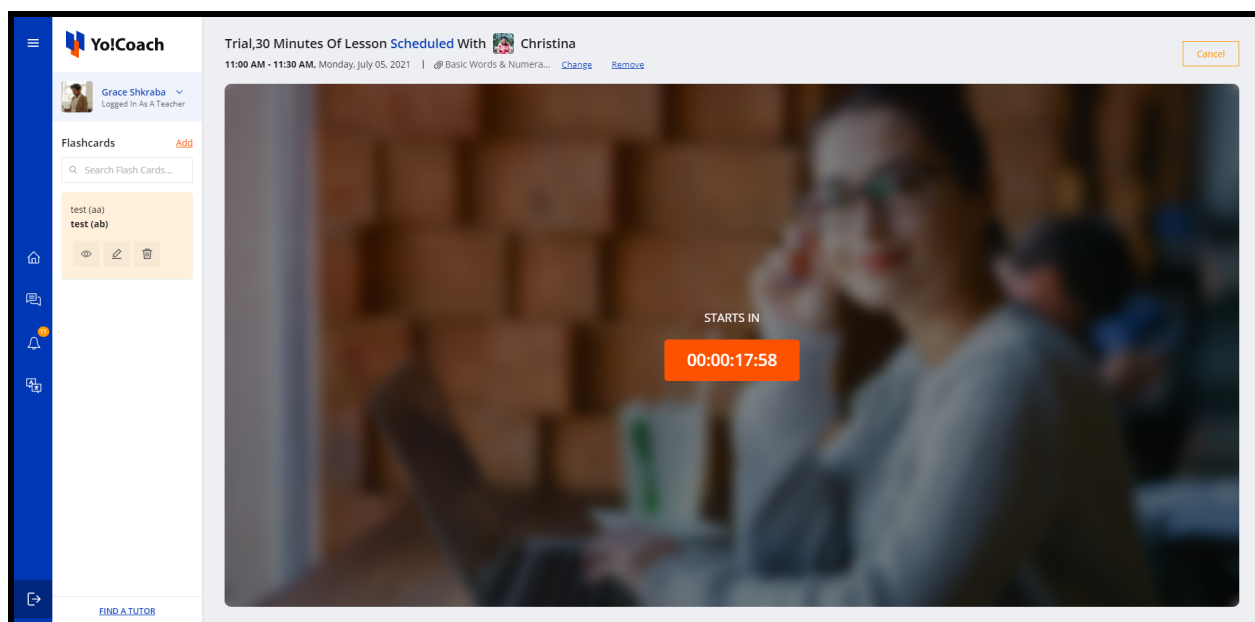


Fig. 2.1.1 Scheduled Lesson View

The main screen displays the time left before the lesson is scheduled to take place. The top of the lesson displays the type of lesson (trial/paid), time duration, student's name, scheduled date and time, and an option to attach a lesson plan.

The left side of the screen displays the list of flashcards created. The tutor can add new flashcards by clicking the "Add" button. It opens the Set Up Flashcard window to add a new flashcard as shown in figure 2.1.2

Set Up Flashcard

Title *

Title Language *

Select ▼

Defination *

Defination Language *

Select ▼

Pronunciation

Notes

Save

Fig. 2.1.2 Set Up Flashcard

The tutor can also search, view, edit, and delete the flashcards by clicking the options below the flashcard.

The tutor can click on the “Add Lesson Plan” button to assign a lesson plan for the session. Clicking on the button will open a Lesson Plan Window with a list of all the existing plans as shown in the figure. 2.1.3. The tutor can assign the lesson plan by clicking the “Assign” button or else create a new lesson plan by clicking the “Add New Lesson Plan” button at the top left corner.

Add New Lesson Plan				
S/N	Title	Image	Level	Actions
1	Basic Words & Numeracy in Spanish	-NA-	Beginner	Assign
2	To teach students how to pronounce and use Spanish greetings and farewells correctly	-NA-	Upper Beginner	Assign
3	Revision, Alphabets & Test	-NA-	Intermediate	Assign
4	Days of the Week and Months of the Year	-NA-	Upper Intermediate	Assign
5	Definite and Indefinite Articles	-NA-	Advanced	Assign
6	What, Why, When in French	-NA-	Upper Intermediate	Assign
7	To describe people physically and personally	-NA-	Intermediate	Assign
8	Introduction to the French language ♦ Map of France, Pronunciation rules, Similarities with English; Intro to the IPA; what do you know about the French language and culture, Where is it spoken?	-NA-	Beginner	Assign
9	French Dining	-NA-	Upper	Assign

Fig. 2.1.3 Attach Lesson Plan

The tutor can also change or remove the attached lesson plan by clicking the “Change” or “Remove” button next to the lesson plan attached.

The tutor can also cancel the scheduled lesson by clicking the “Cancel” button on the top right corner of the screen. Clicking the button will open a cancel lesson window which requires a reason for the cancellation as shown in figure 2.1.4.

A screenshot of a web form titled "Cancel Plan". Below the title is a label "Comment *" in red. Underneath is a large, empty text input area with a green circular icon in the bottom right corner. At the bottom left of the form is a blue button with the text "Send" in white.

Fig. 2.1.4 Cancel Lesson

The tutor can mention the reason for cancellation and click the “Send” button to cancel the lesson.

3. Account Settings

The tutors can manage their account/profile details through this module. Several tabs like personal info, languages, price, experience, skills, payments, password/email, consent to cookies, etc. can be managed in this section.

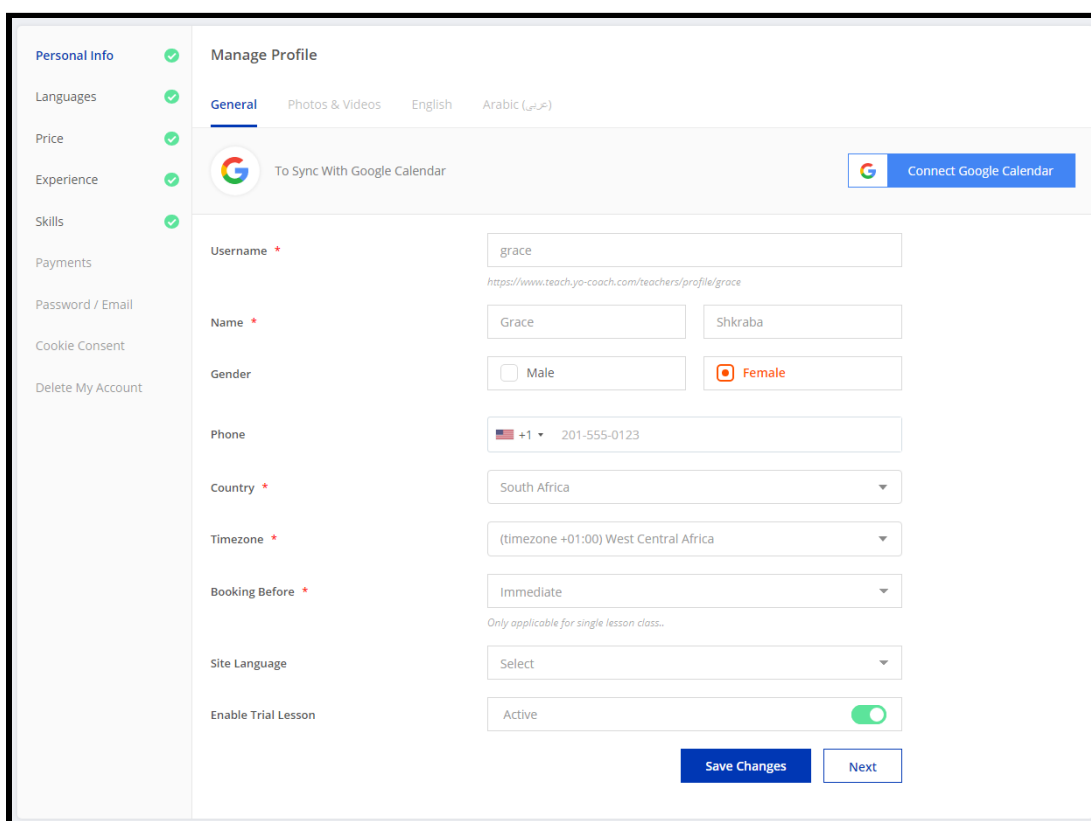
3.1 Personal Info

The personal info tab has multiple sections.

3.1.1 General

The tutor can enter/edit the following basic details in this tab as shown in figure 3.1.1.1

- **Username:** Enter/edit the username. (The tutors will get a separate URL for their profile on the platform's domain, which they can use to promote their profile).
- **Name:** Enter/edit the first and last name.
- **Gender:** Select the gender using the radio buttons.
- **Phone:** Enter/edit the phone number.
- **Country:** Select the country from the drop-down menu.
- **Timezone:** Select the timezone from the drop-down menu.
- **Booking Before:** Select the notice period on bookings from the drop-down menu.
- **Site Language:** Select the site language from the drop-down menu.
- **Enable Trial Lesson:** Checking/unchecking the “Enable Trial Lesson” button will activate/deactivate the trial lesson option in the tutor's profile.



The screenshot displays the 'Manage Profile' interface. On the left is a sidebar with navigation links: Personal Info, Languages, Price, Experience, Skills, Payments, Password / Email, Cookie Consent, and Delete My Account. The main content area is titled 'Manage Profile' and has tabs for 'General', 'Photos & Videos', 'English', and 'Arabic (عربي)'. The 'General' tab is active. At the top of the main area, there's a Google Calendar integration section with a 'To Sync With Google Calendar' link and a 'Connect Google Calendar' button. Below this, the form fields are as follows:

- Username:** A text input field containing 'grace'. Below it, a URL is displayed: <https://www.teach.yo-coach.com/teachers/profile/grace>.
- Name:** Two text input fields for first and last names, containing 'Grace' and 'Shkraba' respectively.
- Gender:** Two radio button options: 'Male' (unselected) and 'Female' (selected).
- Phone:** A text input field with a country code dropdown set to '+1' and the number '201-555-0123'.
- Country:** A dropdown menu currently showing 'South Africa'.
- Timezone:** A dropdown menu currently showing '(timezone +01:00) West Central Africa'.
- Booking Before:** A dropdown menu currently showing 'Immediate'. A note below reads: 'Only applicable for single lesson class..'
- Site Language:** A dropdown menu currently showing 'Select'.
- Enable Trial Lesson:** A toggle switch currently set to 'Active'.

At the bottom right of the form are two buttons: 'Save Changes' and 'Next'.

Fig. 3.1.1.1 General Settings

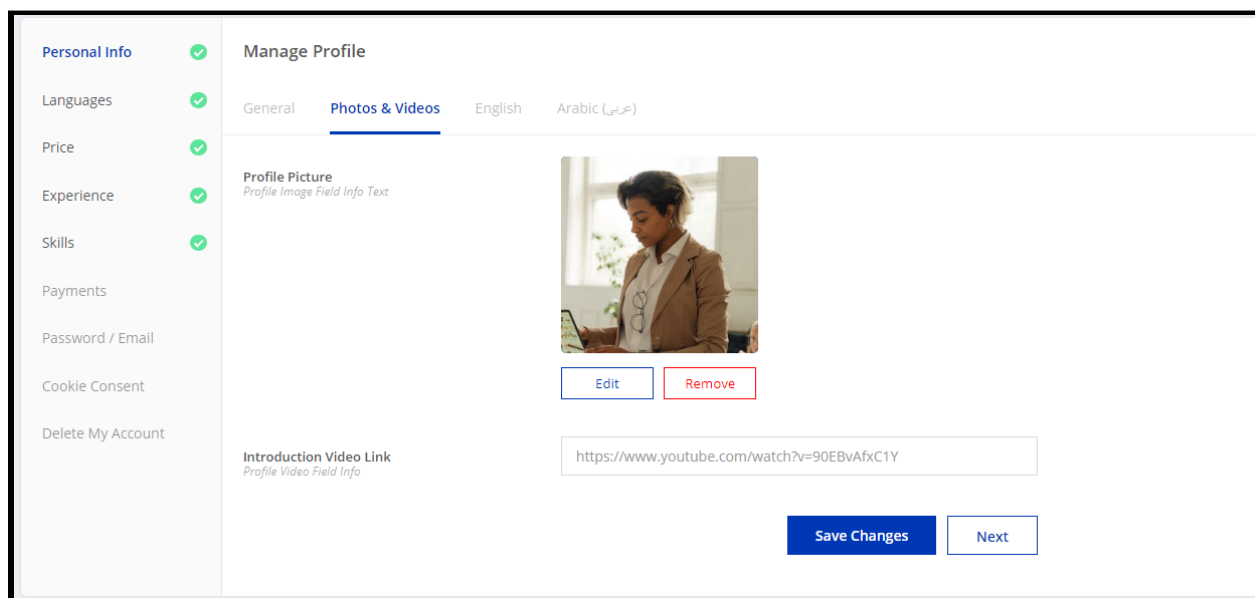
The user needs to click on the “Save Changes” and “Next” buttons to complete the step and move onto the next section.

Note: Fields marked with * are mandatory and can't be left blank.

3.1.2 Photos & Videos

The tutor can enter/edit the following basic details in this tab as shown in figure 3.1.2.1

- **Profile Picture:** Add/Change/Remove your profile picture.
- **Introduction Video Link:** Enter/edit the link of the introduction video.



The screenshot displays the 'Manage Profile' interface. On the left is a sidebar with a list of settings: Personal Info (checked), Languages (checked), Price (checked), Experience (checked), Skills (checked), Payments, Password / Email, Cookie Consent, and Delete My Account. The main area is titled 'Manage Profile' and has tabs for 'General', 'Photos & Videos' (selected), 'English', and 'Arabic (عربي)'. Under the 'Photos & Videos' tab, there is a 'Profile Picture' section with a placeholder image of a woman and buttons for 'Edit' and 'Remove'. Below this is an 'Introduction Video Link' section with a text input field containing the URL 'https://www.youtube.com/watch?v=90EBvAfxC1Y'. At the bottom right are two buttons: 'Save Changes' and 'Next'.

Fig. 3.1.2.1 Photos and Videos Settings

The user needs to click on the “Save Changes” and “Next” buttons to complete the step and move onto the next section.

3.1.3 Biography

The tutor can enter/edit his biography written in different languages as shown in figure 3.1.3.1

Personal Info ✓

Languages ✓

Price ✓

Experience ✓

Skills ✓

Payments

Password / Email

Cookie Consent

Delete My Account

Manage Profile

General Photos & Videos **English** Arabic (عربي)

Biography *

I am a trained professional from Harvard in Phonetics. I carry over 6 years experience helping my clients achieve their potential. Helped across Education, Healthcare, IT, Product, Hospitality, Consultancy & Sports.

Save Changes Next

Fig. 3.1.3.1 Biography

The user needs to click on the “Save Changes” and “Next” buttons to complete the step and move onto the next section.

3.2 Languages

The tutor can manage the languages they speak and want to teach by selecting the checkboxes. The proficiency level of the languages they speak can also be selected from the drop-down menu as shown in figure 3.2.1

Account Settings

✓

Complete Your Profile

To successfully register your profile as an expert and to you available in search results. [Learn More](#)

Profile Progress 6/6

Personal Info ✓

Languages ✓

Price ✓

Experience ✓

Skills ✓

Payments

Password / Email

Cookie Consent

Delete My Account

Manage Languages

Language To Teach *

🇸🇪 Swedish ✓

🇫🇮 Finnish ✓

🇮🇱 Hebrew-Israel ✓

🇮🇳 Tamil ✓

🇮🇹 Italian ✓

🇩🇪 German ✓

🇬🇧 English ✓

🇨🇳 Chinese ✓

🇪🇸 Spanish ✓

Language I Speak *

🇮🇷 Avestan ✓

🇦🇫 Afrikaans Upper Advanced ✓

🇪🇹 Amharic ✓

🇪🇦 Aragonese ✓

🇸🇦 Arabic ✓

🇮🇳 Assamese ✓

🇦🇷 Avaric ✓

🇦🇾 Aymara ✓

🇦🇿 Azerbaijani ✓

Back

Save Changes

Next

Fig. 3.2.1 Languages

3.3 Price

This tab allows the tutors to set the prices of their classes. Tutors can select the duration of the lessons they want to offer and set their prices as shown in figure 3.3.1

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Personal Info ✓
Languages ✓
Price ✓
Experience ✓
Skills ✓
Payments
Password / Email
Cookie Consent
Delete My Account

Manage Prices

15 MINS
30 MINS
45 MINS
60 MINS
90 MINS
120 MINS

Time Slot (60 Mins) Add Price \$0.00

Slab 1 To 4 Lessons

English 20.00
Spanish 20.00
French 20.00

Slab 5 To 9 Lessons

English 20.00
Spanish 20.00
French 20.00

Slab 10 To 100 Lessons

English 20.00
Spanish 20.00
French 20.00

Back
Save Changes
Next

Fig. 3.3.1 Price

3.4 Experience

The experience of the tutor added at the time of registration is displayed in this tab as shown in figure 3.4.1

Personal Info ✓
Languages ✓
Price ✓
Experience ✓
Skills ✓
Payments
Password / Email
Cookie Consent
Delete My Account

Experience Add New

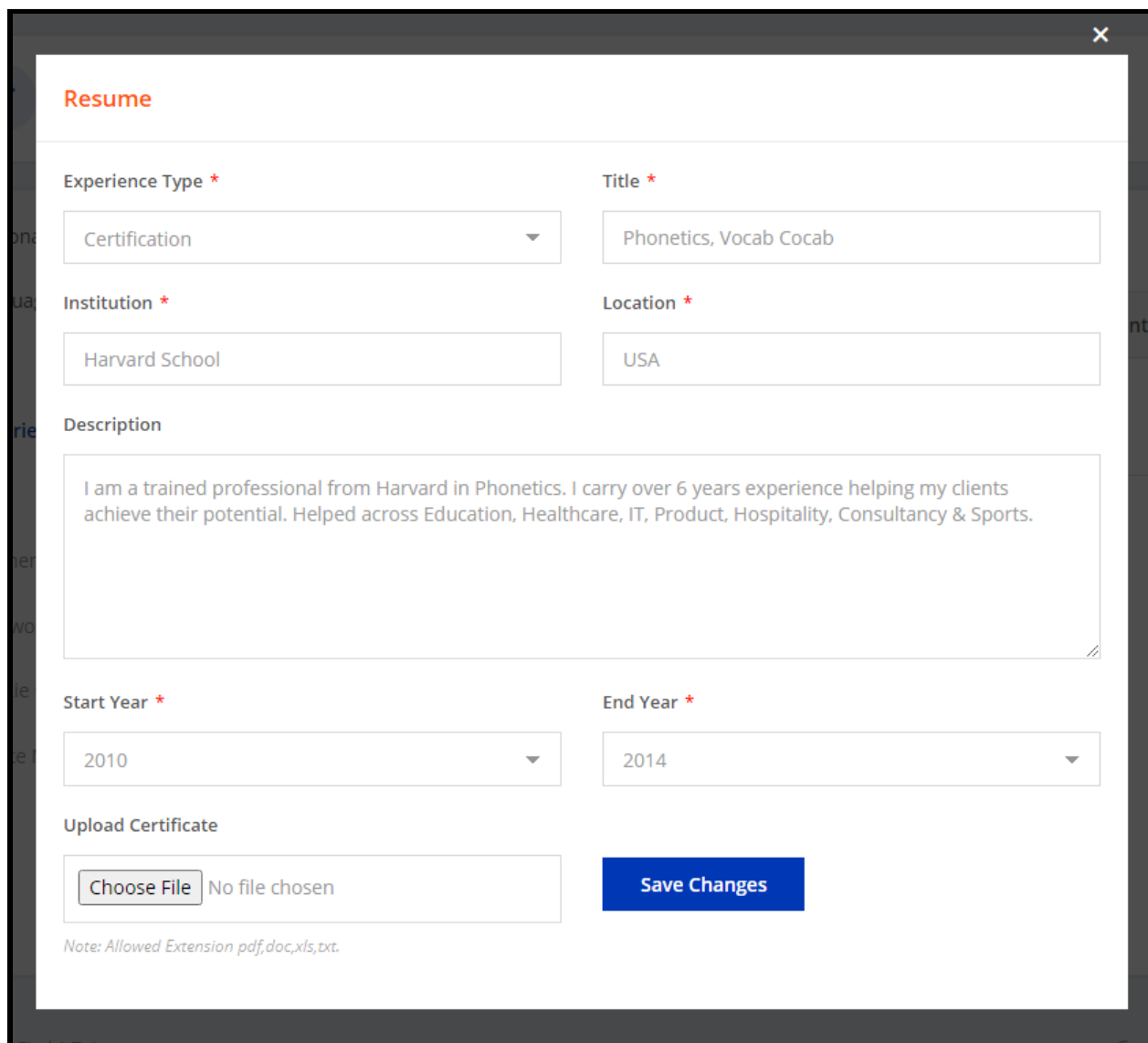
Resume Information	Start/end	Attachment	Actions
Phonetics, Vocab Cocab Location - USA Institution - Harvard School	2010 - 2014	-NA-	<div></div> <div></div>

Back
Next

Fig. 3.4.1 Experience

The tutor can edit/delete the already added experience and can also add new experience.

- To edit an already added experience, the tutor needs to click on the **“Edit”** button on the right side of the experience.
- A pop-up form with all the previously added information will appear as shown in figure 3.4.1. The tutor can change the information and click the **“Save Changes”** button to save the new information.



Resume

Experience Type *
Certification ▼

Title *
Phonetics, Vocab Cocab

Institution *
Harvard School

Location *
USA

Description
I am a trained professional from Harvard in Phonetics. I carry over 6 years experience helping my clients achieve their potential. Helped across Education, Healthcare, IT, Product, Hospitality, Consultancy & Sports.

Start Year *
2010 ▼

End Year *
2014 ▼

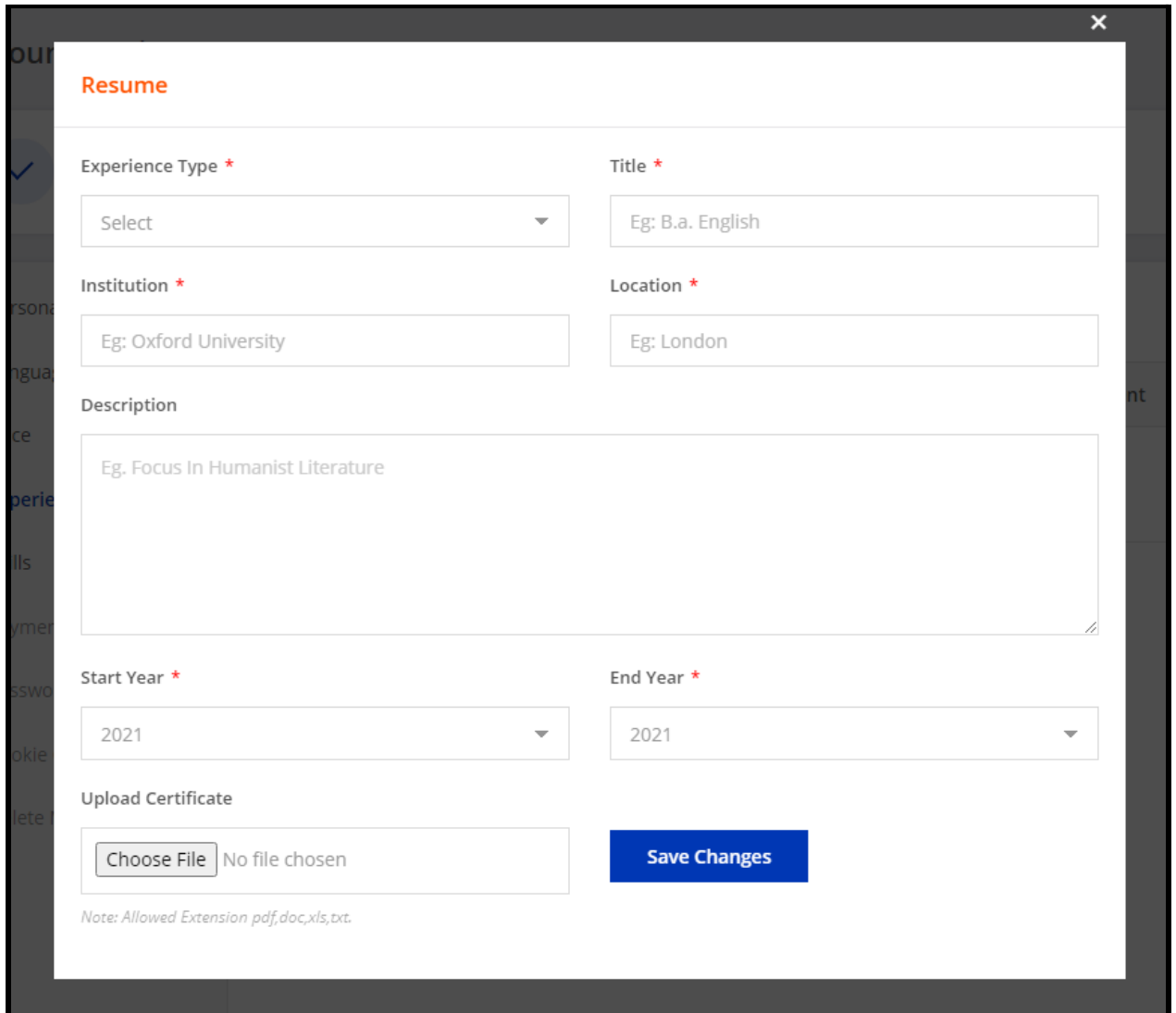
Upload Certificate
Choose File No file chosen

Save Changes

Note: Allowed Extension pdf,doc,xls,txt.

Fig. 3.4.1 Edit Experience

- To add a new experience, the tutor needs to click on the **“Add New”** button which is at the top right corner.
- A similar pop-up form will appear as shown in figure 3.4.2. The tutor now needs to fill in the required information and click the **“Save Changes”** button at the bottom.



Resume

Experience Type * ▼ Title *

Institution * Location *

Description

Start Year * ▼ 2021 End Year * ▼ 2021

Upload Certificate No file chosen

Note: Allowed Extension pdf,doc,xls,txt.

Fig. 3.4.2 Add New Experience

3.5 Skills

The skills tab is categorized in multiple sections as shown in figure 3.5.1

- **Language That I Am Teaching:** This shows the languages that the tutor wishes to teach. These languages are added by the tutor at the time of creating his/her profile.
- **Teacher's Accent:** The tutor can select the accents known to him/her.
- **Teaches Level:** The tutor can select the level he/she wants to teach.
- **Learner's Age Group:** The tutor can also select the age group of the learners he/she wishes to teach.
- **Lesson Includes:** The tutor can add different elements to the lesson plan to be offered. The tutor can select the elements that he/she wishes to add to the lesson plan.
- **Subjects:** The subjects to be taught by the tutor can be selected in this section.
- **Test Preparations:** If the tutor wishes to help learners with different tests, he can select the tests he wishes to prepare the learners for.

Personal Info ✓
Languages ✓
Price ✓
Experience ✓
Skills ✓
Payments
Password / Email
Cookie Consent
Delete My Account

Skills

Language That I'm Teaching

English,French,Spanish

Teacher's accent

<input type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input checked="" type="checkbox"/> American English	<input type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input type="checkbox"/> Modern Standard Arabic (al-fusha)	<input type="checkbox"/> Bahraini Arabic	<input type="checkbox"/> Moroccan Arabic
<input type="checkbox"/> Belgian French	<input type="checkbox"/> Najdi Arabic	<input type="checkbox"/> Bokmal Nynorsk
<input type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
<input type="checkbox"/> Castilian Spanish	<input type="checkbox"/> Saharan Arabic	<input type="checkbox"/> Central American
<input type="checkbox"/> Spanish Scottish English	<input checked="" type="checkbox"/> Chadian Arabic	<input type="checkbox"/> South African English
<input checked="" type="checkbox"/> Chilean Spanish	<input checked="" type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
<input type="checkbox"/> Sudanese Arabic	<input type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
<input type="checkbox"/> Gulf Arabic	<input type="checkbox"/> Swiss German	<input type="checkbox"/> Indian English
<input type="checkbox"/> Tunisian Arabic	<input type="checkbox"/> Iraqi Arabic	<input type="checkbox"/> Yemeni and Somali Arabic
<input checked="" type="checkbox"/> Latin American Spanish		

Teaches level

<input type="checkbox"/> (A1) Beginner	<input type="checkbox"/> (A2) Upper Beginner	<input type="checkbox"/> (B1) Intermediate
<input checked="" type="checkbox"/> (B2) Upper Intermediate	<input checked="" type="checkbox"/> (C1) Advanced	<input type="checkbox"/> (C2) Upper Advanced

Learner's age group

<input type="checkbox"/> 4 yrs - 11 yrs	<input checked="" type="checkbox"/> 12 yrs - 18 yrs	<input type="checkbox"/> 18+ yrs
---	---	----------------------------------

Lesson includes

<input type="checkbox"/> Curriculum	<input checked="" type="checkbox"/> Proficiency Assessment	<input checked="" type="checkbox"/> Homework
<input checked="" type="checkbox"/> Quizzes /Tests	<input type="checkbox"/> Learning Materials	<input checked="" type="checkbox"/> Reading Exercises
<input checked="" type="checkbox"/> Lesson Plans	<input checked="" type="checkbox"/> Writing Exercises	

Subjects

<input type="checkbox"/> Accent Reduction	<input type="checkbox"/> Business Norwegian	<input type="checkbox"/> Business Cantonese
<input type="checkbox"/> Business Dutch	<input checked="" type="checkbox"/> Business English	<input type="checkbox"/> Business French
<input type="checkbox"/> Business German	<input type="checkbox"/> Business Indonesian	<input type="checkbox"/> Business Italian
<input type="checkbox"/> Business Japanese	<input checked="" type="checkbox"/> Business Mandarin	<input type="checkbox"/> Business Norwegian
<input type="checkbox"/> Business Russian	<input type="checkbox"/> Business Spanish	<input type="checkbox"/> Colloquial English
<input type="checkbox"/> Grammar Development	<input type="checkbox"/> Listening Comprehension	<input checked="" type="checkbox"/> Phonetics
<input type="checkbox"/> Reading Comprehension	<input checked="" type="checkbox"/> Vocabulary Development	<input type="checkbox"/> Writing Correction
<input type="checkbox"/> Education	<input type="checkbox"/> Work Experience	<input type="checkbox"/> Certifications

Test preparations

<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input type="checkbox"/> CAE	<input type="checkbox"/> CPE
<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input checked="" type="checkbox"/> ESOL
<input checked="" type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input type="checkbox"/> GMAT
<input type="checkbox"/> GRE	<input type="checkbox"/> ICAS	<input checked="" type="checkbox"/> IELTS
<input type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
<input type="checkbox"/> KET	<input type="checkbox"/> OET	<input type="checkbox"/> OPI
<input type="checkbox"/> PET	<input checked="" type="checkbox"/> SAT	<input checked="" type="checkbox"/> SIELE
<input checked="" type="checkbox"/> SSAT	<input checked="" type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

Back
Save Changes
Next

Fig. 3.5.1 Skills

NB: All these fields are optional and can be left blank if they do not apply to any tutor.

Tutors can then click the **“Save Changes”** button at the bottom to save the entered information.

3.6 Payments

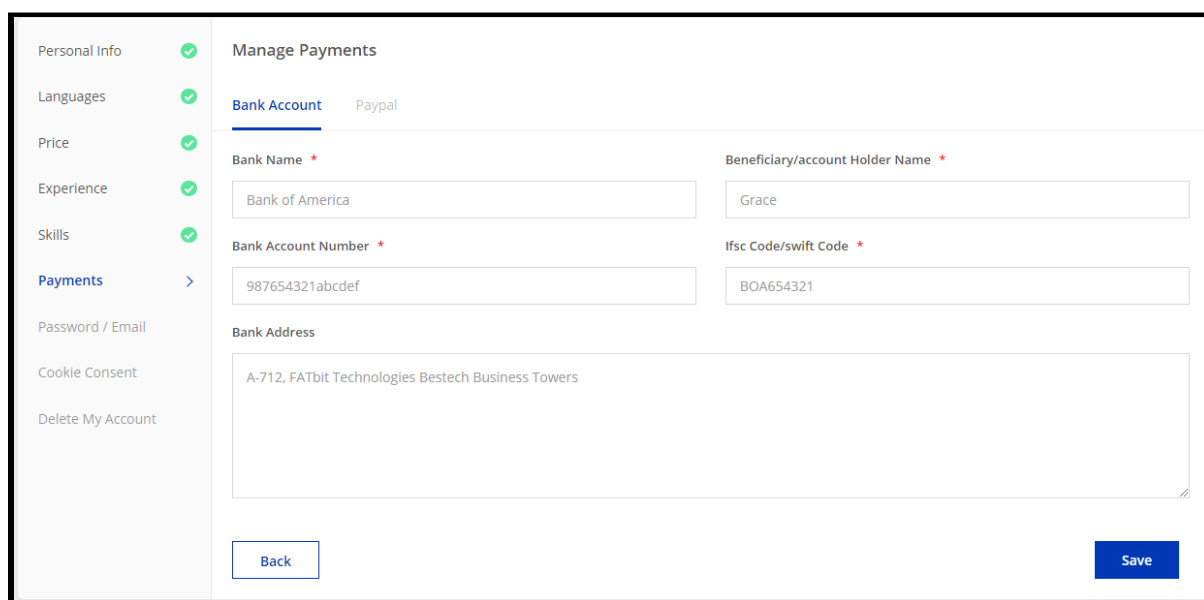
The payments tab is to enter and save the information of the Bank Account and PayPal Account of the tutor.

To enter the Bank Account information, the tutor needs to:

Click on the **“Bank Account”** sub-tab under the **“Payments”** tab as shown in figure 3.6.1

Enter the name of the bank, account holder name, account number, IFSC/Swift Code, and bank address.

Click the **“Save Changes”** button at the bottom to save the entered information.



Personal Info	Manage Payments
Languages	<div> <div>Bank Account</div> <div>Paypal</div> </div>
Price	<div> <div>Bank Name *</div> <div>Bank of America</div> </div> <div> <div>Beneficiary/account Holder Name *</div> <div>Grace</div> </div>
Experience	<div> <div>Bank Account Number *</div> <div>987654321abcdef</div> </div> <div> <div>IFSC Code/swift Code *</div> <div>BOA654321</div> </div>
Skills	<div> <div>Bank Address</div> <div>A-712, FATbit Technologies Bestech Business Towers</div> </div>
Payments	<div> <div>Back</div> <div>Save</div> </div>
Password / Email	
Cookie Consent	
Delete My Account	

Fig. 3.6.1 Bank Account

To enter the PayPal Account information:

Click on the **“PayPal”** sub-tab under the **“Payments”** tab as shown in figure 3.6.2

Enter the PayPal Email Address and click the **“Save Changes”** button to save the entered information.

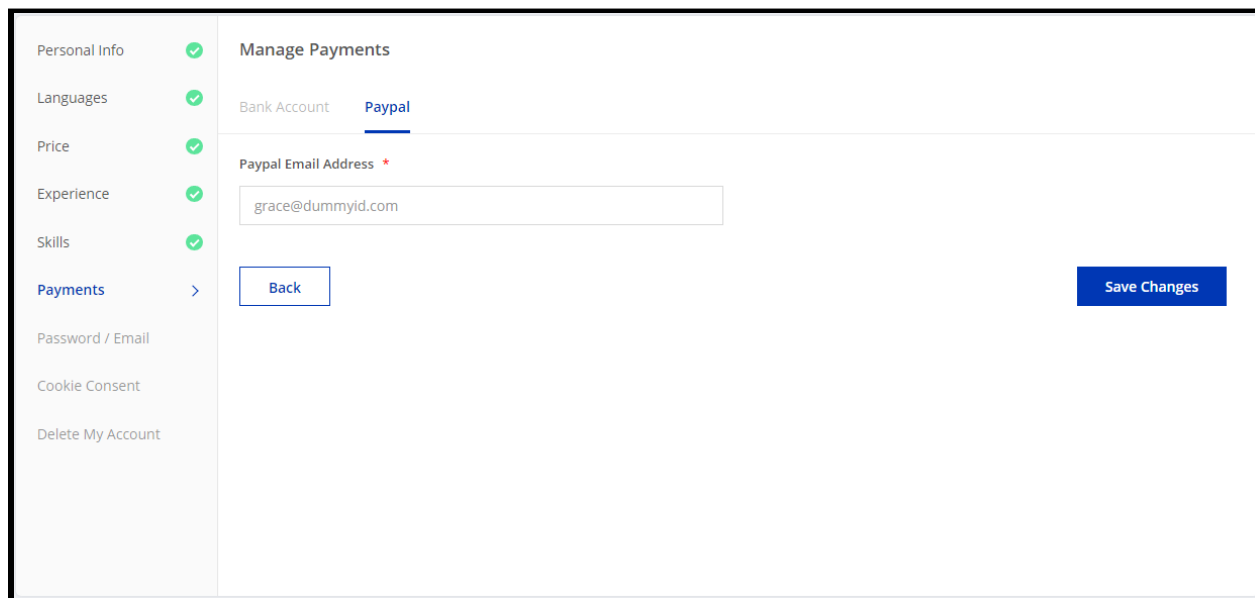
The screenshot shows a user interface for managing payments. On the left is a sidebar with a list of settings: Personal Info (with a green checkmark), Languages (with a green checkmark), Price (with a green checkmark), Experience (with a green checkmark), Skills (with a green checkmark), Payments (with a right-pointing arrow), Password / Email, Cookie Consent, and Delete My Account. The main content area is titled 'Manage Payments' and has two sub-tabs: 'Bank Account' and 'Paypal' (which is selected and underlined in blue). Below the sub-tabs, there is a label 'Paypal Email Address' followed by a red asterisk. A text input field contains the email 'grace@dummyid.com'. At the bottom left of the main area is a 'Back' button, and at the bottom right is a blue 'Save Changes' button.

Fig. 3.6.2 PayPal

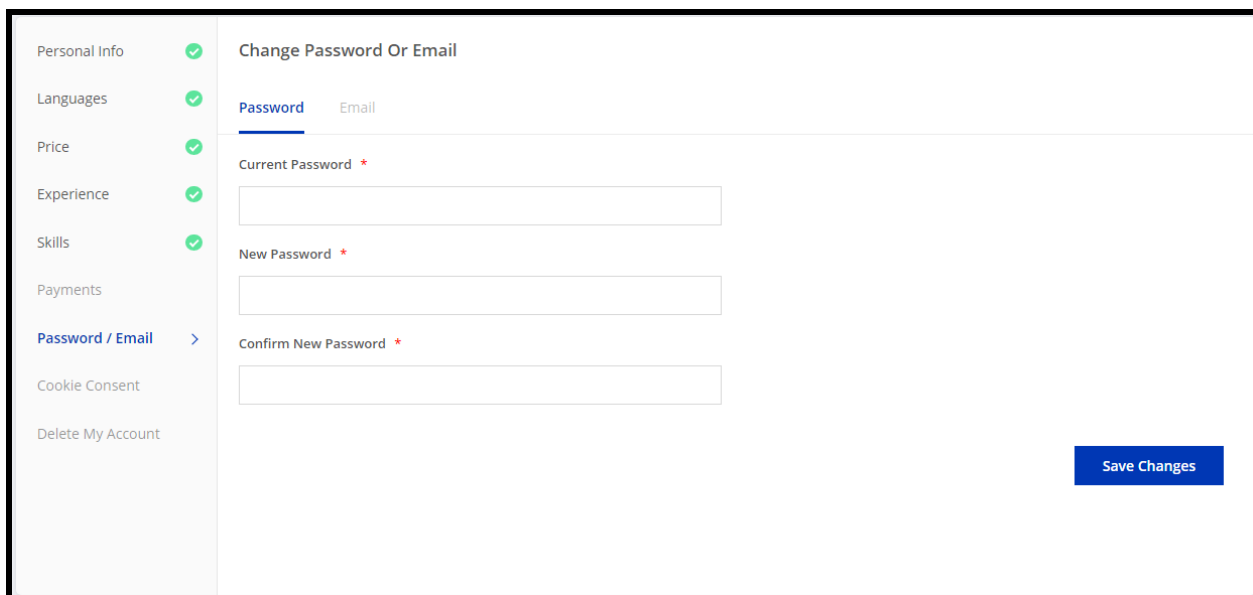
3.7 Password/Email

The tutor can change the email and password of their account on the portal from this tab.

To change the password of the account, the tutor needs to:

Click on the **“Password”** sub-tab under the **“Password/Email”** tab.

Fill in the **“Current Password”**, **“New Password”**, **“Confirm New Password”** fields and finally click on the **“Save Changes”** button to save the entered information. Fig. 3.7.1



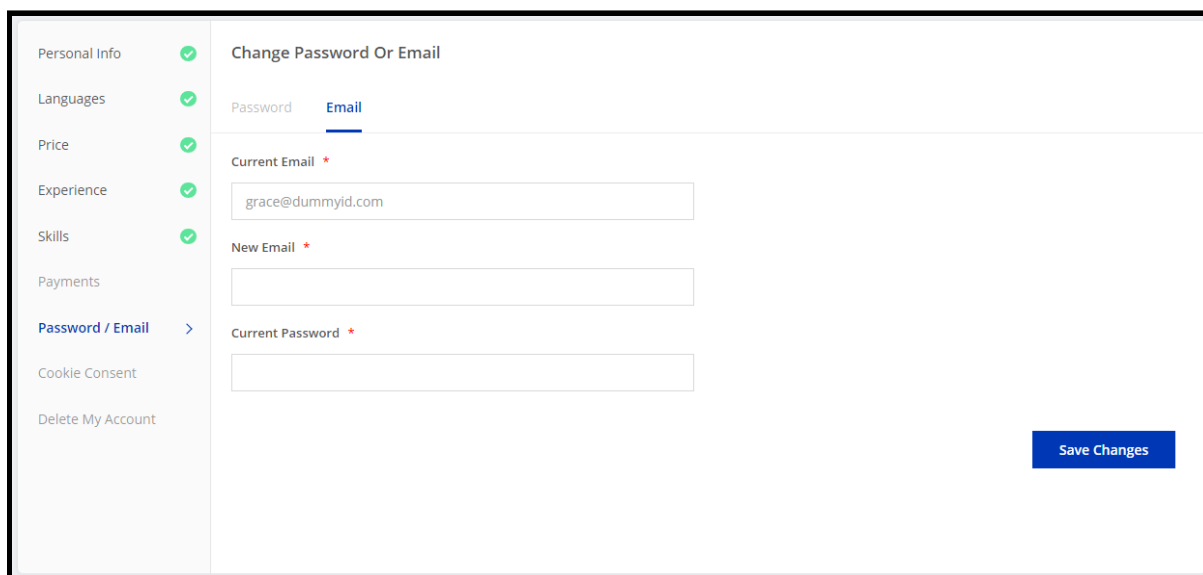
The screenshot shows a sidebar menu on the left with items: Personal Info (checked), Languages (checked), Price (checked), Experience (checked), Skills (checked), Payments, Password / Email (selected with a chevron), Cookie Consent, and Delete My Account. The main content area is titled 'Change Password Or Email' and has two sub-tabs: 'Password' (selected) and 'Email'. Under the 'Password' tab, there are three input fields labeled 'Current Password *', 'New Password *', and 'Confirm New Password *'. A blue 'Save Changes' button is located at the bottom right of the main content area.

Fig. 3.7.1 Password

To change the email address of the account, the tutor needs to:

- Click on the **“Email”** sub-tab under the **“Password/Email”** tab.
- Fill in the **“Current Email”**, **“New Email”**, **“Password”** fields, and finally click on the **“Save Changes”** button to save the entered information.

(Fig. 3.7.2.)



The screenshot shows the same sidebar menu as Fig. 3.7.1. The main content area is titled 'Change Password Or Email' and has two sub-tabs: 'Password' and 'Email' (selected). Under the 'Email' tab, there are three input fields labeled 'Current Email *', 'New Email *', and 'Current Password *'. The 'Current Email' field contains the text 'grace@dummyid.com'. A blue 'Save Changes' button is located at the bottom right of the main content area.

Fig. 3.7.2 Email

3.8 Cookie Consent

Upon clicking the **“Cookie Consent”** tab, a pop-up box will appear as shown in figure 3.8.1. It asks for the permission of the tutors to save their cookies. Tutors can select which all cookies to allow and switch them on. After selecting, tutors can then click on the **“Save”** button to save the entered information.

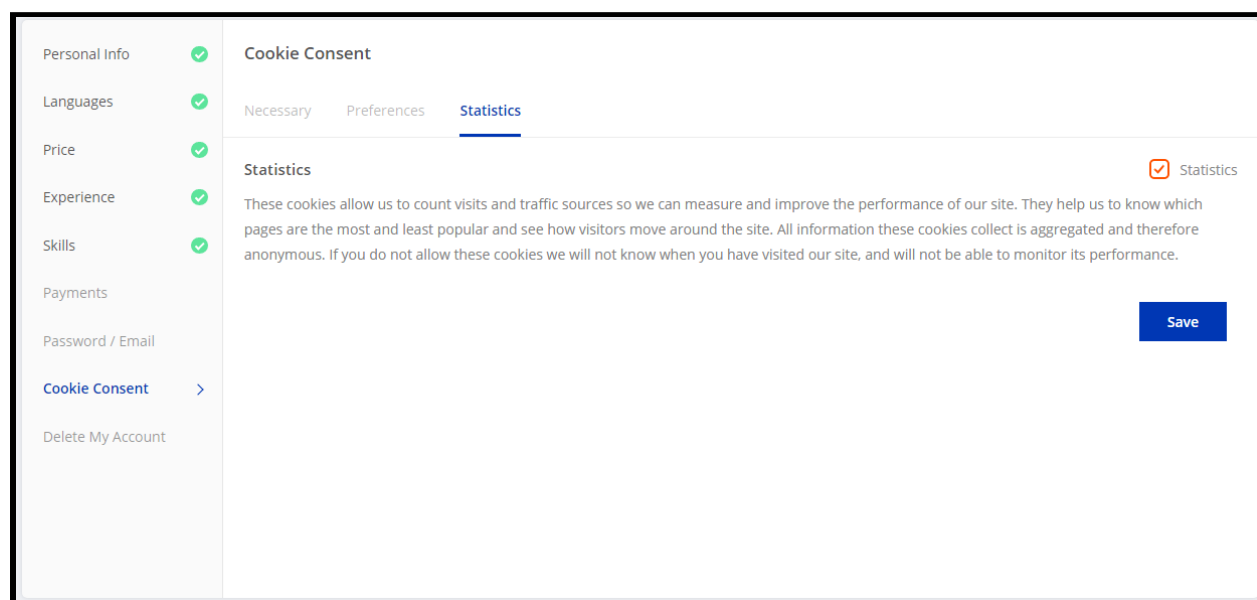


Fig. 3.8.1 Cookie Consent

3.9 Delete My Account

The tutor can request the admin to delete his/her account from the platform. To raise the request, the tutor needs to click on the **“Delete My Account”** button as shown in figure 3.9.1

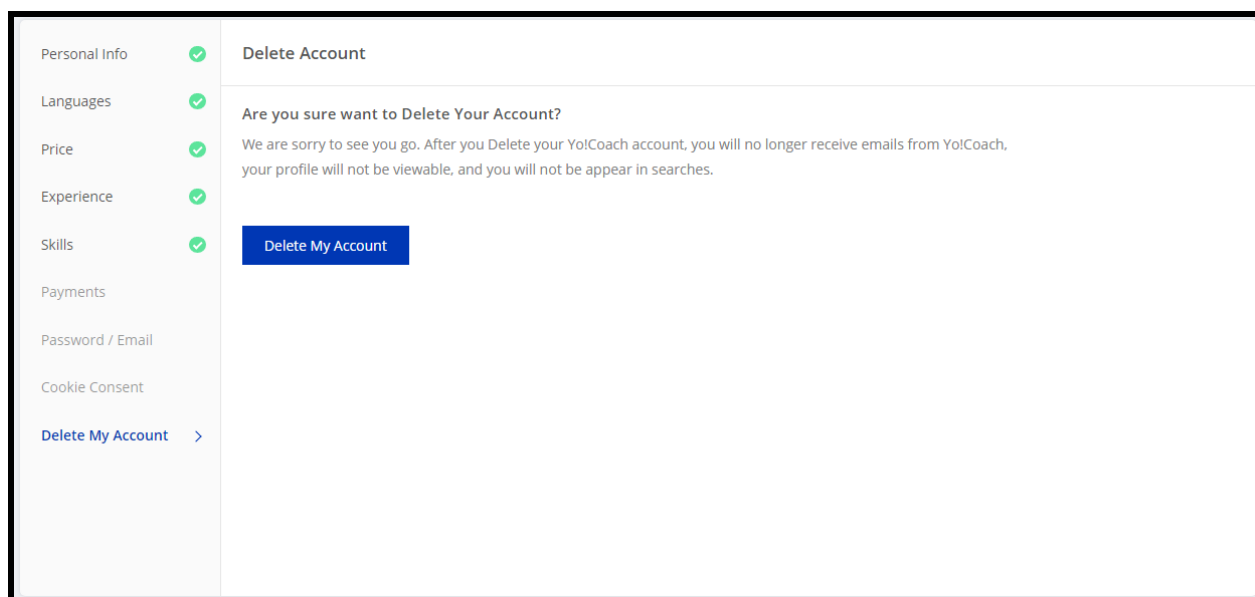


Fig. 3.9.1 Delete Account

4. Availability Calendar

4.1 General Availability

The tutors can mark their general availability for the learners to schedule their lessons. To mark their availability:

- Tutors need to click on the cell that corresponds to the day and time they want to mark available as shown in figure 4.1.1.
- The color of the cell changes indicating that the time slot is marked available.
- The tutor can also cancel their availability by clicking the **X** icon.
- Finally, tutors need to click on the **“Save”** button to save the changes made.

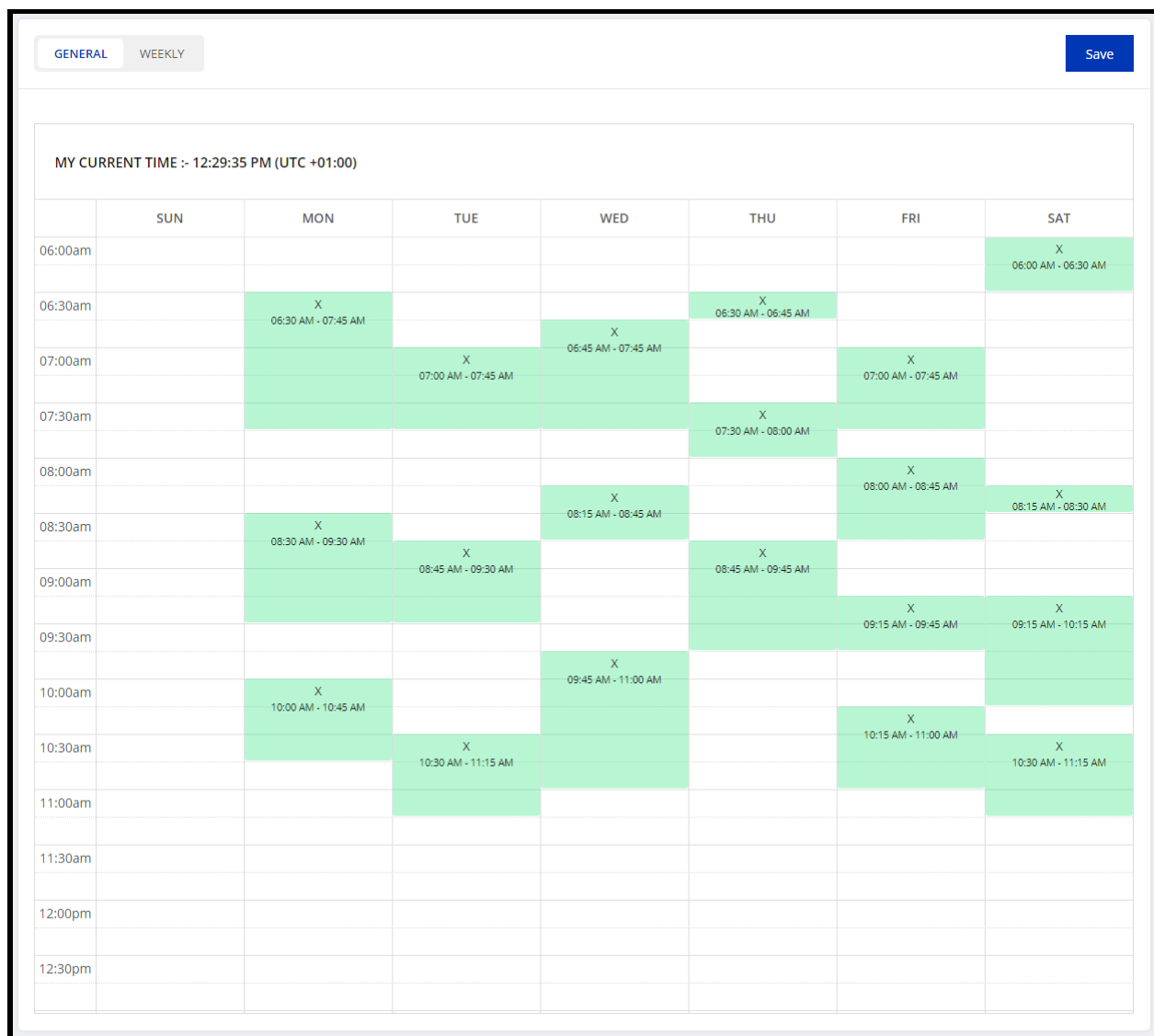


Fig. 4.1.1 General Availability Calendar

4.2 Weekly Availability

The weekly availability set in the previous general availability tab automatically replicates to all the upcoming weeks as shown in figure 4.1.2. The tutor can mark any available slot as disabled if he/she is unavailable for that time. To disable a slot:

- Click the **X** icon on the available slot you wish to disable.

- A pop-up message will appear asking for confirmation. Click **“OK”** to disable the available slot.
- Click **“Save”** to save the changes you made.

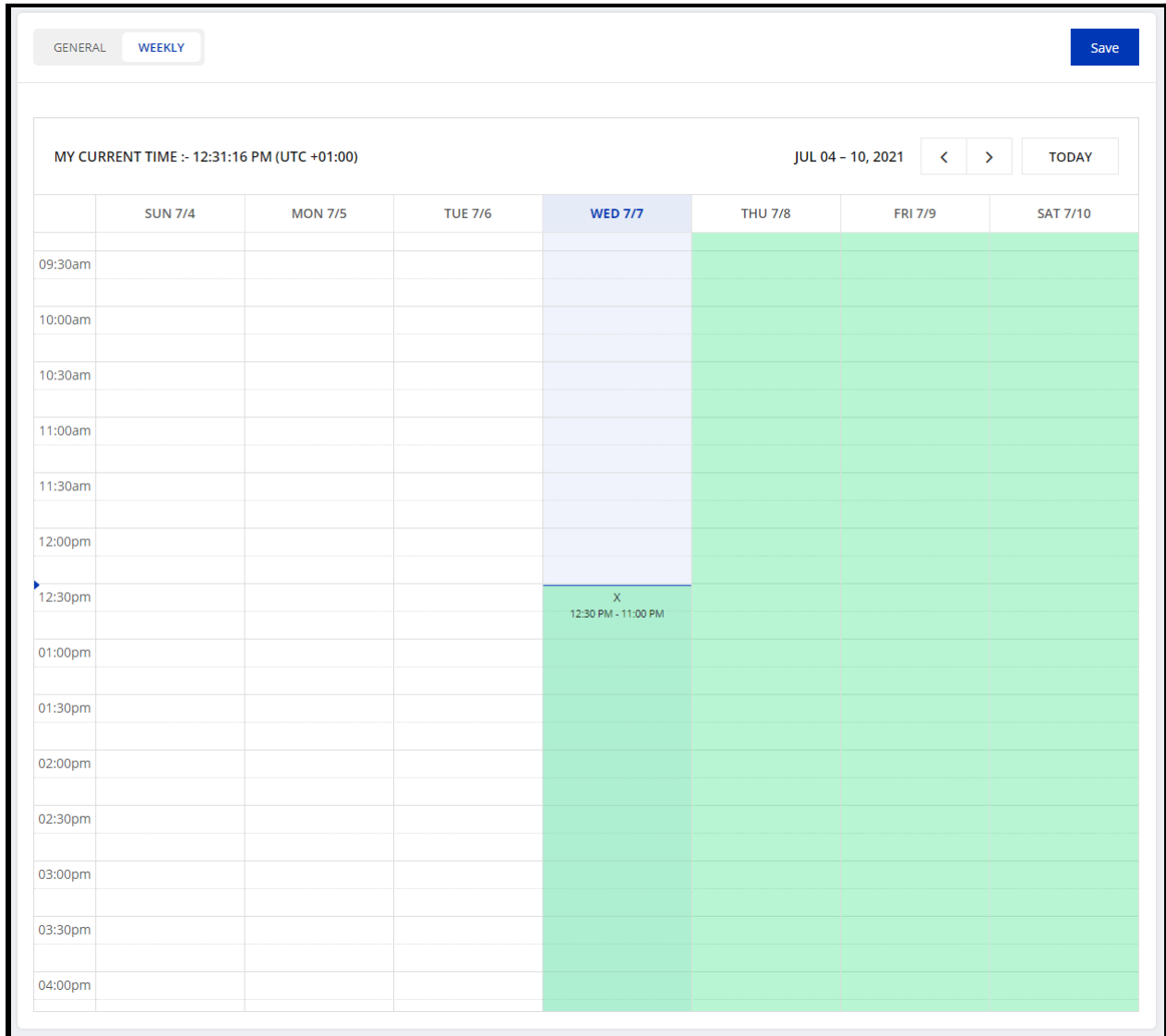


Fig. 4.1.2 Weekly Availability Calendar

5. Lessons

The lessons module displays a consolidated list of all the lessons for the tutor. At the top, there is a bar that displays the countdown time of the upcoming class as shown in figure 5.1.1

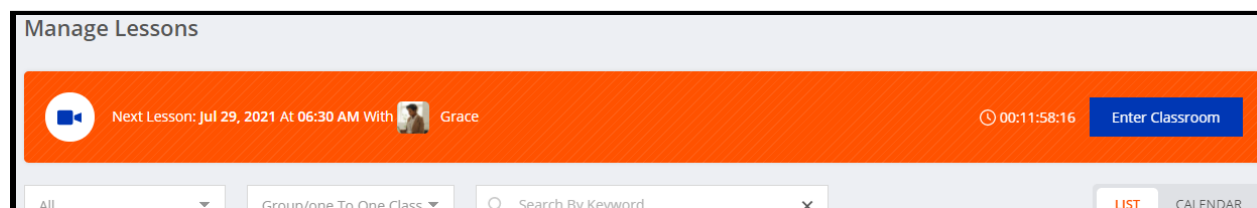


Fig. 5.1.1 Upcoming Lesson Timer

The tutor can choose to view the scheduled classes in a list or calendar view as shown in Figures 5.1.2 and 5.1.3 respectively. The tutor can also search for the classes by entering a keyword in the search bar.

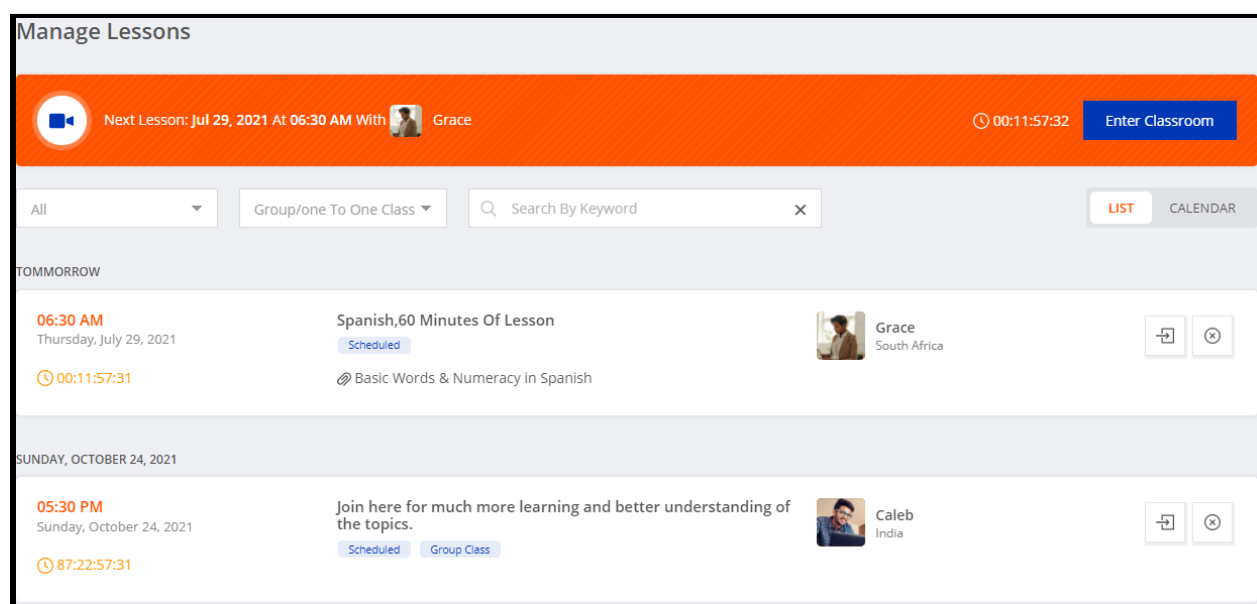


Fig. 5.1.2 Lessons List View

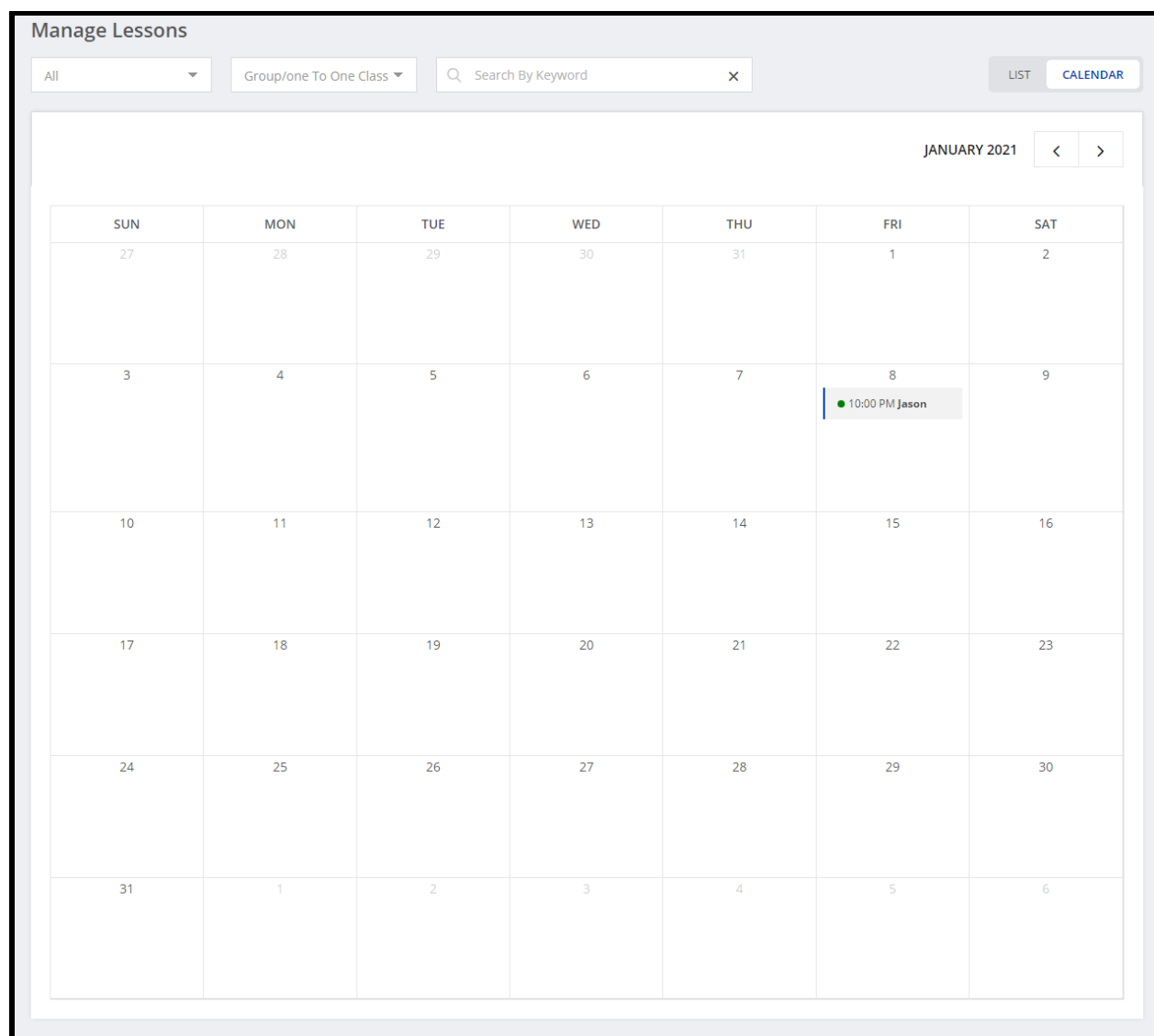


Fig. 5.1.3 Lessons Calendar View

6. Lesson Plan

This module lists all the lesson plans created by the tutor. Lesson plans can be searched using keywords and status filters as shown in Figure 6.1





















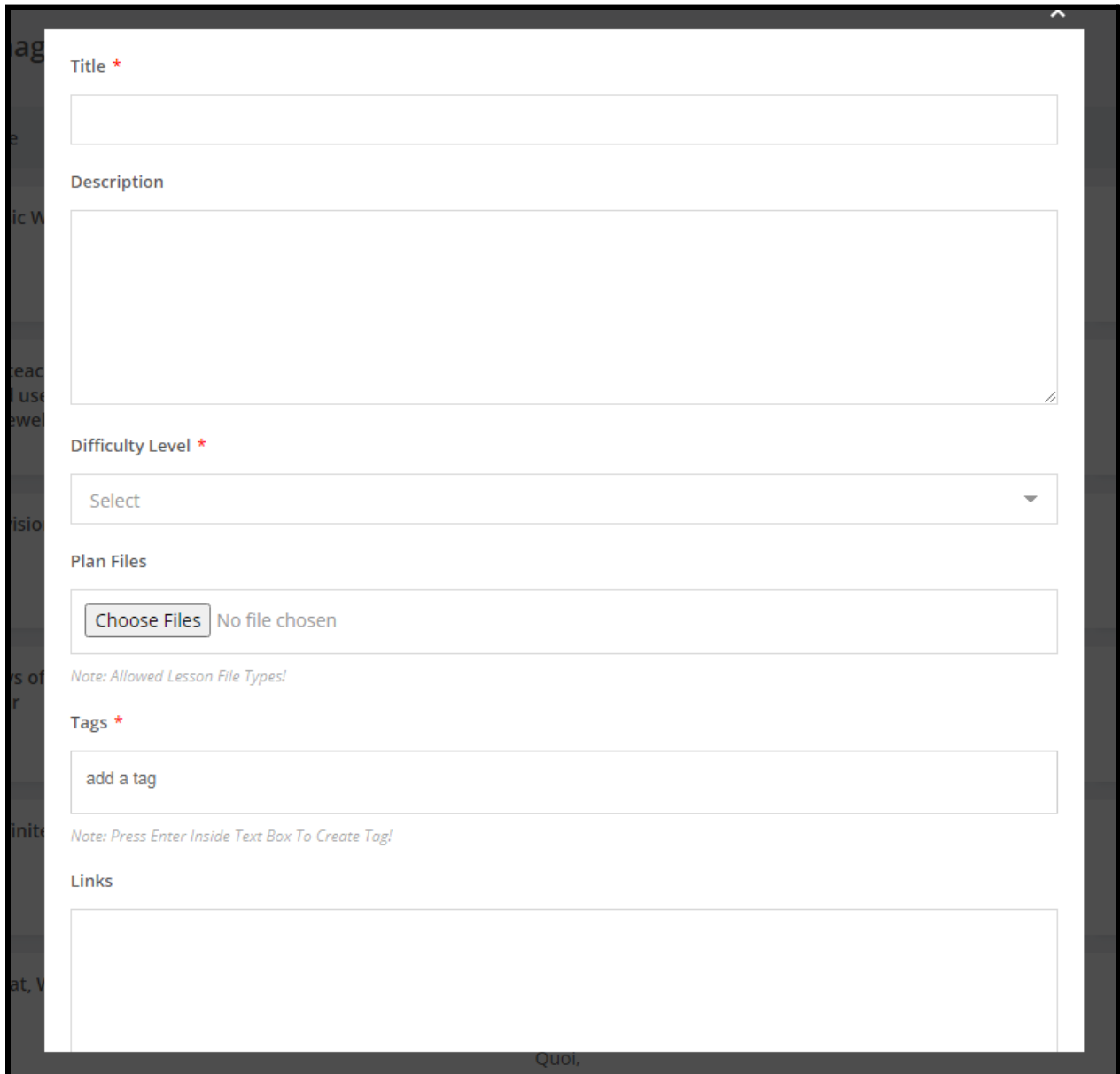
Manage Lessons Plans					Q Search	Add New Lesson
Title	Image	Description	Tags	Level	Actions	
Basic Words & Numeracy in Spanish	-NA-	Lesson goal: To teach the students the Spanish alphabet and the correct pronunciation of each letter, both by itself and in a word Lesson plan:	Spanish	Beginner		
To teach students how to pronounce and use Spanish greetings and farewells correctly	-NA-	To teach students how to pronounce and use Spanish greetings and farewells correctly Lesson plan: Note: You can either divide this lesson into t	Spanish	Upper Beginner		
Revision, Alphabets & Test	-NA-	Revision of numbers, Basic words, Greetings, Farewells, along with addition knowledge of Alphabets & a combined test to map your progress.	Spanish	Intermediate		
Days of the Week and Months of the Year	-NA-	Lesson goal: To teach students the days and months, as well as the questions related to this new vocabulary, such as ¿Qué día	Spanish	Upper Intermediate		
Definite and Indefinite Articles	-NA-	Lesson goal: To introduce definite and indefinite articles to students for the first time Lesson plan: Note: While this is a beginner's	Spanish	Advanced		
What, Why, When in French	-NA-	The Lesson This can be a little tricky at first, as there are multiple choices for "what" (or "which") in French (Que, Quoi,	French	Upper Intermediate		
To describe people physically and personally	-NA-	Ways of describing people: Verbs needed, colors needed. Key Vocabulary and practice works. je suis, j'ai, marron, blanc, yeux, cheveux, fris♠s, bouc	French	Intermediate		
Introduction to the French language ♠ Map of France, Pronunciation rules, Similarities with English; Intro to the IPA; what do you know about the French language and culture, Where is it spoken?	-NA-	Capital of France, Countries bordering France; elision; French accent names Goals: 1. To familiarize with the map of France, to know where else is	French	Beginner		
French Dining	-NA-	Vocabulary will include foods, items used at the table, and phrases used when ordering from a menu. Goals: Students will be able to order from a me	French	Upper Intermediate		
Beginning French Vocabulary: Basic Structural Items	-NA-	Vocabulary in the French language that is necessary to master in order to begin learning the language. Basic items like bathroom, chair, and window wi	French	Upper Beginner		

Fig.6.1 Lesson Plan

This module also allows the tutors to create, add, edit, and delete the lesson plans which are to be shared with the learners. To create a new lesson plan:

- Click on the **"Add New Lesson"** button at the top right corner.

- Clicking on the button will open a pop-up box that requires information regarding the lesson plan to be filled in. Fig. 6.2.
- After filling in the required information, click on the **“Save”** button at the bottom of the box to save the entered information.
- Clicking the **“Save”** button will add the new lesson plan.



Title *

Description

Difficulty Level *

Select

Plan Files

Choose Files No file chosen

Note: Allowed Lesson File Types!

Tags *

add a tag

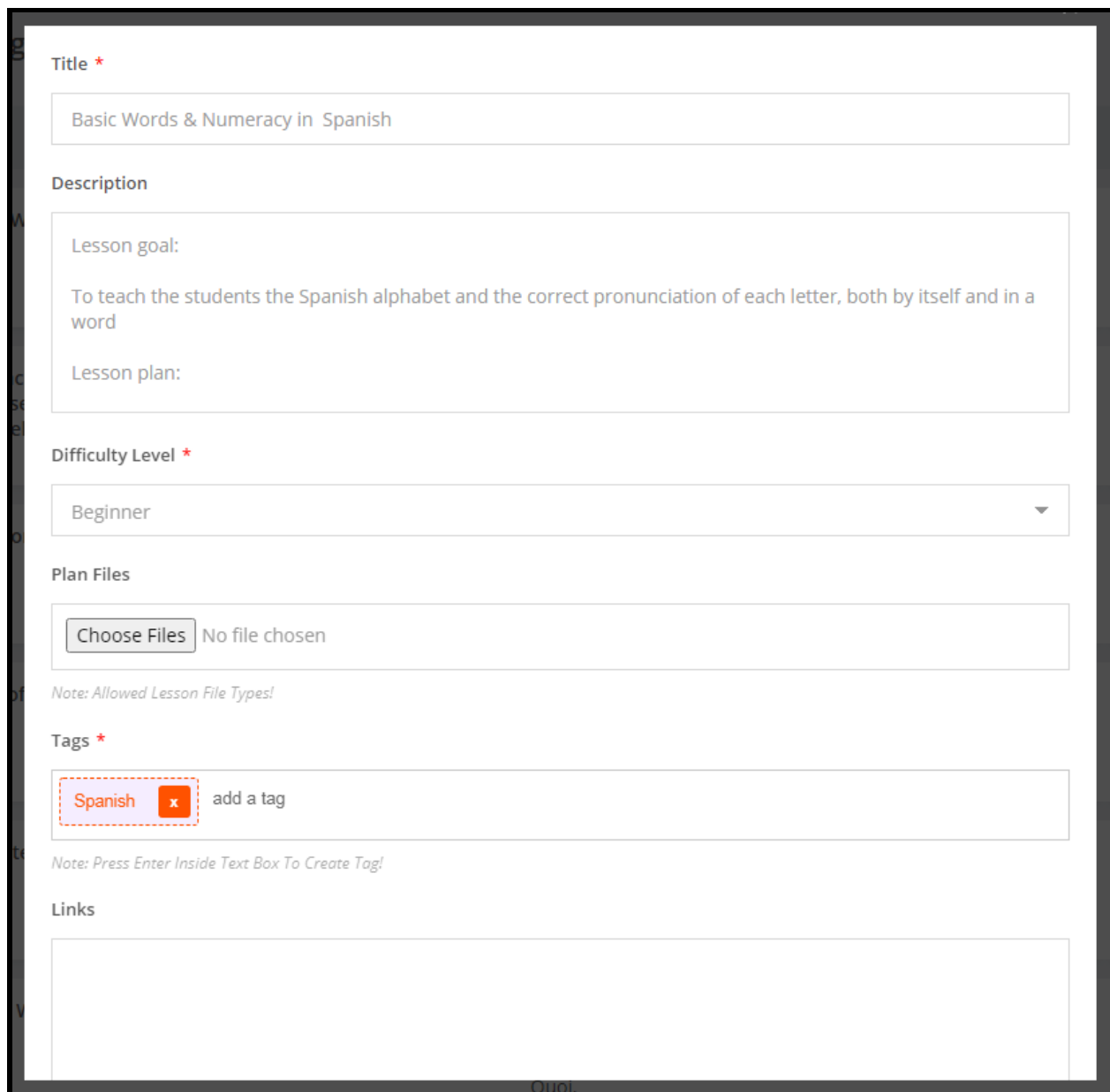
Note: Press Enter Inside Text Box To Create Tag!

Links

Fig.6.2 Add New Lesson Plan

To edit an already existing lesson plan:

- Click the **“Edit”** button next to the lesson plan which needs to be edited.
- A pop-up box will open as shown in figure 6.3.
- Edit the information you want to change and click the **“Save”** button to save the entered information.
- The lesson plan will be edited.



Title *

Basic Words & Numeracy in Spanish

Description

Lesson goal:

To teach the students the Spanish alphabet and the correct pronunciation of each letter, both by itself and in a word

Lesson plan:

Difficulty Level *

Beginner

Plan Files

Choose Files No file chosen

Note: Allowed Lesson File Types!

Tags *

Spanish x add a tag

Note: Press Enter Inside Text Box To Create Tag!

Links

Fig.6.3 Edit New Lesson Plan

To delete an already existing plan:

- Click on the **“Delete”** button of the lesson plan which is to be deleted.
- A confirmation message will appear on the screen as shown in figure 6.4. Click **“Proceed”** to delete the lesson plan.

The screenshot shows the 'Manage Lessons Plans' interface. At the top, there is a search bar and an 'Add New Lesson' button. Below is a table with columns: Title, Image, Description, Tags, Level, and Actions. The table contains four lesson plans. A confirmation dialog is overlaid on the table, asking for confirmation to remove a lesson plan.

Title	Image	Description	Tags	Level	Actions
Basic Words & Numeracy in Spanish	-NA-	Lesson goal: To teach the students the Spanish alphabet and the correct pronunciation of each letter, both by itself and in a word Lesson plan:	Spanish	Beginner	
To teach students how to pronounce and use Spanish greetings and farewells correctly	-NA-	To teach students how to pronounce and use Spanish greetings and	Spanish	Upper Beginner	
Revision, Alphabets & T	-NA-		Spanish	Intermediate	
Days of the Week and Months of the Year	-NA-	Lesson goal: To teach students the days and months, as well as the questions related to this new vocabulary, such as ¿Qué día	Spanish	Upper Intermediate	

Confirm

Are You Sure! By Removing This Lesson Will Also Unlink It From Courses And Scheduled Lessons!

PROCEED **CLOSE**

Fig.6.4 Edit New Lesson Plan

7. Group Classes

This module lists all the group classes (active and canceled) of the tutor. The group classes are sorted as per the dates and the tutor can take several actions like start, edit, and cancel by clicking on the buttons next to the classes as shown in figure 7.1.

Group Classes

Q Search

Add

Details	Start At	End At	Status	Actions
Days of the Week and Months of the Year in French Booked Seats - 0 Entry Fee - \$20.00	2021-05-08 16:00	2021-05-08 17:00	Active	<div></div> <div></div>
Definite and Indefinite Articles in French Booked Seats - 0 Entry Fee - \$15.00	2021-01-31 18:00	2021-01-31 19:00	Active	<div></div> <div></div>
Days of the Week and Months of the Year in French Booked Seats - 0 Entry Fee - \$15.00	2021-01-16 19:00	2021-01-16 20:00	Active	<div></div> <div></div>
Revision, Alphabets & Test in French Booked Seats - 0 Entry Fee - \$15.00	2021-01-09 18:00	2021-01-09 19:00	Active	<div></div> <div></div>
Greetings and Farewells in French Booked Seats - 0 Entry Fee - \$15.00	2020-12-27 18:00	2020-12-27 19:00	Active	<div></div> <div></div>
Basic Words & Numeracy in French Booked Seats - 0 Entry Fee - \$15.00	2020-12-21 17:00	2020-12-21 18:00	Active	<div></div> <div></div>
Definite and Indefinite Articles- English Booked Seats - 0 Entry Fee - \$20.00	2021-01-15 17:00	2021-01-15 18:00	Active	<div></div> <div></div>
Days of the Week and Months of the Year in English Booked Seats - 0 Entry Fee - \$20.00	2021-01-08 16:00	2021-01-08 17:00	Active	<div></div> <div></div>
Revision, Alphabets & Test in English Booked Seats - 0 Entry Fee - \$20.00	2020-12-30 18:00	2020-12-30 19:00	Active	<div></div> <div></div>
Greetings and Farewells in English Booked Seats - 0 Entry Fee - \$20.00	2020-12-22 18:00	2020-12-22 19:00	Active	<div></div> <div></div>

Fig. 7.1 Group Classes

The tutor can also add new group classes from this module. To add a new group class:

- Click the **“Add”** button on the top right corner.

- Clicking the button will open a form to fill in information related to the group class. Fig. 7.2
- The tutor can fill in the required information like title, description, language, fees, date, and time, and then click the **“Save”** button to save the entered information.
- The group class will then be added to the list.

Add Group Class

GeneralEnglishArabic (عربي)

Title *

Description *

Max No. Of Learners

Language *

Select ▼

Entry Fee *

Start Time *

End Time *

Save

Fig. 7.2 Add Group Class

8. Reported Issues

This module allows the tutor to view the issues reported by the learners. Issues can also be searched by entering keywords in the search bar. The tutors can view the complete details of a reported issue by clicking on the view button as shown in the Figure. 8.1.











Reported Issues				<input type="text" value="Search"/>
Learner	Lesson Detail	Issue Status	Actions	
 Carl	Schedule - 2021-07-12 10:45:00 Status - Scheduled	Closed		
 Carl	Schedule - 2021-07-13 15:45:00 Status - Completed	Progress	 	
 Carl	Schedule - 2021-06-29 10:00:00 Status - Completed	Closed		
 Carl	Schedule - 2021-06-28 12:00:00 Status - Completed	Progress	 	

Fig. 8.1 Listing View of Reported Issue

A new window opens which displays the complete details of the issue reported by the learners. Figure 8.2.

Issue Detail

Teacher was absent

Detail

cfedf

Reported By

Carl Mark

Reported Time

2021-07-14 10:32:00

Current Status

Closed

Issue Logs

Action By	Action	Comment	Action On
Carl Mark (Learner)	Teacher was absent	cfedf	2021-07-14 05:02:00
Amy Smith (Teacher)	Complete And 50% Refund	sdfef	2021-07-14 05:02:15
Carl Mark (Learner)	Escalate To Support Team	njrtumg	2021-07-14 05:07:39
Yo!Coach (Support)	Complete And 50% Refund	fsfderf	2021-07-14 05:16:04

Lesson Details

Language: French	Free Trial: No	Order Id: O1626066603
Lesson Id: 901	Total Lesson: 6	Lesson Price: \$10.00
Order Net Amount: \$60.00	Order Discount Total: \$0.00	Teacher Name: Amy Smith
Teacher Join Time:	Teacher End Time:	Learner Name: Carl Mark
Learner Join Time:	Learner End Time:	

Fig. 8.2 Detailed view of Reported Issues

The tutor can resolve the reported issue by clicking on the drop-down icon next to the view button. This brings up the Resolve Issue option. After the tutor clicks on this option, a new **Resolve Issue** window opens as shown in figure 8.3.

Issue Detail

Student left early

Detail	ghjty
Reported By	Carl Mark
Reported Time	2021-07-13 16:22:49
Current Status	Progress

Resolution Form

Take Action *

Select

Your Comment *

Submit

Fig. 8.3 Resolve Issue Tab

- **Select Users to Resolve Issue:** The teacher needs to select the learner, or multiple learners, in the case of Group classes, for whom the reported issue will be resolved. Tutors can click on the **“Details”** button to view the reported issue.
- **Select One or More Issues That Occurred:** Here, the teacher can tick the checkbox for the issues that occurred during the lesson.
- **Take actions:** The teacher needs to select one of the options from the drop-down list as shown in figure 8.4.

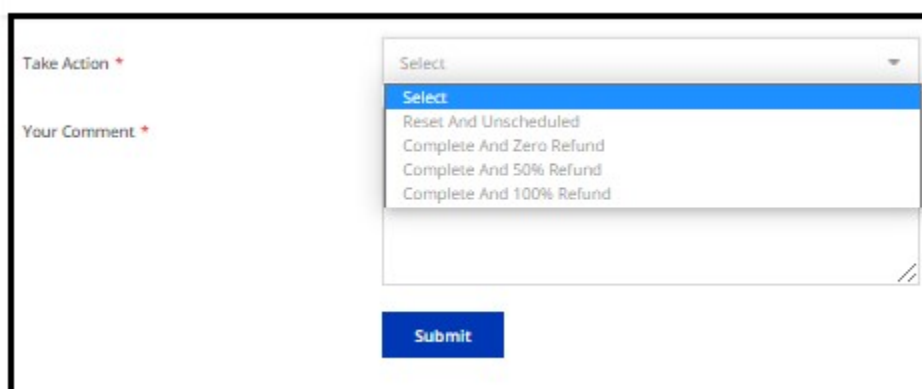


Fig. 8.4 Take actions

- **Comment:** Leave a comment for the learner. Finally, the teacher needs to click on the **“Next”** button to finish resolving the reported issue.

9. Students

This module allows the tutors to view the list of all the learners who have purchased their lessons. The number of scheduled, unscheduled, and past lessons are displayed for each learner. Learners can also be searched by entering the keywords in the search bar. Tutors can message the learners by clicking the **“Message”** button under the Actions column.












My Students						Search
Learner	Lock Lesson Offer(%)	Scheduled	Past	Unscheduled	Actions	
 Paula Williams	 N/a	6	6	6		
 Jeanette Xie	 60 Mins: 8.00%	0	0	6		
 Jason Paul	 60 Mins: 8.00%	21	24	15		

Fig. 9.1 Students

Under the Lock(Single/Bulk Price), the prices set by the tutor for different learners are listed. If no price is set by the tutor, an unlocked icon  is displayed. Clicking on this icon opens the Offer Price window. Here the tutor can enter the single and bulk lesson prices. The tutor needs to click on the Save button to set the prices.

To reset the prices, the tutor needs to click on the locked  icon. This opens a similar Offer Price Window but with the Unlock Prices option next to the Save button. Clicking on this button resets the prices to zero.

Clicking on the message button under the Actions column opens the Start Conversation window as shown in fig 9.2. Here, the tutor can write and send the message to the learner.

Start Conversation

Message *

Send

Fig. 9.2 Start Conversation

10. Orders

This module lists all the canceled, pending, and paid orders received by the tutor. The tutor can filter these orders by keywords, status, and date range as shown in figure 10.1. Tutors can also message the learner for their respective order by clicking on the message button under the Actions column.





My Orders						Search
Order ID	Free Trial	Learner	Order Amount	Order Status	Order Date	Actions
O1624514330	No	Nicole Green	\$20.00	Paid	2021-06-24 11:28:50	
O1624514257	No	Nicole Green	\$10.00	Paid	2021-06-24 11:27:37	
O1624514227	No	Nicole Green	\$10.00	Paid	2021-06-24 11:27:07	
O1624514025	No	Nicole Green	\$10.00	Paid	2021-06-24 11:23:45	

Fig. 10.1 Orders

11. Wallet

This module primarily displays the balance in the digital wallet of the tutor. The tutor can request a withdrawal from the admin through this module. For a withdrawal request:

- Click on the **“Request Withdrawal”** button at the top right corner.
- A pop-up box will appear having two options for the payout. (Fig. 11.1.)
- To request PayPal Payout:
 - Click on the radio button of PayPal Payouts.
 - Mention the amount you wish to withdraw.
 - Enter the PayPal email address.
 - If the tutor wishes to add some instructions for the admin, he/she can do so by entering them in the **“Other Info Instructions”**.
 - Clicking the **“Send Request”** button will send the withdrawal request to the admin.

Request Withdrawal

Payout Type

☒ **Paypal Payouts**

☐ **Bank Payouts**

Amount To Be Withdrawn [\$] *

Paypal Email *

Current Wallet Balance \$10,009.00
Transaction Fee 0.25%

Other Info Instructions

Send Request

Cancel

Fig. 11.1 Paypal Payouts

- To request bank payout. (Fig. 11.2.)
 - Click on the radio button of Bank Payouts.
 - Mention the amount you wish to withdraw.
 - Enter the name of your bank.
 - Enter the account holder's name.
 - Enter the account number.
 - Enter the IFSC code.

- Enter the bank address.
- If the tutor wishes to add some instructions for the admin, he/she can do so by entering them in the **“Other Info Instructions”**.
- Clicking the **“Send Request”** button will send the withdrawal request to the admin.

Request Withdrawal

Payout Type

☐ Paypal Payouts

☒ Bank Payouts

Amount To Be Withdrawn [\$] *

Current Wallet Balance \$44.00

Transaction Fee 1%

Bank Name *

Account Holder Name *

Account Number *

Ifsc Swift Code *

Bank Address

Other Info Instructions

Send Request

Cancel

Fig. 11.1 Bank Payouts

The wallet module also has a **“Gift Card”** button on the top right corner. The tutors can redeem the gift cards and transfer the amount to their digital wallets. To redeem a gift card:

- Click on the **“Gift Card”** button.
- A pop-up box will appear asking for the gift card code. Enter the code and click the **“Redeem”** button. (Fig. 11.3.)
- The money from the gift card will be transferred to the digital wallet.

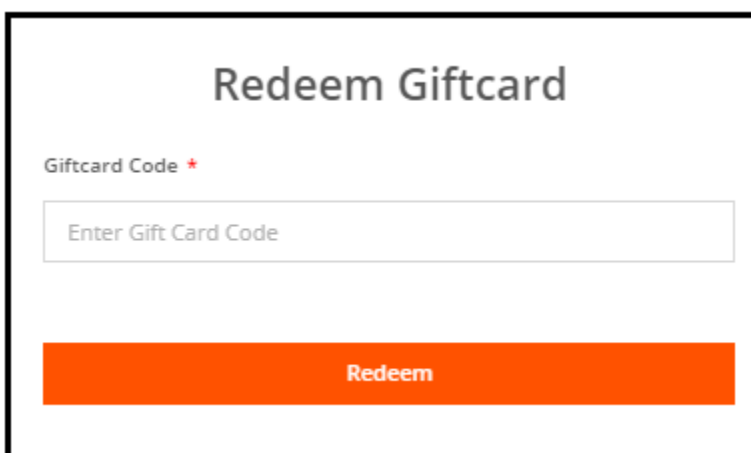
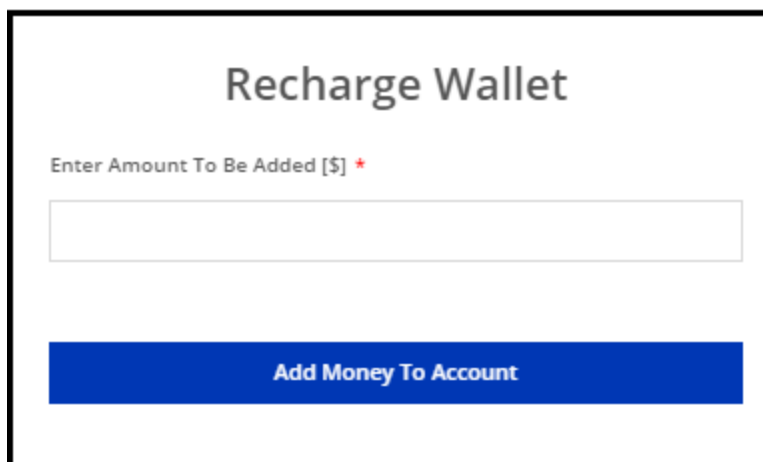
A screenshot of a web form titled "Redeem Giftcard". The form has a light gray background and a black border. At the top, the title "Redeem Giftcard" is centered in a bold, dark gray font. Below the title, the label "Giftcard Code *" is displayed in a smaller, dark gray font. Underneath the label is a text input field with a light gray border and the placeholder text "Enter Gift Card Code" in a light gray font. At the bottom of the form is a large, solid orange button with the word "Redeem" centered in a white, bold font.

Fig. 11.3. Redeem Gift Card

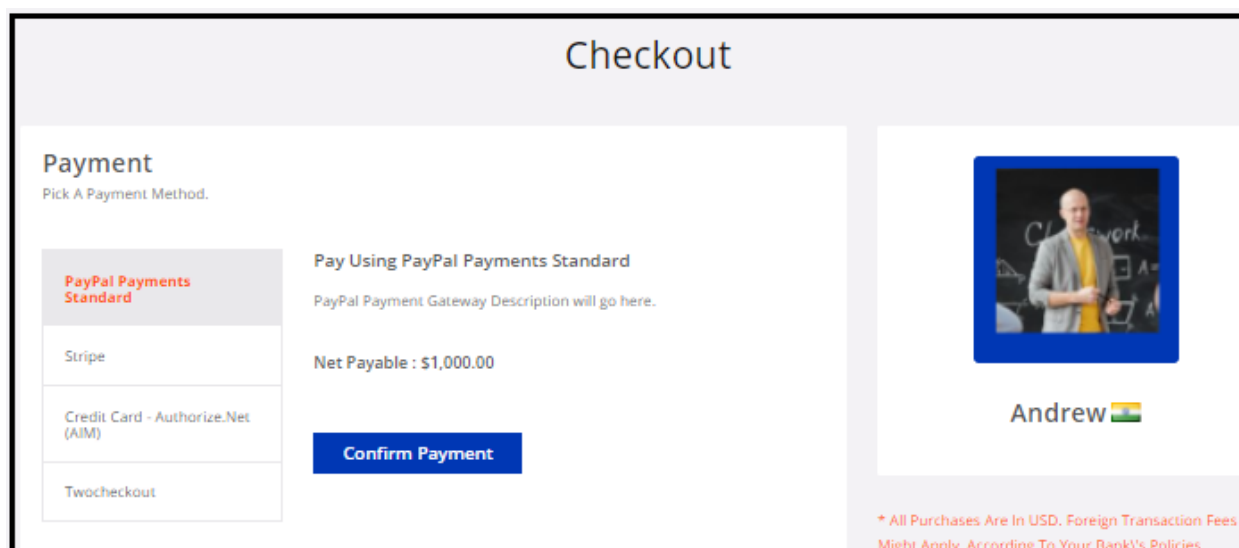
Tutors can also add money to their wallets through this module. To add money to their wallets:

- Enter the amount to be added to the wallet. (Fig. 11.4.)
- Click the **“Add Money to Account”** button which will redirect to the payment page.
- The tutors can select the mode of payment and click the **“Confirm Payment”** button.
- The amount will be added to the wallet.



The image shows a 'Recharge Wallet' form. At the top, the title 'Recharge Wallet' is centered. Below it, the text 'Enter Amount To Be Added [\$] *' is followed by a text input field. At the bottom of the form is a large blue button with the text 'Add Money To Account'.

Fig. 11.4.1 Add Money to Account



The image shows a 'Checkout' page. The title 'Checkout' is centered at the top. Below it, the 'Payment' section is on the left, with the subtext 'Pick A Payment Method.' and a list of payment methods: 'PayPal Payments Standard' (highlighted), 'Stripe', 'Credit Card - Authorize.Net (AIM)', and 'Twocheckout'. To the right of the payment methods, the text 'Pay Using PayPal Payments Standard' is followed by 'PayPal Payment Gateway Description will go here.' and 'Net Payable : \$1,000.00'. A blue 'Confirm Payment' button is at the bottom of this section. On the right side of the page, there is a profile picture of a man in a blue frame, with the name 'Andrew' and an Indian flag emoji below it. At the bottom right, a small red text note states: '* All Purchases Are In USD. Foreign Transaction Fees Might Apply. According To Your Bank's Policies'.

Fig. 11.4.2 Add Money to Account

The wallet also displays the previous transactions done by the tutor as shown in figure 11.5. The previous transactions can also be filtered by keywords, transaction type, and dates to find any particular transaction.



My Wallet						
<div> <div>  <div> <div>Wallet Balance</div> <div>\$10,009.00</div> </div> </div> <div> <div>+</div> Add Money To Wallet </div> <div> <div>Gift Card icon</div> Redeem Gift Card </div> <div> <div>Withdrawal icon</div> Request Withdrawal </div> </div>						
Txn Id	Date	Credit	Debit	Balance	Comments	Status
TN-0000037	2021-06-25	\$9.00	\$0.00	\$10,009.00	Payment of Lesson 41	Completed
TN-0000033	2021-06-25	\$5,000.00	\$0.00	\$10,000.00	test	Completed
TN-0000031	2021-06-25	\$5,000.00	\$0.00	\$5,000.00	test	Completed

Fig. 11.5. Wallet Transactions

12. Flashcards

The flashcard module shows a list of all the flashcards added by the tutors for the learners as shown in figure 12.1. Tutors can search for a flashcard from the search bar using keywords and language filters.

Manage Flash Cards		
<div> <div> <div>Search By Keyword</div> <div> <input type="text"/> </div> </div> <div> <div>Language</div> <div> <div>All</div> <div>▼</div> </div> </div> <div> <div>Search</div> <div>Reset</div> </div> </div>		
Word	Definition	Action
Überzeugend (de)	Persuasive (en)	<div> <div>✎</div> <div>🗑</div> </div>
Elephant (en)	Elephant is an big animal (en)	<div> <div>✎</div> <div>🗑</div> </div>
English (en)	English is a language (en)	<div> <div>✎</div> <div>🗑</div> </div>



0/3

View Flashcards

Add Flashcard

Fig. 12.1 My Flashcards

To add new flashcards:

- Click on the **“Add Flashcard”** button at the top right corner.
- The Set-Up Flashcard window opens as shown in figure 12.2.
- After entering all the details, click the **“Save”** button at the bottom of the form to finish adding the flashcard.

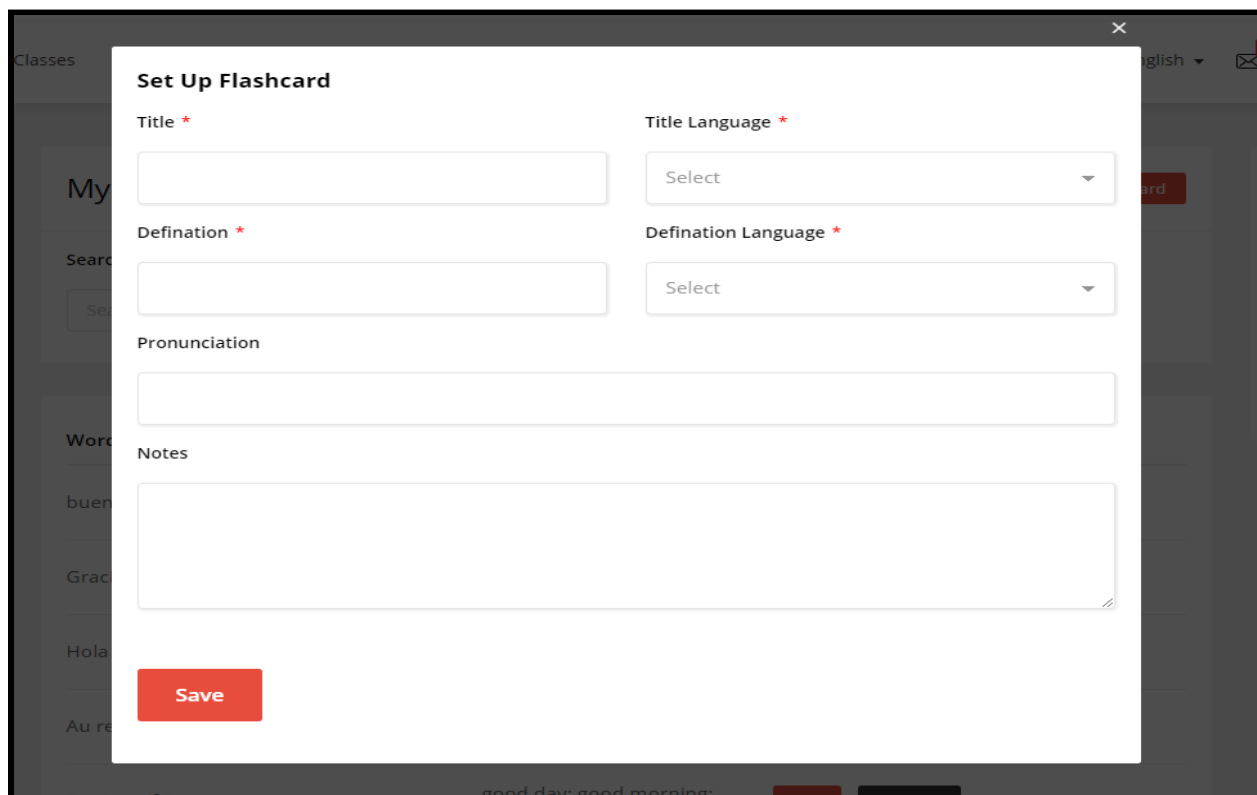
The image shows a 'Set Up Flashcard' modal window. It contains several input fields: 'Title' with a red asterisk, 'Title Language' with a dropdown menu and a red asterisk, 'Defination' (sic) with a red asterisk, 'Defination Language' (sic) with a dropdown menu and a red asterisk, 'Pronunciation', and 'Notes'. A red 'Save' button is at the bottom left. The background shows a blurred view of the application interface with a sidebar and a main content area.

Fig. 12.2 Setup Flashcard

Tutors can also edit existing flashcards by clicking on the edit button. After making the changes, the tutor needs to click on the Save button to finish editing the flashcard.

- **Review**

Tutors can also review the created flashcards by clicking on the review button located on the right side as shown in figure 12.3.

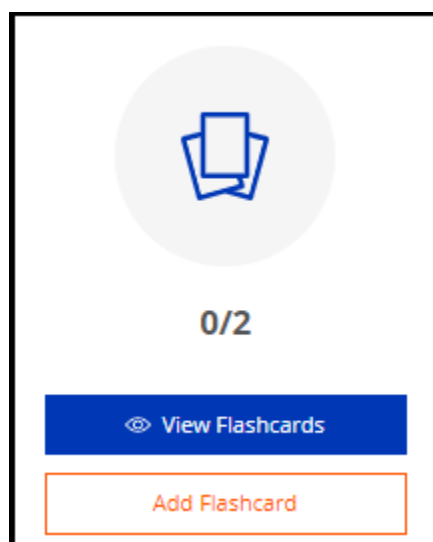


Fig. 12.3 Flashcard Review

Clicking on the review button opens the unreviewed flashcard as shown in figure 12.4



Fig. 12.4 Flashcard Review

The teacher needs to select the option in the next window as shown in figure 12.5. After this, a toast message appears confirming the flashcard has been reviewed.

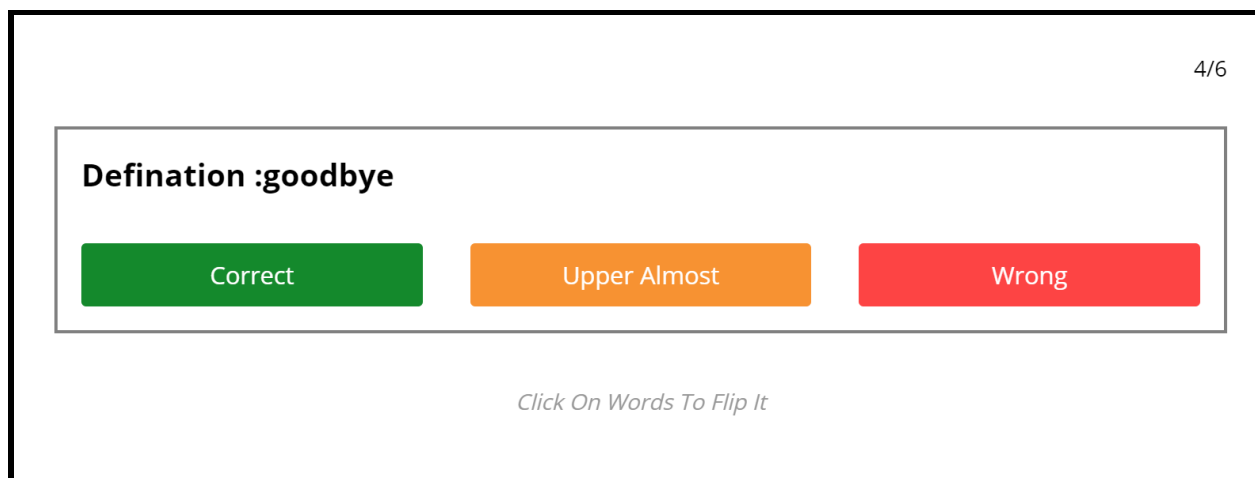


Fig. 12.5 Flashcard Review

13. Gift Cards

The module lists all the gift cards purchased previously. Tutors can search for the gift cards in the search bar by using the keywords or status of the gift card as shown in figure 13.1

Gift Card				
			<input type="text" value="Search"/>	<input type="button" value="Giftcards Purchased"/>
Order ID	Gift Card Code	Amount	Receipient Details	Status
O1606458461	8N86PT	\$130.00	Name - Jason Email - jason@dummysid.com	<input type="button" value="Unused"/>


Fig. 13.1 Gift Cards Purchased

Tutors can also purchase and send new gift cards to anyone. To purchase a new gift card:

- Click on the **“Send Gift Card”** button on the top right corner.
- Enter the details like your phone number, gift card amount, recipient's name, recipient's email address, and click the **“Send Gift Card”** button below it. (Figure 13.2.)

- The page will be redirected to the payment options. After making the payment, the gift card will be sent to the recipient.

Gift Card



Buyer Name *

Buyer Email *

Buyer Phone *

Giftcard Amount *

Recipient Name *

Recipient Email *

Send Gift Card

Clear

Order ID	Gift Card Code	Amount	Receipient Details	Status
O1606458461	8N86PT	\$130.00	Name - Jason Email - jason@dummyid.com	Unused

Fig. 13.2 Send Gift Card