



# **Teacher User Manual**

**For Version 4.1**

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

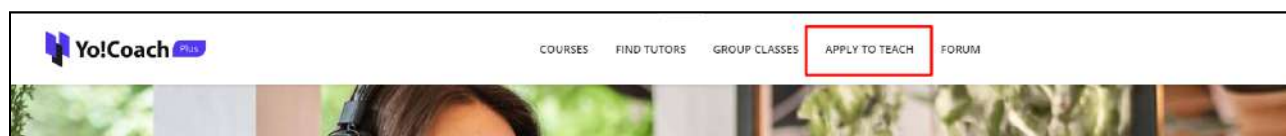
# 1. Teacher Registration

Yo!Coach supports one account, dual profile functionality, meaning that both teacher and learner profiles can be operated from a single account. Registering as a teacher on Yo!Coach is simple and can be done using two methods.

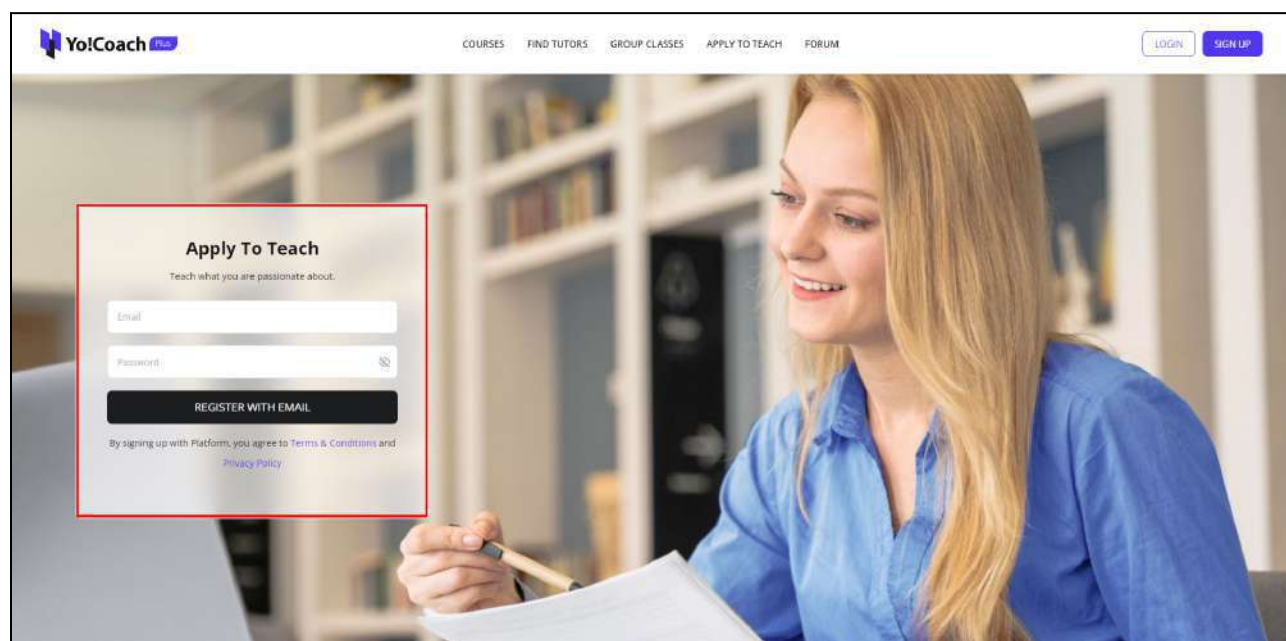
## 1.1 Registration Methods

### I. Registration Method One - Register Directly As A Teacher

On the Yo!Coach home page, click **Apply to Teach** from the page header.



You are redirected to the user application page where the **Apply To Teach** form is displayed with the following fields:

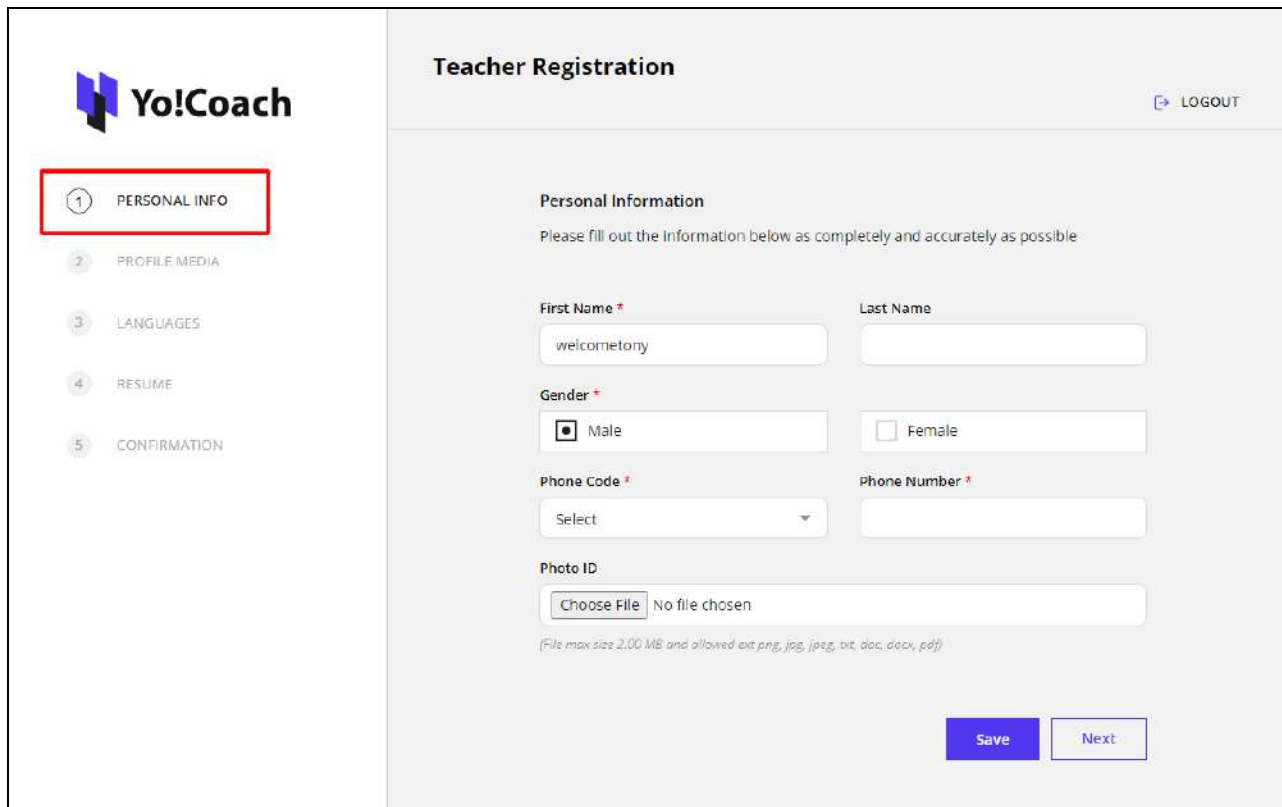


- **Email:** Enter a valid email address to be used for registration.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Password:** Enter a strong password for your account.

Click **Register with an email** and the **Teacher Registration** page will open displaying the following tabs:



### a. Personal Info

Enter the following personal information in the provided fields:

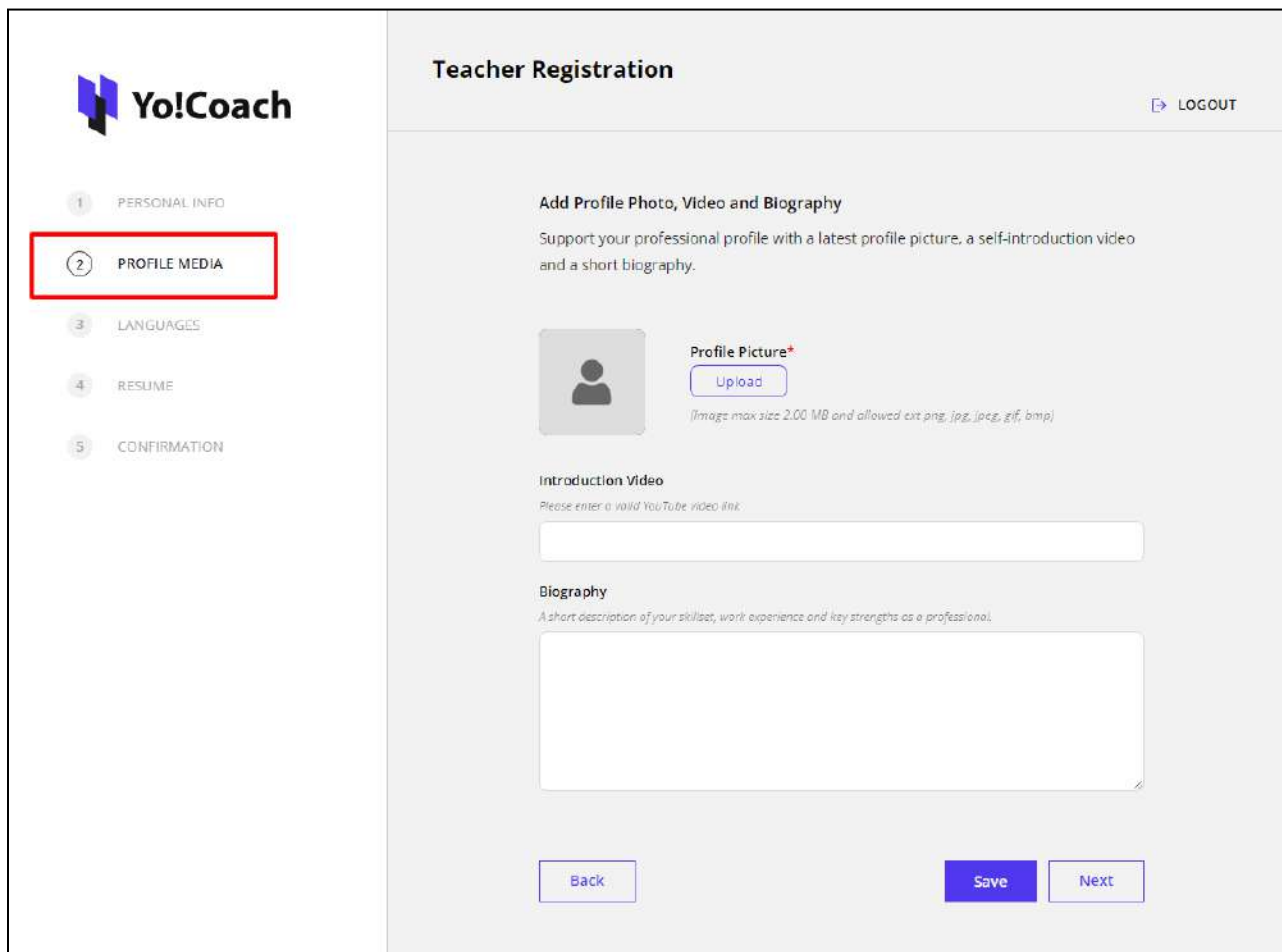
- **First Name\*:** View/Edit your first name in the provided field. The name is pre-filled as derived from your email address.
- **Last Name:** Enter your last name.
- **Gender\*:** Select your gender from the provided radio buttons, **Male** or **Female**.
- **Phone Code\*:** Select the valid phone code from the drop down list.
- **Phone Number\*:** Enter your phone number.
- **Photo ID:** Click **Choose File** and upload a valid photo ID proof in the prescribed format.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save** to save the entered details. Once saved, click **Next** to move to the next tab.

## b. Profile Media

To be easily identified on the platform, certain media upload options are available while registering. The following fields are displayed in this tab:



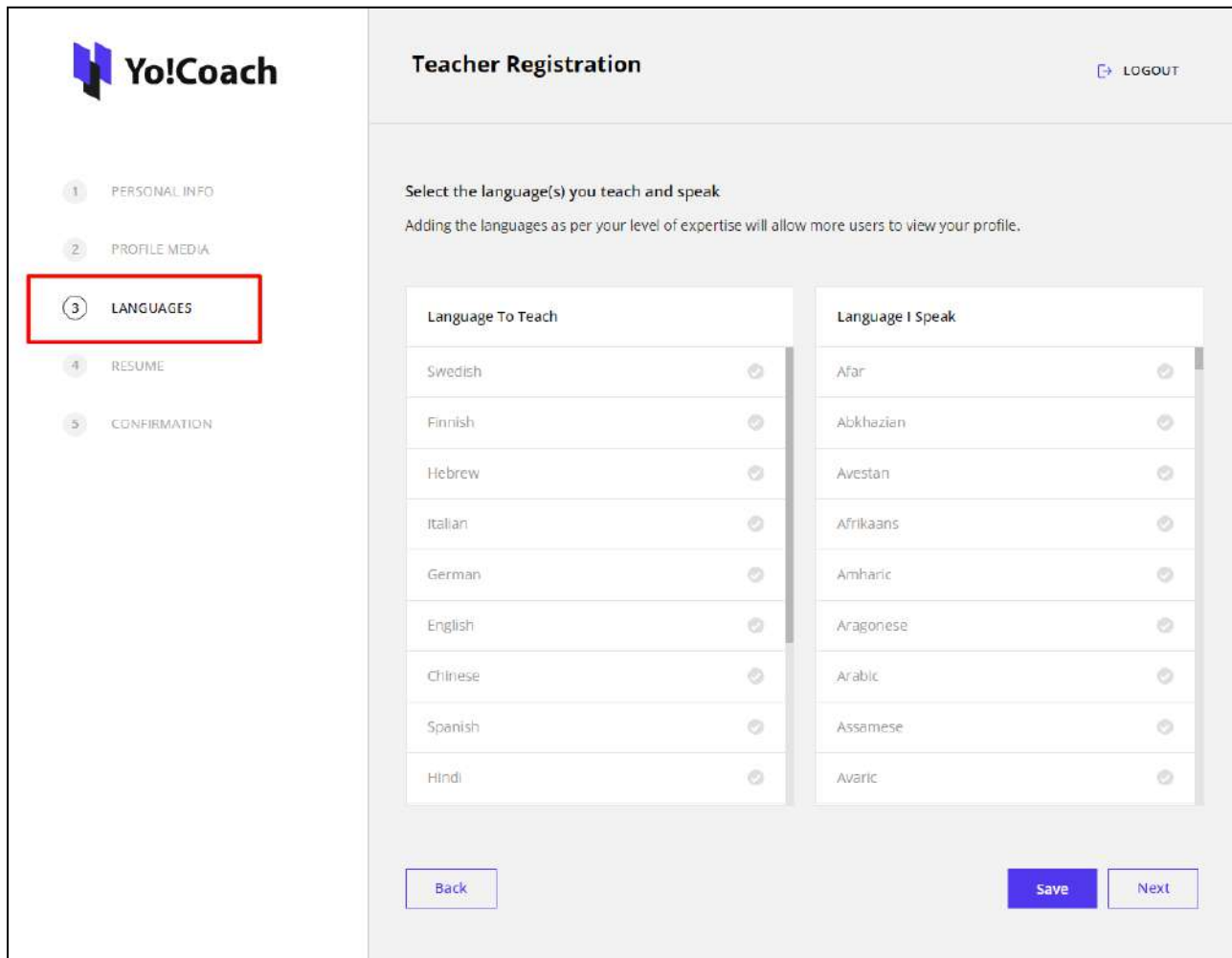
- **Profile Picture\*:** Click **Upload** and upload a profile picture in the prescribed format.
- **Introduction Video:** Paste the link of your youtube video giving a brief about your personal information, experience, and teaching skills.
- **Biography:** Enter a brief paragraph stating your experience, skills, and any other information you want to share with the learners on the platform.

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Click **Save** to save the details and click **Next** to move to the next tab. Click **Back** to move to the previous tab. You can also use the left navigation panel to move to any of the tabs directly.

### c. Languages

To register on the platform, information about your language preference is necessary. Select the following details:



**Yo!Coach**

**Teacher Registration** [LOGOUT](#)

Select the language(s) you teach and speak  
Adding the languages as per your level of expertise will allow more users to view your profile.

Language To Teach	Language I Speak
Swedish	Afar
Finnish	Abkhazian
Hebrew	Avestan
Italian	Afrikaans
German	Amharic
English	Aragonese
Chinese	Arabic
Spanish	Assamese
Hindi	Avaric

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

- **Language To Teach:** From the provided languages list, select one or more languages you want to teach on the platform.

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- **Language I Speak:** From the provided languages list, select one or more languages that you speak. Once you select a language, select your level of fluency from the list displayed.

**Teacher Registration**
LOGOUT

Select the language(s) you teach and speak

Adding the languages as per your level of expertise will allow more users to view your profile.

**Language To Teach**

Swedish	<input checked="" type="checkbox"/>
Finnish	<input type="checkbox"/>
Hebrew	<input type="checkbox"/>
<b>Italian</b>	<input checked="" type="checkbox"/>
German	<input type="checkbox"/>
English	<input type="checkbox"/>
<b>Chinese</b>	<input checked="" type="checkbox"/>
Spanish	<input type="checkbox"/>
Hindi	<input type="checkbox"/>

**Language I Speak**

Amharic	<input type="checkbox"/>
Aragonese	<input type="checkbox"/>
Arabic	<input type="checkbox"/>
I do not speak this Language	
Total Beginner	
Beginner	
Upper Beginner	
Intermediate	
Upper Intermediate	
Advanced	
Upper Advanced	
Native	
Bashkir	<input type="checkbox"/>
Belarusian	<input type="checkbox"/>

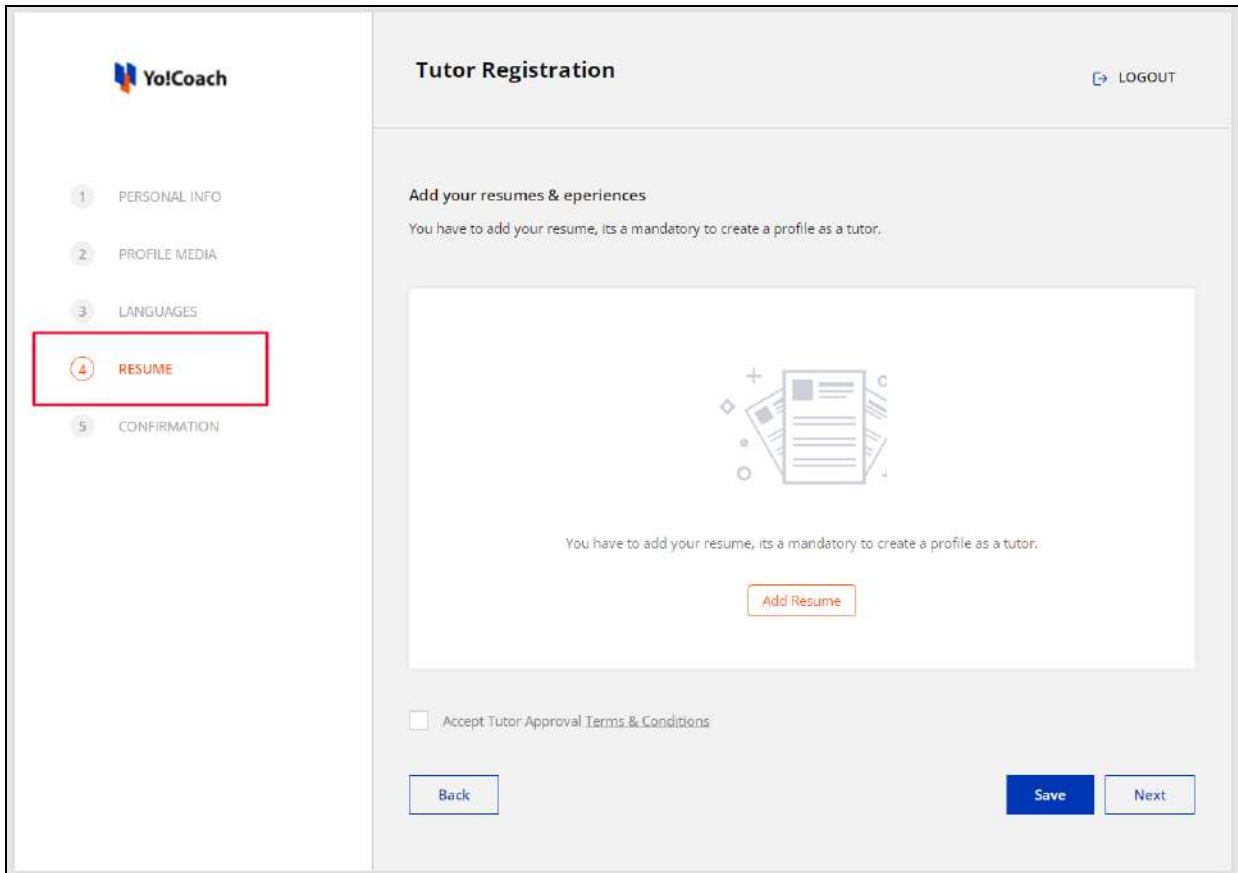
Back
Save
Next

Click **Save** to save the selected language details. Once saved, click **Next** to move to the next tab.

#### d. Resume

Add your qualifications and experience details from the **Resume** tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Tutor Registration** [LOGOUT](#)

**Add your resumes & eperiences**  
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](#)

Click **Add Resume** to open the **Add Your Experience** window form. Enter the work experience or educational qualification-related details in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Add Your Experience

Experience Type *	Title *
<input type="text" value="Select"/>	<input type="text" value="Eg: B.a. English"/>
Institution *	Location *
<input type="text" value="Eg: Oxford University"/>	<input type="text" value="Eg: London"/>
Description	
<input type="text" value="Eg. Focus In Humanist Literature"/>	
Start Year *	End Year *
<input type="text" value="2022"/>	<input type="text" value="2022"/>
Upload Certificate	
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Save Changes"/>

Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx,pdf!

- Experience Type\*
- Title\*
- Institution\*
- Location\*
- Description
- Start Year\*
- End Year\*
- Upload Certificate

Click **Save Changes** to save the details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Teacher Registration

↪ LOGOUT

---

**Add your resumes & experiences** Add Resume


It is mandatory to add your resume as a teacher for verification by the admin.

RESUME	START-END	CERTIFICATE	ACTIONS
<b>Understanding Child Psychology</b> United Kingdom German Embassy	2023-2023	N/A	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">✎</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">🗑</span>
<b>Level 1 German</b> London German Embassy	2016-2017	N/A	<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">✎</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; font-size: 0.8em;">🗑</span>

Accept Teacher Approval Request [Terms & Conditions](#)

Back
Submit

Click **Add Resume** from the upper right corner of the section to add more qualifications or work experience details. The new experiences are displayed in the form of a list and the following action buttons are provided with them:

- **Edit** : Click the edit icon button to open the **Edit Your Experience** window form. Make the required changes in the provided fields and click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Edit Your Experience

<p><b>Experience Type *</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Certification</span> <span>▼</span> </div>	<p><b>Title *</b></p> <div style="border: 1px solid #ccc; padding: 5px;">Understanding Child Psychology</div>
<p><b>Institution *</b></p> <div style="border: 1px solid #ccc; padding: 5px;">University of Harvard</div>	<p><b>Location *</b></p> <div style="border: 1px solid #ccc; padding: 5px;">London</div>
<p><b>Description</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">Child Psychology</div>	
<p><b>Start Year *</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>2018</span> <span>▼</span> </div>	<p><b>End Year *</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>2019</span> <span>▼</span> </div>
<p><b>Upload Certificate</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input type="button" value="Choose File"/> <span style="margin-left: 10px;">No file chosen</span> </div>	
<input type="button" value="Save Changes"/>	

*Note Allowed Certificate Extensions png,jpg,jpeg,txt,doc,docx,pdf*

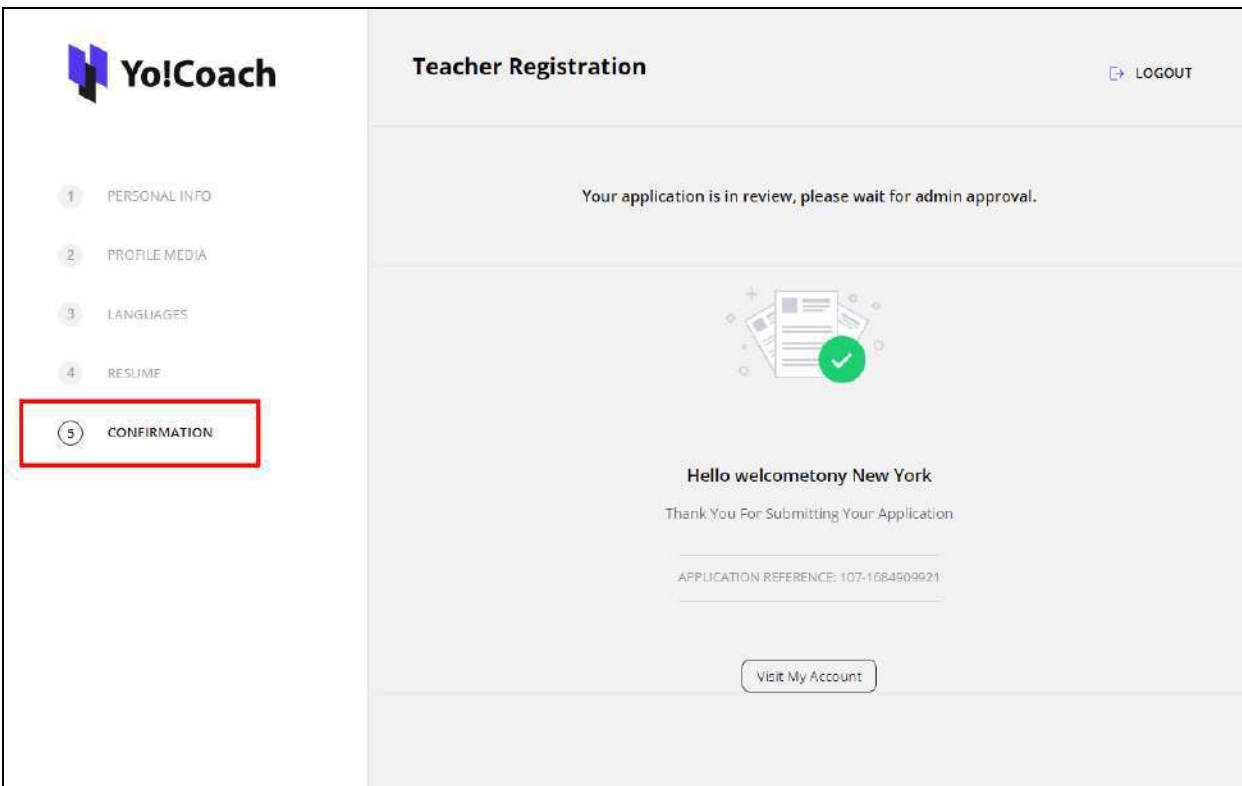
- **Delete** : Click the delete icon button and follow the prompts to remove an entry.

Once all the experience details are added, accept the **Teacher Approval Terms and Conditions** by selecting the provided checkbox. Click **Save** to save the details and click **Next** to move to the next tab.

### e. Confirmation

The page displays a confirmation for submission of your teacher application along with the application reference number. Your registration request is sent to the admin for approval. Once your request is approved, you are notified on your registered email.

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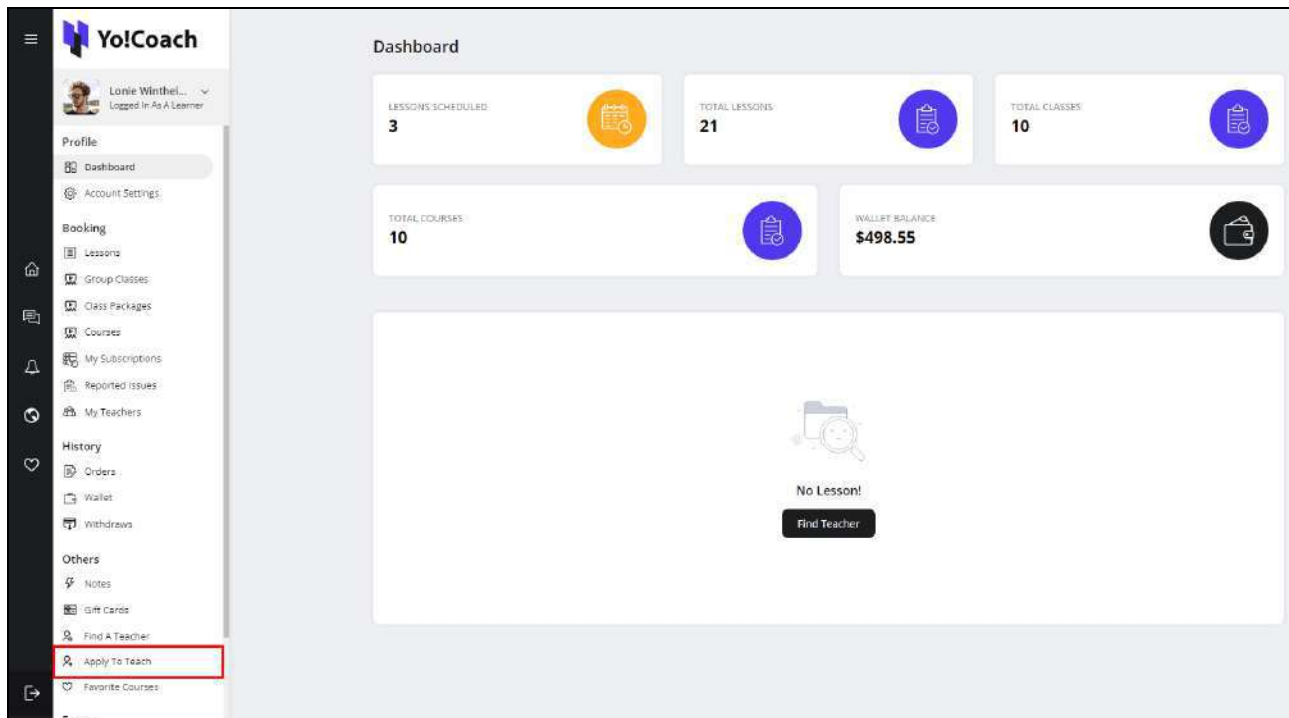


 Every user registered as a teacher is also registered as a learner by default.

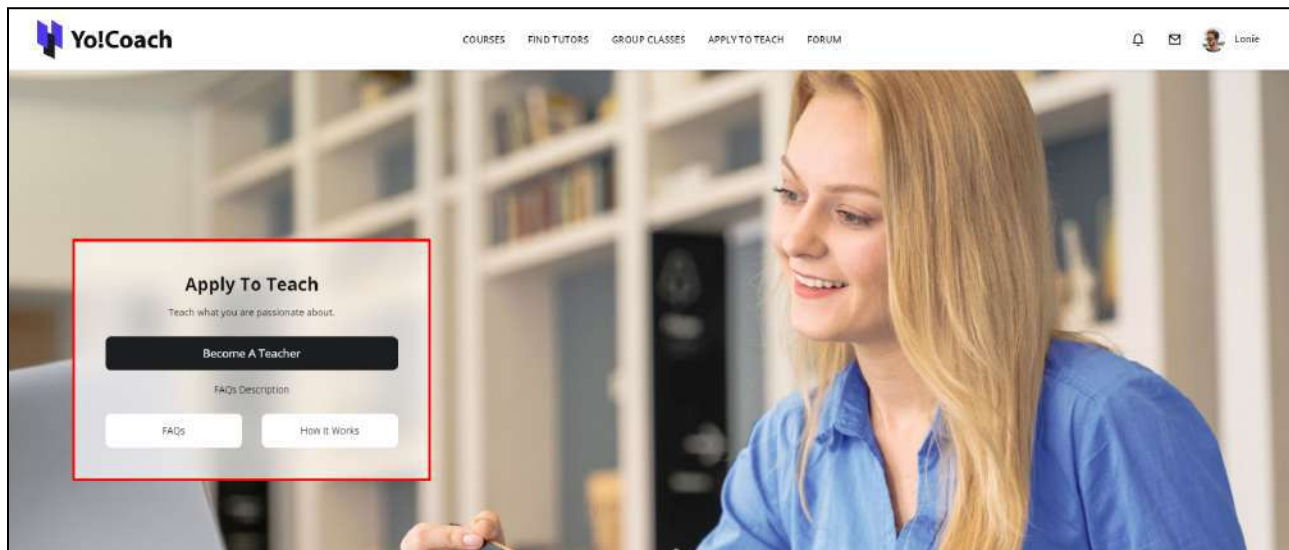
## II. Registration Process Two - Already Registered As A Learner

When you are formerly registered as a learner, Yo!Coach allows you to request registering as a teacher through a simple and straightforward process. From the side navigation menu on your learner **Dashboard**, click **Apply To Teach**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



You are redirected to the **Apply To Teach** form page. To proceed, click **Become A Teacher** from this page.



You are taken to the **Teacher Registration** form displaying different data tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- 1 PERSONAL INFO
- 2 PROFILE MEDIA
- 3 LANGUAGES
- 4 RESUME
- 5 CONFIRMATION

### Teacher Registration

**Personal Information**

Please fill out the information below as completely and accurately as possible

**First Name \***

**Last Name**

**Gender \***

 Male

Female

**Phone Code \***

**Phone Number \***

**Photo ID**

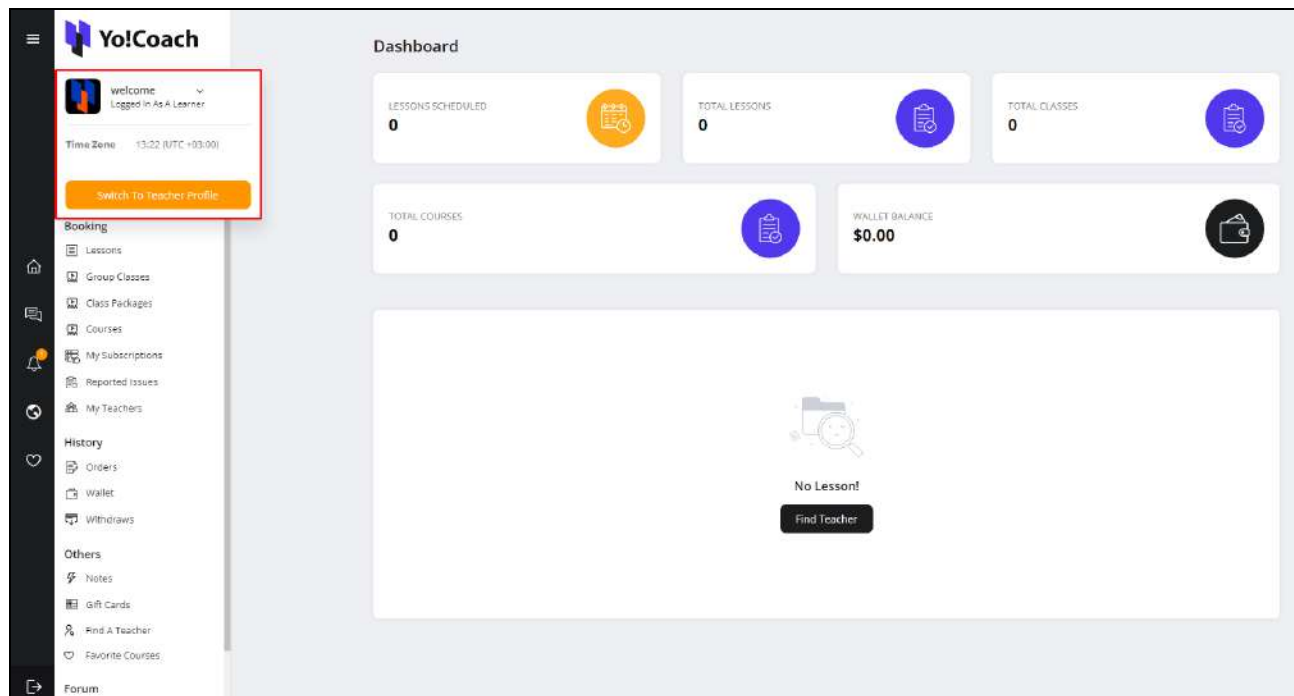
 No file chosen

*(File max size 2.00 MBs and allowed ext: png, jpeg, tiff, doc, docx, pdf)*

This form is the same as the **Teacher Registration** form displayed while registering directly as a teacher, as explained earlier. Follow the similar procedure and enter the required information to submit the teacher registration request. Once the admin approves your request, you are able to access your teacher dashboard. To switch to your teacher profile, hover over the **Role Switcher** section from the left navigation on your learner dashboard and click **Switch to Teacher Profile**.

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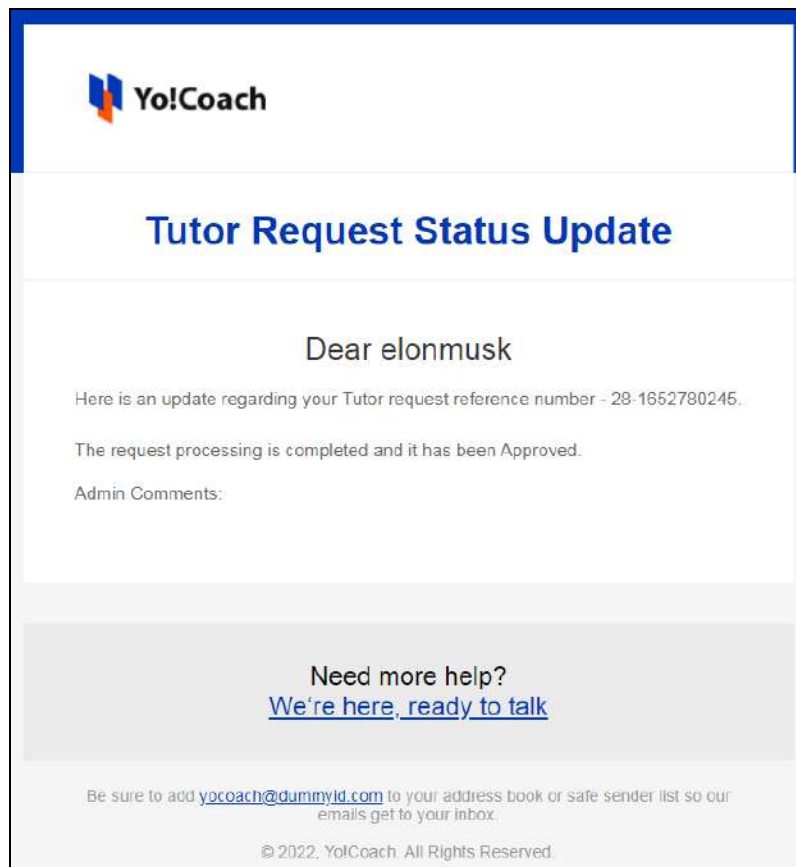


You are redirected to your **Teacher Dashboard**. As soon as you are registered as a teacher, the **Apply To Teach** button is removed from the side navigation menu on your learner dashboard.

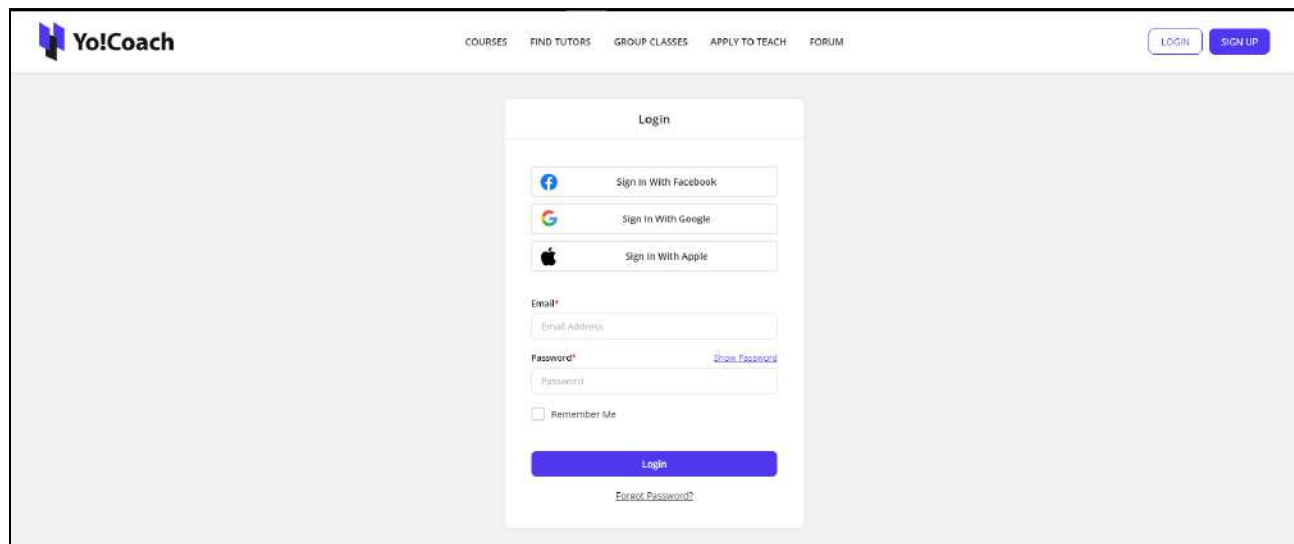
## 1.2 Login

Once you are successfully registered as a teacher, you can simply log into and set up your account, and start hosting sessions.

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To log into your account, click **Log In** from the upper right corner of the Yo!Coach home page. You are redirected to the **Login** form where the following details are required:



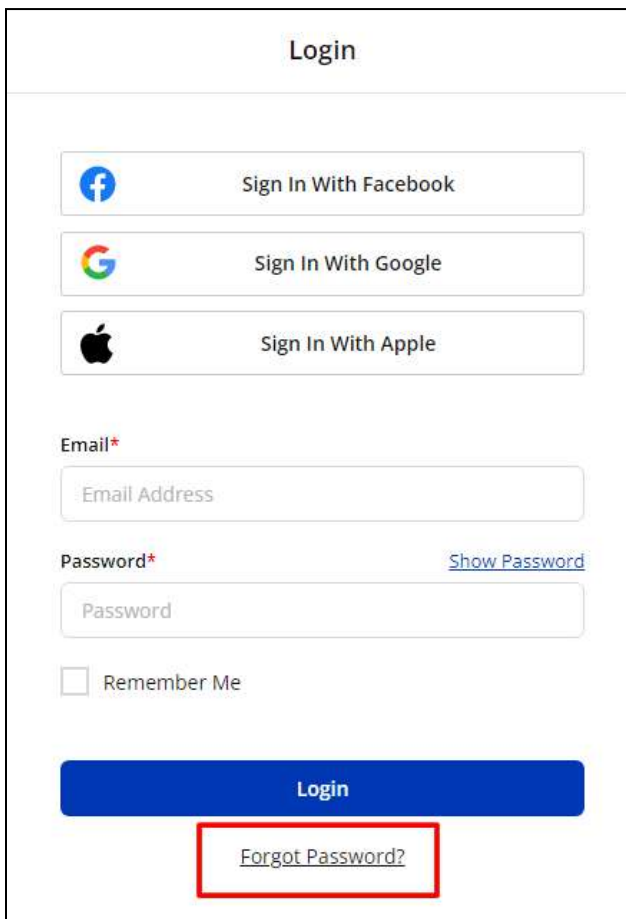
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Email\*:** Enter the registered email address.
- **Password\*:** Enter your profile password.

Click **Log In** to log into your teacher account.

## Forgot Password

Yo!Coach allows you to reset your profile password if you can't recall it. From the **Login** form, click **Forgot Password?**



Login

Sign In With Facebook

Sign In With Google

Sign In With Apple

Email\*

Email Address

Password\* [Show Password](#)

Password

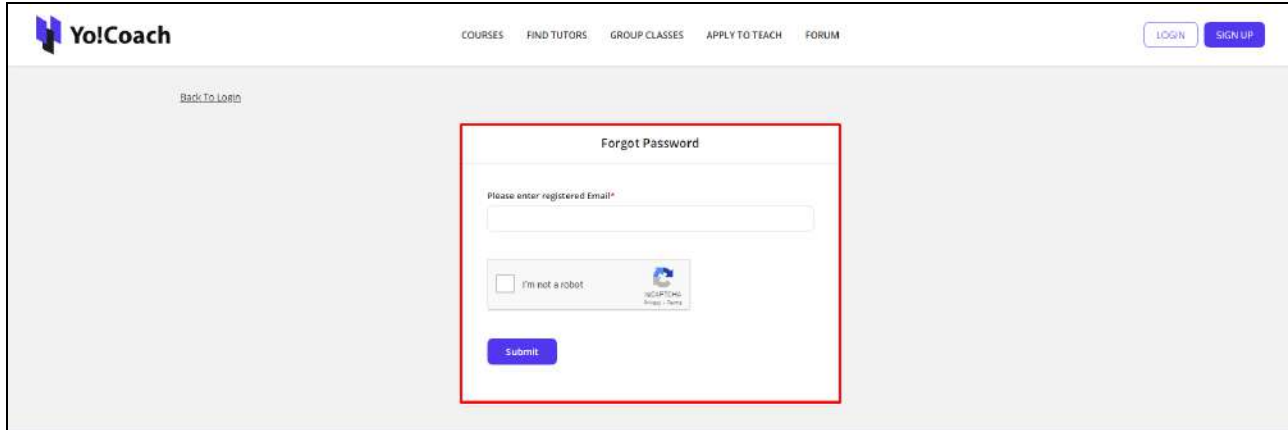
Remember Me

Login

[Forgot Password?](#)

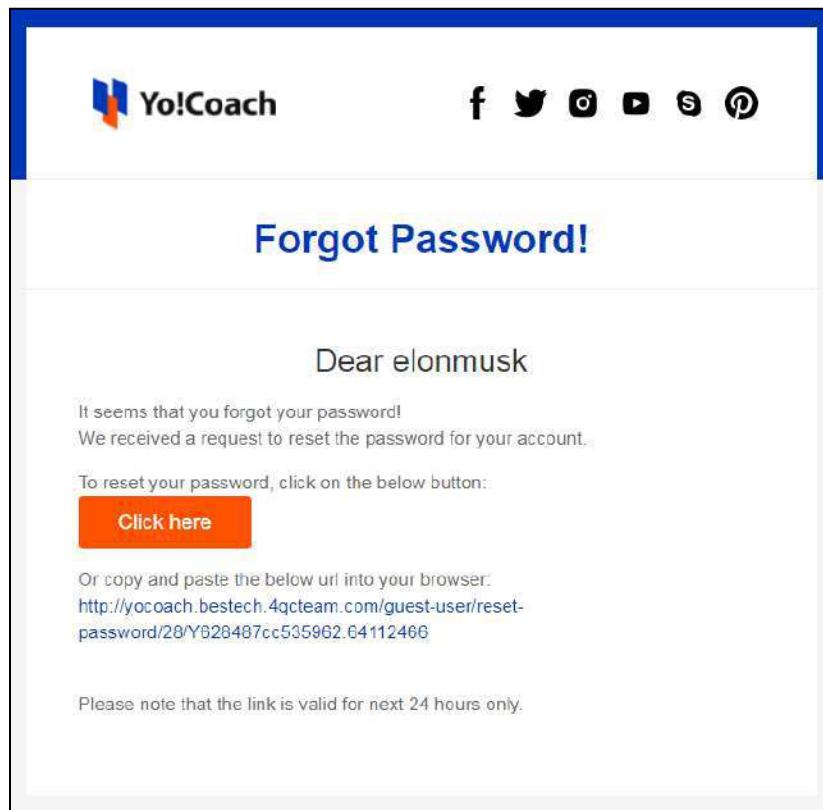
You are redirected to the **Forgot Password** form page. Enter your registered email address in the provided field and click **Submit**.

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The reset password request details are mailed to you at your email address.

Find the system email from your inbox and proceed with the provided link to move to the **Reset Password** page.



Enter the new password in the mandatory password field. Re-enter the new password and click **Reset Password** to save. The reset password confirmation prompt displays on the screen.

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### Reset Password?

Change Or Reset Your Password.


Password \* [Show Password](#)


Confirm New Password


[Reset Password](#)

Enter the new credentials on the **Login** form and click **Log In** to log into your teacher profile.

### Login

 Sign In With Facebook

 Sign In With Google

 Sign In With Apple

Email\*

Password\* [Show Password](#)

Remember Me

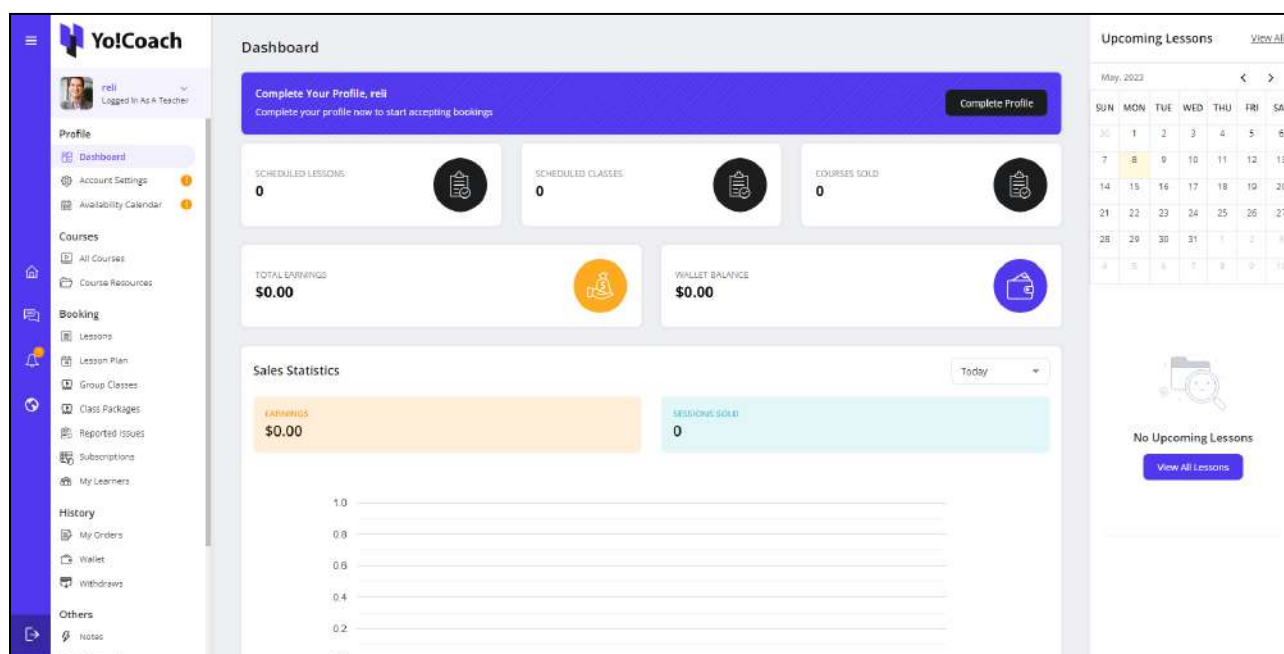
[Login](#)

[Forgot Password?](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 2. Dashboard

**Dashboard** gives a complete overview of the teacher profile through various sections. The top section displays the account summary such as, the total earnings, the number of lessons scheduled, the number of group classes scheduled, and the amount in the digital wallet. A graphical representation of sales revenue and a number of sessions sold on the platform is also displayed. Your upcoming lessons in the calendar and list view can also be found on the right hand section of the **Dashboard**.



### 2.1 Shortcut Buttons

The left panel of the **Dashboard** displays the following sections:

#### a. Hamburger Menu

Click the hamburger menu icon to expand or contract the dashboard side navigation panel.

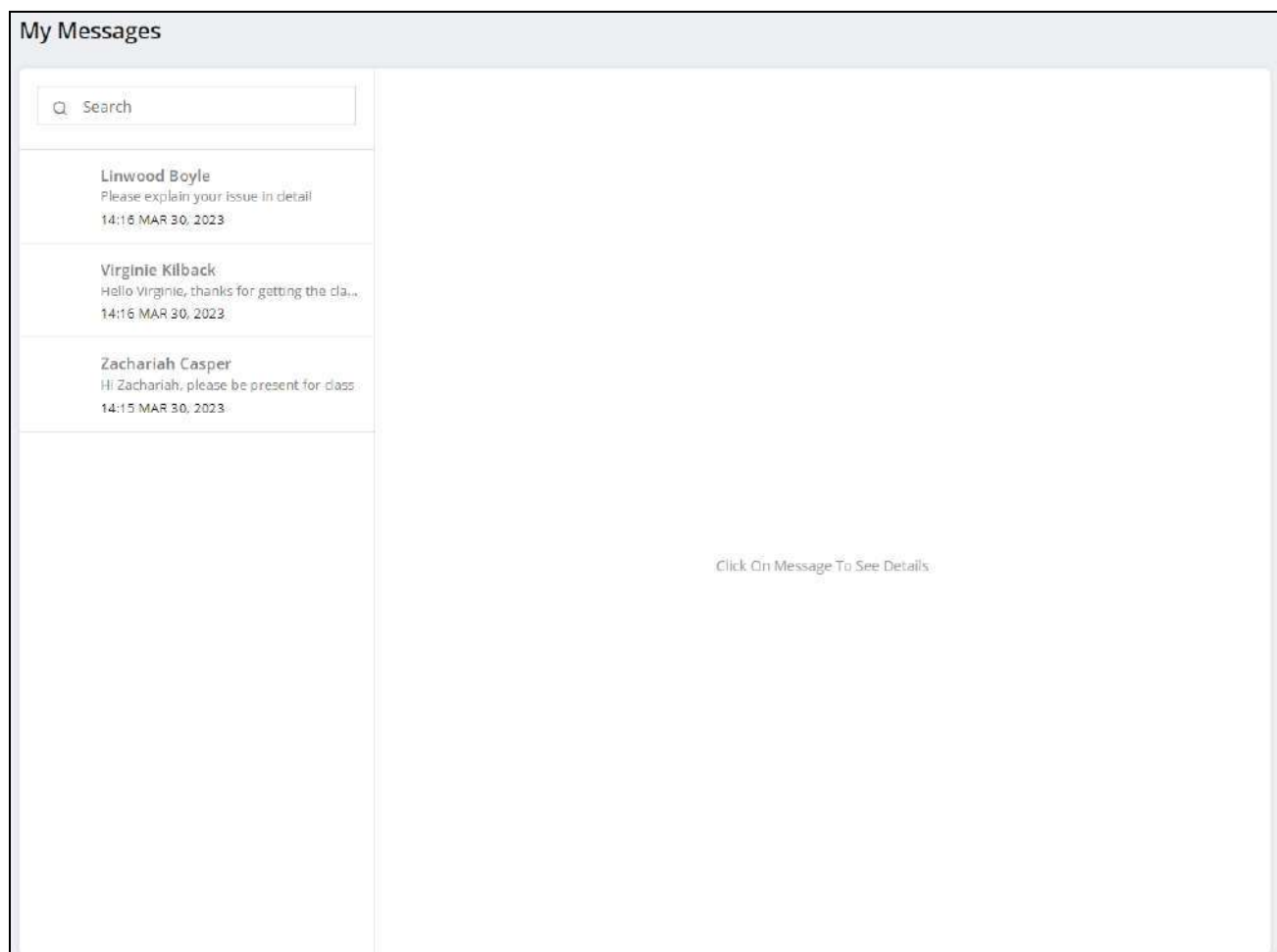
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Home

Click the home icon button and you will be instantly redirected to the **Dashboard** page from any other teacher profile page.

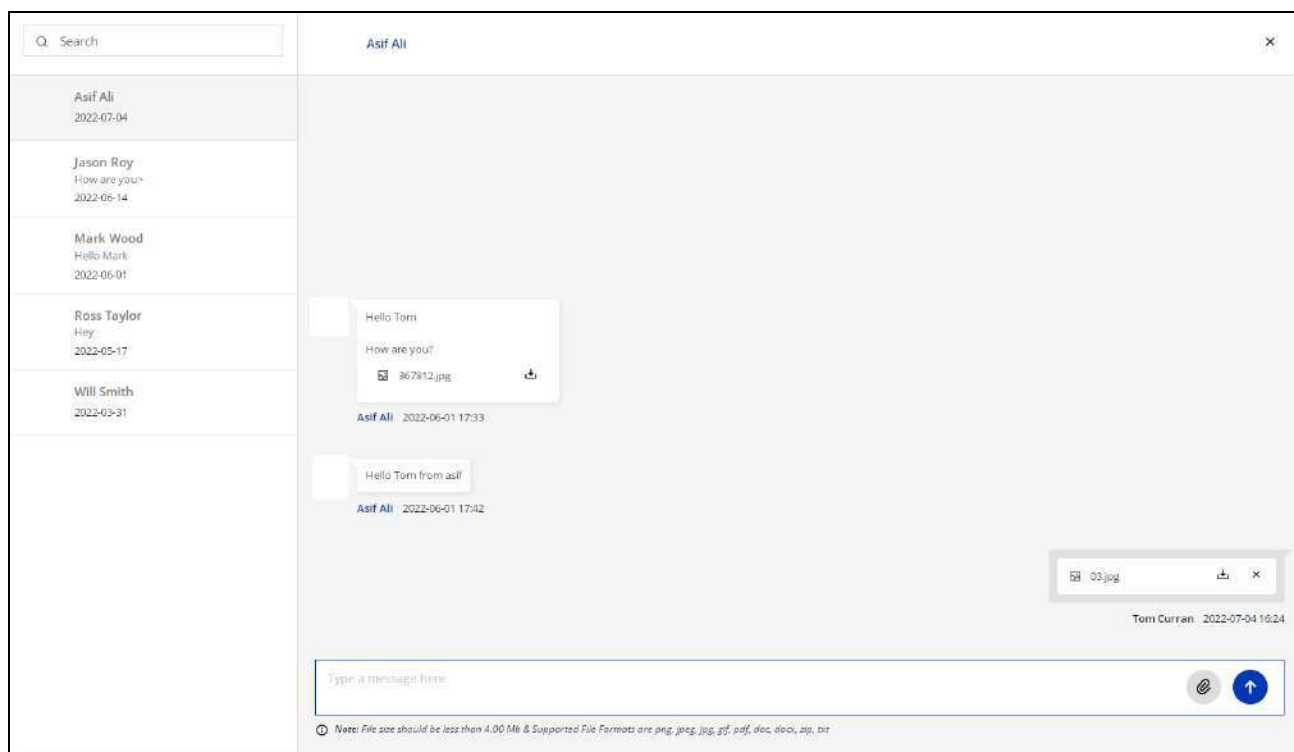
## c. Messages

Click the messages icon button to display the messages page. This page displays the ongoing communication threads with other users on the platform.




Click any user communication thread and the messages are displayed on the right side of the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





Certain functionalities are available to you here:

- **Message Text Box:** Enter the message in the provided text box.
- **Attach Document:** Click the attach icon  to insert a message attachment from your internal storage.





The attached file should be less than 8 Mb and the supported file formats are png., jpeg., gif., pdf, doc, docx, zip, and txt. Contact Yo!Coach team for further support.

- **Send:** Click the send icon  to send a message and/or file attachment.
- **Download Document:** Click the download icon  from the sent message attachment to download the sent file.

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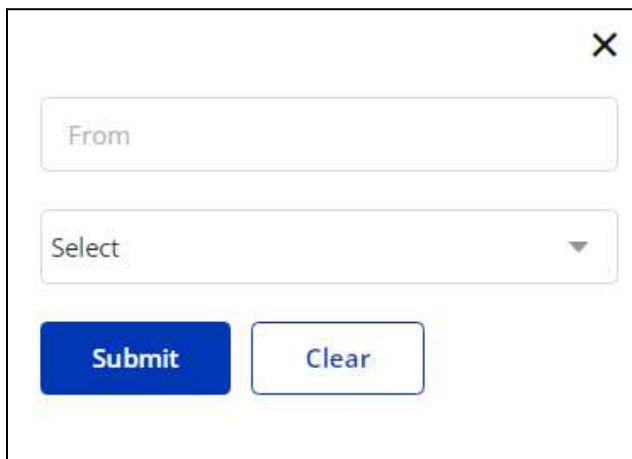
- **Delete Attachment:** Click the delete icon  from the sent message attachment to delete it for both the sender and receiver.

 The time allowed to delete a message attachment is admin-manageable. After the specified time, the sender cannot delete an attachment already sent.

 The sender can download or delete only one attachment at a time.

 The recipient can download but can not delete a message attachment.

A search bar is provided at the top of the messages page.



Enter the name of the sender in the **From** field to perform a sender-specific search. Select the message status as **Read** or **Unread** from the provided drop down menu and click **Submit** to display the search results. Click **Clear** to display the complete list again.

#### d. Notifications

Click the notifications icon button to display the **My Notifications** page. The page displays the list of all actions that have an effect on your account. These may include wallet balance revisions, request updates, unread messages, new sessions booked or canceled, and so on and so forth.




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My Notifications		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: right;">1 to 12 of 333</div> <div style="display: flex; gap: 10px;"> <span>&lt;</span> <span>&gt;</span> </div> </div>		
<input type="checkbox"/>	<b>Wallet Balance Updated</b> Your account has been debited with \$75.00	2022-06-27 12:47:23
<input type="checkbox"/>	<b>Withdrawal Request Update</b> Your withdrawal request is Declined by the admin	2022-06-24 13:45:12
<input type="checkbox"/>	<b>Wallet Balance Updated</b> Your account has been credited with \$500.00	2022-06-24 13:22:27
<input type="checkbox"/>	<b>Order Canceled</b> O001118 is canceled	2022-06-24 11:10:04
<input type="checkbox"/>	<b>Withdrawal Request Update</b> Your withdrawal request is Approved by the admin	2022-06-24 10:11:30
<input type="checkbox"/>	<b>Wallet Balance Updated</b> Your account has been credited with \$500.00	2022-06-24 10:08:42
<input type="checkbox"/>	<b>Issue Reported Status</b> Issue with 151 is escalated	2022-06-21 13:23:24
<input type="checkbox"/>	<b>Lesson Scheduled</b> Jason Roy scheduled the session with you, the lesson ID is 905	2022-06-21 09:50:36

Certain functionalities are provided on this page:

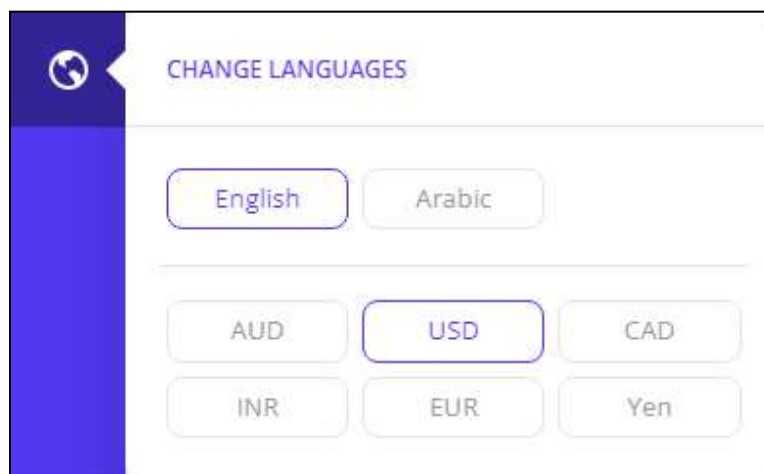
- **Select** : Use this checkbox to select a particular notification. To select all the notifications in one go, use the checkbox provided at the top of the list.
  - **Delete** : Click the delete icon to permanently delete the selected notification.
  - **Refresh** : Click the refresh icon to refresh and reload the notifications page.
  - **Mark As Unread** : Click the mark as unread icon to mark a selected notification as unread.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Mark As Read** : Click the mark as read icon to mark a selected notification as read.
- **Next** : Click the next icon to move to the next notifications list page.
- **Previous** : Click the previous icon to move to the previous notifications list page.

#### e. Languages/Currencies

Hover over the **Languages/Currencies** icon to display the **Choose Languages** box. Select your default language and currency from the enlisted languages and currencies.



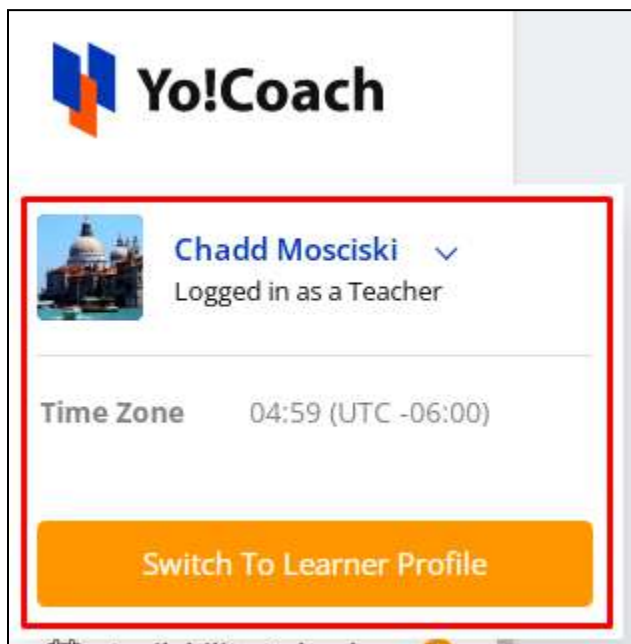
#### f. Logout

Click the logout icon button to log out of your account.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 2.2 Switch Profile

The current profile orientation is displayed under the Yo!Coach logo on the dashboard side panel. Hover over the section to display additional details (such as current location and timezone) and certain functionalities:



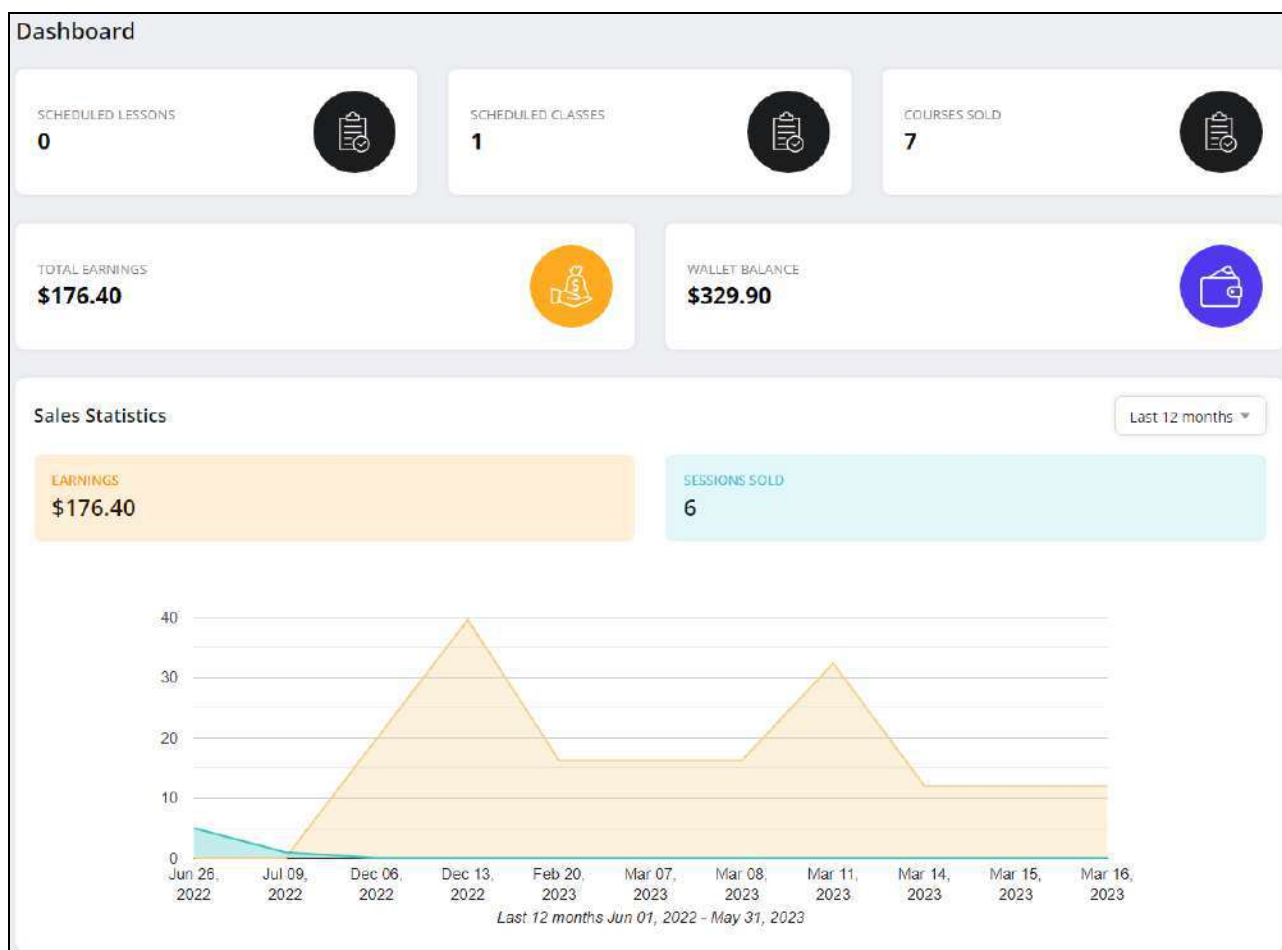
- **Switch To Learner Profile:** Click this button to switch to your learner profile and access the respective dashboard and features.

 By default, every teacher registered on the portal is also registered as a learner.

## 2.3 Statistics

**Dashboard** displays the brief and regularly updated summary of the teacher's activities such as teacher earnings, scheduled lessons, wallet balance, and sales statistics.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Complete Profile Prompt**

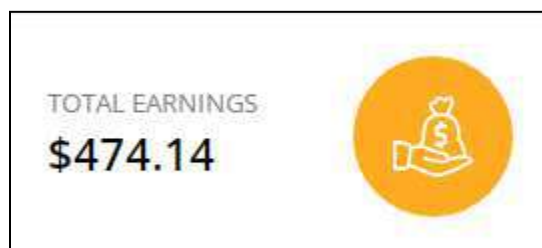
Once you are successfully logged into your teacher profile, there are certain additional details required to be submitted. You are discoverable by the learners on the front end only when all the mandatory details are provided. Till these details are added, the top section of the **Dashboard** displays a **Complete Your Profile** prompt informing you that your profile's completion is pending. Click **Complete Profile** to move to the **Account Settings** page where the profile can be completely set up.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



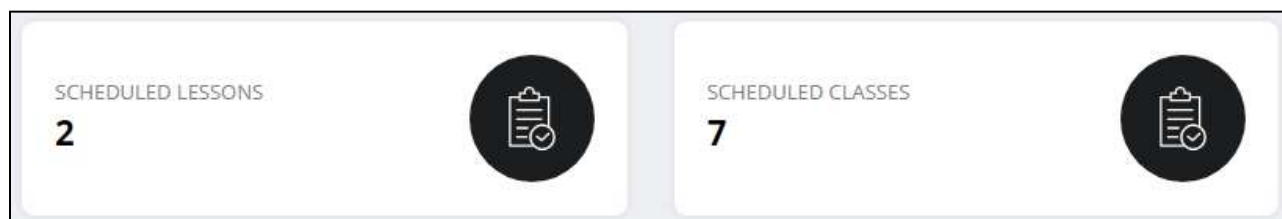
## a. Earnings

This block displays the amount of your earnings till date. Earnings include the payments received on completed lessons and group classes.



## b. Scheduled Lessons and Classes

These blocks display the number of lessons and group classes that are scheduled for the coming days.

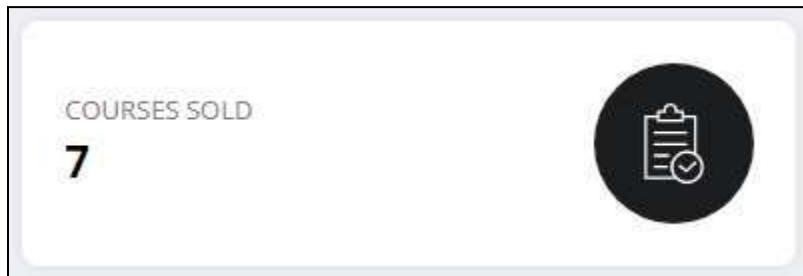


Click the **Scheduled Lessons** block to open the **Manage Lessons** page and view the complete details of all the scheduled lessons. Click the **Scheduled Classes** block to open the **Manage Classes** page to view the complete details of all the scheduled classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### c. Courses Sold

This block displays the pre-recorded courses sold to the learners so far.



Click this block to move to the **Manage Courses** page where all the courses created by you and their details are displayed.

### d. Wallet

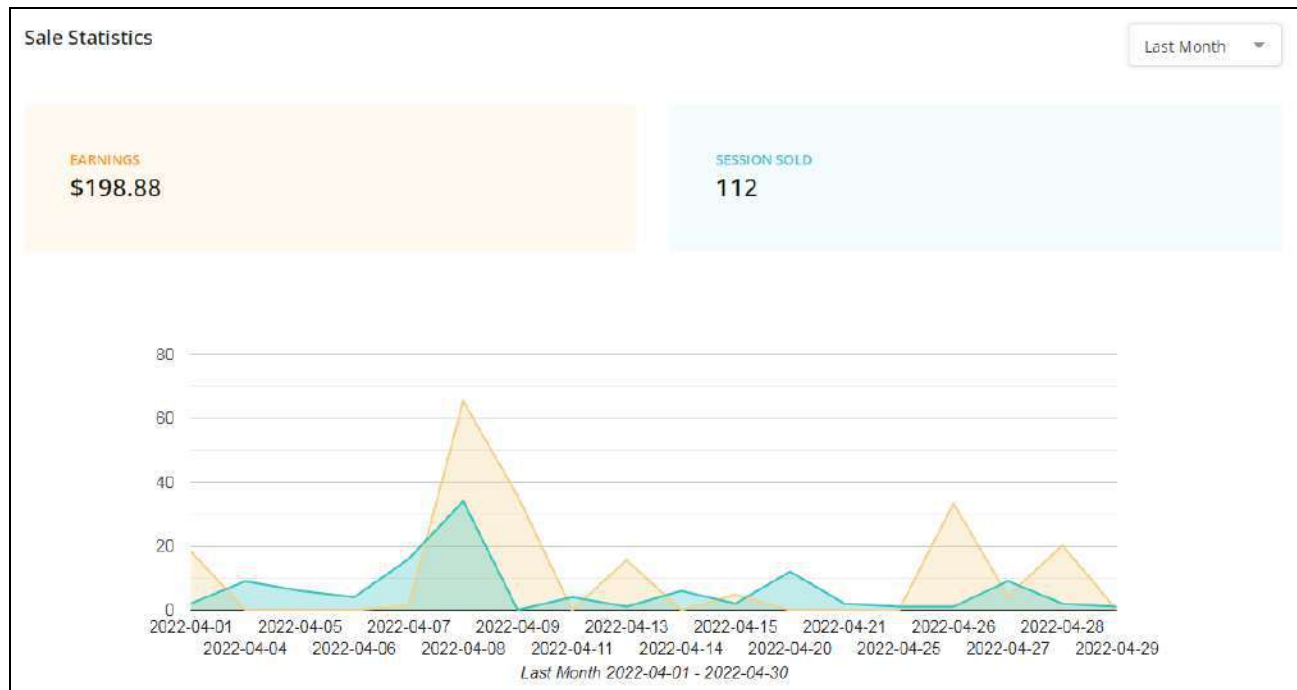
This block displays your current digital wallet balance. Click this block to move to the **My Wallet** page and view the complete details of the transactions made so far.



### e. Sales Statistics

This section displays a line graph reflecting the summary of your **Earnings** and **Lessons Sold**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



From the drop down menu provided at the upper right corner of this, select the preferred time duration for which sales stats are to be displayed.



## 2.4 Upcoming Lessons

The right-side panel of the **Dashboard** page displays a brief list of all the upcoming lessons.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Upcoming Lessons** [View All](#)

---

May, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 ●	3 ●	4 ●	5	6 ●	7 ●
8	9 ●	10	11 ●	12	13 ●	14 ●
15	16 ●	17	18 ●	19 ●	20 ●	21
22	23 ●	24 ●	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

---

2022-05-19


MS  
09:00 Japanese, 15 Minutes Of L...
>

2022-05-20


Jack  
09:30 Swedish, 45 Minutes Of Le...
>

2022-05-23


MS  
09:30 Japanese, 15 Minutes Of L...
>

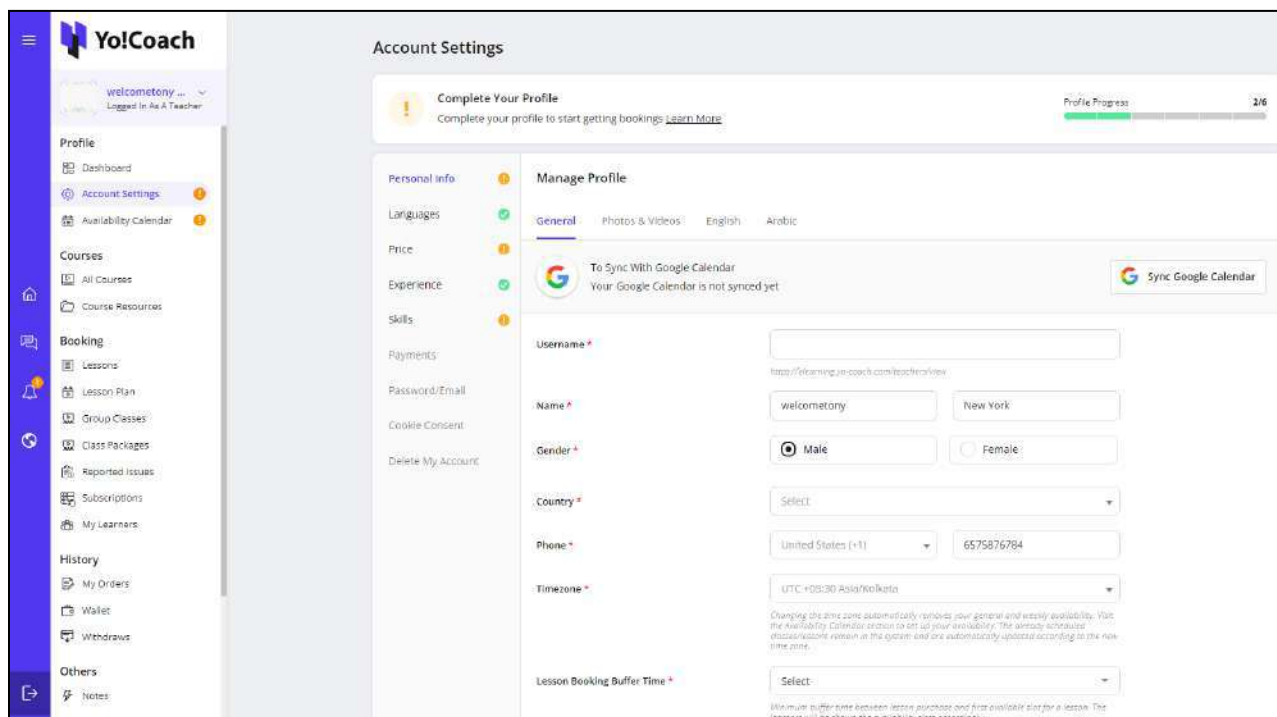
2022-05-24

A window calendar provided under the **Upcoming Lessons** header displays the scheduled lessons for the month. Under the calendar, the list of scheduled lessons is displayed in chronological order. Click any lesson to open the respective **Lesson Schedule** page. Click the **View All** link text from the upper right corner to move to the **Manage Lessons** page where a detailed view of lessons is provided.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3. Account Settings

Once you are logged into your teacher profile, you are required to complete your account details and settings to be able to receive lesson bookings. Open the **Account Settings** page from the left navigation panel.



On the top of the page, a **Complete Your Profile** section is displayed where the current profile progress can be viewed. Click **Learn More** to expand the section and read the profile completion instructions.



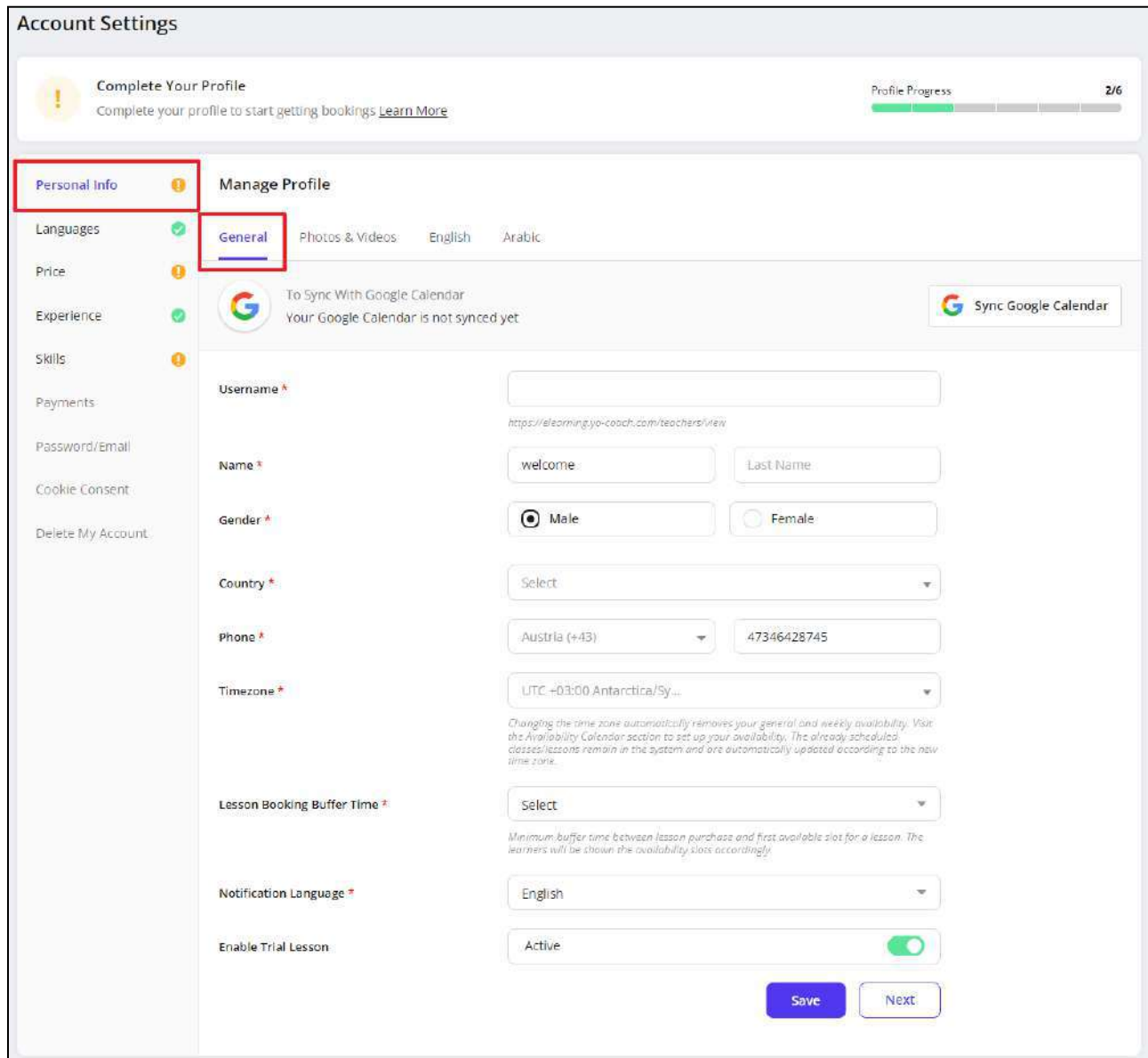
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3.1 Personal Info

Enter your personal details in the **Personal Info** section. The section displays a form bifurcated in the following tabs:

#### a. General

The following general information fields are displayed:



**Account Settings**

**Complete Your Profile** Profile Progress **2/6**  
 Complete your profile to start getting bookings [Learn More](#)

**Personal Info** **Manage Profile**

Languages  **General** Photos & Videos English Arabic

Price

Experience

Skills

Payments

Password/Email

Cookie Consent

Delete My Account

**To Sync With Google Calendar** Sync Google Calendar  
 Your Google Calendar is not synced yet

**Username \***   
<https://elearning.yo-coach.com/teachers/view>

**Name \***

**Gender \***  Male  Female

**Country \***

**Phone \***

**Timezone \***   
Changing the time zone automatically removes your general and weekly availability. Visit the Availability Calendar section to set up your availability. The already scheduled classes/lessons remain in the system and are automatically updated according to the new time zone.

**Lesson Booking Buffer Time \***   
Minimum buffer time between lesson purchase and first available slot for a lesson. The learners will be shown the availability slots accordingly.

**Notification Language \***

**Enable Trial Lesson**

**Save** **Next**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Sync Google Calendar** to sync the session schedules with Google Calendar. Once configured, the session slots are displayed in your Google calendar as well. **However**, the system sync with Google Calendar is **one-way**. This means that your events from Google Calendar are **not** synced and displayed on the Yo!Coach availability calendar.



To successfully sync with Google Calendar, Google Analytics API setup is required. Contact your system administrator for details on the same.

- **Username\*:** Enter a unique username for your teacher profile.
- **Name\*:** Enter/Edit your first and last names in the provided fields. The data is pre-filled according to the details entered in the **Teacher Registration** form.
- **Gender\*:** View/Edit your formerly selected gender.
- **Country\*:** Select your country of residence from the drop down list.
- **Phone\*:** View/Edit your formerly entered country code and phone number in the provided fields.
- **Time Zone\*:** Select your country's time zone from the drop down list. Once you log into the system, your timezone is automatically detected and is reflected here.



When the time zone is changed later, your selected general and weekly availability are removed. Revisit the **Availability Calendar** module to update your new availability timings.

- **Lesson Booking Buffer Time\*:** From the drop down list, select the time mandate between purchase and schedule of a lesson. For example, when set to 12 hours, the learners can schedule a one-on-one lesson for a slot falling after 12 hours of placing the order.
- **Notification Language\*:** From the active languages, select the preferred language for notifications. All the system notifications are received in the selected language.

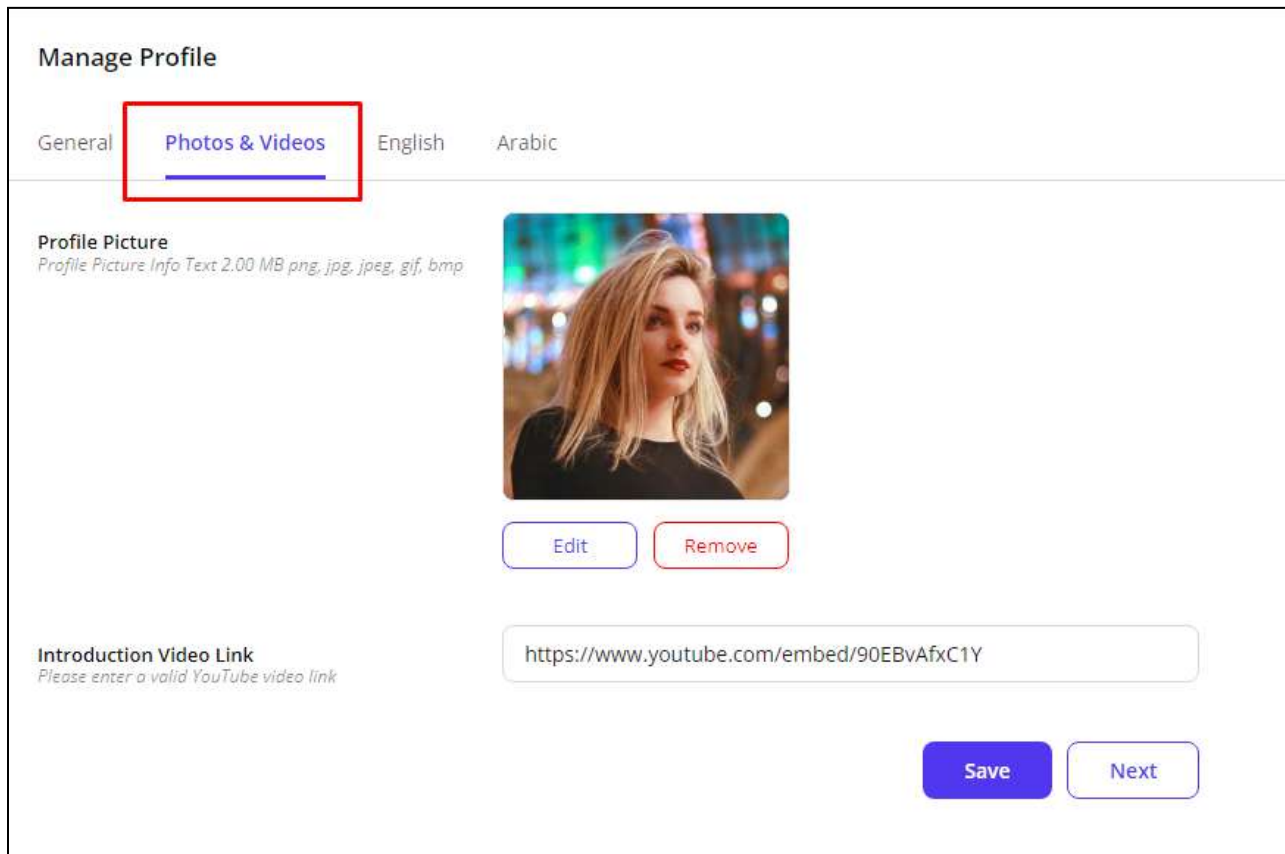
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Enable Trial Lesson:** Use the toggle switch to activate or deactivate free trial sessions. When deactivated, learners will not be able to book one-time free trial lessons with you.

Click **Save** to save the details. Click **Next** to move to the next tab.

## b. Photos & Videos

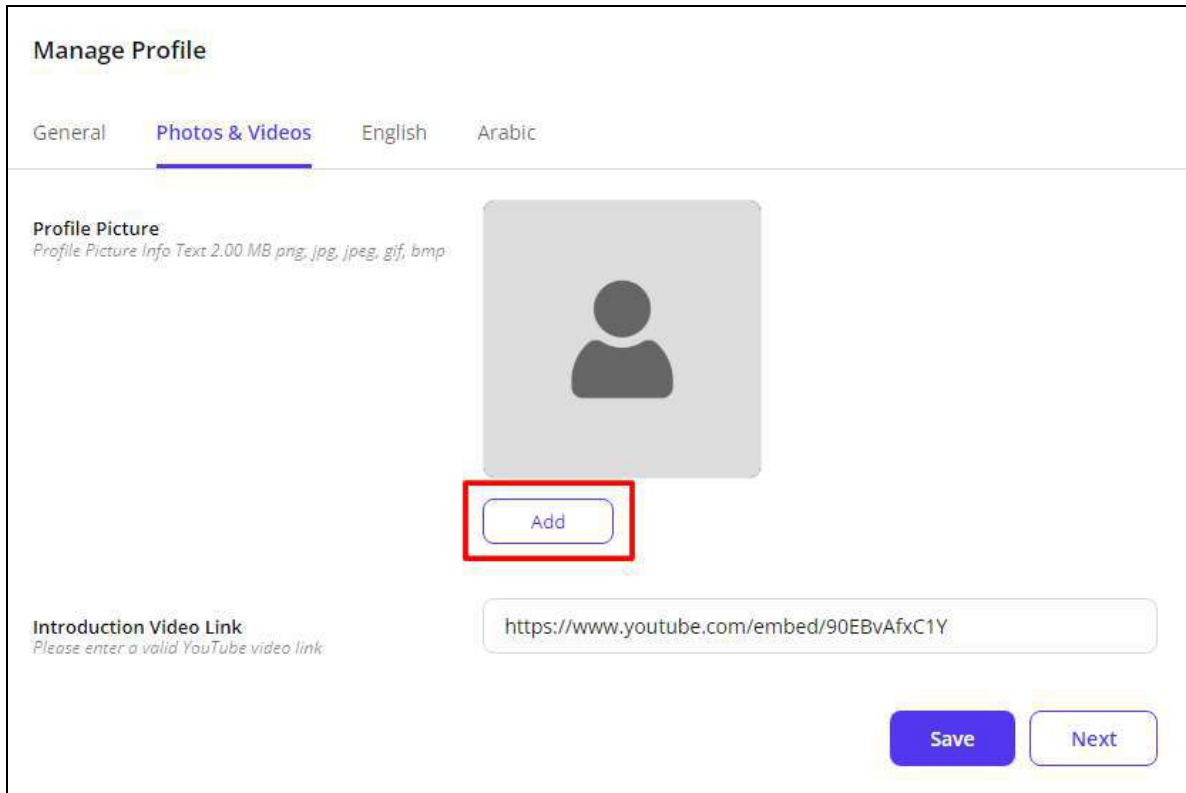
Access the following media settings:



The screenshot shows the 'Manage Profile' interface with the 'Photos & Videos' tab selected. The 'Profile Picture' section includes a preview of a woman's photo and 'Edit' and 'Remove' buttons. The 'Introduction Video Link' section has a text input field containing a YouTube embed URL and 'Save' and 'Next' buttons at the bottom right.

- **Profile Picture:** View or change your profile picture uploaded during registration. To upload a new profile picture, click **Edit** and select an image from the internal storage. Click **Remove** to remove the profile picture. Once the picture is removed, use the **Add** button now available to upload a new picture.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Manage Profile**

General **Photos & Videos** English Arabic

**Profile Picture**  
Profile Picture Info Text 2.00 MB png, jpg, jpeg, gif, bmp

**Add**

**Introduction Video Link**  
Please enter a valid YouTube video link

<https://www.youtube.com/embed/90EBvAfxC1Y>

**Save** **Next**

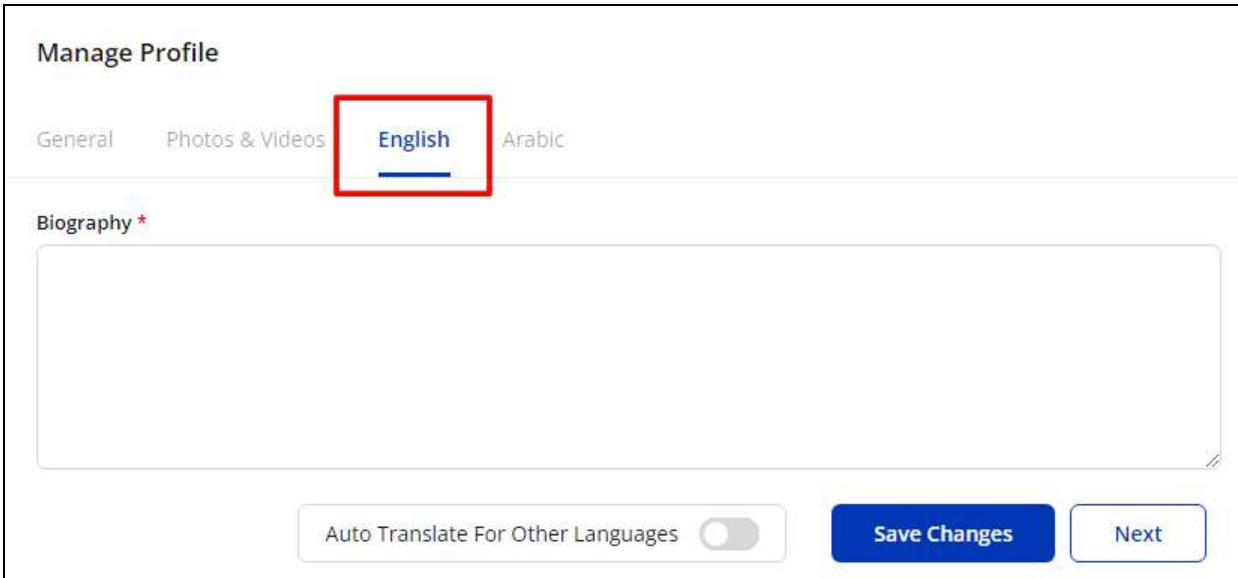
- **Introduction Video Link:** Paste the youtube link for your introduction video. This is displayed on your profile page and can be viewed by the learners who visit your profile.

Click **Save** to save the details. Click **Next** to move to the next tab.

### c. Primary Language


The primary language tab displays the mandatory **Biography** field. Enter a brief paragraph stating your experience, skills, and any other information you want to share with the learners on the platform.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Activate the **Auto-Translate For Other Languages**  from the bottom of the form to automatically translate the data filled here for other system languages. To enter the secondary language data manually, keep the toggle switch off . Your biography is displayed on your public profile page on the system front-end.

Click **Save Changes** to save the details. Click **Next** to move to the next tab.


 In case you have added your biography while registering, it will be prefilled in the provided field. Make the edits as required.

 The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the admin. Get in touch with the system admin for more details.

#### d. Secondary Language(s)

Enter/Edit the biography for other languages active in the system from the secondary language tab(s).

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Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the language data. Click **Next** to move to the next section.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is activated by the system admin. Get in touch with the admin for more details.



The language tabs are displayed here depending on the languages currently active in the system.

## 3.2 Languages

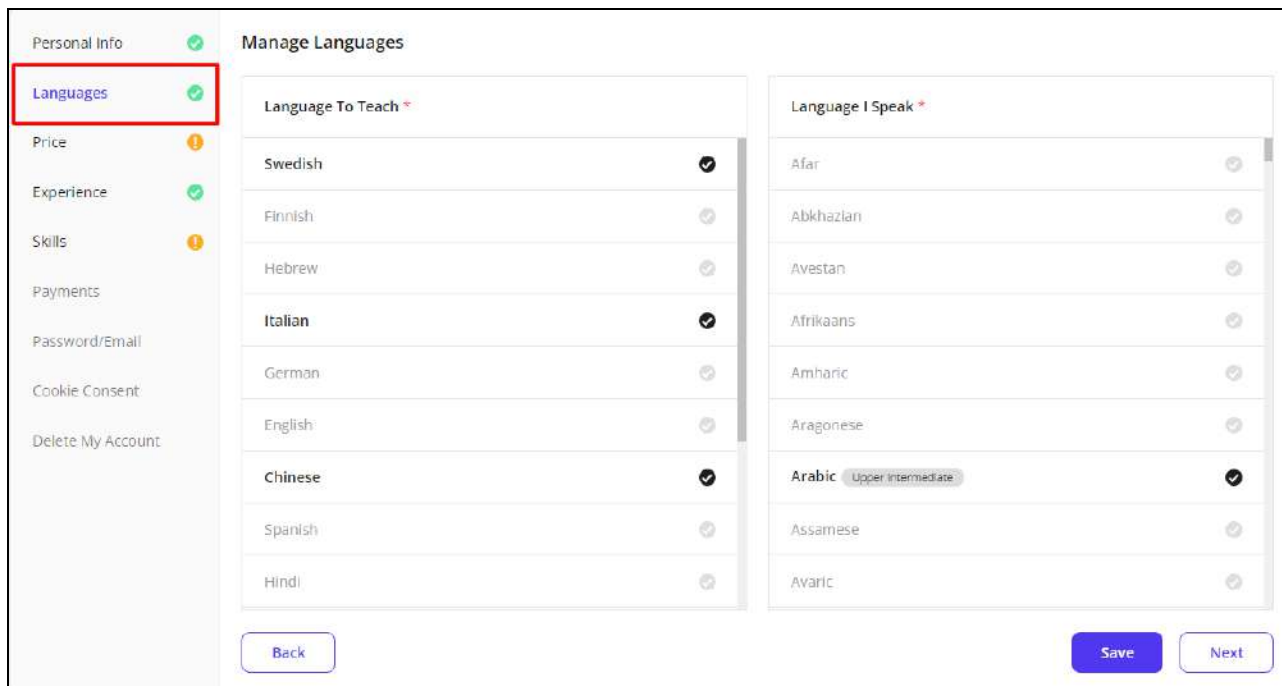
Manage your preferred teaching and speaking languages through the following settings:



The languages are already selected according to the preferences selected by you while teacher registration.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





The screenshot shows the 'Manage Languages' interface. On the left, a sidebar contains menu items: Personal Info (checked), Languages (checked and highlighted with a red box), Price (warning icon), Experience (checked), Skills (warning icon), Payments, Password/Email, Cookie Consent, and Delete My Account. The main area is titled 'Manage Languages' and is divided into two columns: 'Language To Teach' and 'Language I Speak'. Both columns have a star icon indicating they are compulsory fields. The 'Language To Teach' list includes Swedish, Finnish, Hebrew, Italian, German, English, Chinese, Spanish, and Hindi, each with a checkbox. The 'Language I Speak' list includes Afar, Abkhazian, Avestan, Afrikaans, Amharic, Aragonese, Arabic (with 'Upper Intermediate' fluency level), Assamese, and Avaric, each with a checkbox. At the bottom, there are 'Back', 'Save', and 'Next' buttons.

- **Language To Teach\***: View/Edit the previously selected languages. Select more languages that you want to teach.
- **Language I Speak\***: View/Edit the previously selected languages. Select more languages and your fluency for each language that you speak.


Click **Save** to save the changes made. Click **Next** to move to the next section.

### 3.3 Price

The **Price** section allows you to view and manage the lesson slots and subject-wise lesson prices. As set by the system admin, these lesson prices can either be managed by the admin or the teachers. According to the permissions granted by the admin, the settings would be accessible on the **Manage Prices** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Account Settings



**Complete Your Profile**  
Complete your profile to start getting bookings [Learn More](#)

Profile Progress 3/6

---

- Personal Info ✔
- Languages ✔
- Price !
- Experience ✔
- Skills !
- Payments
- Password/Email
- Cookie Consent
- Delete My Account

#### Manage Prices

Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.

Note: Enter All Prices Are In Base Currency [USD]

Languages

Hourly Price

15 Minutes

30 Minutes

45 Minutes

60 Minutes


English <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="\$0.00"/>	\$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Italian <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="\$0.00"/>	\$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Finnish <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="\$0.00"/>	\$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Spanish <small>(Price Between \$10.00 And \$20.00)</small>	<input type="text" value="\$0.00"/>	\$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>


Back

Save

Next

## a. Teacher-Manageable Prices

When the teachers are responsible for managing the subject-wise prices, you can set the hourly lesson charges according to your discretion. From the top of the **Manage Prices** page, select the slots you want to offer on the platform using the checkboxes  available with each slot.

 The lesson time slots are admin-manageable. Only such slots are displayed on the **Price** section as enabled by the admin.

Then, specify the hourly prices for the teaching languages offered by you. Enter the hourly prices for each language in the fields given under the **Hourly Price**

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header. As you enter the per-hour price, the prices for each time slot are automatically proportioned and displayed.

### Manage Prices

Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.

Note: Enter All Prices Are In Base Currency [USD]

Languages	Hourly Price	<input type="checkbox"/> 15 Minutes	<input type="checkbox"/> 30 Minutes	<input checked="" type="checkbox"/> 45 Minutes	<input checked="" type="checkbox"/> 60 Minutes
<b>English</b> <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="67"/>	\$16.75	\$33.50	\$50.25	\$67.00
<b>Italian</b> <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="105"/>	\$26.25	\$52.50	\$78.75	\$105.00
<b>Finnish</b> <small>(Price Between \$1.00 And \$9,999.00)</small>	<input type="text" value="155"/>	\$38.75	\$77.50	\$116.25	\$155.00
<b>Spanish</b> <small>(Price Between \$10.00 And \$20.00)</small>	<input type="text" value="88"/>	\$22.00	\$44.00	\$66.00	\$88.00

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

However, the prices set here ought to be within the range allowed by the admin. The system does not allow you to save the prices that do not fall under the permitted price range.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Prices

Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.

Note: Enter All Prices Are In Base Currency [USD]

Languages	Hourly Price	<input type="radio"/> 15 Minutes	<input type="radio"/> 30 Minutes	<input checked="" type="radio"/> 45 Minutes	<input checked="" type="radio"/> 60 Minutes
English <small>(Price Between \$1.00 And \$9,999.00)</small>	<input style="width: 100%;" type="text" value="10000"/> <small>Value Of English Must Be Between 1.00 And 9999.00.</small>	\$2,500.00	\$5,000.00	\$7,500.00	\$10,000.00
Italian <small>(Price Between \$1.00 And \$9,999.00)</small>	<input style="width: 100%;" type="text" value="105"/>	\$26.25	\$52.50	\$78.75	\$105.00
Finnish <small>(Price Between \$1.00 And \$9,999.00)</small>	<input style="width: 100%;" type="text" value="155"/>	\$38.75	\$77.50	\$116.25	\$155.00
Spanish <small>(Price Between \$10.00 And \$20.00)</small>	<input style="width: 100%;" type="text" value="88"/> <small>Value Of Spanish Must Be Between 10.00 And 20.00.</small>	\$22.00	\$44.00	\$66.00	\$88.00

Once the prices have been entered, click **Save** from the bottom of the page to save these details. Click **Next** to move to the next section.

## b. Admin-Manageable Prices

When the admin is responsible for managing the subject-wise prices, you can **not** edit the hourly lesson prices. The admin-set prices for the teaching languages offered by you are displayed on the **Manage Prices** page. The **Hourly Prices** field is disabled for all the languages. For each slot, the lesson charges are calculated proportionately according to the hourly prices.

From the lesson time slots displayed at the top of the page, select the ones you want to offer on the platform using the checkboxes  available with each slot.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

For example, if you want to offer lessons for 45 minutes and 60 minutes time slots, select the checkbox given to the left of each of these slots.

**Manage Prices**  
*Select the time slots and add the hourly price and price calculated accordingly as per selected time slots.*

Note: Prices Are Managed By Admin And In Base Currency [USD]

Languages	Hourly Price	<input type="radio"/> 15 Minutes	<input checked="" type="radio"/> 30 Minutes	<input type="radio"/> 45 Minutes	<input checked="" type="radio"/> 60 Minutes
English	60.00	\$15.00	\$30.00	\$45.00	\$60.00
Spanish	60.00	\$15.00	\$30.00	\$45.00	\$60.00
Portuguese	60.00	\$15.00	\$30.00	\$45.00	\$60.00
French	60.00	\$15.00	\$30.00	\$45.00	\$60.00

Back
Save
Next

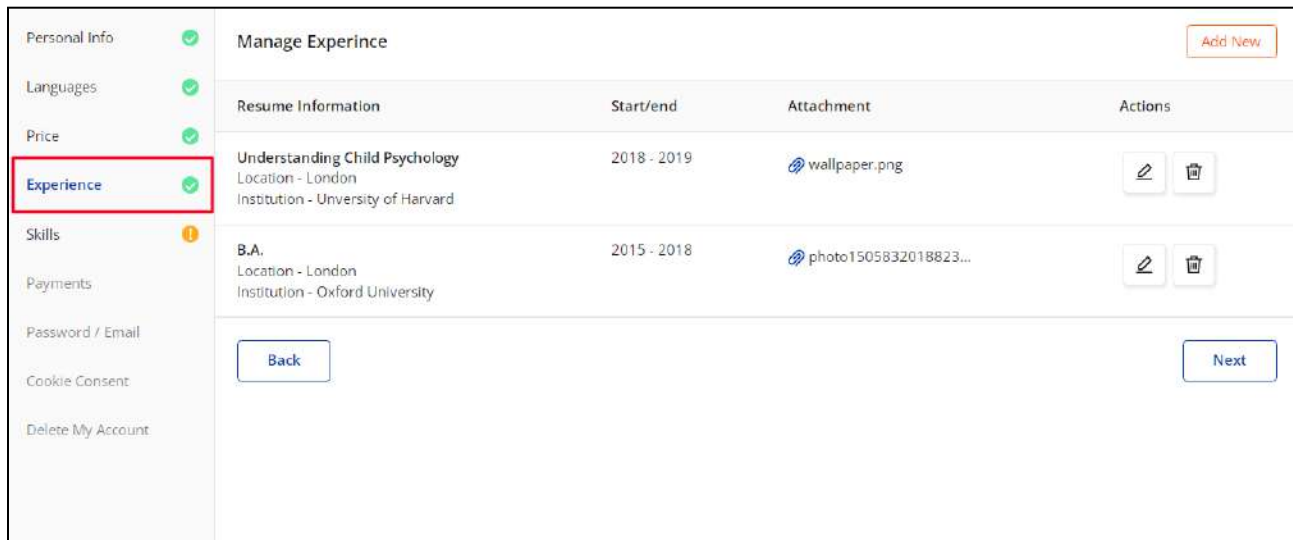
Once the slots are selected, click **Save**. The predefined lesson prices are displayed on the teacher listing pages. Whenever a learner books a lesson with you, the price for the respective slot and language is charged to them.





### 3.4 Experience

The **Experience** section allows you to add, view and edit your experience and qualification details. The **Manage Experience** page auto-displays the details

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entered in the **Resume** tab while registering as a teacher. The following functionalities are available here:



Resume Information	Start/end	Attachment	Actions
Understanding Child Psychology Location - London Institution - University of Harvard	2018 - 2019	wallpaper.png	 
B.A. Location - London Institution - Oxford University	2015 - 2018	photo1505832018823...	 

## I. Add New Experience

Click **Add New** from the upper right corner of the page to open the **Setup Resume** window form. Enter the experience or educational qualification details in the provided data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Resume

<b>Experience Type *</b>	<b>Title *</b>
<input type="text" value="Select"/>	<input type="text" value="Eg: B.a. English"/>
<b>Institution *</b>	<b>Location *</b>
<input type="text" value="Eg: Oxford University"/>	<input type="text" value="Eg: London"/>
<b>Description</b>	
<input type="text" value="Eg. Focus In Humanist Literature"/>	
<b>Start Year *</b>	<b>End Year *</b>
<input type="text" value="2022"/>	<input type="text" value="2022"/>
<b>Upload Certificate</b>	
<input type="button" value="Choose File"/> No file chosen	

Note: Allowed Certificate Extensions png, jpg, jpeg, txt, doc, docx, pdf

- **Experience Type\***
- **Title\***
- **Institution\***
- **Location\***
- **Description**
- **Start Year\***
- **End Year\***
- **Upload Certificate**

Click **Save Changes** to save the information. The added details are displayed in the form of a list on the **Manage Experience** page. View the resume

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

information, and start and end dates. Click on the certificate attachment to download the attached file.

## II. Edit

Click the edit icon button provided under the **Actions** header to open the **Setup Resume** window form where the previously entered details can be edited.

### Setup Resume

Experience Type *	Title *
<input type="text" value="Certification"/>	<input type="text" value="Understanding Child Psychology"/>
Institution *	Location *
<input type="text" value="University of Harvard"/>	<input type="text" value="London"/>
Description	
<input type="text" value="Child Psychology"/>	
Start Year *	End Year *
<input type="text" value="2018"/>	<input type="text" value="2019"/>
Upload Certificate	
<input type="button" value="Choose File"/> No file chosen	

Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx,pdf/

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### III. Delete

Click the delete icon button provided under the **Actions** header and follow the prompts to remove an experience.

After all the experience details are added, click **Next** to move to the next section.

## 3.5 Skills

The **Skills** section displays a number of areas and parameters defining the skills of a teacher. Select the ones appropriate to your teaching skills and your public profile is accordingly updated. Setting up your skills helps the learners to understand you better before signing up for your sessions. The following parameters are available on the **Manage Skills** page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- Personal Info ✔
- Languages ✔
- Price ✔
- Experience ✔
- Skills !
- Payments
- Password/Email
- Cookie Consent
- Delete My Account

### Manage Skills

**Accents**

<input type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input 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	<input type="checkbox"/> Bahrani 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 type="checkbox"/> Chadian Arabic	<input type="checkbox"/> South African English
<input type="checkbox"/> Chilean Spanish	<input 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 type="checkbox"/> Latin American Spanish		

**Teaches Level**

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

**Learner Ages**

<input type="checkbox"/> 4 Years to 11 Years	<input type="checkbox"/> 12 Years to 18 Years	<input type="checkbox"/> 18+ Years
--	---	------------------------------------

**Lesson Includes**

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

**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 type="checkbox"/> ESOL
<input type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input type="checkbox"/> GMAT
<input type="checkbox"/> GRE	<input type="checkbox"/> ICAS	<input 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 type="checkbox"/> SAT	<input type="checkbox"/> SIELE
<input type="checkbox"/> SSAT	<input type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

Back
Save
Next

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Accents

A list of accents added in the system are displayed with checkboxes provided alongside them. Select one or more accent preferences that best represent your pronunciation and language.

**Accents**

<input type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input type="checkbox"/> American English	<input type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input checked="" type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input type="checkbox"/> Modern Standard Arabic	<input type="checkbox"/> Bahrani Arabic	<input type="checkbox"/> Moroccan Arabic
<input checked="" 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 checked="" type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
<input checked="" type="checkbox"/> Castilian Spanish	<input checked="" type="checkbox"/> Saharan Arabic	<input checked="" type="checkbox"/> Central American
<input type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input type="checkbox"/> South African English
<input type="checkbox"/> Chilean Spanish	<input 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 type="checkbox"/> Latin American Spanish		

## II. Teaches Level

A list of teaching levels added in the system is displayed with checkboxes provided alongside them. Select one or more level preferences from the list.

**Teaches Level**

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

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Learner Ages

Select one or more learners' age group preferences. This allows the learners falling in the selected age group to find you easily and helps you to specify your preferred learner group.

Learner Ages

4 Years to 11 Years       12 Years to 18 Years       18+ Years

### IV. Lesson Includes

From the provided list of options, select one or more component(s) included in the lessons you deliver. This helps the learners to know the scope of your sessions.

Lessons Include

Curriculum       Proficiency Assessment       Homework  
 Quizzes /Tests       Learning Materials       Reading Exercises  
 Lesson Plans       Writing Exercises

### V. Test Preparations

Select one or more tests that you help your learners to prepare for through your sessions.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


Test Preparations

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

Once done, click **Save** to save your chosen preferences. Click **Next** to move to the next section.

 Selecting one or more skills is mandatory to complete the account settings.

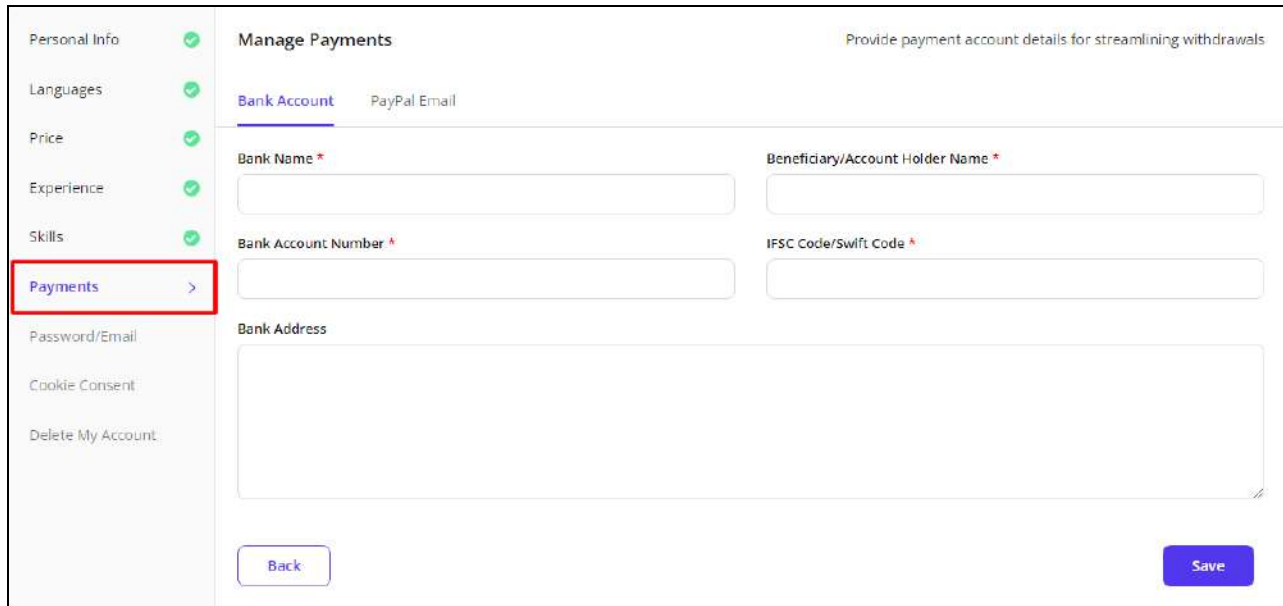
 The teacher preferences are optional settings. You can select the skills relevant to you and leave the rest of the details blank and move to the next section directly.

 The preferences selected are not permanent and can be changed at any time by visiting the **Skills** section.

### 3.6 Payments

Set up and manage your payment methods through the **Payments** section. This is to enter your personal Bank and PayPal account details for streamlining the wallet withdrawals process.

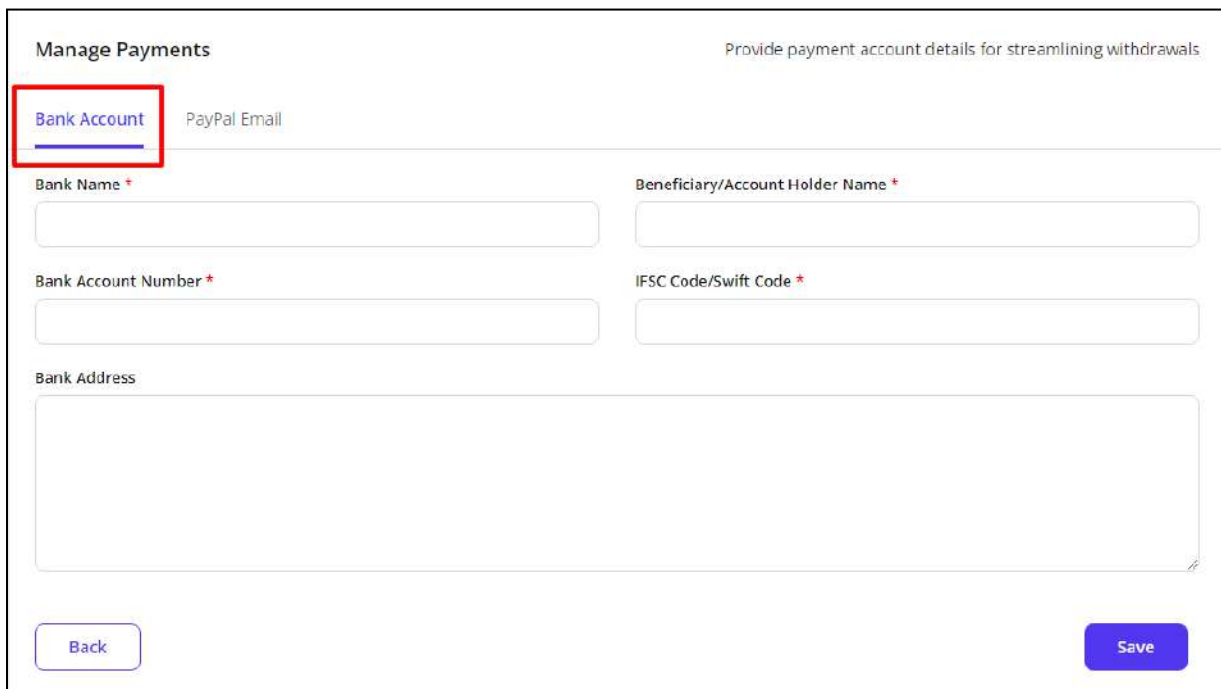
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Manage Payments' interface. On the left, a sidebar menu lists various settings: Personal Info, Languages, Price, Experience, Skills, Payments (highlighted with a red box and a right-pointing arrow), Password/Email, Cookie Consent, and Delete My Account. The main content area is titled 'Manage Payments' and includes a sub-header 'Bank Account' and 'PayPal Email'. Below this, there are four input fields: 'Bank Name \*', 'Beneficiary/Account Holder Name \*', 'Bank Account Number \*', and 'IFSC Code/Swift Code \*'. A large text area for 'Bank Address' is located below these fields. At the bottom, there are 'Back' and 'Save' buttons.

The following tabs are available in the **Manage Payments** section:

**a. Bank Account:** Enter the following bank account details:



This screenshot shows the 'Manage Payments' interface with the 'Bank Account' tab selected and highlighted by a red box. The sub-header 'PayPal Email' is visible. The form contains the same four input fields as the previous screenshot: 'Bank Name \*', 'Beneficiary/Account Holder Name \*', 'Bank Account Number \*', and 'IFSC Code/Swift Code \*'. Below these is the 'Bank Address' text area. 'Back' and 'Save' buttons are positioned at the bottom of the form.

- **Bank Name\*:** Enter the bank name.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Beneficiary/Account Holder Name\*:** Enter the name of the bank account holder or the beneficiary, whichever is applicable.
- **Bank Account Number\*:** Enter the valid bank account number.
- **IFSC Code/Swift Code\*:** Enter the relevant bank code or swift code, whichever is applicable.
- **Bank Address:** Enter the bank's official address.

Click **Save** to save the added bank account details. These details are escalated to the admin when you initiate a wallet withdrawal request.

**b. PayPal Email:** Enter the valid PayPal account email address in the **PayPal Email Address** mandatory field and click **Save** to save the account details.



Manage Payments

Bank Account **PayPal Email**

Paypal Email Address \*

Back Save



Setting up your payments is not mandatory to start receiving lesson orders. You can choose to enter the payment related details later.

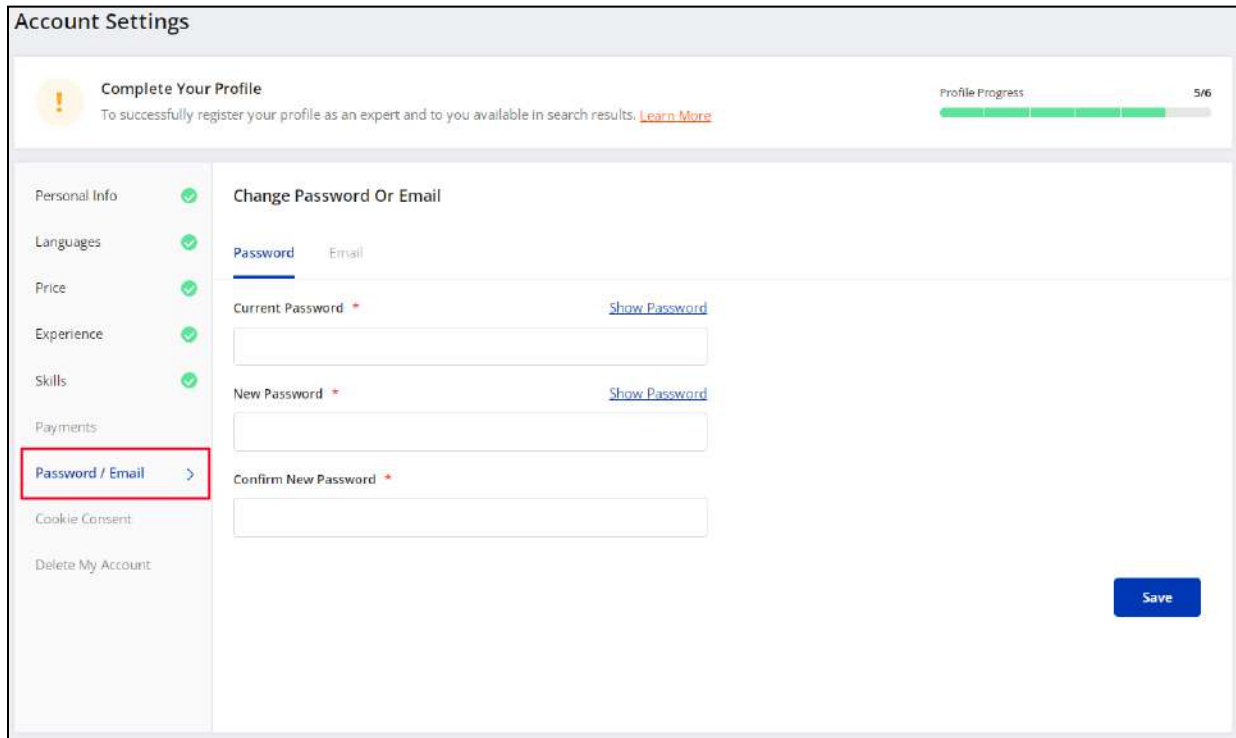


All the session payments are credited to your digital wallet by default. Your wallet is automatically activated once you sign up on the platform. You can request wallet withdrawals when needed to get the wallet money in your personal account. The [withdrawal process](#) is discussed later in this document.

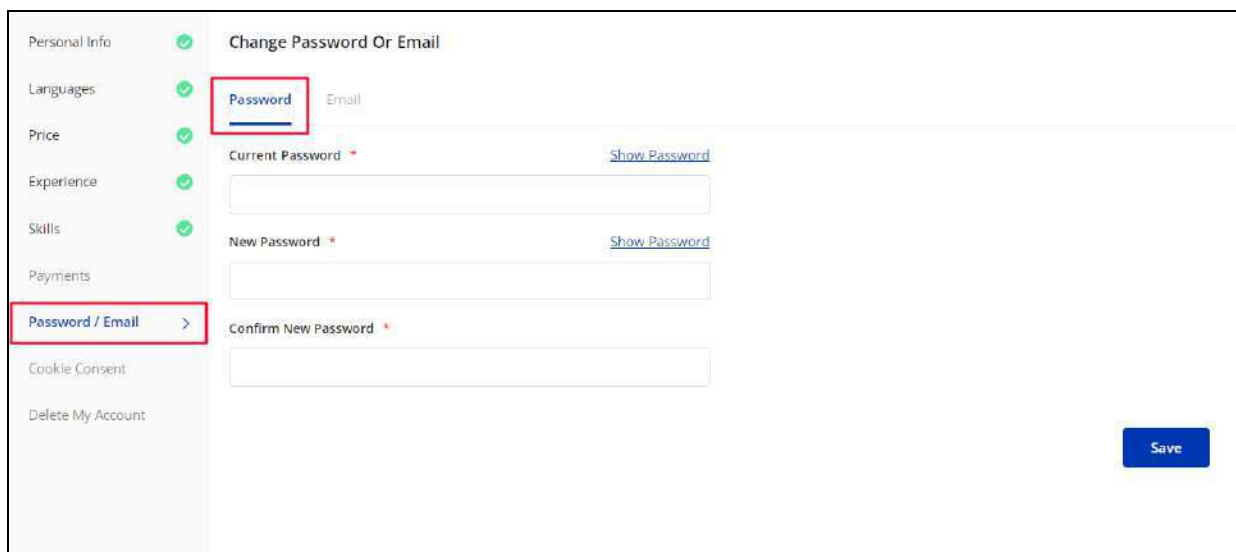
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3.7 Password/Email

Manage your passwords and official email address details from the **Password/Email** section. This section displays the following two tabs:



**a. Password:** Change your account password using the following data fields:



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




- **Current Password\*:** Enter your current account password.
- **New Password\*:** Enter a new password for your account.
- **Confirm New Password\*:** Re-enter the new password to verify and confirm.



By default, the current and new passwords are displayed in the form of bullets for privacy compliance. To view the entered password, click **Show Password** provided with the **Current Password** and **New Password** fields.

Click **Save** to successfully change your account password.

**b. Email:** Change the email address linked with your account using the following data fields:



The screenshot shows a sidebar menu on the left with items: Personal Info, Languages, Price, Experience, Skills, Payments, Password / Email (highlighted in red), Cookie Consent, and Delete My Account. The main content area is titled 'Change Password Or Email'. It contains a 'Password' field with a 'Show Password' link (highlighted in red), a 'Current Email' field with the value 'elonmusk@dummysid.com', a 'New Email' field, and a 'Current Password' field. A blue 'Save' button is located at the bottom right of the form.

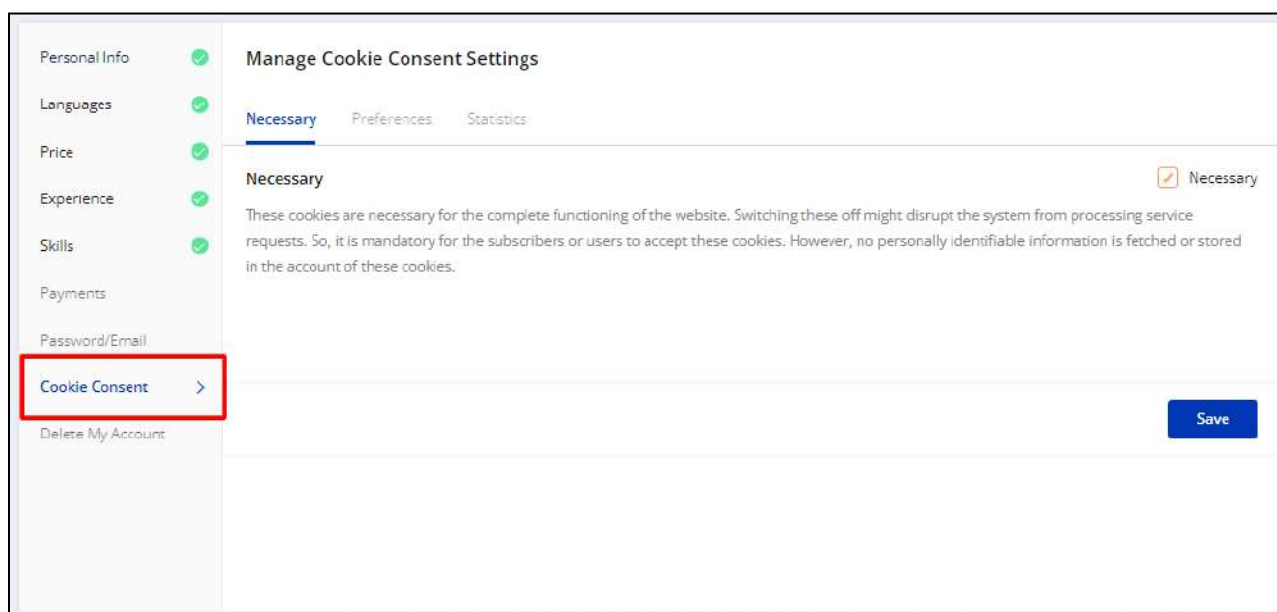
- **Current Email\*:** The current email address linked with your account is prefilled in the field.
- **New Email\*:** Enter the new email address to be linked with your account.
- **Current Password\*:** Enter your account password for the purpose of security check.

Click **Save** to successfully change your email address. The newly added email address will now be considered your official email and all the system-generated emails are routed to the new email address.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

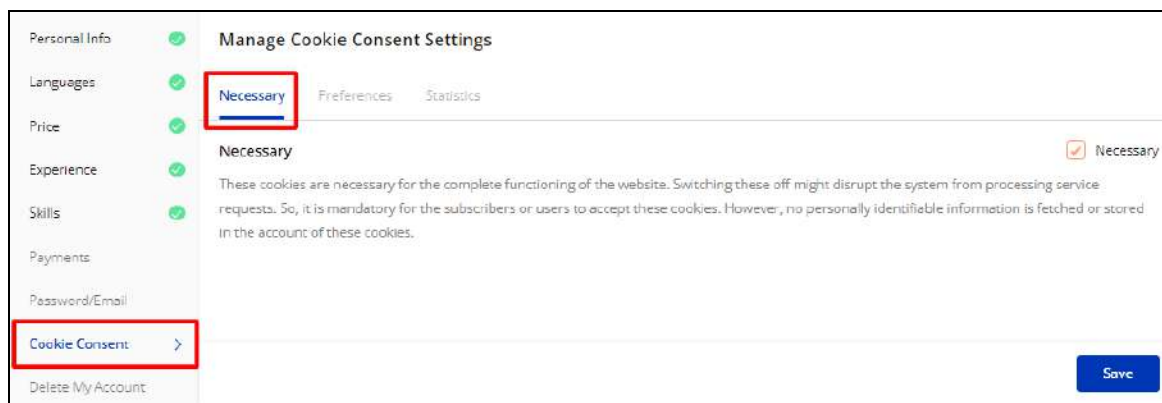
### 3.8 Cookie Consent

Access and manage your cookies permissions and preferences from the **Cookie Consent** section. Cookies are small information files generated by a web server and are sent to a web browser. These cookies fetch data about users' preferences and search habits to ultimately use this information to improve the user's experience online. You can allow or limit cookies on your account through the **Cookies Consent** section. This section displays the following three tabs pertaining to the types of cookies active in the Yo!Coach platform:

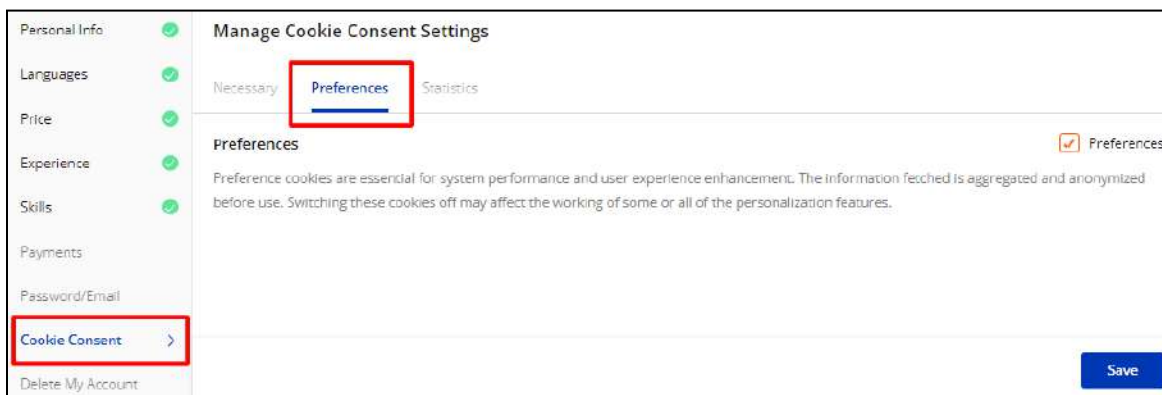


**a. Necessary:** View the permissions associated with the necessary cookies. These cookies are automatically activated on the system and can not be deactivated.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



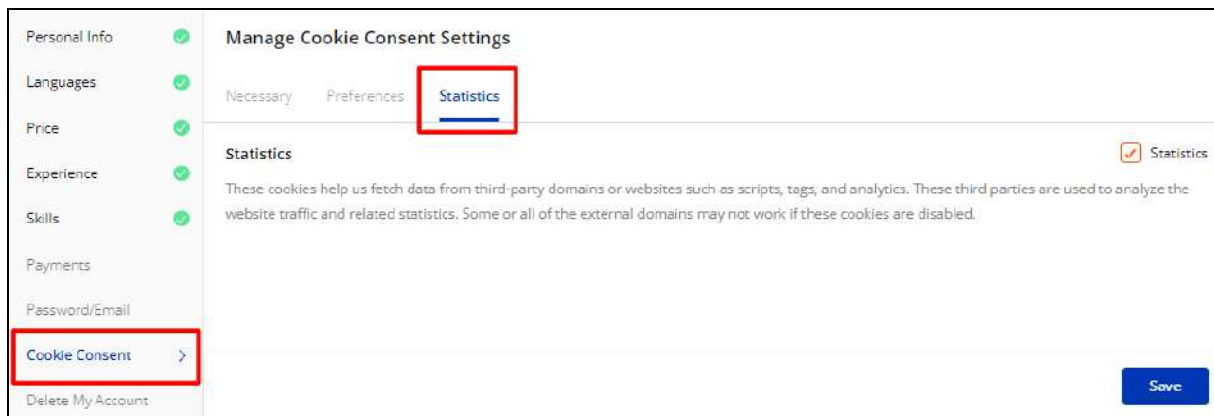
**b. Preferences:** View the permissions associated with the preference cookies. Select the **Preferences** checkbox provided at the upper right corner of the section to activate these cookies. Clear the checkbox to disallow the preference cookies.



Click **Save** to save your cookie settings.

**c. Statistics:** View the permissions associated with the statistics cookies. Select the **Statistics** checkbox provided at the upper right corner of the section to activate these cookies. Clear the checkbox to disallow the statistics cookies.

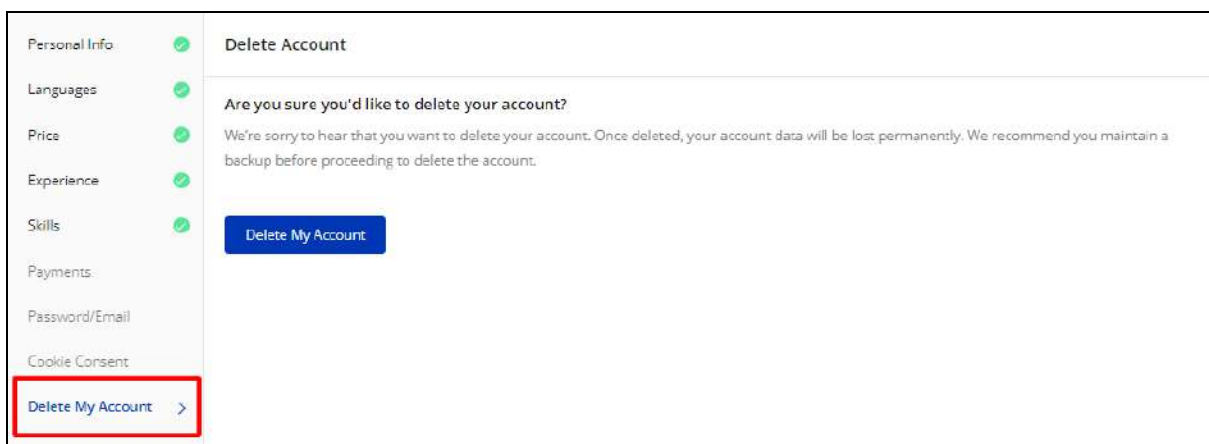
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Save** to save your cookie settings.

### 3.9 Delete My Account

The **Delete My Account** section allows you to request the admin to delete your account and user data from the platform.



Click **Delete My Account** and follow the prompts to proceed with account deletion. A GDPR request is generated on the platform to delete your user account data from the system and is escalated to the admin. If approved by the admin, your account is removed from the portal. Once deleted, your account is no longer displayed to the learners and your account data can not be restored later. To access the platform again, **new registration** is required. We recommend you to give it a thorough thought before requesting account deletion.

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## 4. Availability Calendar

Set up the time when you are available to take sessions and open to lesson bookings through the **Availability Calendar** module. In order to complete your profile to get listed on the system front-end and start receiving lesson bookings, setting up your availability is mandatory.

**Complete Your Profile**

Complete your profile to start getting bookings [Learn More](#)

Profile Progress: 5/6

GENERAL
WEEKLY

Save

My Current Time : 00:53:38 (Timezone String -04:00)

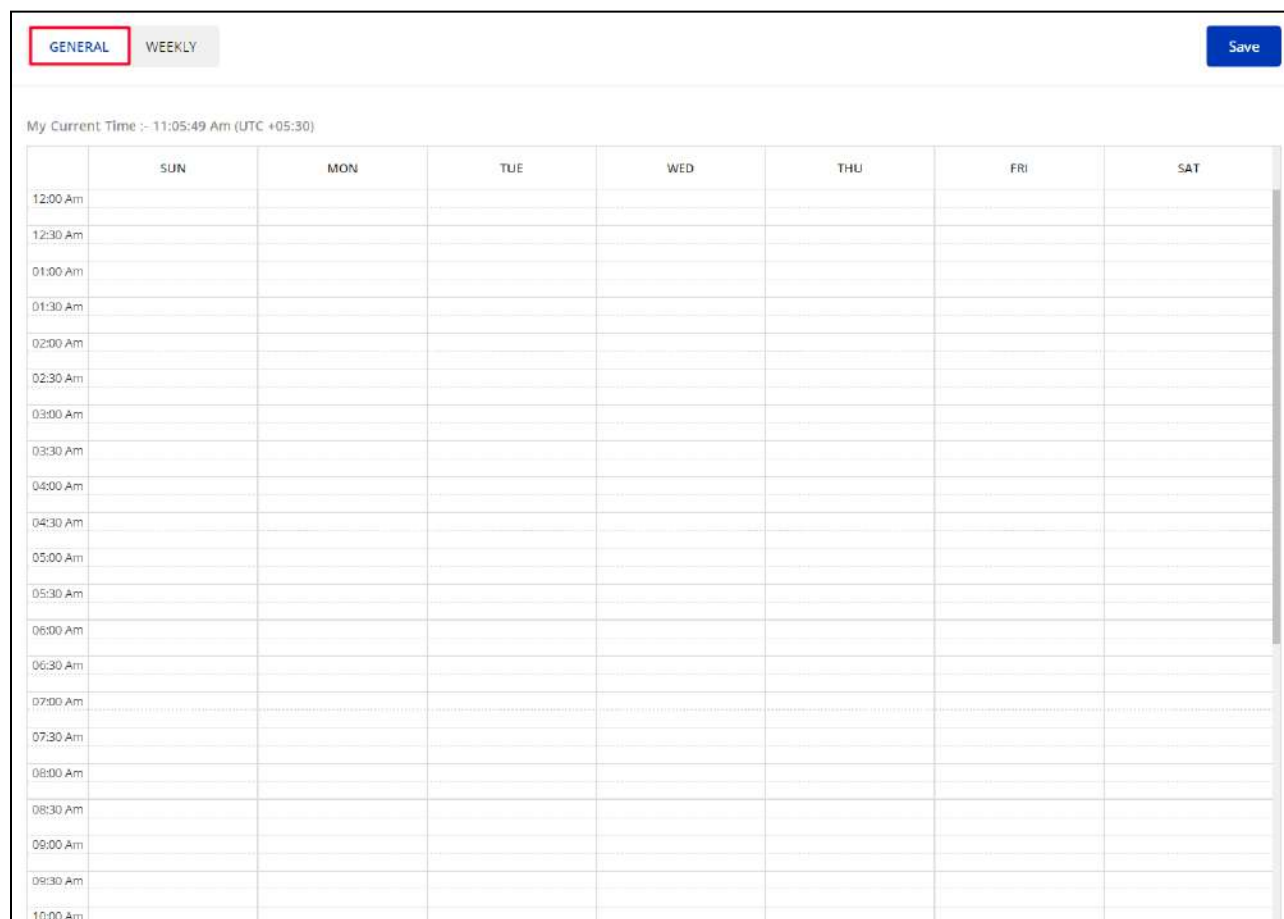
	SUN	MON	TUE	WED	THU	FRI	SAT
00:00							
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							
04:30							
05:00							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00							
08:30							

There are two ways of managing your availability, **General Availability** and **Weekly Availability**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


## 4.1 General Availability

Manage and update your day-wise availability through the **General** tab. The page displays a half-hourly calendar for each day of the week.



My Current Time :- 11:05:49 Am (UTC +05:30)

	SUN	MON	TUE	WED	THU	FRI	SAT
12:00 Am							
12:30 Am							
01:00 Am							
01:30 Am							
02:00 Am							
02:30 Am							
03:00 Am							
03:30 Am							
04:00 Am							
04:30 Am							
05:00 Am							
05:30 Am							
06:00 Am							
06:30 Am							
07:00 Am							
07:30 Am							
08:00 Am							
08:30 Am							
09:00 Am							
09:30 Am							
10:00 Am							

Hold and stretch through the time to select your availability for a day. Simply leave the days clear when you are unavailable. Click the delete icon button  provided in the selected area to remove the time slot.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

GENERAL WEEKLY Save

My Current Time :- 11:15:09 Am (UTC +05:30)

	SUN	MON	TUE	WED	THU	FRI	SAT
07:00 Am		X 07:00 Am - 07:30 Pm					
07:30 Am			X 07:45 Am - 01:15 Pm		X 07:15 Am - 09:45 Am		
08:00 Am							
08:30 Am							
09:00 Am							
09:30 Am				X 09:30 Am - 02:30 Pm		X 09:15 Am - 11:00 Am	
10:00 Am					X 10:00 Am - 11:45 Am		
10:30 Am							
11:00 Am							
11:30 Am							
12:00 Pm							
12:30 Pm					X 12:15 Pm - 01:45 Pm		
01:00 Pm							
01:30 Pm							
02:00 Pm			X 01:45 Pm - 06:15 Pm			X 02:00 Pm - 06:45 Pm	
02:30 Pm							
03:00 Pm							
03:30 Pm							
04:00 Pm							
04:30 Pm							
05:00 Pm							
05:30 Pm					X 05:15 Pm - 09:15 Pm		
06:00 Pm							
06:30 Pm			X				




Click **Save** from the upper right corner to save the selected timings. Your availability time slots are reflected accordingly on the front-end and the learners can book their slots with you.

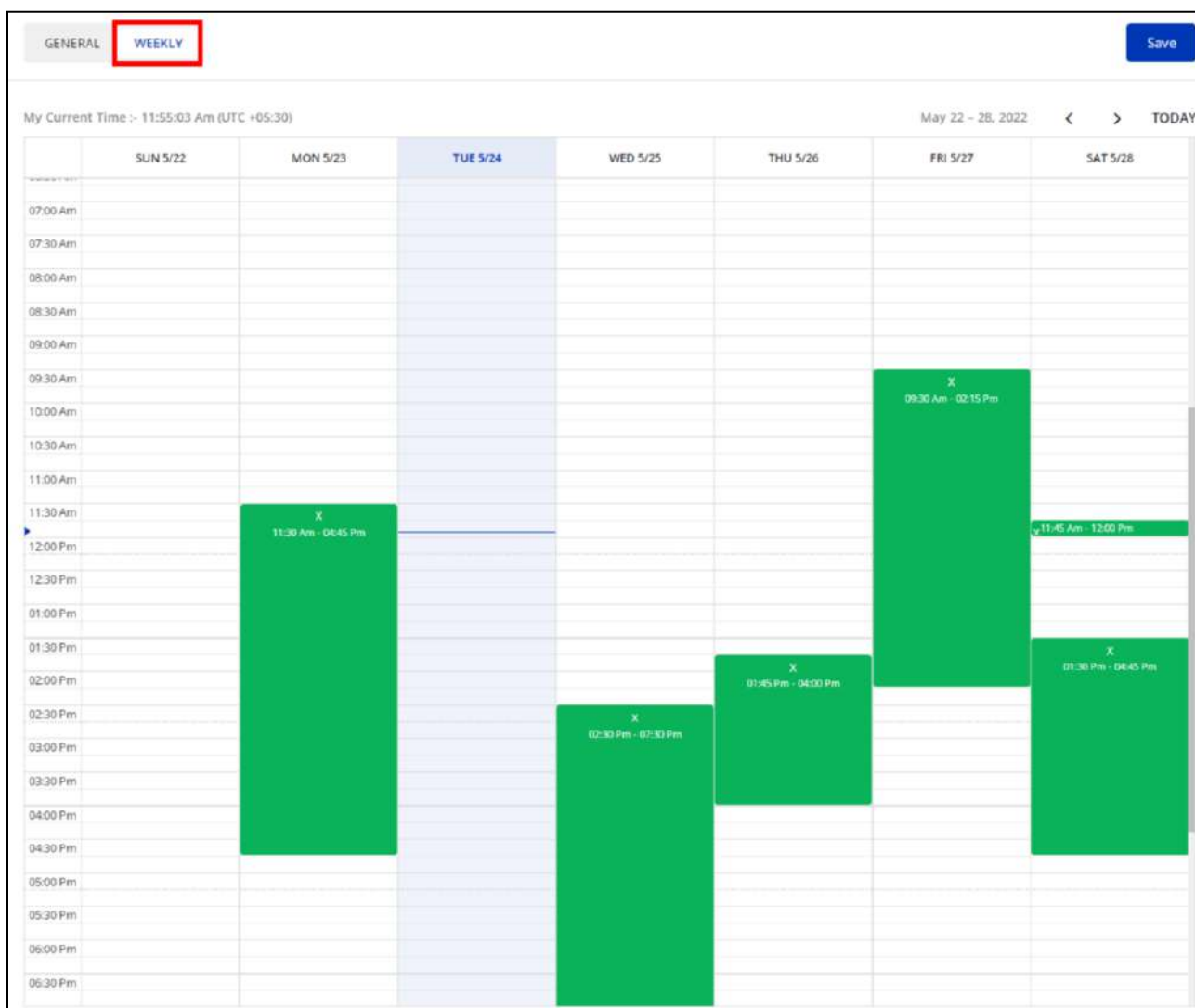


General availability is considered as universal for all the weeks unless specific availability for a week is set through the **Weekly Availability** tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 4.2 Weekly Availability

Set up your date-wise availability through the **Weekly** tab. The tab displays the dates in a weekly format. The general availability saved in the previous tab is also reflected here. Use the arrow buttons   provided at the top right of the calendar section to access different weeks. Select the availability for a specific date in a week through hold and stretch action or click the delete icon button  to remove a selected time slot.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Save** to save the weekly availability. If both general and weekly availability are specified, the system will override the weekly availability over the general availability for that day. This means that the learners will view the time slots according to the weekly availability selected by you.

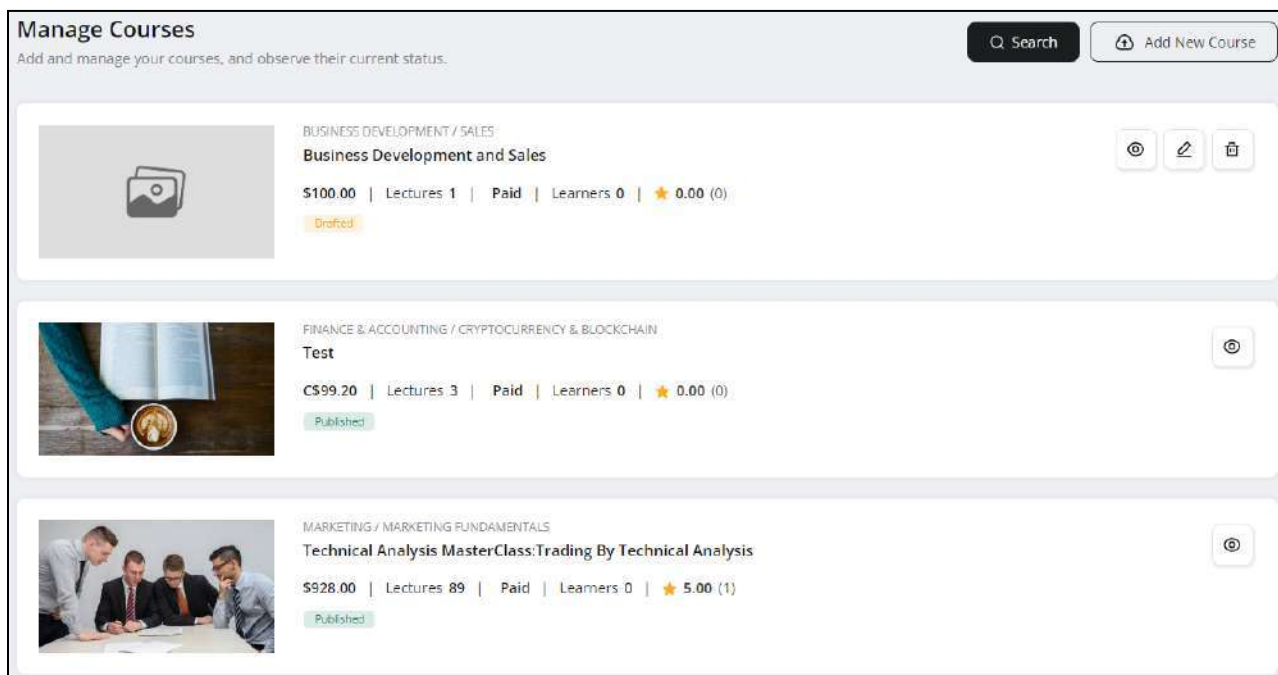


In case you edit your timezone from the **Personal Info** section under **Account Settings**, the general and weekly availability will be reset. Revisit this module to update your availability.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


## 5. All Courses

Yo!Coach allows you to create courses and add a number of pre-recorded lectures to the course. Once a course you create is approved by the admin, it is published on the course listing pages. The learners purchase your course for a course fee set by you and get access to all the course resources. Create and manage the courses from the **All Courses** module.




The screenshot shows the 'Manage Courses' interface. At the top, there is a search bar and an 'Add New Course' button. Below this, three course listings are displayed:

- Course 1:** BUSINESS DEVELOPMENT / SALES. Title: Business Development and Sales. Price: \$100.00. Lectures: 1. Status: Paid. Learners: 0. Rating: 0.00 (0). Status: Drafted.
- Course 2:** FINANCE & ACCOUNTING / CRYPTOCURRENCY & BLOCKCHAIN. Title: Test. Price: \$99.20. Lectures: 3. Status: Paid. Learners: 0. Rating: 0.00 (0). Status: Published.
- Course 3:** MARKETING / MARKETING FUNDAMENTALS. Title: Technical Analysis MasterClass:Trading By Technical Analysis. Price: \$928.00. Lectures: 89. Status: Paid. Learners: 0. Rating: 5.00 (1). Status: Published.

 The **Courses** functionality is available on the platform only when activated by the system administrator. Please contact the platform admin for more details.

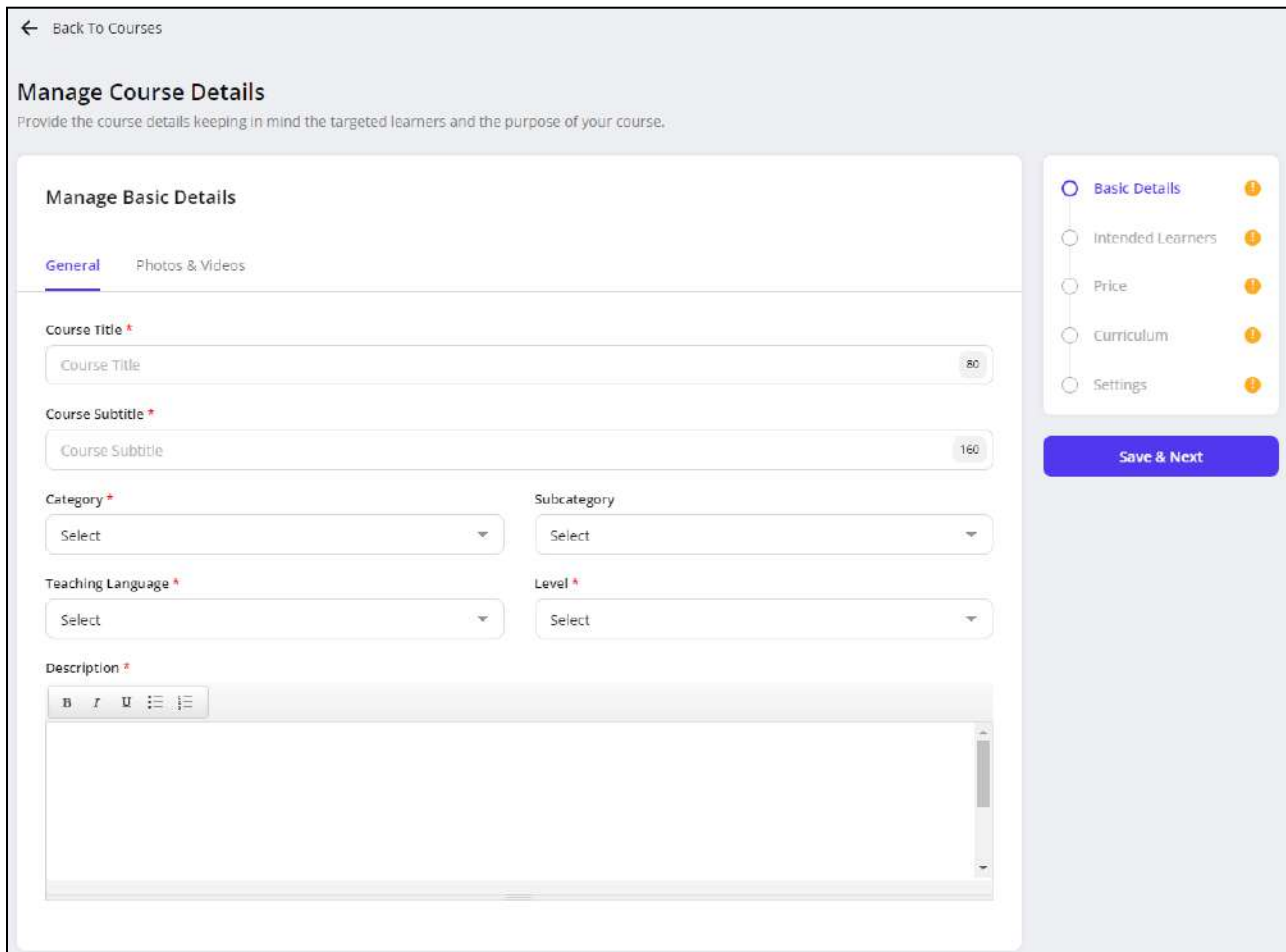
The **Manage Courses** page lists all the courses created by you and their details. Perform the following functionalities on this page:

### 5.1 Add a New Course

To add a new course, click the  icon button from the upper right corner of the page. You are redirected to the **Manage Course Details** form

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

page. The form is divided into various sections for providing detailed course information:



← Back To Courses

### Manage Course Details

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Manage Basic Details

**General** | Photos & Videos

**Course Title \***  
Course Title (80)

**Course Subtitle \***  
Course Subtitle (160)

**Category \*** | **Subcategory**  
Select | Select

**Teaching Language \*** | **Level \***  
Select | Select

**Description \***

Basic Details | Intended Learners | Price | Curriculum | Settings

Save & Next

## I. Basic Details

In the **Manage Basic Details** section of the form, provide the basic details for the course being added in the following tabs:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Course Details

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Manage Basic Details

**General** Photos & Videos

**Course Title \***  
 80

**Course Subtitle \***  
 150

**Category \***  **Subcategory**

**Teaching Language \***  **Level \***

**Description \***

- Basic Details
- Intended Learners
- Price
- Curriculum
- Settings

**Save & Next**

## a. General

Provide the general course details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Basic Details

**General** Photos & Videos

Course Title \*  
 80

Course Subtitle \*  
 160

Category \*

Subcategory

Teaching Language \*

Level \*

Description \*

- **Course Title\***: Enter a title for the course. The maximum character count is indicated at the right within the field.

### Manage Basic Details

**General** Photos & Videos

Course Title \*  
 80

- **Course Subtitle\***: Enter a subtitle for the course.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Category\***: From the drop down list, select the category that best defines the subject of discussion for the course. The list is populated with the categories added by the admin.
- **Subcategory**: According to the selected category, select the subcategory for the course from the drop down list. This list is populated with the subcategories added by the admin. Adding a subcategory is optional.
- **Teaching Language\***: From the drop down list, select the language to be used to share the study material.
- **Level\***: From the drop down list, select the level of the course as **Beginner**, **Intermediate**, or **Expert**.
- **Description\***: In the provided description box, enter a brief description about the course, its contents, and key takeaways for the learners.

Click **Save and Next** from the right hand side to save the details and move to the next tab.

## b. Photos & Videos

On the **Photos & Videos** tab, upload the following required media files:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


### Manage Basic Details

General Photos & Videos

---


**Course Image \***

*Upload your course image here. It must meet our course image quality standards to be accepted. Important guidelines: 1000x563 pixels; 2.00MB size; png, jpeg, jpg, gif. no text on the image.*



**Youtube URL \***

*Students who watch a well-made promo video are 5X more likely to enroll in your course. We've seen that statistic go up to 10X for exceptionally awesome videos. Learn how to make yours awesome!*



- **Course Image\*:** Click **Upload File** and upload a course banner image from the internal storage. The image is displayed on the course listing pages with the course details. View the upload guidelines mentioned in the field.
- **YouTube URL\*:** Enter the link to the course preview video uploaded on youtube in the provided field. Click **Preview** to view the video in the right-hand side preview window.



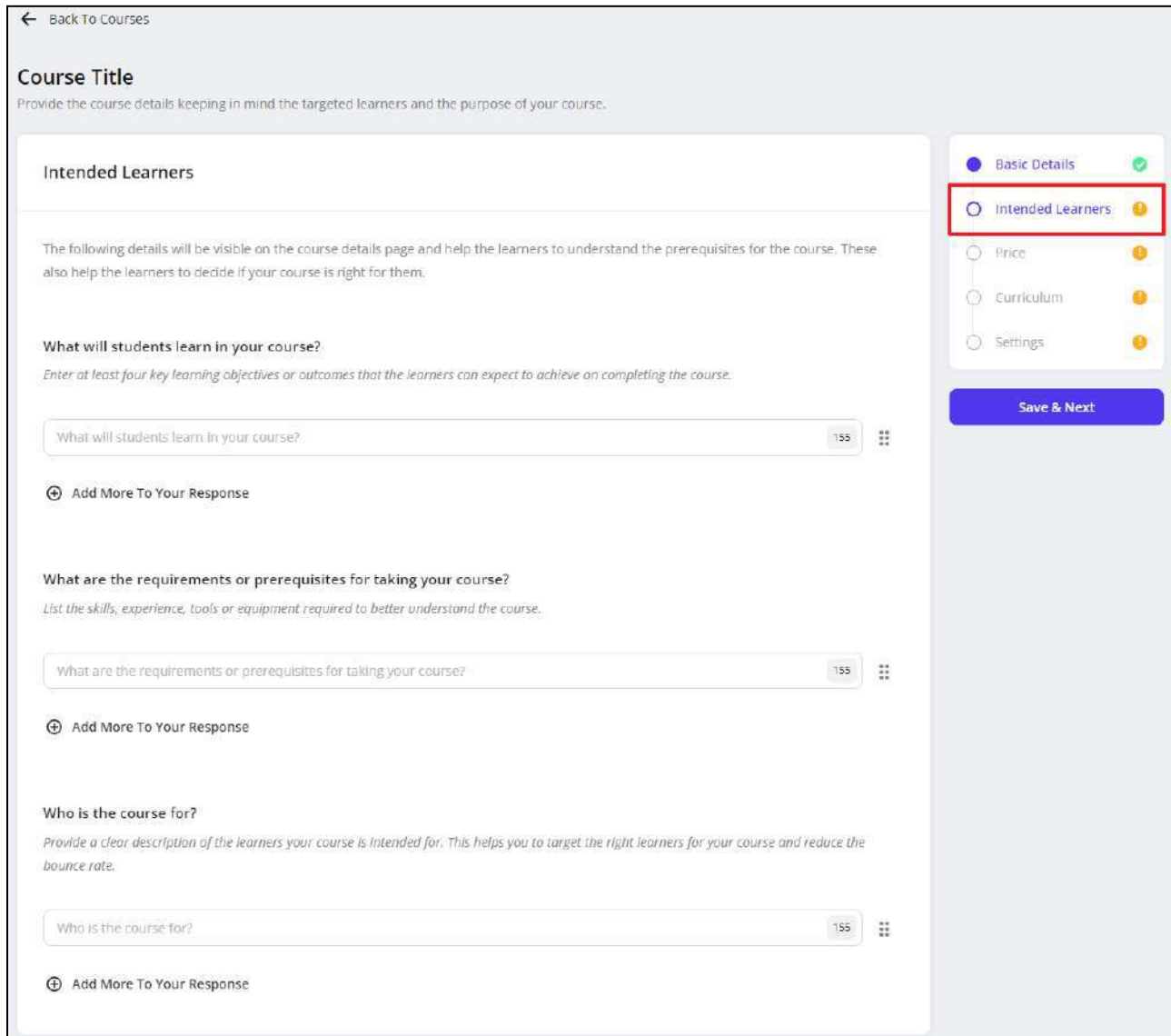
The YouTube video will be visible on the platform only when the **YouTube Data API** has been configured by the system administrator. In case you are facing any such issues, please contact the admin.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save & Next** from the right-hand side to save the media details and move to the next section.

## II. Intended Learners

In this section, answer the listed questions and provide more details about the course being added. The learners refer to the provided details to understand the scope of the course and make their decision to enroll for the course.



← Back To Courses

### Course Title

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Intended Learners

The following details will be visible on the course details page and help the learners to understand the prerequisites for the course. These also help the learners to decide if your course is right for them.

**What will students learn in your course?**  
*Enter at least four key learning objectives or outcomes that the learners can expect to achieve on completing the course.*

What will students learn in your course? 155

⊕ Add More To Your Response

**What are the requirements or prerequisites for taking your course?**  
*List the skills, experience, tools or equipment required to better understand the course.*

What are the requirements or prerequisites for taking your course? 155

⊕ Add More To Your Response

**Who is the course for?**  
*Provide a clear description of the learners your course is intended for. This helps you to target the right learners for your course and reduce the bounce rate.*

Who is the course for? 155

⊕ Add More To Your Response

Basic Details ✓

Intended Learners \*

Price \*

Curriculum \*







Settings \*

Save & Next

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Enter the relevant answer to the questions in the provided fields. The following functionalities are available with each field:

- **Add More Responses** : Click  **Add More To Your Response** to add an additional answer field. Enter the additional details and supporting comments in this field.
- **Drag and Drop** : Use the drag and drop icon button  provided at the right of each answer field to rearrange the answers sequence. The sequence is updated accordingly on the course details page.
- **Delete** : Click the delete icon button  to remove a response. The system does not allow you to delete the last available response.

Once all the questions have been answered, click **Save & Next** from the right hand side. The details are saved and you are redirected to the next section.

### III. Price

In the **Price** section, set the price for the whole course and the default display currency. The following data input fields are available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Title

Provide the course details keeping in mind the targeted learners and the purpose of your course.

#### Manage Pricing

Set the display currency and the course price/fee. The price is displayed to the learners as converted into their default currency.

If you intend to offer your course for free, the total length of video content must be less than 2 hours.

Type\*  Free  Paid

Currency\*

Price\*

- Basic Details ✔
- Intended Learners ✔
- Price !
- Curriculum !
- Settings !

Save & Next

- **Type\***: Select the type of course as **Free** or **Paid**. Select **Free** to offer the course to the learners for free and the learners will not be charged any course fee. When you offer a course for free, the maximum length of the course should not be more than 2 hours. Select **Paid** when a certain fee is to be charged from the learners to enroll for the course.

 The following fields are displayed only when **Paid** course type is selected.

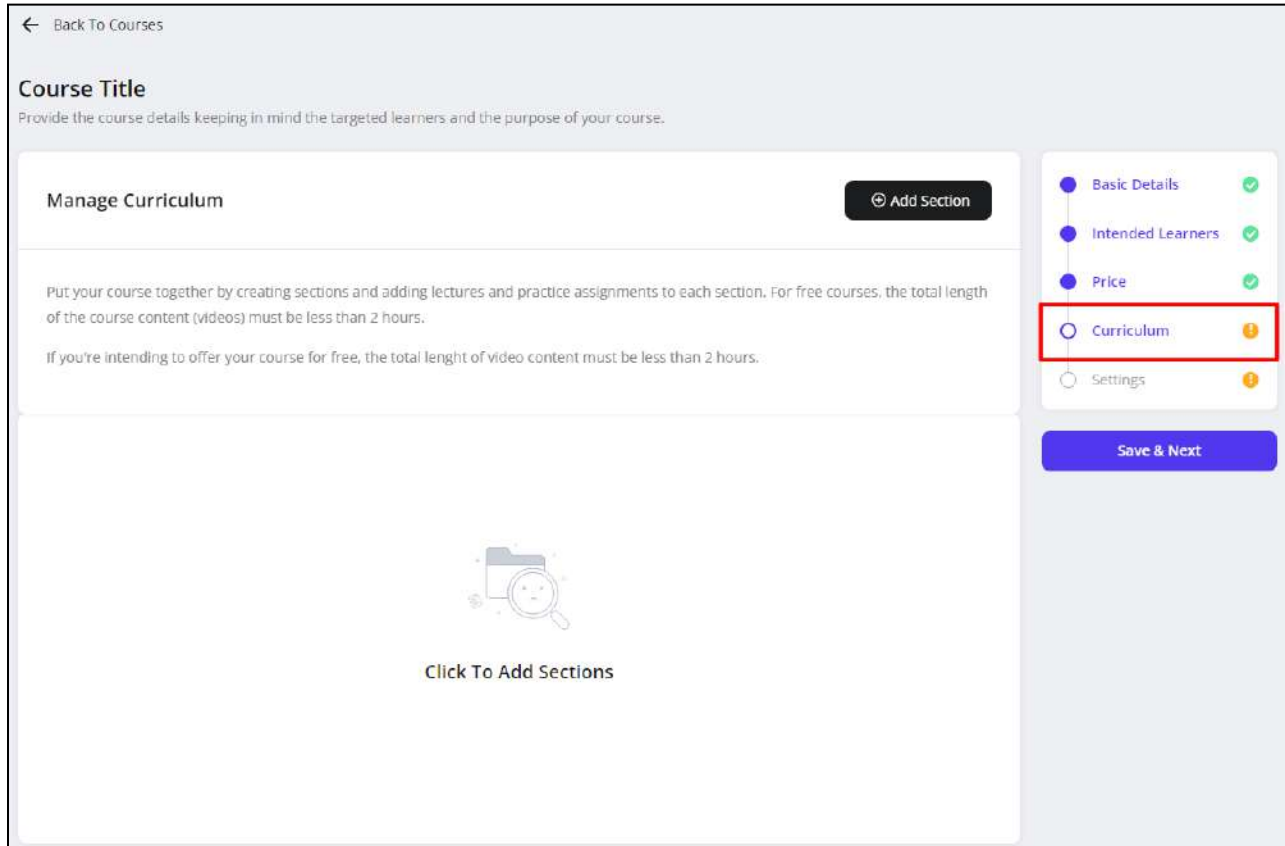
- **Currency\***: Select your preferred currency.
- **Price\***: Enter the amount to be charged as a course fee from the learners.

Click **Save & Next** from the right hand side to save the price details and move to the next section, **Curriculum**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## IV. Curriculum

Add the study material, videos, and complete contents of the course from the **Curriculum** section.



The screenshot displays the 'Course Title' management page. At the top left, there is a 'Back To Courses' link. The main heading is 'Course Title' with a sub-instruction: 'Provide the course details keeping in mind the targeted learners and the purpose of your course.' Below this, the 'Manage Curriculum' section is visible, featuring an 'Add Section' button. A large central area contains an icon of a folder with a magnifying glass and the text 'Click To Add Sections'. On the right side, a vertical navigation menu lists: 'Basic Details' (checked), 'Intended Learners' (checked), 'Price' (checked), 'Curriculum' (highlighted with a red box and a warning icon), and 'Settings' (warning icon). A 'Save & Next' button is located at the bottom right of the menu.

The lectures to be covered in the course are added with **Sections** covering a specific topic. These sections and attached resources are displayed to the learners on the **Course Details** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Overview
**Course Content**
About Tutor
Reviews (1)

## Course Content

13 Sections • 89 Lectures • 7h 58m Total Length

---

**SECTION 1** **Introduction**

Introduction

🕒 Time 13m   📖 Lectures 6   [See All](#) ^

---

- [Introduction](#) [Preview](#) 0:01:58
- [Importance of Technical Analysis](#) [Preview](#) 0:05:05
- Types of Charts 0:02:47
- Importance of Technical Analysis And Price Chart Quiz 0:01:00
- Bonus 1- Trading Mindset Workbook 0:01:00
- Important Note 0:01:19

---

**SECTION 2** **Trend Analysis**

Trend Analysis

🕒 Time 1h 04m   📖 Lectures 13   [See All](#) v

---

**SECTION 3** **Basic Terms of technical Analysis**

Basic Terms of technical Analysis

🕒 Time 1h 34m   📖 Lectures 11   [See All](#) v

**This Course Includes:**

- 🕒 7h 58m
- 📖 89 Lectures
- 📄 129 Downloadable Assets
- 🕒 Full Lifetime Access
- 📱 Access On Mobile And Tv
- 🏆 Certificate On Completion

---

*At Just Price Of* **\$928.00**

Enroll Now

👤 Favorite

Share This Course

[f](#)
[t](#)
[p](#)
[✉](#)

The following functionalities are available on the **Manage Curriculum** page:

### a. Add a New Section

To add sections to the course, click **Add Section** from the upper right corner of the form. A new section appears on the page with the following input fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Curriculum**
⊕ Add Section

---

Put your course together by creating sections and adding lectures and practice assignments to each section. For free courses, the total length of the course content (videos) must be less than 2 hours.

If you're intending to offer your course for free, the total length of video content must be less than 2 hours.

☰ Section

80

300

Cancel
Save

- **Add Section Title:** Enter a title for the section being added. View the maximum character limit given at the right corner of the field.

☰ Section

80

- **Add Section Description:** Enter a brief description for the section, indicating its contents and any additional details for the learners.

Click **Save** to save and add the section. To add more sections, click **Add Section** again and provide the section title and description.

Access the following functionalities with the added sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Title




Provide the course details keeping in mind the targeted learners and the purpose of your course.


#### Manage Curriculum





[+ Add Section](#)

Put your course together by creating sections and adding lectures and practice assignments to each section. For free courses, the total length of the course content (videos) must be less than 2 hours.

If you're intending to offer your course for free, the total length of video content must be less than 2 hours.

 Section: 1 Section - 1
 





- **Drag and Drop** : Hold the drag and drop icon button  from the left and move it to rearrange the section list. The order of the sections on the course details page is updated accordingly.
- **Edit** : Hover over the section and click the edit icon button  to edit the section. Make the required changes in the title and description fields and click **Save** to save the made changes. Or click **Cancel** to discard the changes.

 Section: 1
 



Pronunciation and Alphabets

52

Add Section Description


277

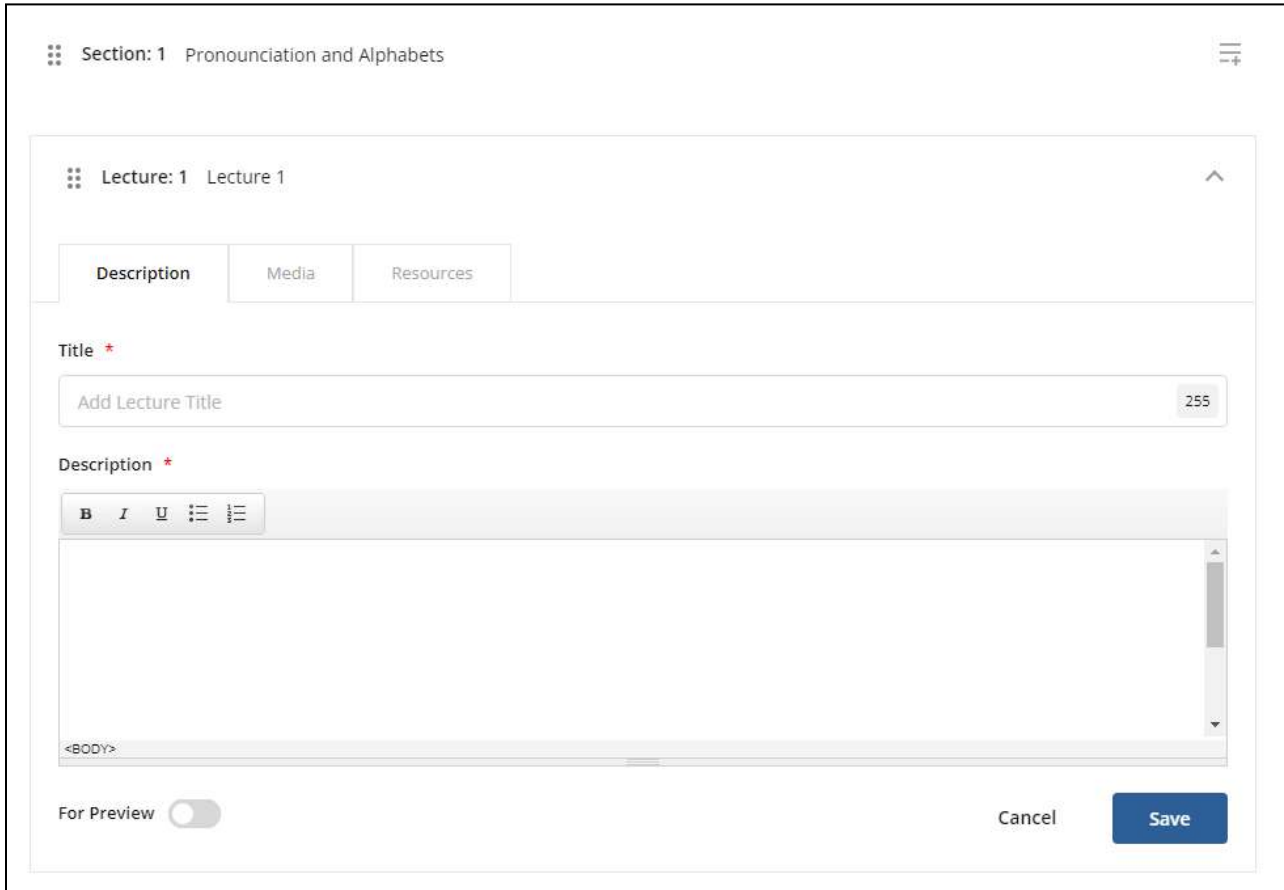
Cancel
Save

- **Delete** : Hover over the section and click the delete icon button  to permanently delete a section from the course. Confirm the action from the modal window and the section is deleted.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Add Lecture

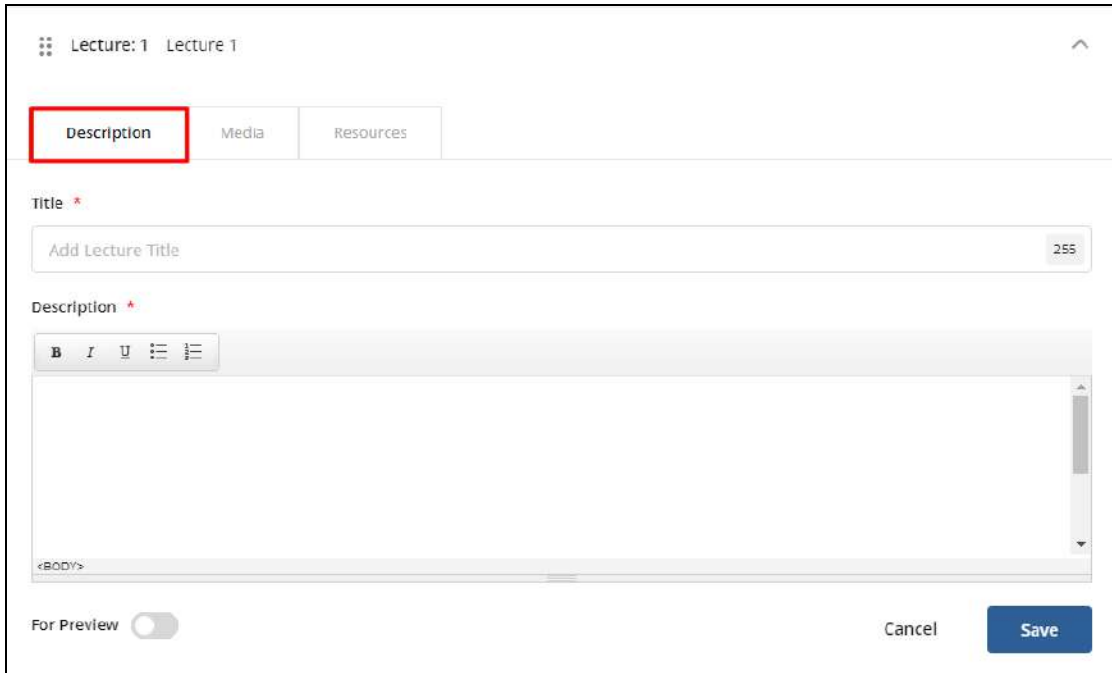
The subject matter for the course is covered through lectures added under different sections. To add lectures under a section, click the add lecture icon button  from the right hand corner of the section.



The following tabs are displayed in the **Lecture** form:

**i. Description:** Enter the details in the following data input fields:

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- **Title\***: Enter the title of the lecture. View the maximum character count from the right corner of the field.
- **Description\***: Enter the brief description and additional information about the lecture in the provided content editor.
- **For Preview** : Set the toggle to green  to make the lecture available for preview. When activated, the learners will be able to view the resources and media attached to the specific lecture without having to enroll in the course. Or set to gray  and the lecture preview will not be available on the course details page.

Click **Save** to save the details and move to the next tab.

**ii. Media:** On the **Media** tab, provide the YouTube link to the course lecture video in the **YouTube URL** mandatory field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.






Click **Save** to save the details and move to the next tab.



The YouTube video added with a lecture will be visible on the platform only when the **YouTube Data API** has been configured by the system administrator. In case you are facing any such issues, please contact the admin.

**iii. Resources:** On the **Resources** tab, upload the course resources and access the following functionalities:





- **Upload Resource:** Click **Choose File** and upload a resource file from the internal storage. The uploaded files are displayed in the form of a list below this field.
- **Add From Library:** To attach an already uploaded resource file, click **Add From Library** from the right. The **Attach Course Resources** pop-up window is

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displayed where the resource files added in the library are listed. Perform the following functionalities from this window:



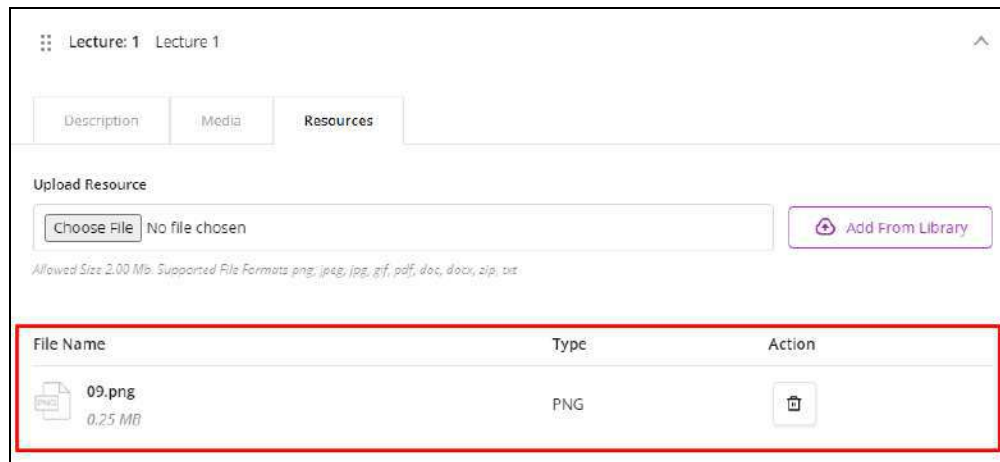
- **Search:** Search a file by typing the file name as a keyword in the search field given at the top of the list. Click the  icon from the right of the field to display the search results.
- **Select** : Use the checkbox given at the left of each file to select the file. Select one or more files to be attached with the lecture.
- **Attach:** Once all the files to be attached are selected, click the  icon from the upper right corner of the window.






The list of files displayed in the **Attach Course Resources** window is populated with the files uploaded from the **Course Resources** module. The module is explained later in this document.

The attached file(s) are displayed in the form of a list.





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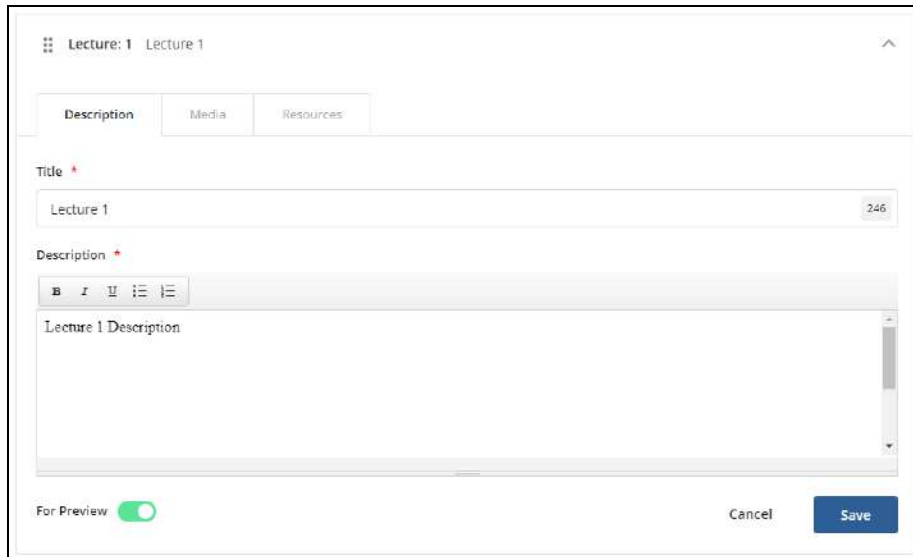
- **Delete** : To remove a file from the lecture, click the delete icon button  given at the right of the file and confirm the action from the modal window.



The added files are automatically saved in the lecture. To add more lectures, click the  icon again and provide the lecture details in the **Description**, **Media**, and **Resources** tabs.

Access the following functionalities with the added lectures:

- **Drag and Drop** : Hold the drag and drop icon button  from the left and move it to rearrange the list of lectures. The order of lectures on the course details page is updated accordingly.
- **Edit**: Hover over the lecture and click the edit icon button  or the drop-down icon button  to edit the lecture details. Make the required changes in the **Description**, **Media**, and **Resources** tabs.

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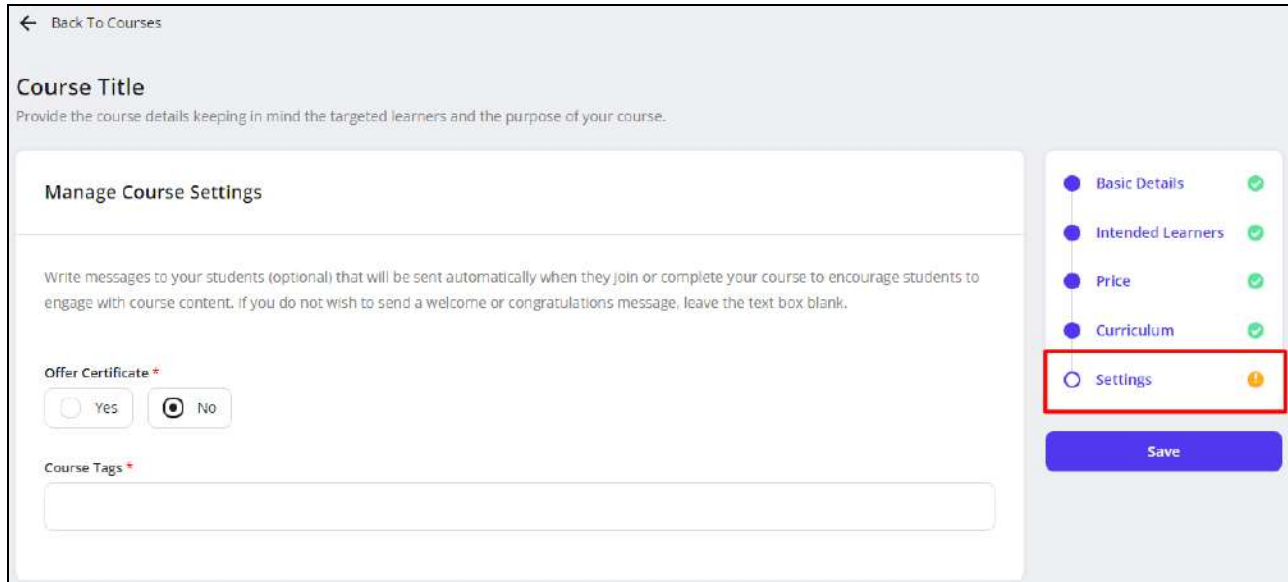
- **Delete** : Hover over the lecture and click the delete icon button  to permanently delete a lecture from the course. Confirm the action from the modal window and the lecture is deleted.

Once all the curriculum details have been provided, click **Save & Next** from the right hand menu to save the details and move to the next section.

## V. Settings

From the **Settings** section, access the following course certificate and tags settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



← Back To Courses

**Course Title**  
Provide the course details keeping in mind the targeted learners and the purpose of your course.

**Manage Course Settings**

Write messages to your students (optional) that will be sent automatically when they join or complete your course to encourage students to engage with course content. If you do not wish to send a welcome or congratulations message, leave the text box blank.

**Offer Certificate\***

Yes  No


**Course Tags\***

Basic Details

Intended Learners

Price

Curriculum

Settings  

Save

- **Offer Certificate\*:** From the radio buttons, select **Yes** to offer certificates to the learners on successful completion of the course. Or, select **No** and the learners will not receive any certificate after they complete the course.
- **Course Tags\*:** Enter one or more tags for the course. These tags help in the easy identification of the course on the platform.

Once the details have been provided, click **Save** from the right hand menu. View the status of all the sections of **Manage Course Details** form from the right hand menu. A green tick mark  is displayed with the sections which have been completely set up. A yellow alert mark  is displayed with the sections yet pending for set up. Once all the sections are set up, a **Submit For Approval** button is available below the **Save** button. Click it and confirm the action from the modal window to submit the course with the admin for their approval.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Learn stitching and embroidery

You can change or edit the language specific course content by selecting the language option from right side.

### Manage Course Settings

Settings Form Info

**Offer Certificate \***

Yes  No

**Course Tags \***

tags x

- Basic Details ✔
- Intended Learners ✔
- Price ✔
- Curriculum ✔
- Settings ✔





Save

Submit For Approval

Once the course is submitted, the course status is updated as **Submitted For Approval** on the **Manage Courses** page.

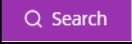
### Manage Courses

Add and manage your courses, and observe their current status.

	<p>OFFICE PRODUCTIVITY / MICROSOFT</p> <p><b>Course Title</b></p> <p>\$0.00   Lectures 1   Free   Learners 0   ★ 0.00 (0)</p> <p style="border: 1px solid red; padding: 2px;">Submitted For Approval</p>	<input type="button" value="⊙"/>
	<p>BUSINESS DEVELOPMENT / SALES</p> <p><b>Business Development and Sales</b></p> <p>\$100.00   Lectures 1   Paid   Learners 0   ★ 0.00 (0)</p> <p style="background-color: orange; padding: 2px;">Draft</p>	<input type="button" value="⊙"/> <input type="button" value="✎"/> <input type="button" value="🗑️"/>
	<p>FINANCE &amp; ACCOUNTING / CRYPTOCURRENCY &amp; BLOCKCHAIN</p> <p><b>Test</b></p> <p>€99.20   Lectures 3   Paid   Learners 0   ★ 0.00 (0)</p> <p style="background-color: #e0f2f1; padding: 2px;">Published</p>	<input type="button" value="⊙"/>
	<p>MARKETING / MARKETING FUNDAMENTALS</p> <p><b>Technical Analysis MasterClass:Trading By Technical Analysis</b></p> <p>\$928.00   Lectures 89   Paid   Learners 0   ★ 5.00 (1)</p> <p style="background-color: #e0f2f1; padding: 2px;">Published</p>	<input type="button" value="⊙"/>

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## 5.2 Search

Click **Search**  from the upper right corner of the **Manage Courses** page to display the search section. The following search filters are available for performing a focused search:





- **Keyword:** Type the name of a course as the keyword to search.
- **Category:** Select a category from the drop down list for a category-specific search.
- **Subcategory:** Select a subcategory from the drop down list for a subcategory-specific search.
- **Type:** Search by the type of the course as **Free** or **Paid**.
- **Status:** Search by the current status of the course as **Drafted**, **Submitted For Approval** or **Published**.

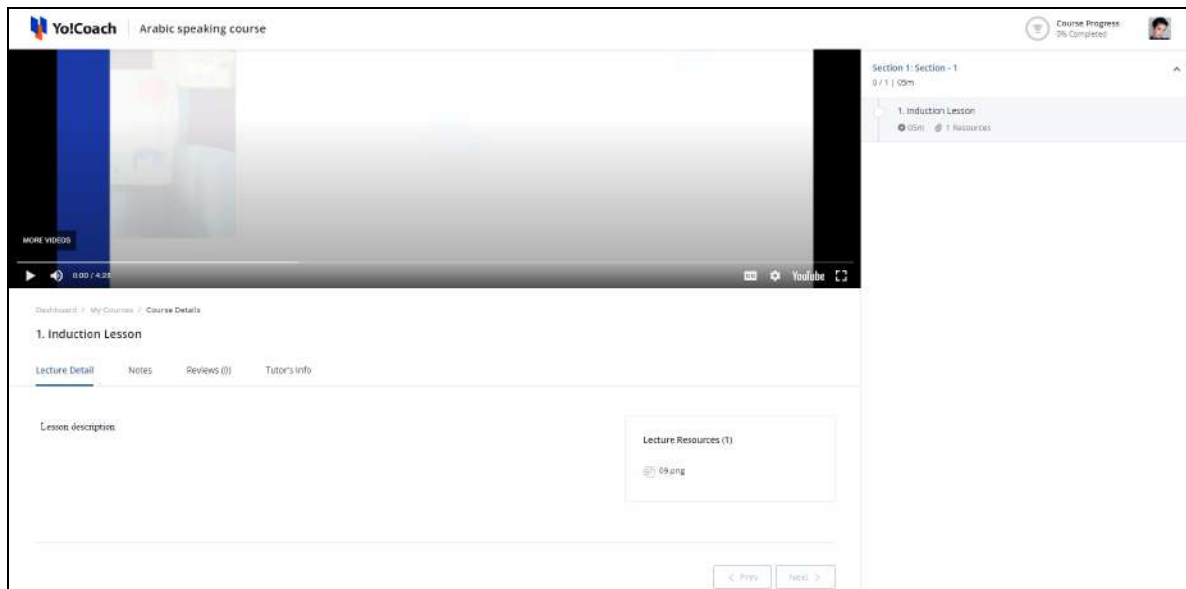
Click **Search** to display the search results. Once the search is complete, click **Reset** to display the whole list of courses again.

## 5.3 Action Buttons

On the **Manage Courses** page, the following action buttons are available with the courses, depending on their current status:


- **Preview** : Click the preview icon button  and you are redirected to the course preview page. This page is a replica of the course page displayed to the learners when they enroll for a course.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



View the course details, such as, attached media and resources, course progress, course sections and lectures, notes, reviews and teacher's information.

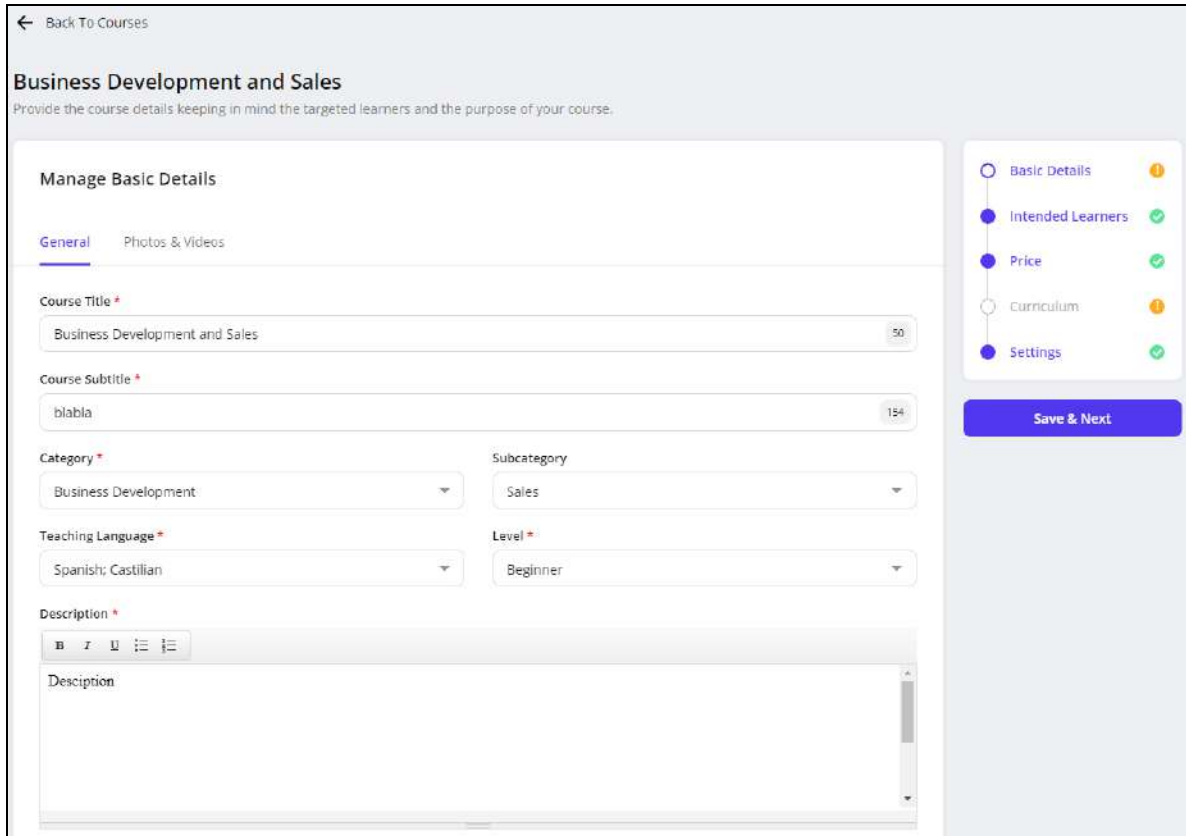


The preview button  is available only for courses having one or more lectures added with them.



- **Edit** : Click the edit icon button  and you are redirected to the respective course details form page.



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Access the various form sections from the right navigation and make the required changes. Click **Save** to save the changes. Once all the details have been provided, click **Submit For Approval** to submit the course with the admin for their approval.

 The edit icon button  is not available for the courses submitted for admin's approval and already published courses.

- **Delete** : Click the delete icon button  and confirm the action from the modal window to permanently delete a course from the system.

 The delete icon button  is not available for the courses submitted for admin's approval and already published courses.

















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## 6. Course Resources

Upload and manage the courses resource files from the **Course Resources** module. This module allows you to bulk upload the course resources. These files can be attached directly to the course without having to upload fresh files every time a new course is being created.

### Manage Course Resources

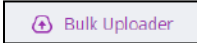
Add, review and manage all types of course resources.

Filename	Type	Date	Actions
 <b>features-list_yocoach_v3.0.pdf</b> <small>0.23 MB</small>	PDF	May 03, 2023 15:28	
 <b>pexels-photo-459403.jpeg</b> <small>0.09 MB</small>	JPEG	May 03, 2023 15:27	
 <b>Tools.jpg</b> <small>0.10 MB</small>	JPG	Sep 10, 2022 15:20	
 <b>Teaching.jpg</b> <small>0.02 MB</small>	JPG	Sep 10, 2022 15:20	
 <b>Software Development.png</b> <small>0.01 MB</small>	PNG	Sep 10, 2022 15:20	
 <b>SDLC.png</b> <small>0.03 MB</small>	PNG	Sep 10, 2022 15:20	
 <b>Programs.txt</b> <small>0.00 MB</small>	TXT	Sep 10, 2022 15:20	
 <b>Plans.jpg</b> <small>0.12 MB</small>	JPG	Sep 10, 2022 15:20	

The following functionalities are available on the **Manage Course Resources** page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Bulk Uploader

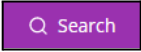
Use the **Bulk Uploader** to upload a number of files in one go. Click the  button from the upper right corner of the page and the **Upload Resources** window pops-up on the screen.

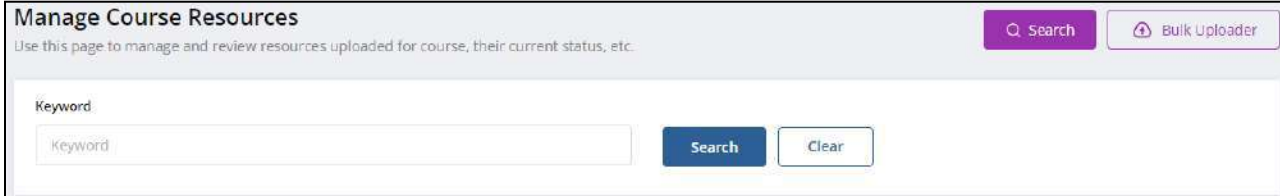


The screenshot shows a modal window titled "Upload Resources". It contains a "Resource Files" field with a "Choose Files" button and the text "No file chosen". Below this field is a note: "Note: Allowed Size 2.00 Mb. Supported File Formats: png, jpeg, jpg, gif, pdf, doc, docx, zip, txt". At the bottom of the window, there are "Cancel" and "Submit" buttons.

Click **Choose Files** from under the mandatory **Resource Files** field. Select one or more files from the internal storage to be uploaded. View the preferred file size and formats mentioned below the field. Once all the files have been selected, click **Submit** to upload these on the system. The newly uploaded files are displayed in the form of a list on the **Manage Course Resources** page.

## II. Search

Click **Search**  from the top of the page to display the search section.




The screenshot shows the "Manage Course Resources" page. It has a header with "Manage Course Resources" and a subtitle "Use this page to manage and review resources uploaded for course, their current status, etc.". There are "Search" and "Bulk Uploader" buttons in the top right. Below the header is a "Keyword" search section with a text input field containing "Keyword", a "Search" button, and a "Clear" button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

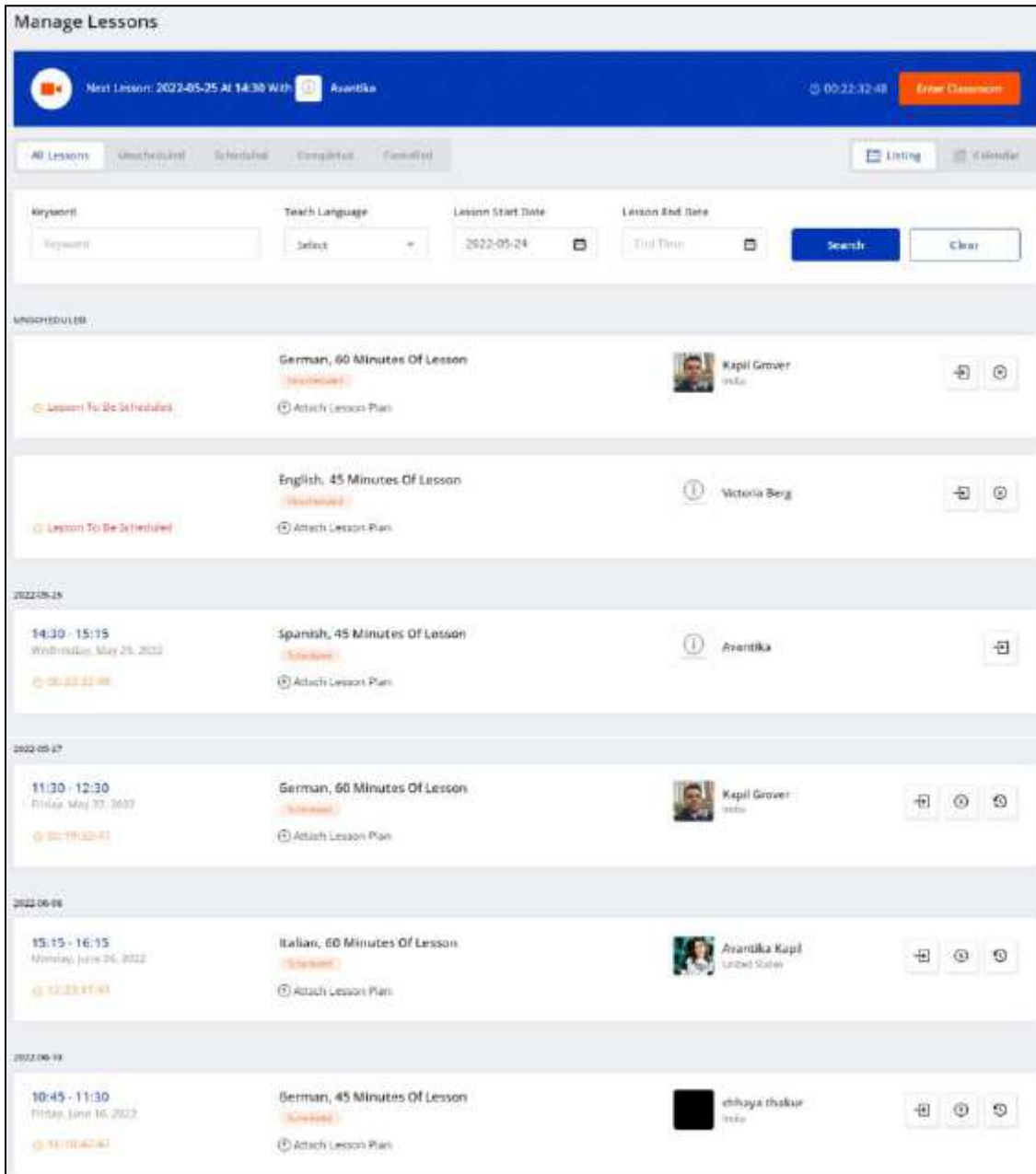
Enter the name of the uploaded file in the displayed **Keyword** field for a focused search. Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

### III. Delete

To permanently delete a file from the system, click the delete icon button  provided under the **Actions** header. Confirm the action from the modal window and the file is deleted.

## 7. Lessons

Once all the account and availability settings are complete, your teacher profile is listed on the system front-end for the learners to discover. The learners can view your preferences and expertise, and book lessons according to your available time slots. Lessons booked by the learners are displayed in the Lessons module under different modular tabs.



The screenshot displays the 'Manage Lessons' interface. At the top, there's a header with 'Next Lesson: 2022-05-25 At 14:30 With Avantika' and a 'Join Classroom' button. Below the header, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Cancelled'. A search bar is present with fields for 'Keyword', 'Teach Language', 'Lesson Start Date', and 'Lesson End Date'. The main content area shows a list of lessons under the 'UNSCHEDULED' tab. Each lesson entry includes the subject, duration, teacher's name, and a 'Lesson To Be Scheduled' label. The lessons listed are:

- German, 60 Minutes Of Lesson (Teacher: Kapil Grover)
- English, 45 Minutes Of Lesson (Teacher: Victoria Beg)
- Spanish, 45 Minutes Of Lesson (Teacher: Avantika) - Scheduled for 2022-05-25 at 14:30 - 15:15
- German, 60 Minutes Of Lesson (Teacher: Kapil Grover) - Scheduled for 2022-05-27 at 11:30 - 12:30
- Italian, 60 Minutes Of Lesson (Teacher: Avantika Kapil) - Scheduled for 2022-06-06 at 15:15 - 16:15
- German, 45 Minutes Of Lesson (Teacher: dhruva thakur) - Scheduled for 2022-06-19 at 10:45 - 11:30

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

On the top of the **Manage Lessons** page, a lesson countdown section is displayed where the date and time of the upcoming lesson and the learner's details are available. When the time arrives, simply click **Enter Classroom** to start the lesson.




The lessons are classified into five modular tabs according to their current status. Access these tabs from the top navigation on the **Manage Lessons** page:

## 7.1 All Lessons

On the **All Lessons** modular tab, all the booked lessons, canceled lessons, and free trials are displayed. The following functionalities are available on this page:

### Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur
04:01:11:12 [Enter Classroom](#)

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword

Teach Language

Select
▼

Lesson Start Date

2022-05-26
📅

Lesson End Date

End Time
📅

Search
Clear


**UNSCHEDULED**

**German, 60 Minutes Of Lesson**

Unscheduled

Lesson To Be Scheduled

Attach Lesson Plan



**Kapil Grover**  
India


📅
🗑️

**English, 45 Minutes Of Lesson**

Unscheduled

Lesson To Be Scheduled

Attach Lesson Plan



**Victoria Berg**


📅
🗑️

**German, 60 Minutes Of Lesson**

Unscheduled

Lesson To Be Scheduled

Attach Lesson Plan



**Kapil Grover**  
India

📅
🗑️

**2022-05-30**

**13:00 - 13:45**

Monday, May 30, 2022


04:00:57:16

**English, 45 Minutes Of Lesson**

Scheduled

Subscriptions

Attach Lesson Plan



**chhaya thakur**  
India

📅
🗑️
🔄

**15:00 - 15:15**


Monday, May 30, 2022

04:02:57:16

**Free Trial, 15 Minutes Of Lesson**

Scheduled

Attach Lesson Plan



**Pranav Jain**

📅
🗑️
🔄

**2022-06-06**

**12:30 - 13:15**

Monday, June 06, 2022


11:00:27:16

**English, 45 Minutes Of Lesson**

Scheduled

Subscriptions

Attach Lesson Plan



**chhaya thakur**  
India

📅
🗑️
🔄

**15:15 - 16:15**


Monday, June 06, 2022

11:03:12:16

**Italian, 60 Minutes Of Lesson**

Scheduled

Attach Lesson Plan



**Avantika Kapil**  
United States

📅
🗑️
🔄

**2022-06-10**

**10:45 - 11:30**


Friday, June 10, 2022

14:22:42:16

**German, 45 Minutes Of Lesson**

Scheduled

Attach Lesson Plan



**chhaya thakur**  
India

📅
🗑️
🔄

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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Page No. | 95

## I. Search

A search bar is provided at the top of this page to perform a focused search using the following filters:



The search filter form contains the following elements:

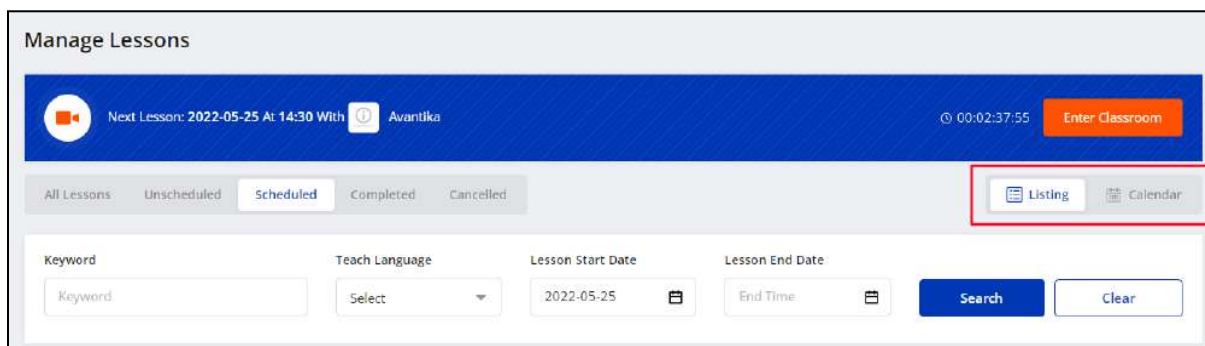
- Keyword:** A text input field with the placeholder text "Keyword".
- Teach Language:** A dropdown menu with the text "Select" and a downward arrow.
- Lesson Start Date:** A date input field showing "2022-05-25" with a calendar icon.
- Lesson End Date:** A date input field with the text "End Time" and a calendar icon.
- Search:** A blue button with the text "Search".
- Clear:** A white button with the text "Clear".

- **Keyword:** Search by entering the name of the learner as a keyword.
- **Teach Language:** To perform a language-specific search, select a language from the drop down list.
- **Lesson Start Date:** Select a date from the calendar drop down to display the lessons starting on or after this date.
- **Lesson End Date:** Select a date from the calendar drop down to display the lessons ending on or before this date.

Click **Search** to generate the filtered list. Once the search is complete, click **Clear** to display the whole of the lessons list again.

## II. Display View

There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



The "Manage Lessons" interface includes the following components:

- Header:** "Manage Lessons" title, a profile icon, "Next Lesson: 2022-05-25 At 14:30 With Avantika", a timer "00:02:37:55", and an "Enter Classroom" button.
- Filter Tabs:** "All Lessons", "Unscheduled", "Scheduled" (active), "Completed", and "Cancelled".
- View Selection:** "Listing" (active) and "Calendar" buttons, highlighted with a red box.
- Search Filters:** A search bar with "Keyword" placeholder, a "Teach Language" dropdown, "Lesson Start Date" (2022-05-25), "Lesson End Date" (End Time), a "Search" button, and a "Clear" button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in chronological order. On the **All Lessons** tab, the unscheduled lessons are displayed at the top, followed by scheduled lessons, and the canceled lessons are displayed at the end.

📺
Next Lesson: 2022-05-25 At 14:30 With 0 Avantika
🕒 00:02:08:48 Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled
📄 Listing
📅 Calendar

Keyword

Teach Language

Select
▼

Lesson Start Date

2022-05-25
📅

Lesson End Date

End Time
📅

Search
Clear


UNSCHEDULED

**German, 60 Minutes Of Lesson**

Unscheduled

Lesson To Be Scheduled

🕒 Attach Lesson Plan



**Kapil Grover**  
India


+
🔄

**English, 45 Minutes Of Lesson**

Unscheduled

Lesson To Be Scheduled

🕒 Attach Lesson Plan



**Victoria Berg**

+
🔄

2022-05-25


**14:30 - 15:15**  
Wednesday, May 25, 2022

00:02:08:48

**Spanish, 45 Minutes Of Lesson**

Scheduled

🕒 Attach Lesson Plan



**Avantika**

+

2022-05-27


**11:30 - 12:30**  
Friday, May 27, 2022

01:23:08:48

**German, 60 Minutes Of Lesson**

Scheduled

🕒 Attach Lesson Plan



**Kapil Grover**  
India

+
🔄

2022-05-30

**13:00 - 13:45**  
Monday, May 30, 2022


05:00:38:48

**English, 45 Minutes Of Lesson**

Scheduled

Subscriptions

🕒 Attach Lesson Plan



**chhaya thakur**  
India

+
🔄
🔄

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:


a. *Attach Lesson Plan* 

Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.



Attach Lessons Plans <span style="float: right;">Q Search</span>			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a specific plan using the following filters:



Attach Lessons Plans Q Search

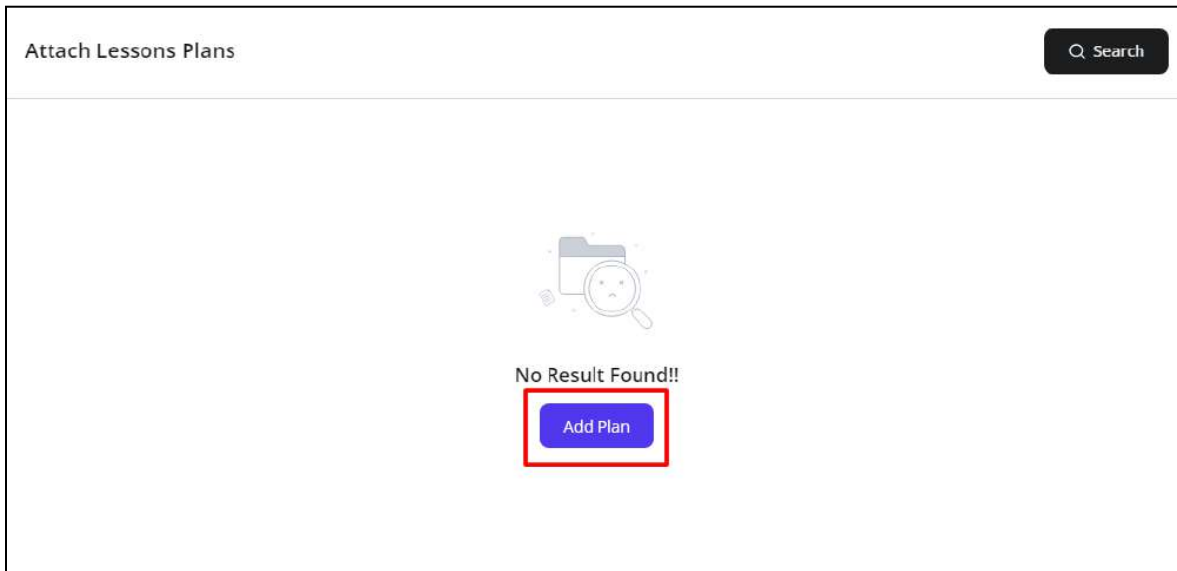
Keyword  Level Select  Search Clear

- **Keyword:** Enter the plan title or description as a keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

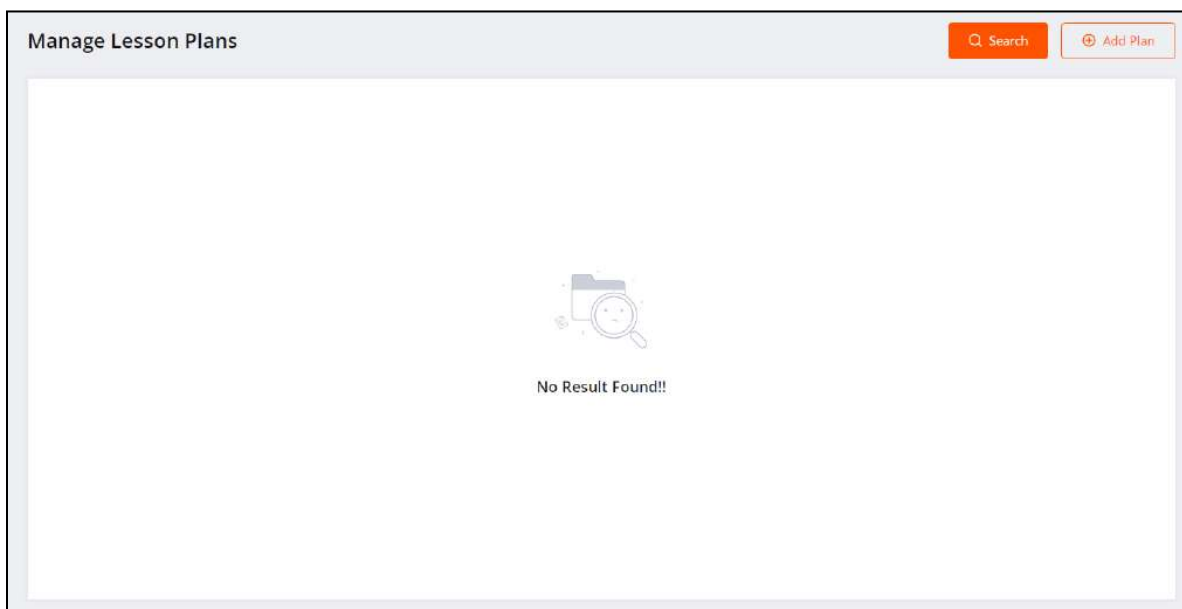
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.




Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** page where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.




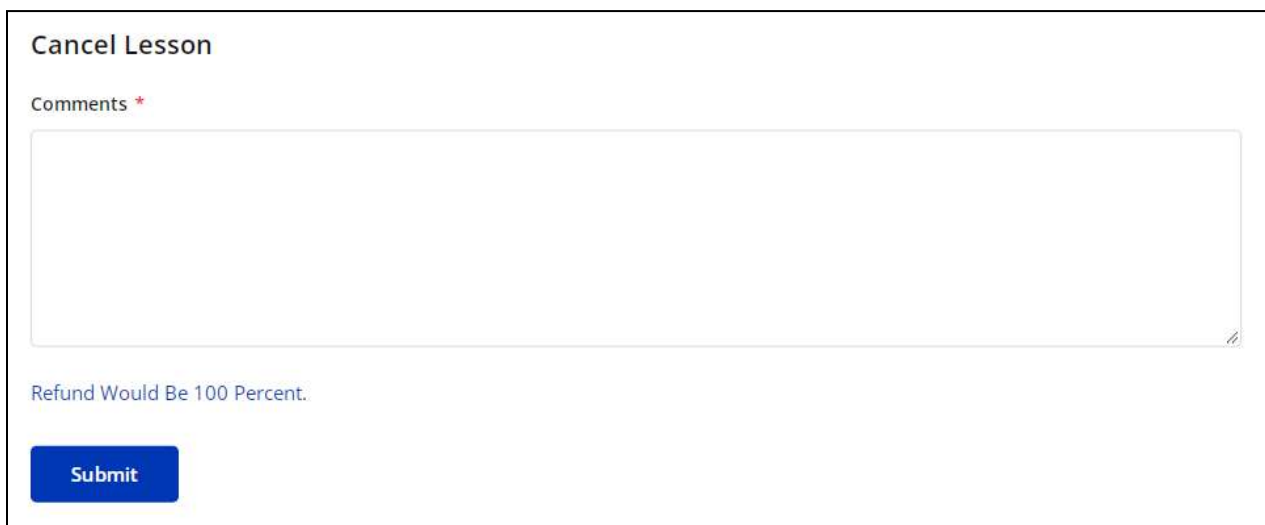
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### b. Enter Classroom

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

### c. Cancel Lesson

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.




The screenshot shows a window titled "Cancel Lesson". It contains a text input field labeled "Comments \*" with a red asterisk indicating it is mandatory. Below the input field, there is a blue button labeled "Submit". At the bottom of the window, a message states "Refund Would Be 100 Percent."

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole lesson fee is refunded to the **learners**. The canceled lessons are displayed at the end of the list on the **All Lessons** tab.



The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

#### d. Reschedule Lesson

To request the learners to reschedule a scheduled lesson to another time, click the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

**Request Reschedule**

Reschedule Reason \*

Reschedule Reason \*

**Confirm It!**

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner. The lesson is then rescheduled by the learner for another time from their learner dashboard.



The Lesson Reschedule feature is admin-managed. The admin defines the time allowed to reschedule a lesson and posts this time, the reschedule lesson icon button is not displayed.




For the unscheduled lessons, the reschedule functionality is not available and so, the reschedule icon is not displayed.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Lessons**

Next Lesson: 2023-05-08 At 12:15 With  Lydia Deckow 00:04:37:11 [Enter Classroom](#)



[All Lessons](#)
[Unscheduled](#)
[Scheduled](#)
[Completed](#)
[Canceled](#)

[Listing](#)
[Calendar](#)

Keyword: 
 Teach Language: 
 Lesson Start Date: 
 Lesson End Date: 
[Search](#)
[Clear](#)

May, 2023 < >

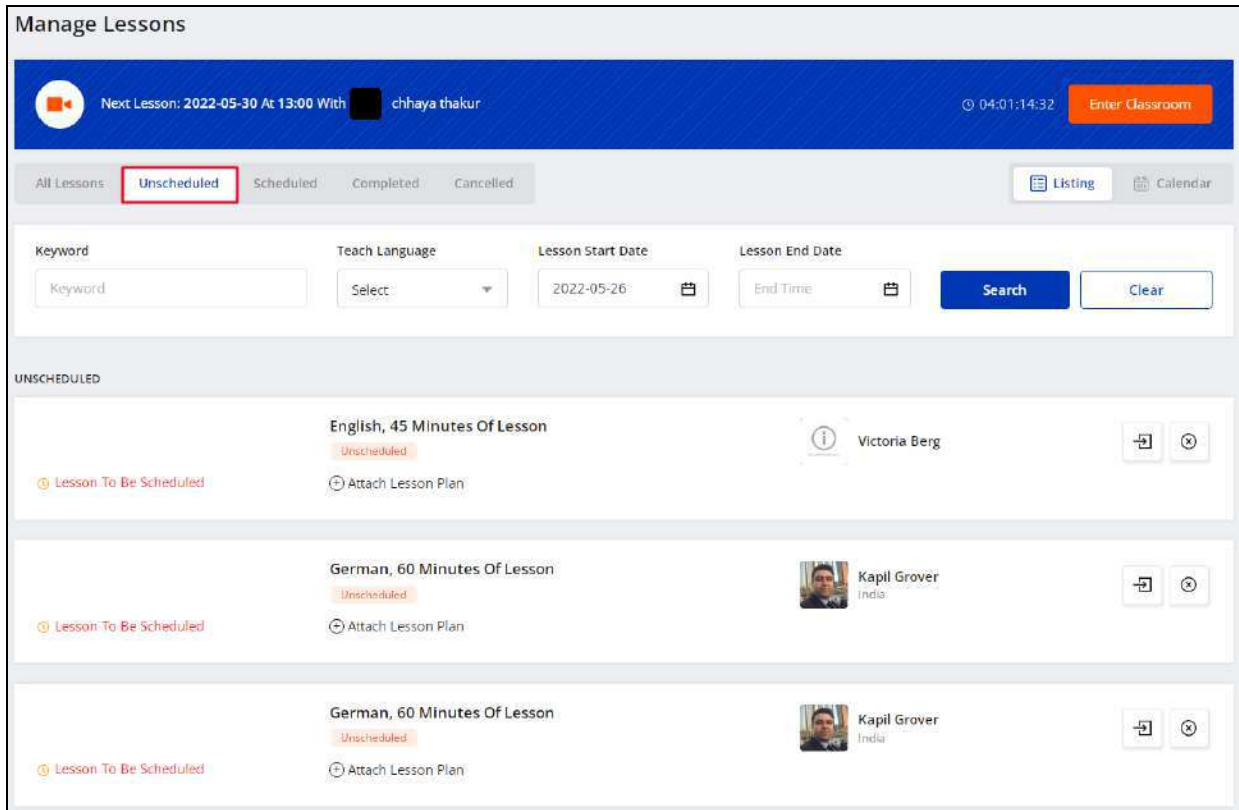
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8 <ul style="list-style-type: none"> <li>05:45 German, 60 Min</li> <li>12:15 Hindi, 30 Min</li> </ul>	9 <ul style="list-style-type: none"> <li>10:30 Hindi, 30 Min</li> <li>13:00 Hindi, 30 Min</li> </ul>	10	11 <ul style="list-style-type: none"> <li>11:00 Hindi, 30 Min</li> </ul>	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Move to the previous or next month using the arrow buttons   provided at the upper right corner of the calendar section.


## 7.2 Unscheduled

The **Unscheduled** modular tab displays the lessons that are booked but are not yet scheduled by the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.






**Manage Lessons**

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 04:01:14:32 [Enter Classroom](#)

All Lessons **Unscheduled** Scheduled Completed Cancelled [Listing](#) [Calendar](#)

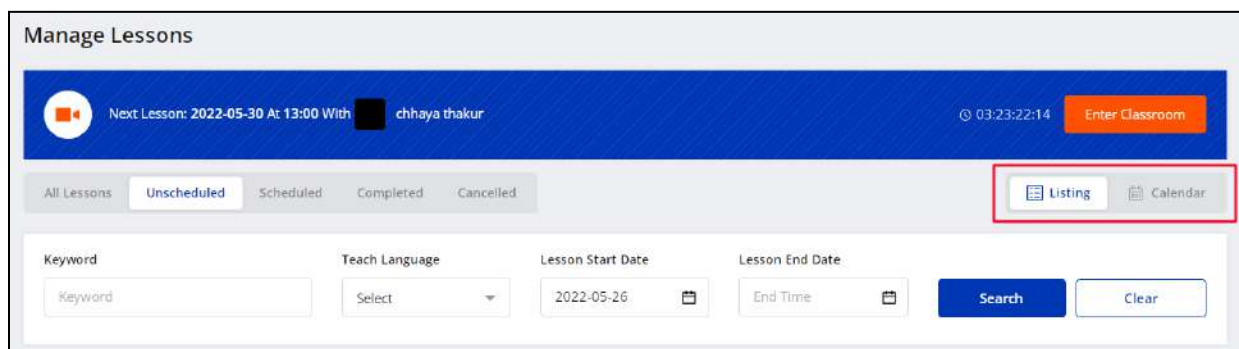
Keyword:  Teach Language:  Lesson Start Date:  Lesson End Date:  [Search](#) [Clear](#)

**UNSCHEDULED**


- English, 45 Minutes Of Lesson  
Unscheduled  
[Lesson To Be Scheduled](#) [Attach Lesson Plan](#)  Victoria Berg
- German, 60 Minutes Of Lesson  
Unscheduled  
[Lesson To Be Scheduled](#) [Attach Lesson Plan](#)  Kapil Grover India
- German, 60 Minutes Of Lesson  
Unscheduled  
[Lesson To Be Scheduled](#) [Attach Lesson Plan](#)  Kapil Grover India

## Display View

There are two types of display available to view your unscheduled lessons, **List** view and **Calendar** view. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



**Manage Lessons**

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 03:23:22:14 [Enter Classroom](#)

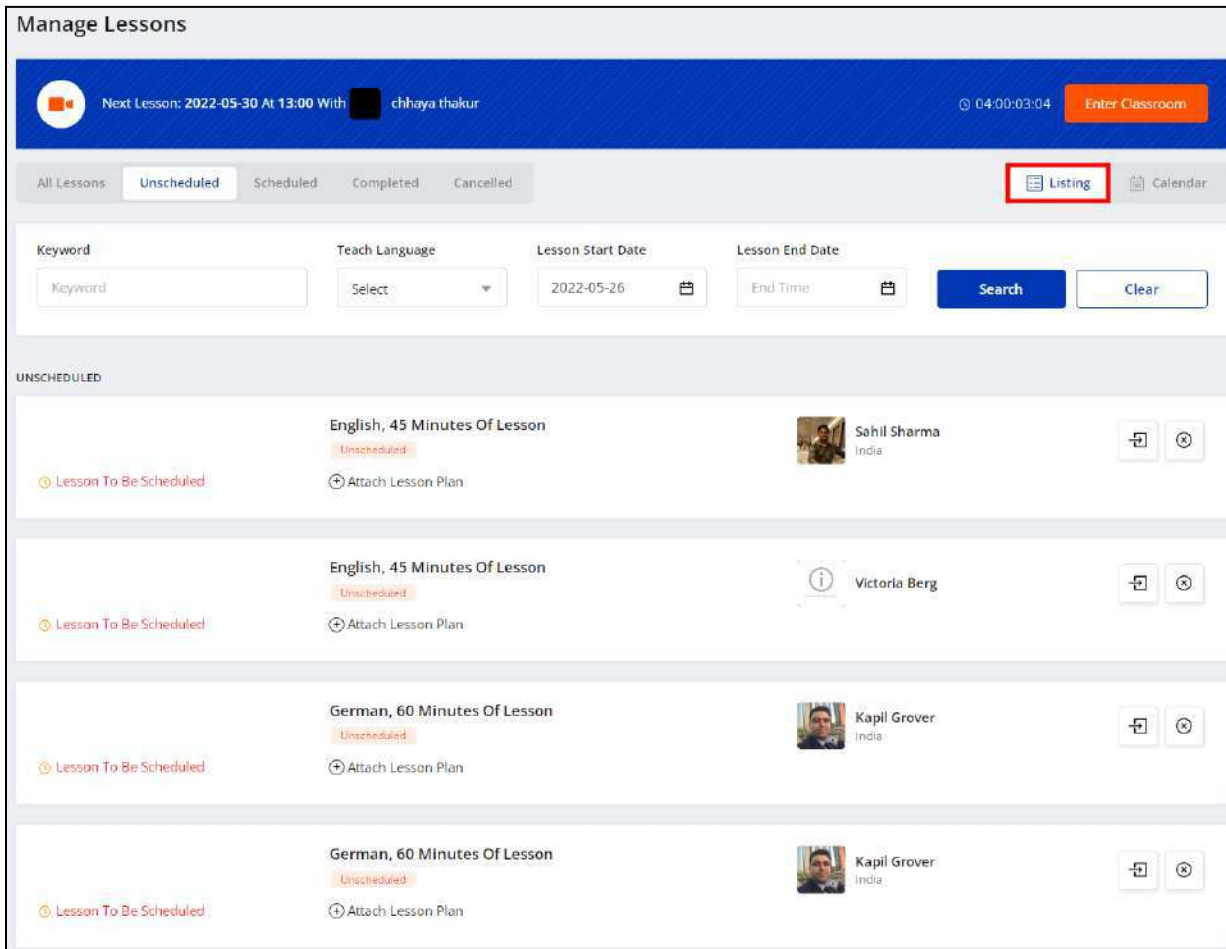
All Lessons **Unscheduled** Scheduled Completed Cancelled [Listing](#) [Calendar](#)

Keyword:  Teach Language:  Lesson Start Date:  Lesson End Date:  [Search](#) [Clear](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## i. Listing

Select **Listing** to display the lessons in the form of a list. The latest lesson purchased is displayed at the top of the list.



The screenshot shows the 'Manage Lessons' interface. At the top, there is a blue header with a calendar icon, the text 'Next Lesson: 2022-05-30 At 13:00 With chhaya thakur', a timer '04:00:03:04', and an 'Enter Classroom' button. Below the header, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Cancelled'. The 'Unscheduled' tab is selected, and a 'Listing' button is highlighted with a red box. Below the tabs, there are search filters for 'Keyword', 'Teach Language', 'Lesson Start Date', and 'Lesson End Date'. The 'Lesson Start Date' is set to '2022-05-26'. There are 'Search' and 'Clear' buttons. Below the filters, the 'UNSCHEDULED' section displays a list of lessons. Each lesson entry includes the lesson title, duration, language, status, learner name, location, and icons for 'Lesson To Be Scheduled' and 'Attach Lesson Plan'.

Lesson Title	Duration	Language	Status	Learner Name	Location
English, 45 Minutes Of Lesson	45 Minutes	English	Unscheduled	Sahil Sharma	India
English, 45 Minutes Of Lesson	45 Minutes	English	Unscheduled	Victoria Berg	
German, 60 Minutes Of Lesson	60 Minutes	German	Unscheduled	Kapil Grover	India
German, 60 Minutes Of Lesson	60 Minutes	German	Unscheduled	Kapil Grover	India

The lessons list displays the lesson status, lesson duration, language and the name and location of the learner. The following functionalities are also available here:

### a. Attach Lesson Plan


Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans				Q Search
Title	Description	Level	Actions	
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner		
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner		

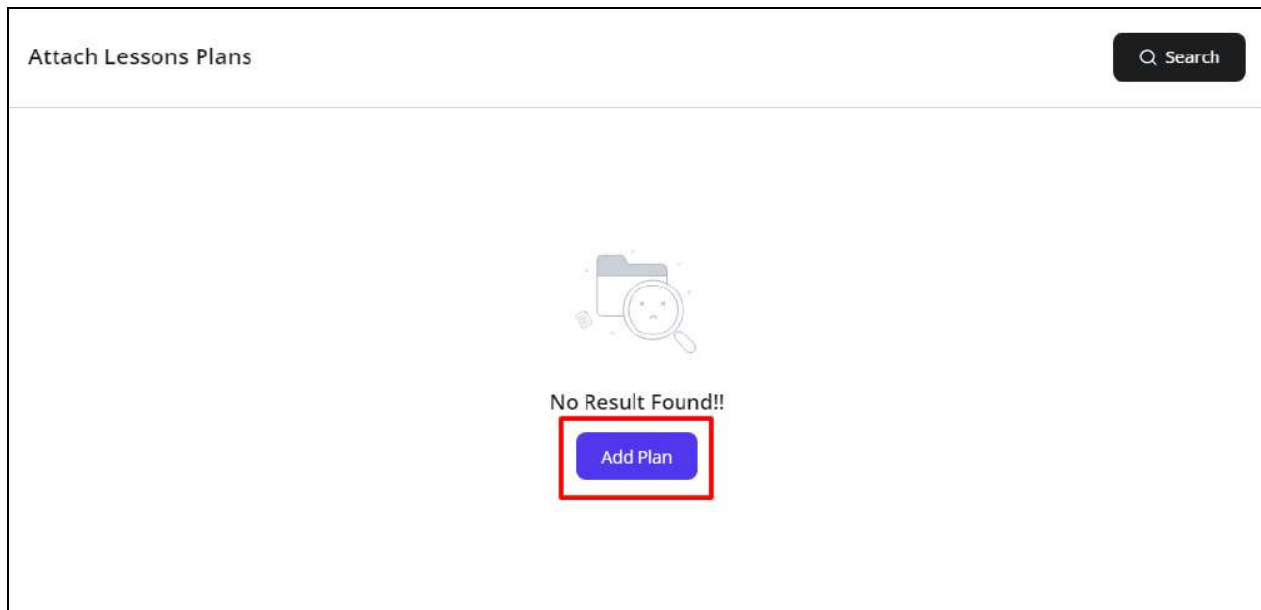
Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

Attach Lessons Plans				Q Search
Keyword	Level	Search	Clear	
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>			

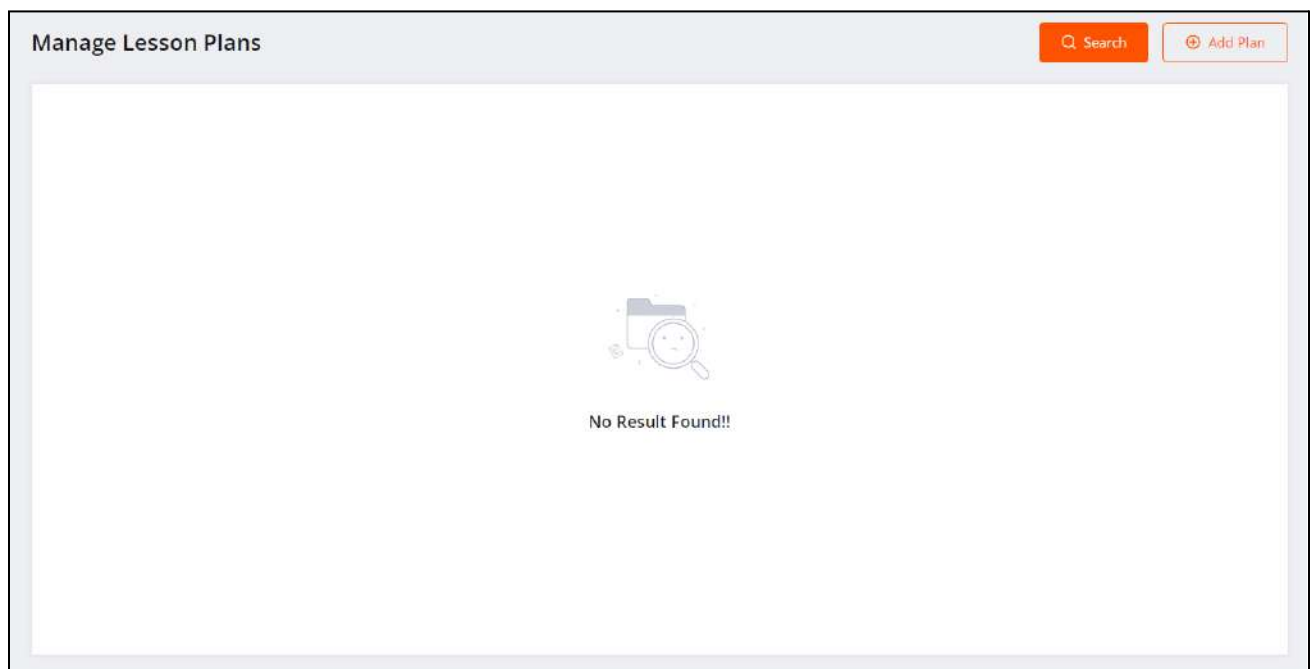
- **Keyword:** Enter the plan title or description as the keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.




Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.




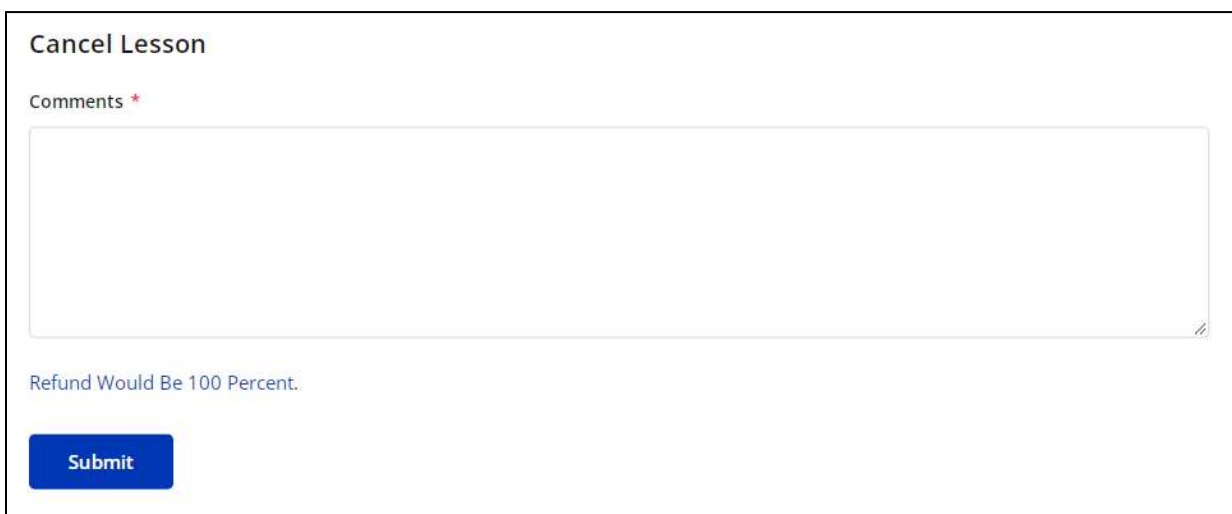
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### b. Enter Classroom

Click the enter classroom icon button  to open the lesson page where you are prompted to encourage the learner to schedule the lesson. Once the lesson is scheduled, use this icon to conduct your session at the scheduled time.

### c. Cancel Lesson

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.



The screenshot shows a window titled "Cancel Lesson". It contains a text input field labeled "Comments \*" with a red asterisk indicating it is mandatory. Below the input field, there is a blue text label that reads "Refund Would Be 100 Percent.". At the bottom left of the window, there is a blue button labeled "Submit".

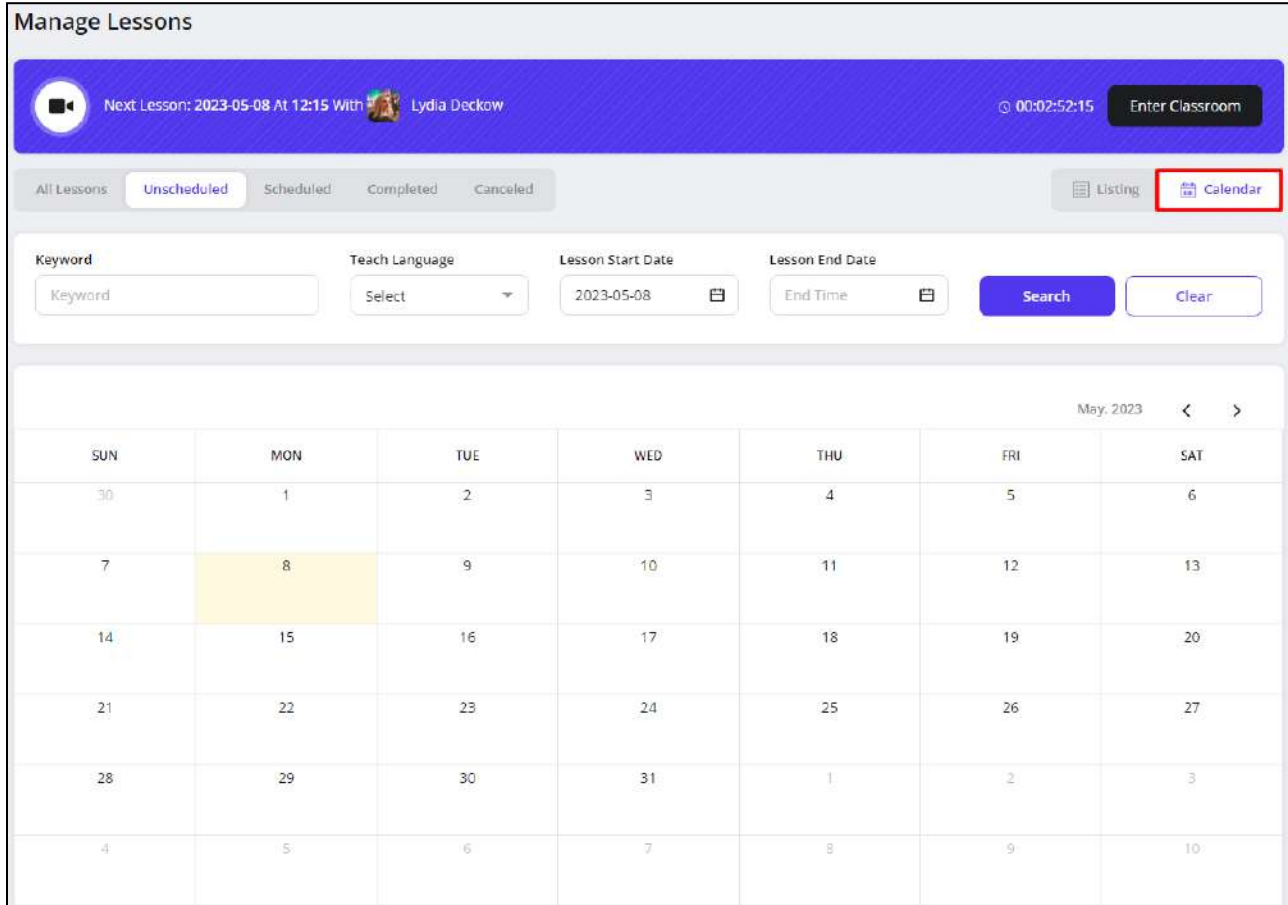
Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.



The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

## ii. Calendar

Select **Calendar** to display the month-wise calendar. However, the calendar is unmarked because the lessons are yet to be scheduled.



The screenshot shows the 'Manage Lessons' interface. At the top, there is a blue header with a camera icon, the text 'Next Lesson: 2023-05-08 At 12:15 With Lydia Deckow', a timer '00:02:52:15', and an 'Enter Classroom' button. Below the header, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Canceled'. The 'Calendar' tab is selected and highlighted with a red box. There are also 'Listing' and 'Calendar' buttons. Below the tabs, there are search filters for 'Keyword', 'Teach Language', 'Lesson Start Date', and 'Lesson End Date'. The 'Lesson Start Date' is set to '2023-05-08'. There are 'Search' and 'Clear' buttons. Below the filters is a calendar for 'May, 2023'. The calendar shows dates from 30th of the previous month to 10th of the next month. The date '8' is highlighted in yellow.


SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## 7.3 Scheduled

Displays the lessons that are booked with you and are already scheduled by the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Lessons**


Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 03:23:23:37 [Enter Classroom](#)

All Lessons | **Scheduled** | Completed | Cancelled Listing | Calendar


Keyword:  Teach Language:  Lesson Start Date:  Lesson End Date:  [Search](#) [Clear](#)

**2022-05-30**

**13:00 - 13:45**  
Monday, May 30, 2022  
[03:23:19:05](#)


**English, 45 Minutes Of Lesson**  
[Scheduled](#) [Subscriptions](#)  
 chhaya thakur India  
[Attach Lesson Plan](#)

**15:00 - 15:15**  
Monday, May 30, 2022  
[04:01:19:05](#)


**Free Trial, 15 Minutes Of Lesson**  
[Scheduled](#)  
 Pranav Jain  
[Attach Lesson Plan](#)

**2022-06-06**

**12:30 - 13:15**  
Monday, June 06, 2022  
[10:22:49:05](#)


**English, 45 Minutes Of Lesson**  
[Scheduled](#) [Subscriptions](#)  
 chhaya thakur India  
[Attach Lesson Plan](#)

**15:15 - 16:15**  
Monday, June 06, 2022  
[11:01:34:04](#)

**Italian, 60 Minutes Of Lesson**  
[Scheduled](#)  
 Avantika Kapil United States  
[Attach Lesson Plan](#)

**2022-06-10**

**10:45 - 11:30**  
Friday, June 10, 2022  
[14:21:04:04](#)


**German, 45 Minutes Of Lesson**  
[Scheduled](#)  
 chhaya thakur India  
[Attach Lesson Plan](#)

## Display View

There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided in the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Lessons**

Next Lesson: 2022-05-25 At 14:30 With  Avantika 00:02:37:55 [Enter Classroom](#)

All Lessons | [Unscheduled](#) | **Scheduled** | [Completed](#) | [Cancelled](#)


[Listing](#) | [Calendar](#)

Keyword:  Teach Language:  Lesson Start Date:  Lesson End Date:  [Search](#) [Clear](#)

## i. Listing

Select **Listing** to display the upcoming lessons in the form of a list. The list is arranged in chronological order on the basis of the lesson schedule dates.

**Manage Lessons**



Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 03:23:20:51 [Enter Classroom](#)

All Lessons | [Unscheduled](#) | **Scheduled** | [Completed](#) | [Cancelled](#)



[Listing](#) | [Calendar](#)

Keyword:  Teach Language:  Lesson Start Date:  Lesson End Date:  [Search](#) [Clear](#)

2022-05-30

13:00 - 13:45 Monday, May 30, 2022 <span>03:23:16:19</span>	English, 45 Minutes Of Lesson <a href="#">Schedules</a> <a href="#">Subscriptions</a> Attach Lesson Plan	 chhaya thakur India	<a href="#">Refresh</a> <a href="#">Close</a> <a href="#">Refresh</a>
15:00 - 15:15 Monday, May 30, 2022 <span>04:01:16:19</span>	Free Trial, 15 Minutes Of Lesson <a href="#">Schedules</a> Attach Lesson Plan	 Pranav Jain	<a href="#">Refresh</a> <a href="#">Close</a> <a href="#">Refresh</a>

2022-06-06

12:30 - 13:15 Monday, June 06, 2022 <span>10:22:46:19</span>	English, 45 Minutes Of Lesson <a href="#">Schedules</a> <a href="#">Subscriptions</a> Attach Lesson Plan	 chhaya thakur India	<a href="#">Refresh</a> <a href="#">Close</a> <a href="#">Refresh</a>
15:15 - 16:15 Monday, June 06, 2022 <span>11:01:31:18</span>	Italian, 60 Minutes Of Lesson <a href="#">Schedules</a> Attach Lesson Plan	 Avantika Kapil United States	<a href="#">Refresh</a> <a href="#">Close</a> <a href="#">Refresh</a>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:

a. *Attach Lesson Plan* 

Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans <span style="float: right;">Q Search</span>			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

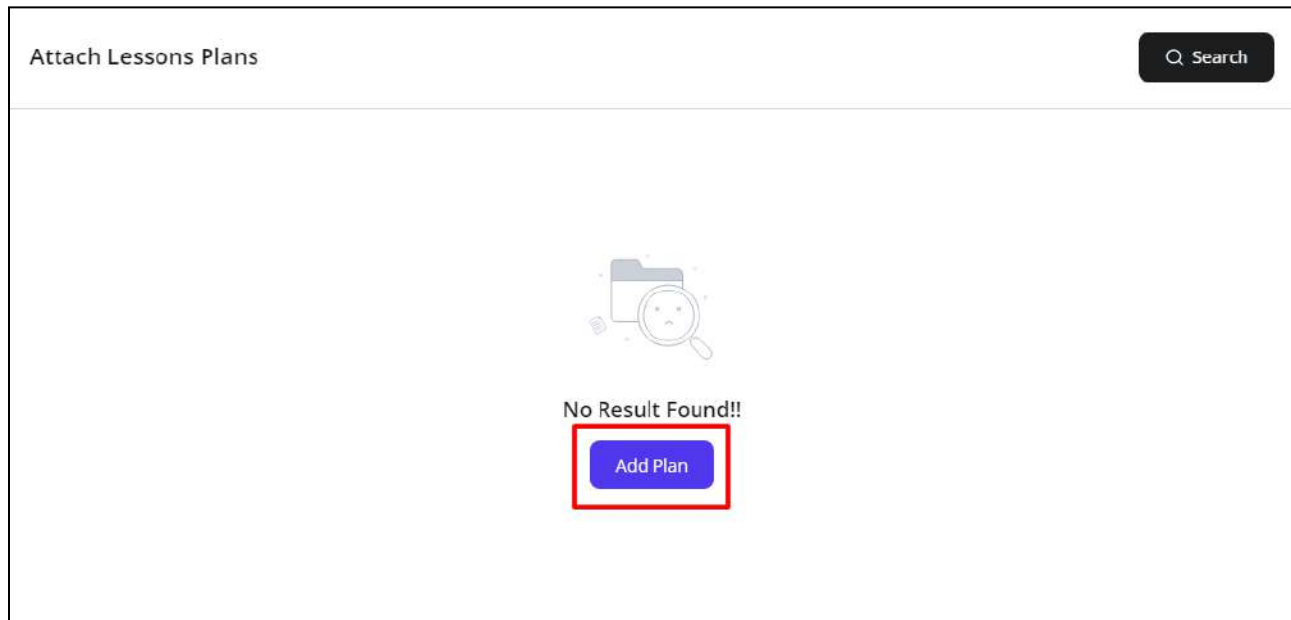
Attach Lessons Plans <span style="float: right;">Q Search</span>			
Keyword	Level		
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **Keyword:** Enter the plan title or description as a keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

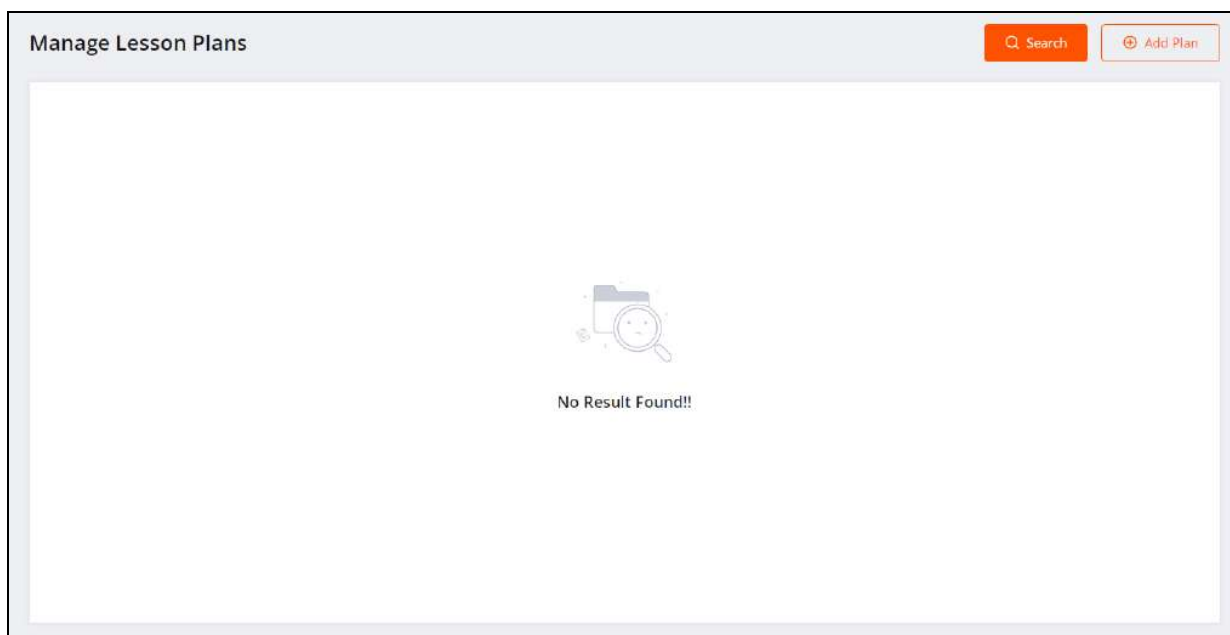
ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.




Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.






*b. Enter Classroom* 

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

*c. Cancel Lesson* 

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen. Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole of the lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.



The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


### Cancel Lesson

Comments \*

Refund Would Be 100 Percent.

Submit

#### d. Reschedule Lesson

To request the learners to reschedule a scheduled lesson to another time, click the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

### Request Reschedule

Reschedule Reason \*

Reschedule Reason \*

Confirm It!

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner in the **All Lessons** and **Unscheduled** modular tabs. The lesson is then rescheduled by the learner for another time from their learner dashboard.

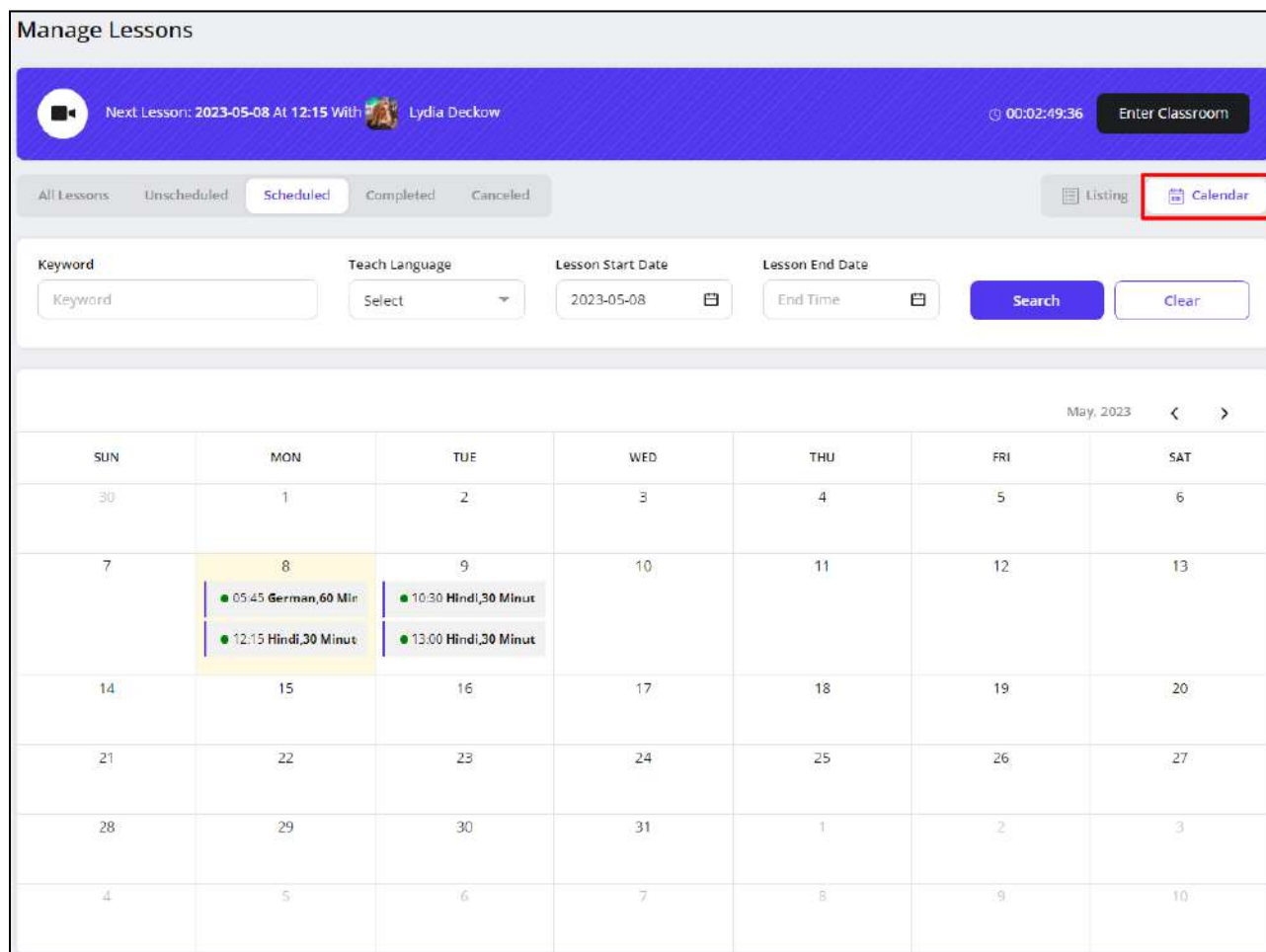
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The Lesson Reschedule feature is admin-managed. The admin defines the time allowed to reschedule a lesson and post this time, the reschedule lesson icon button is not displayed.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.



**Manage Lessons**

Next Lesson: 2023-05-08 At 12:15 With Lydia Deckow 00:02:49:36 Enter Classroom

All Lessons Unscheduled **Scheduled** Completed Canceled Listing **Calendar**

Keyword:  Teach Language:  Lesson Start Date: 2023-05-08 Lesson End Date:  Search Clear

May, 2023 < >

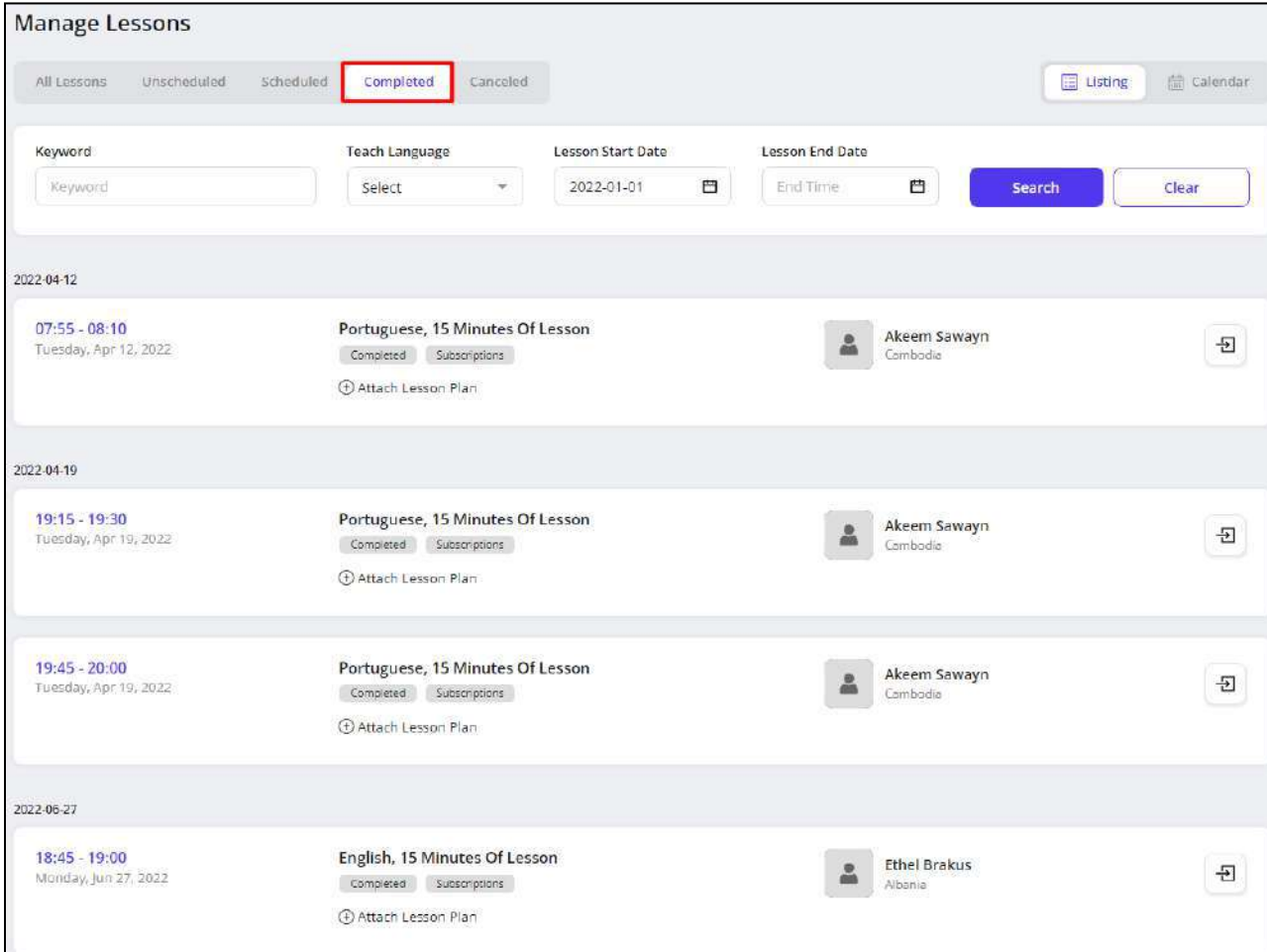
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8 ● 05:45 German, 60 Min ● 12:15 Hindi, 30 Minut	9 ● 10:30 Hindi, 30 Minut ● 13:00 Hindi, 30 Minut	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Move to the next or previous months using the arrow buttons  provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7.4 Completed

Displays the lessons that you have successfully delivered and are complete.



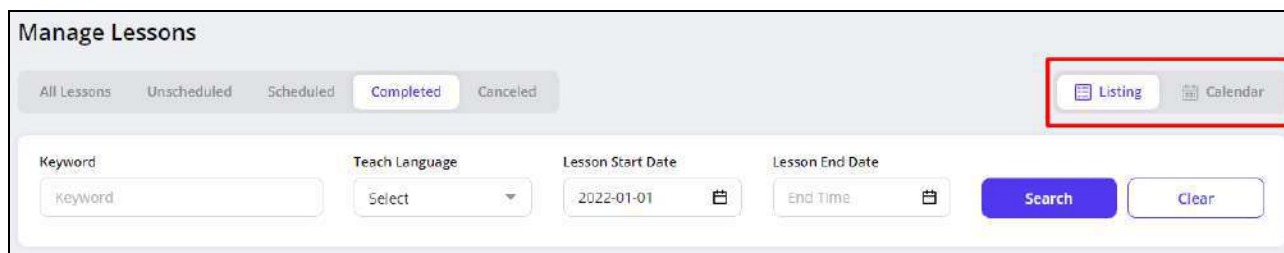
The screenshot shows the 'Manage Lessons' interface. At the top, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed' (which is highlighted with a red box), and 'Canceled'. To the right of these tabs are two buttons: 'Listing' and 'Calendar'. Below the tabs is a search bar with four input fields: 'Keyword', 'Teach Language' (a dropdown menu), 'Lesson Start Date', and 'Lesson End Date'. There are 'Search' and 'Clear' buttons to the right of these fields. The main content area displays a list of lessons, grouped by date. Each lesson entry includes a time slot, the lesson title, the teacher's name and location, and an 'Attach Lesson Plan' button.

Date	Time Slot	Lesson Title	Teacher	Location
2022-04-12	07:55 - 08:10 Tuesday, Apr 12, 2022	Portuguese, 15 Minutes Of Lesson	Akeem Sawayn	Cambodia
2022-04-19	19:15 - 19:30 Tuesday, Apr 19, 2022	Portuguese, 15 Minutes Of Lesson	Akeem Sawayn	Cambodia
2022-04-19	19:45 - 20:00 Tuesday, Apr 19, 2022	Portuguese, 15 Minutes Of Lesson	Akeem Sawayn	Cambodia
2022-06-27	18:45 - 19:00 Monday, Jun 27, 2022	English, 15 Minutes Of Lesson	Ethel Brakus	Albania

## Display View

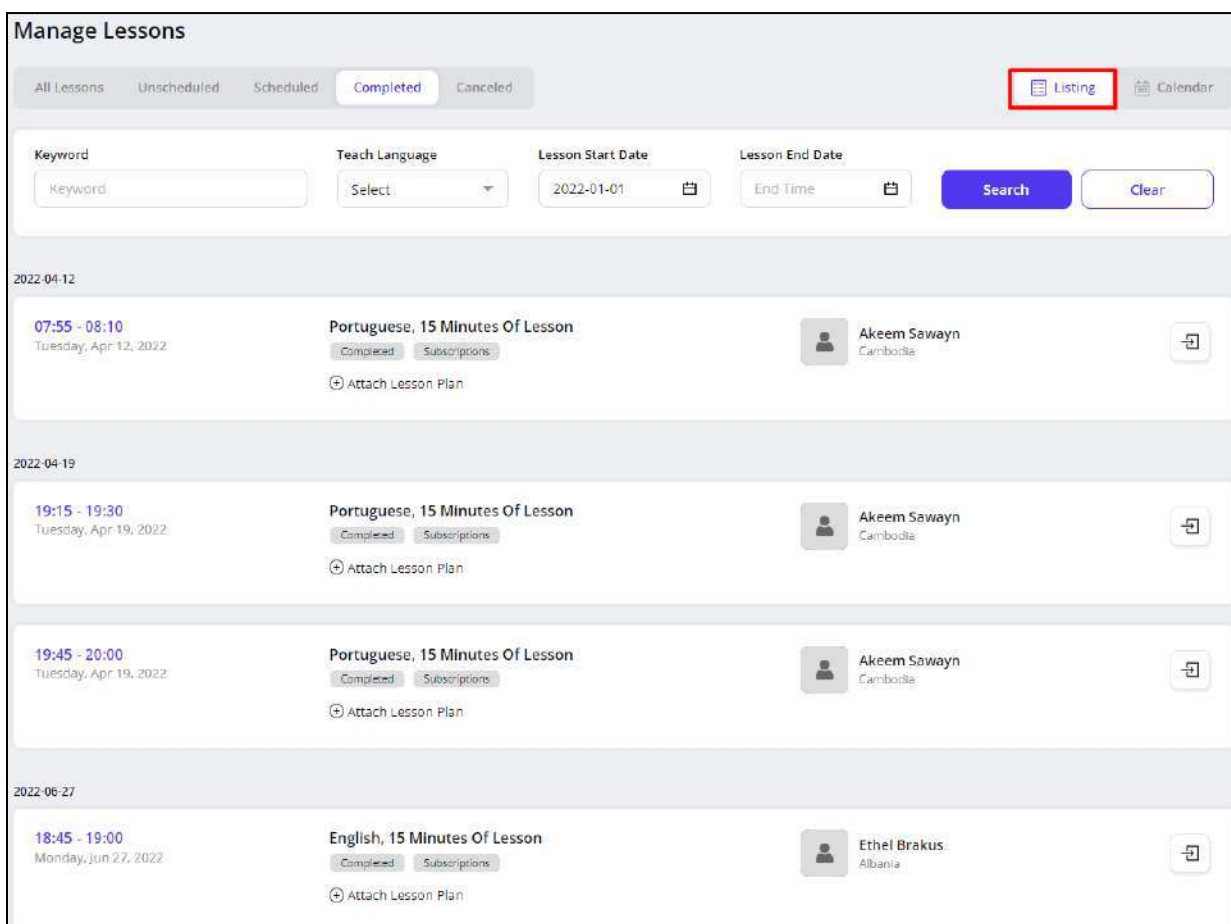
There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## i. Listing


Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. Make sure to select the start date for lessons from the **Search** section to display the lessons completed on or after the selected date.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner. The following functionalities are also available here:

*a. Enter Classroom* 

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

*b. Issue* 

After a lesson has ended, the learner has the option to report an issue with the teacher regarding any difficulty or discrepancies faced during the lesson. Click the issue icon button to open the **Issue Details** window displaying all the details regarding the reported issue and the lesson.

**Issue Detail**

Closed Issue: Teacher was late Was Posted By: Michelle Brekke Feb 26, 2023 12:00

---

**Issue Logs**

<span style="border: 1px solid #ccc; padding: 2px;">Michelle Brekke [Learner]</span> Take Action: <span style="border: 1px solid #ccc; padding: 2px;">Teacher was late</span> Feb 26, 2023 12:00
Comment: <span style="border: 1px solid #ccc; padding: 2px;">Teacher was late</span>
<span style="border: 1px solid #ccc; padding: 2px;">Ida Kessler [Teacher]</span> Take Action: <span style="border: 1px solid #ccc; padding: 2px;">Complete and issue 50% refund</span> Feb 26, 2023 12:16
Comment: <span style="border: 1px solid #ccc; padding: 2px;">Complete And 50% Refund</span>
<span style="border: 1px solid #ccc; padding: 2px;">YoCoach [Support]</span> Take Action: <span style="border: 1px solid #ccc; padding: 2px;">Complete and issue 50% refund</span> Feb 26, 2023 12:35
Comment: <span style="border: 1px solid #ccc; padding: 2px;">Issue Transaction</span>

---

**Lesson Details**

**Lesson**

Order ID: D000135 Lesson ID: 185 Lesson Price: \$26.00 Ended By: Michelle Brekke

---

**Ida Kessler [Teacher]**

Join Time: Jul 03, 2022 12:43 End Time: Jul 03, 2022 12:55

---

**Michelle Brekke [Learner]**

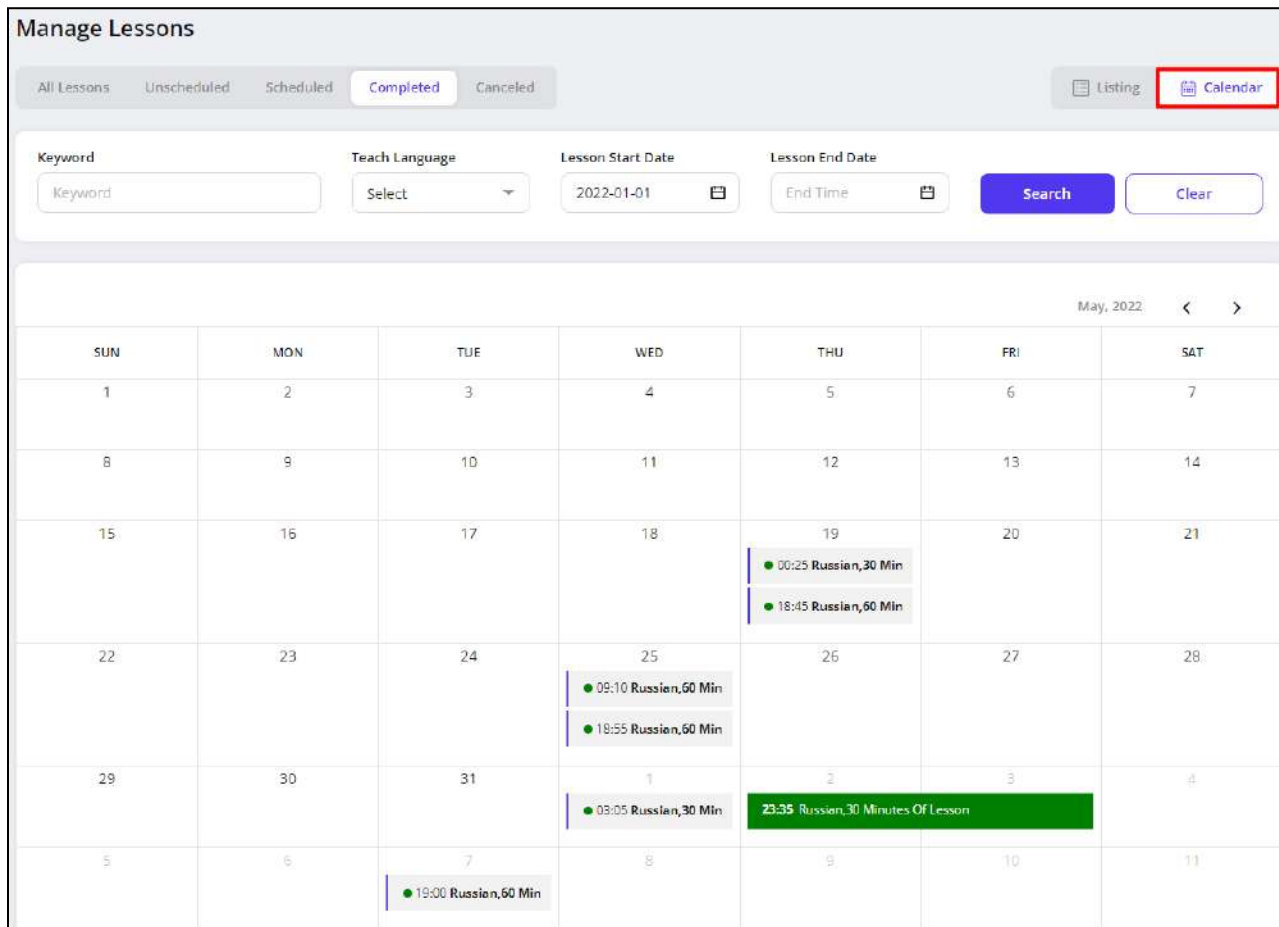
Join Time: Jul 03, 2022 12:43 End Time: Jul 03, 2022 12:55

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

This button is available only for lessons for which learners have reported an issue.



## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the completed lessons for the month.



The screenshot shows the 'Manage Lessons' interface. At the top, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Canceled'. The 'Completed' tab is active. To the right, there are buttons for 'Listing' and 'Calendar', with 'Calendar' highlighted by a red box. Below the tabs, there are search filters: 'Keyword' (input field), 'Teach Language' (dropdown menu), 'Lesson Start Date' (calendar icon), and 'Lesson End Date' (calendar icon). A 'Search' button and a 'Clear' button are also present. The main area is a calendar for May 2022. The calendar shows lesson slots for Russian lessons on the following dates and times:

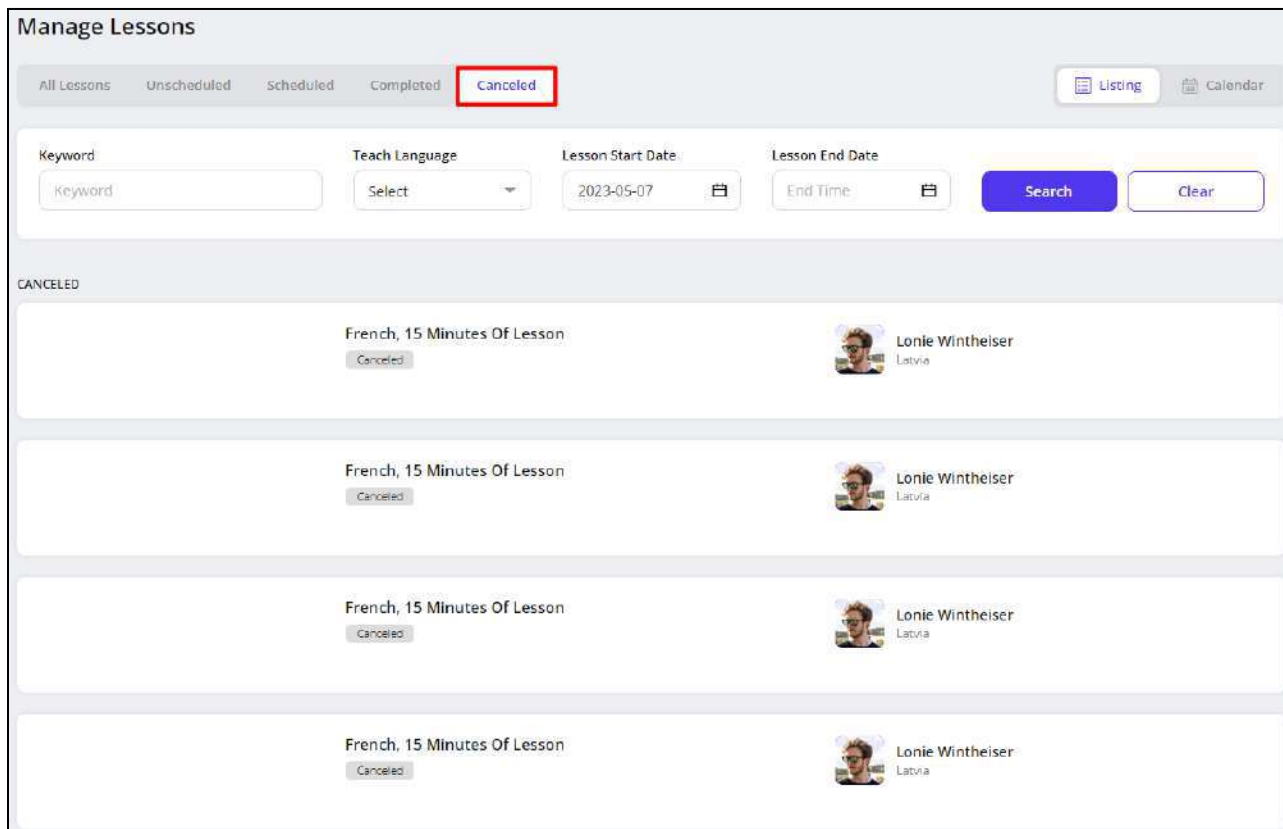
- May 19: 00:25 Russian, 30 Min; 18:45 Russian, 60 Min
- May 25: 09:10 Russian, 60 Min; 18:55 Russian, 60 Min
- May 31: 03:05 Russian, 30 Min
- May 7: 19:00 Russian, 60 Min
- May 2: 23:35 Russian, 30 Minutes Of Lesson

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7.5 Canceled

Displays the booked lessons that now stand canceled. It displays lessons that may be canceled by you or the learners.



The screenshot shows the 'Manage Lessons' interface. At the top, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Canceled' (which is highlighted with a red box). To the right of these tabs are buttons for 'Listing' and 'Calendar'. Below the tabs is a search bar with fields for 'Keyword', 'Teach Language' (a dropdown menu), 'Lesson Start Date' (with a calendar icon), and 'Lesson End Date' (with a calendar icon). There are 'Search' and 'Clear' buttons. Below the search bar, the section is titled 'CANCELED' and displays a list of four canceled lessons. Each lesson entry shows 'French, 15 Minutes Of Lesson' with a 'Canceled' status, a profile picture of 'Lonie Wintheiser' from 'Latvia', and a 'Canceled' button.

## Display View

There are two types of display available to view your canceled lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




**Manage Lessons**

All Lessons    Unscheduled    Scheduled    Completed    **Canceled**

Listing    Calendar

Keyword:     Teach Language:     Lesson Start Date:     Lesson End Date:        

CANCELED

French, 15 Minutes Of Lesson      Lonie Wintheiser  
Latvia

## i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. The lessons that had not been scheduled yet and now stand canceled are displayed at the top of the list.


**Manage Lessons**


All Lessons    Unscheduled    Scheduled    Completed    **Canceled**


Listing    Calendar


Keyword:     Teach Language:     Lesson Start Date:     Lesson End Date:        

CANCELED

French, 15 Minutes Of Lesson      Lonie Wintheiser  
Latvia

French, 15 Minutes Of Lesson      Lonie Wintheiser  
Latvia

French, 15 Minutes Of Lesson      Lonie Wintheiser  
Latvia

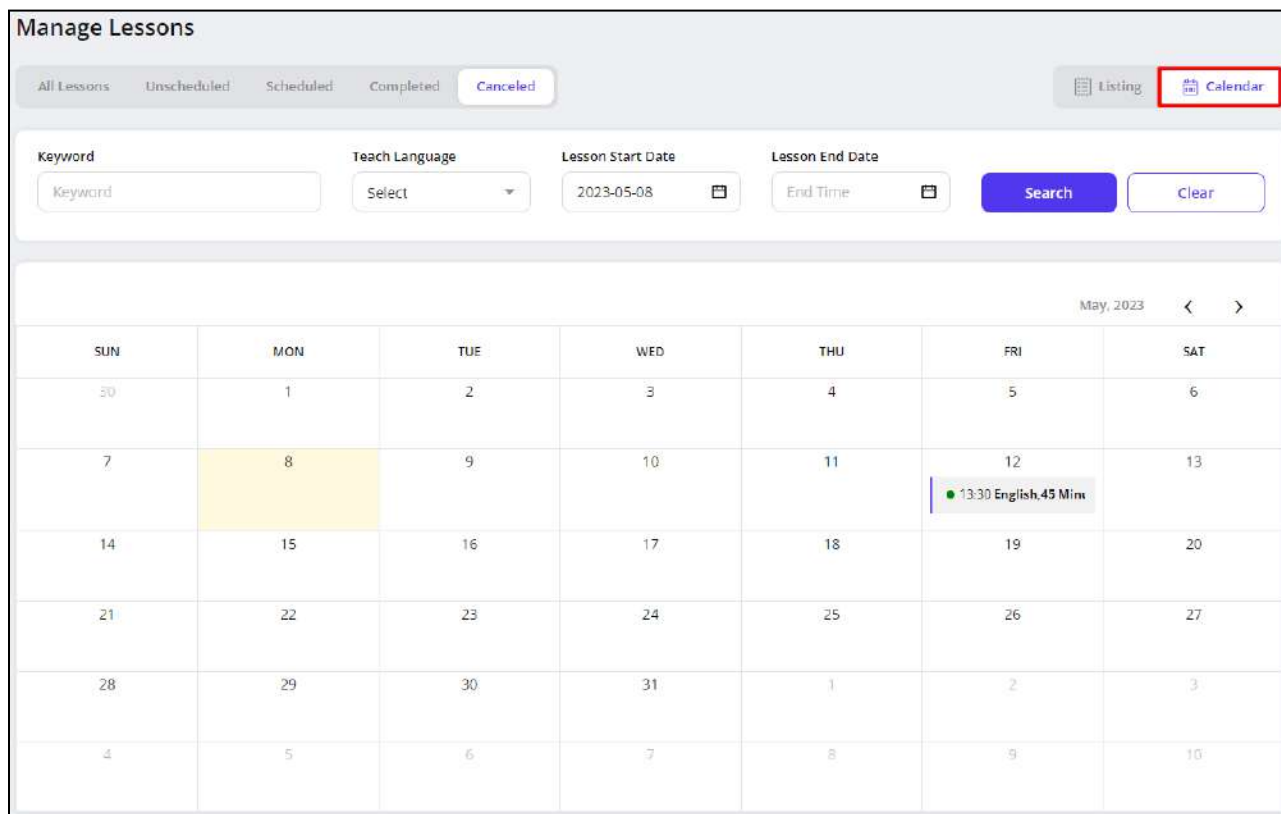
French, 15 Minutes Of Lesson      Lonie Wintheiser  
Latvia

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month that now stand canceled. The calendar does not display the lessons that were unscheduled and now stand canceled.











The screenshot shows the 'Manage Lessons' interface. At the top, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Canceled'. The 'Canceled' tab is selected. To the right, there are buttons for 'Listing' and 'Calendar', with 'Calendar' highlighted in a red box. Below the tabs, there are search filters: 'Keyword' (input field with 'Keyword'), 'Teach Language' (dropdown menu with 'Select'), 'Lesson Start Date' (calendar icon, '2023-05-08'), and 'Lesson End Date' (calendar icon, 'End Time'). There are 'Search' and 'Clear' buttons. The main area is a calendar for 'May, 2023'. The calendar grid shows days from Sunday to Saturday. The date '8' is highlighted in yellow, and a lesson is scheduled for that day at '13:30 English, 45 Min'.

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

## 8. Lesson Plan

Yo!Coach allows the teachers to add lesson plans and attach the same with lessons and group classes. These lesson plans help to guide the learners about the objectives, contents, and scope of the session. The **Lesson Plan** module enables you to add new lesson plans, and search for and edit previously added lesson plans. The **Manage Lesson Plans** page displays the plan title, description, and related teaching level along with the following functionalities:

Manage Lessons Plans			
Title	Description	Level	Actions
Guided Practice After Session	Please see the accompanying document for information on how to speed up your learning.	Upper Beginner	 
Instructions related to lesson	Hi Students, please refer to the special instructions before you join the session. The topics will be covered during the session	Upper Intermediate	 
French - Alphabets Additional Notes	In this lesson plan, you will be able to learn the alphabets in french language with the help of the additional notes shared in the attached document. Please refer to the general instructions added in the document and write down your queries to discuss in the session.	Intermediate	 
English - Introduction to Verbs	In this lesson plan, you will be able to learn the Verbs. Please refer to the general instructions added in the document and write down your queries to discuss in the session.	Upper Beginner	 

### 8.1 Add A New Plan

Click **Add Plan** from the upper right corner of the page and the **Setup Lesson Plan** form is displayed on the screen. Enter the details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Lesson Plan

**Title \***

**Level \***

Select
▼

**Detail \***

**Plan Files**

Choose Files

No file chosen

*File max size 4.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf*

Cancel

Submit

- **Title\*:** Enter the title of the lesson plan being added.
- **Level\*:** From the drop down list, select the level for the lesson plan.
- **Detail\*:** Enter the details of the lesson plan that you want to share with your learners.
- **Plan Files:** Click **Choose File** and upload the reference file or image for the lesson plan.

Click **Submit** to save the plan details. The added lesson plan is displayed in the form of a list on the **Manage Lesson Plans** page.




You can assign any lesson plan to a session by clicking on **Attach Lesson Plan** from the respective session in the **Lessons** module. The list displayed for selecting the lesson plan is populated with the plans added in the **Manage Lesson Plans** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8.2 Action Buttons

The following two buttons are provided under the **Actions** header to manage the added lesson plans:

- i. **Edit** : Click the edit icon button to open the **Setup Lesson Plan** window form similar to the one displayed while adding a new lesson plan.

**Setup Lesson Plan**


Title \*  Level \*

Detail \*

Plan Files  No file chosen


File max size 4.00 MB and allowed ext .png, .jpg, .jpeg, .txt, .doc, .docx, .pdf

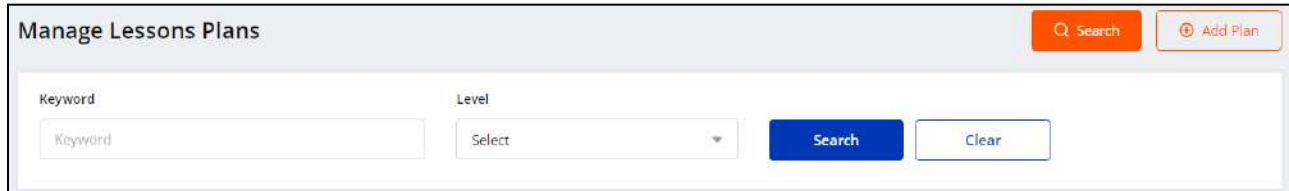
Make the required changes in the provided fields and click **Submit** to save the changes made.

- ii. **Delete** : Click the delete icon button and follow the prompts to delete a lesson plan from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8.3 Search

Click **Search**  from the top of the page to display the search section and use the following filters to perform a focused search:



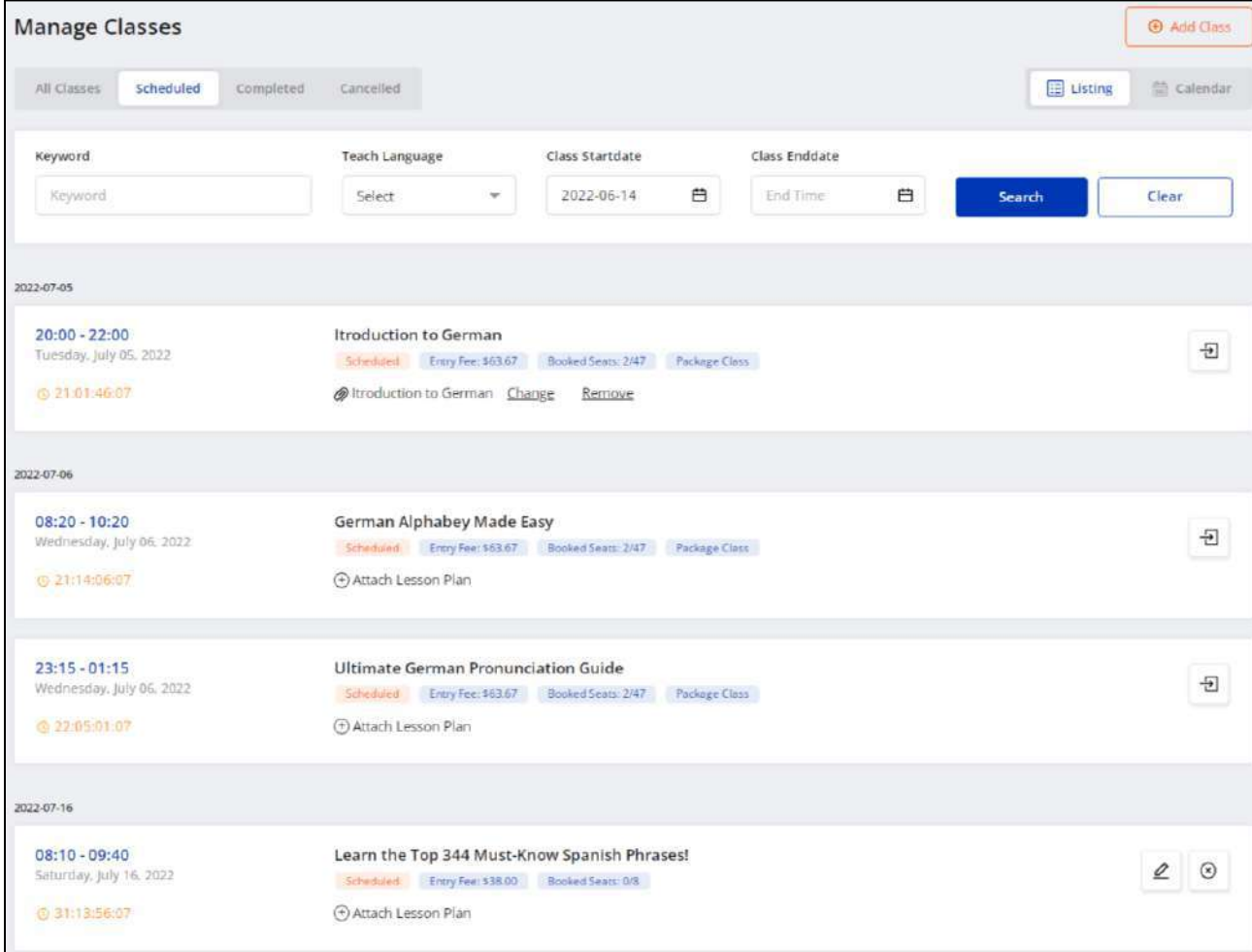
- **Keyword:** Enter the plan title or description as keywords.
- **Level:** Search by the level selected for the lesson plan.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 9. Group Classes

Yo!Coach allows you to pre-schedule and conduct the teaching sessions with more than one learner in the form of a group class. The learners can simply pay a one-time entry fee and join the session at the scheduled time. Manage these group classes from the **Group Classes** module. The **Manage Classes** page lists all the classes created by you including both individual group classes and the group classes created as a part of a group class package.



The screenshot displays the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, there are tabs for 'All Classes', 'Scheduled' (selected), 'Completed', and 'Cancelled'. To the right of these tabs are 'Listing' and 'Calendar' options. A search bar is located below the tabs, with fields for 'Keyword', 'Teach Language' (a dropdown menu), 'Class Startdate' (with a calendar icon), and 'Class Enddate' (with a calendar icon). A 'Search' button and a 'Clear' button are positioned to the right of the search fields. The main content area shows a list of classes, grouped by date. The first group is for '2022-07-05' and contains one class: 'Introduction to German' on Tuesday, July 05, 2022, from 20:00 to 22:00. It is a 'Scheduled' class with an entry fee of \$63.67 and 2/47 booked seats. The second group is for '2022-07-06' and contains two classes: 'German Alphabey Made Easy' on Wednesday, July 06, 2022, from 08:20 to 10:20, and 'Ultimate German Pronunciation Guide' on Wednesday, July 06, 2022, from 23:15 to 01:15. Both are 'Scheduled' classes with an entry fee of \$63.67 and 2/47 booked seats. The third group is for '2022-07-16' and contains one class: 'Learn the Top 344 Must-Know Spanish Phrases!' on Saturday, July 16, 2022, from 08:10 to 09:40. It is a 'Scheduled' class with an entry fee of \$38.00 and 0/8 booked seats. Each class entry includes a clock icon with a time, a star icon, and an 'Attach Lesson Plan' button. There are also 'Change' and 'Remove' buttons for the first class, and edit and delete icons for the last class.

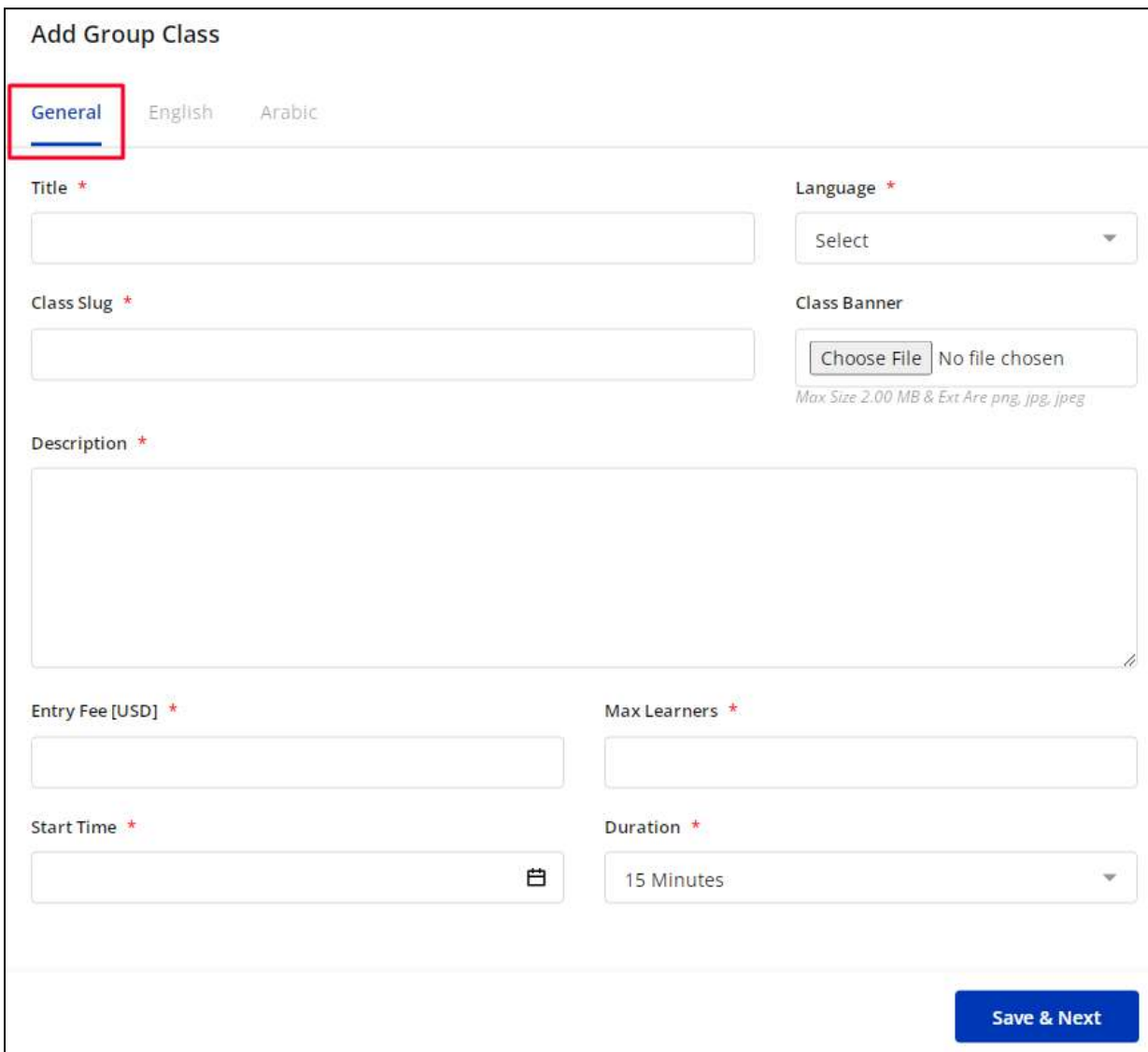
By default, you are redirected to the **Scheduled** tab of the **Manage Classes** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Add A New Group Class

To add a new group class, click **Add Class** from the upper right corner of the page. An **Add Group Class** window form opens with the following tabs:

**i. General:** The following data fields are displayed:



The screenshot shows the 'Add Group Class' form with the 'General' tab selected. The form contains the following fields and controls:

- Title \***: A text input field.
- Language \***: A dropdown menu with 'Select' as the current option.
- Class Slug \***: A text input field.
- Class Banner**: A file upload area with a 'Choose File' button and the text 'No file chosen'. Below it, a note states 'Max Size 2.00 MB & Ext Are png, jpg, jpeg'.
- Description \***: A large text area for entering the class description.
- Entry Fee [USD] \***: A text input field for the entry fee.
- Max Learners \***: A text input field for the maximum number of learners.
- Start Time \***: A date and time picker field.
- Duration \***: A dropdown menu with '15 Minutes' selected.
- Save & Next**: A blue button at the bottom right of the form.

- **Title\***: Enter a title for the group class.
- **Language\***: From the drop down list, select the language for the group class being hosted.

 Only the languages you teach are displayed in the list.

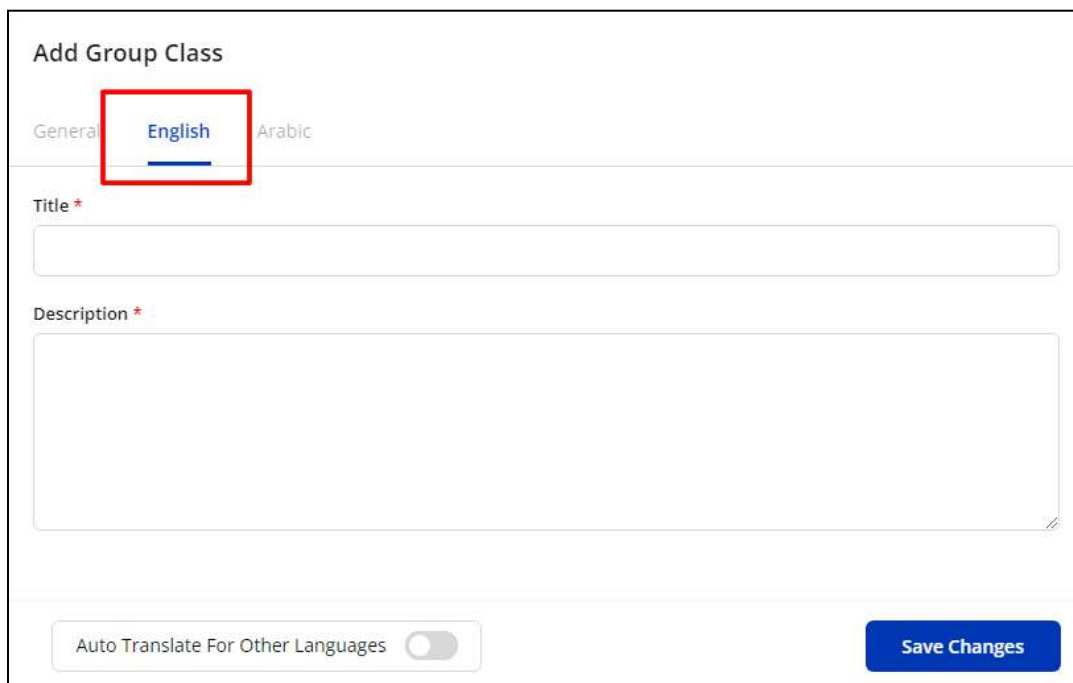
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Class Slug\*:** Enter an SEO-friendly slug URL for the group class.
- **Class Banner:** Click **Choose File** and upload the banner image for the class.
- **Description\*:** Enter a brief description of the group class, its components or any other information you want to share with the learners.
- **Entry Fee (Default Currency)\*:** Enter the amount of fee to be charged from every learner enrolling for the group class.
- **Max Learners\*:** Enter the maximum number of learners allowed to enroll in a group class.
- **Start Time\*:** From the calendar drop down, select the start date and time for the group class.
- **Duration\*:** Select the duration of the group class from the drop down list populated with the durations allowed by the system admin.



Once all the details are entered, click **Save and Next** to move to the next tab.


**ii. Primary Language:** The data on the primary language tab is pre-filled according to the data entered in the **General** tab. Edit/Enter the following primary language details:



The screenshot shows the 'Add Group Class' form. At the top, there are three tabs: 'General', 'English', and 'Arabic'. The 'English' tab is selected and highlighted with a red box. Below the tabs, there are two text input fields: 'Title \*' and 'Description \*'. At the bottom of the form, there is a toggle switch for 'Auto Translate For Other Languages' and a blue 'Save Changes' button.

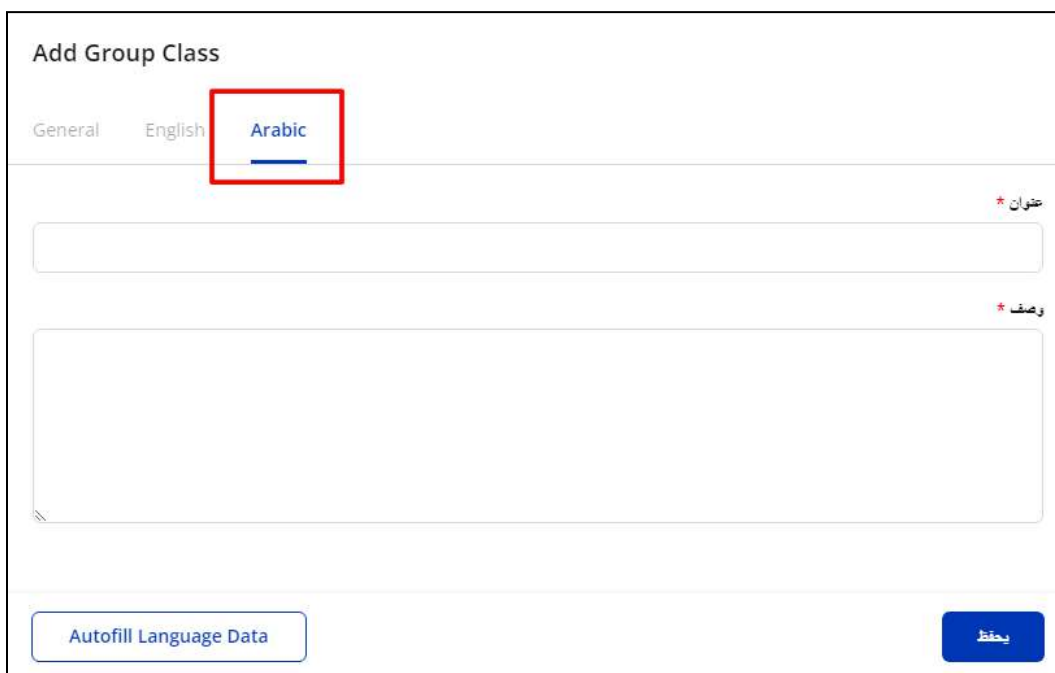
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Title\*:** Enter the language-specific title for the group class.
- **Description\*:** Enter the brief description for the group class to be displayed for a specific language.
- **Auto Translate For Other Languages:** Switch on this toggle switch  to automatically translate the data filled here for the other languages active in the system. To enter the secondary language data manually, keep the toggle switched off .

 The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the system admin.

Once done, click **Save** to save the information and move to the next tab.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).



Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the details and create the new group class.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is activated by the system admin.



The languages tabs are displayed depending on the languages currently active in the system.

The newly added group class is displayed in the form of a list on the **Manage Classes** page. Once a group class has been created, it is listed on the front-end where the learners can view it and enroll accordingly.

The classes are bifurcated into certain modular tabs according to their current status:

## 9.1 All Classes

The **All Classes** modular tab displays all the classes created by you till date, including the completed and canceled classes. The classes are arranged in a chronological order according to the start date of the class.

### Manage Classes

[Add Class](#)

**All Classes** | Scheduled | Completed | Cancelled

Listing | Calendar

Keyword:  Teach Language:  Class Start Date:  Class End Date:  [Search](#) [Clear](#)

---

**2022-06-24**

**10:30 - 11:30**  
Friday, June 24, 2022

**testtesttesttest**  
Cancelled Entry Fee: \$50.00 Booked Seats: 0/17

---

**2022-06-25**

**13:00 - 13:45**  
Saturday, June 25, 2022

**Getting Started**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[09:00:32:50](#) [Attach Lesson Plan](#)

---

**2022-06-30**

**01:30 - 01:45**  
Thursday, June 30, 2022

**Leaning German with me**  
Scheduled Entry Fee: \$15.00 Booked Seats: 0/20

[13:13:02:50](#) [Attach Lesson Plan](#) [Edit](#) [Delete](#)

---

**15:45 - 16:30**  
Thursday, June 30, 2022

**Learning Tamil with me**  
Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

[14:03:17:50](#) [Attach Lesson Plan](#) [Edit](#) [Delete](#)

---

**2022-07-06**

**13:00 - 13:45**  
Wednesday, July 06, 2022

**Writing practices**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[20:00:32:50](#) [Attach Lesson Plan](#)

---

**2022-07-17**

**09:30 - 10:15**  
Sunday, July 17, 2022

**Speaking Practices**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[30:21:02:50](#) [Attach Lesson Plan](#)

---

**2022-07-22**

**09:45 - 10:30**  
Friday, July 22, 2022

**Winding up**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[35:21:17:50](#) [Attach Lesson Plan](#)

---

**2022-10-21**

**09:25 - 09:55**  
Friday, October 21, 2022

**Portuguese for Beginners: Alphabet and Phonetics**  
Scheduled Entry Fee: \$51.00 Booked Seats: 0/17

[126:26:57:50](#) [Attach Lesson Plan](#) [Edit](#) [Delete](#)

The following functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Search

At the top of the page, a search section is provided to perform a focused search for group class(es). The following filters are available:



The search filter form contains four input fields: 'Keyword' (text input), 'Teach Language' (dropdown menu with 'Select' as the current selection), 'Class Start Date' (calendar icon with '2022-06-16' as the selected date), and 'Class End Date' (calendar icon with 'End Time' as the selected date). To the right of these fields are two buttons: a blue 'Search' button and a white 'Clear' button.

- **Keyword:** Enter the group class title as keyword in the provided field.
- **Teach Language:** Search by the language being taught.
- **Class Start Date:** Select the date from the calendar drop down to search for classes starting on or after this date.
- **Class End Date:** Select the date from the calendar drop down to search for classes starting on or before this date.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **All Classes** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Classes** + Add Class

All Classes | Scheduled | Completed | Cancelled

Listing | Calendar

Keyword:  Teach Language:  Class Start Date:  Class End Date:  Search Clear

---

**2022-06-24**

**10:30 - 11:30**  
Friday, June 24, 2022

**testtesttesttest**  
Cancelled | Entry Fee: ₹50.00 | Booked Seats: 0/47

---

**2022-06-25**

**13:00 - 13:45**  
Saturday, June 25, 2022

**Getting Started**  
Scheduled | Entry Fee: ₹37.50 | Booked Seats: 0/20 | Package Class

🕒 09:00:27:26 + Attach Lesson Plan

---

**2022-06-30**

**01:30 - 01:45**  
Thursday, June 30, 2022

**Leaning German with me**  
Scheduled | Entry Fee: ₹15.00 | Booked Seats: 0/20

🕒 13:12:57:26 + Attach Lesson Plan ✎ ✕

---

**15:45 - 16:30**  
Thursday, June 30, 2022

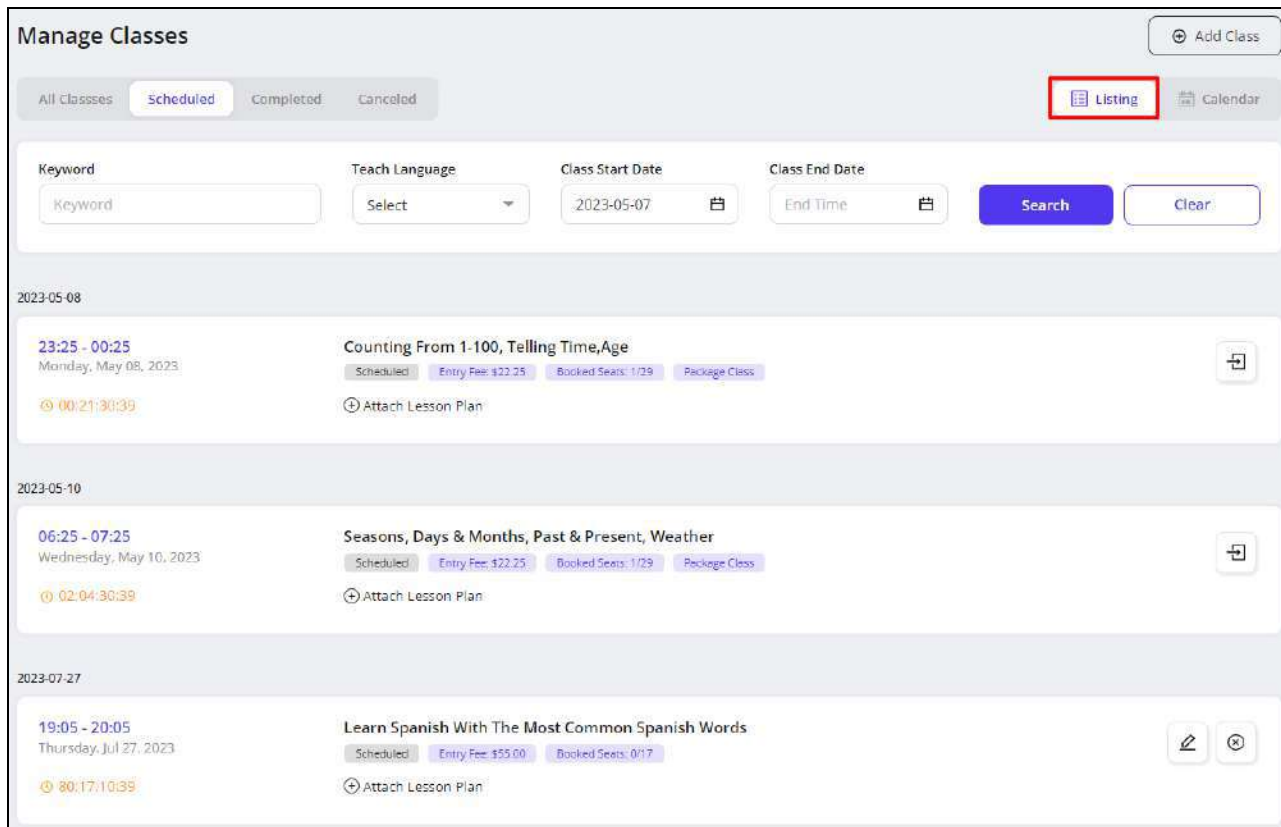
**Learning Tamil with me**  
Scheduled | Entry Fee: ₹20.00 | Booked Seats: 1/20

📄 ✕

## i. Listing

Select **Listing** to display the classes in the form of a list. The list is displayed in a chronological order on the basis of the classes' start date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Manage Classes**

2023-05-08

**23:25 - 00:25**  
 Monday, May 08, 2023  
 Counting From 1-100, Telling Time, Age  
 Scheduled | Entry Fee: \$22.25 | Booked Seats: 1/29 | Package Class

2023-05-10

**06:25 - 07:25**  
 Wednesday, May 10, 2023  
 Seasons, Days & Months, Past & Present, Weather  
 Scheduled | Entry Fee: \$22.25 | Booked Seats: 1/29 | Package Class

2023-07-27

**19:05 - 20:05**  
 Thursday, Jul 27, 2023  
 Learn Spanish With The Most Common Spanish Words  
 Scheduled | Entry Fee: \$55.00 | Booked Seats: 0/7


The classes list displays the start date and time of the class, schedule count-down, class duration, language, current lesson status, entry fee, number of booked seats out of total seats and package class tag for the classes belonging to a group class package. The following functionalities are also available here:

*a. Attach Lesson Plan* 

Click **Attach Lesson Plan** provided and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans				Q Search
Title	Description	Level	Actions	
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner		
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner		

Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

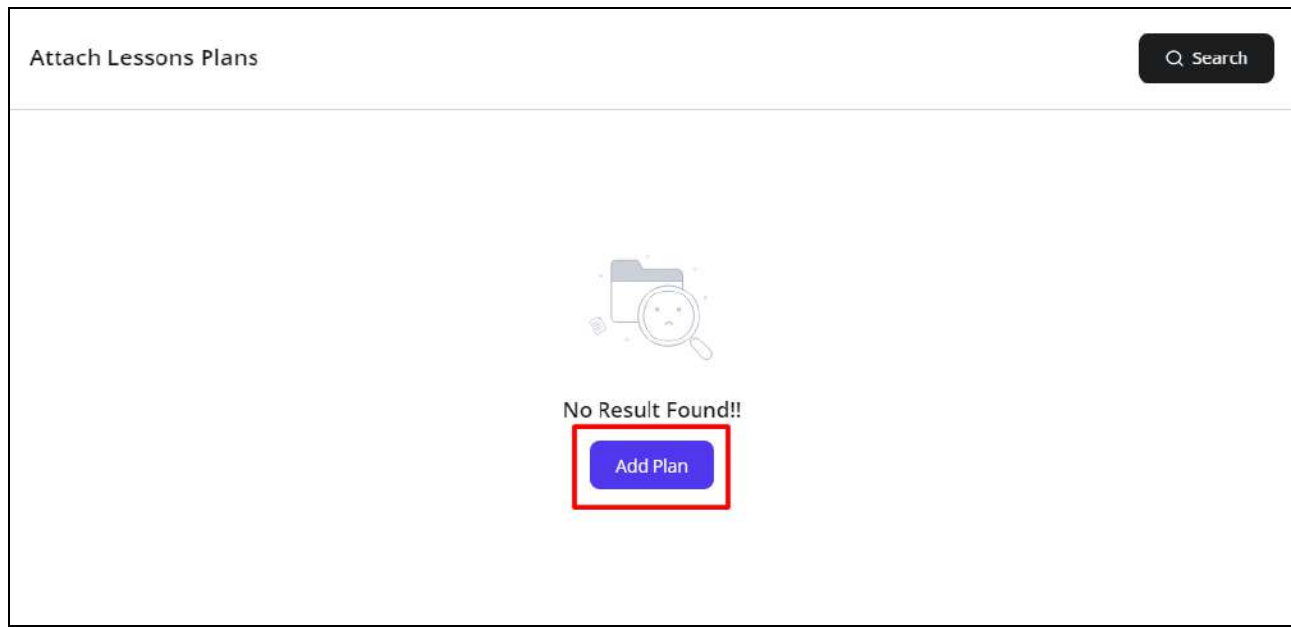
Attach Lessons Plans				Q Search
Keyword	Level	Search	Clear	
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>			

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

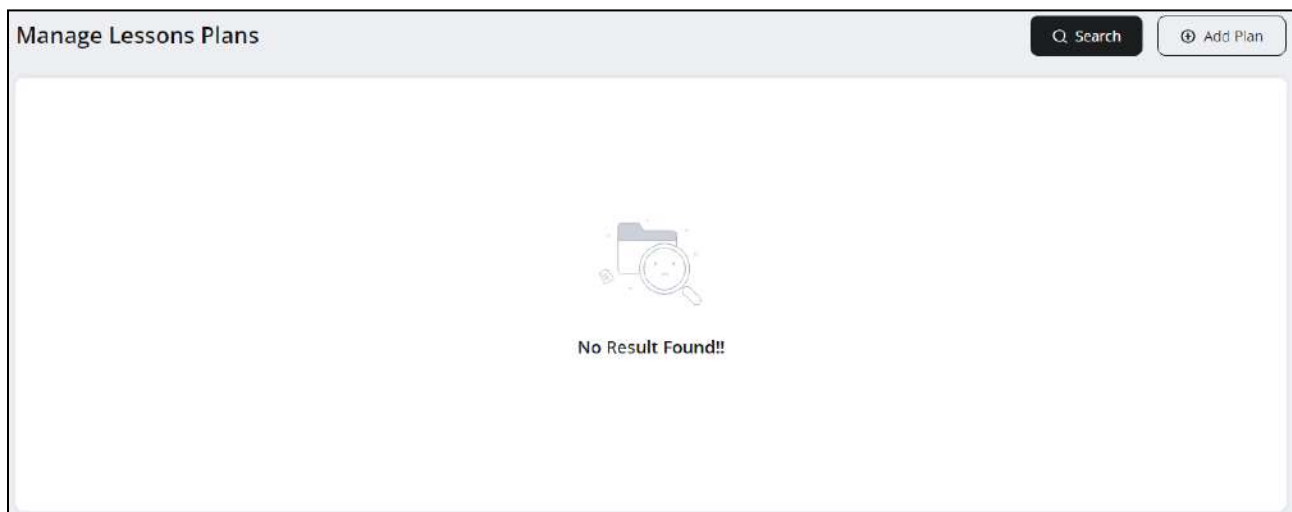
Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.





Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. Edit 

To edit a class, click the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

### Add Group Class

**General**   English   Arabic

---


**Title \***       **Language \***

**Class Slug \***       **Class Banner Download**  
 No file chosen  
Max Size 2.00 MB & Ext Are png, jpg, jpeg

**Description \***


Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

**Entry Fee [USD] \***       **Max Learners \***

**Start Time \***        **Duration \***


Make the required edits in the **General** and **Language** data fields. Click **Save** to save the changes made.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.


c. *Cancel* 

To cancel a group class, click the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

 The class cancellation feature is admin-managed. The admin defines the time allowed to cancel a class and post this time, the cancel icon button is not displayed.

d. *Enter Classroom* 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click this button and you will be redirected to the class page.

 None of these action buttons are available for the canceled classes and the classes that are a part of the group class package.

 Manage the group class packages from the [Class Packages](#) module, which is discussed later in this manual.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the classes. The canceled classes are also marked on their scheduled dates.

**Manage Classes** Add Class

All Classes Scheduled Completed Canceled
Listing Calendar

Keyword: 
 Teach Language: 
 Class Start Date: 
 Class End Date: 
Search Clear

Aug, 2023 < >

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7 ● 20:50 Introduce your	8 ● 21:10 Numbers, Days	9	10	11	12
13	14	15	16	17 ● 02:45 126 Phrases Ev	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

## 9.2 Scheduled

The **Scheduled** modular tab displays all the scheduled group classes. This page is similar to the **All Classes** page and the similar functionalities are available here for you to perform. By default, you are redirected to this tab when you access the **Group Classes** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

[Add Class](#)

[All Classes](#)
[Scheduled](#)
[Completed](#)
[Cancelled](#)

[Listing](#)
[Calendar](#)

Keyword: 
 Teach Language: 
 Class Start Date: 
 Class End Date:

---

**2022-06-25**

**13:00 - 13:45**  
 Saturday, June 25, 2022  
**Getting Started**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[09:00:37:07](#)

---

**2022-06-30**

**01:30 - 01:45**  
 Thursday, June 30, 2022  
**Leaning German with me**  
Scheduled Entry Fee: \$15.00 Booked Seats: 0/20

[13:13:07:07](#)

---

**15:45 - 16:30**  
 Thursday, June 30, 2022  
**Learning Tamil with me**  
Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

[14:03:22:07](#)

---

**2022-07-06**

**13:00 - 13:45**  
 Wednesday, July 06, 2022  
**Writing practices**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[20:00:37:08](#)

---

**2022-07-17**

**09:30 - 10:15**  
 Sunday, July 17, 2022  
**Speaking Practices**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[30:21:07:08](#)

---

**2022-07-22**

**09:45 - 10:30**  
 Friday, July 22, 2022  
**Winding up**  
Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

[35:21:22:08](#)

---

**2022-10-21**

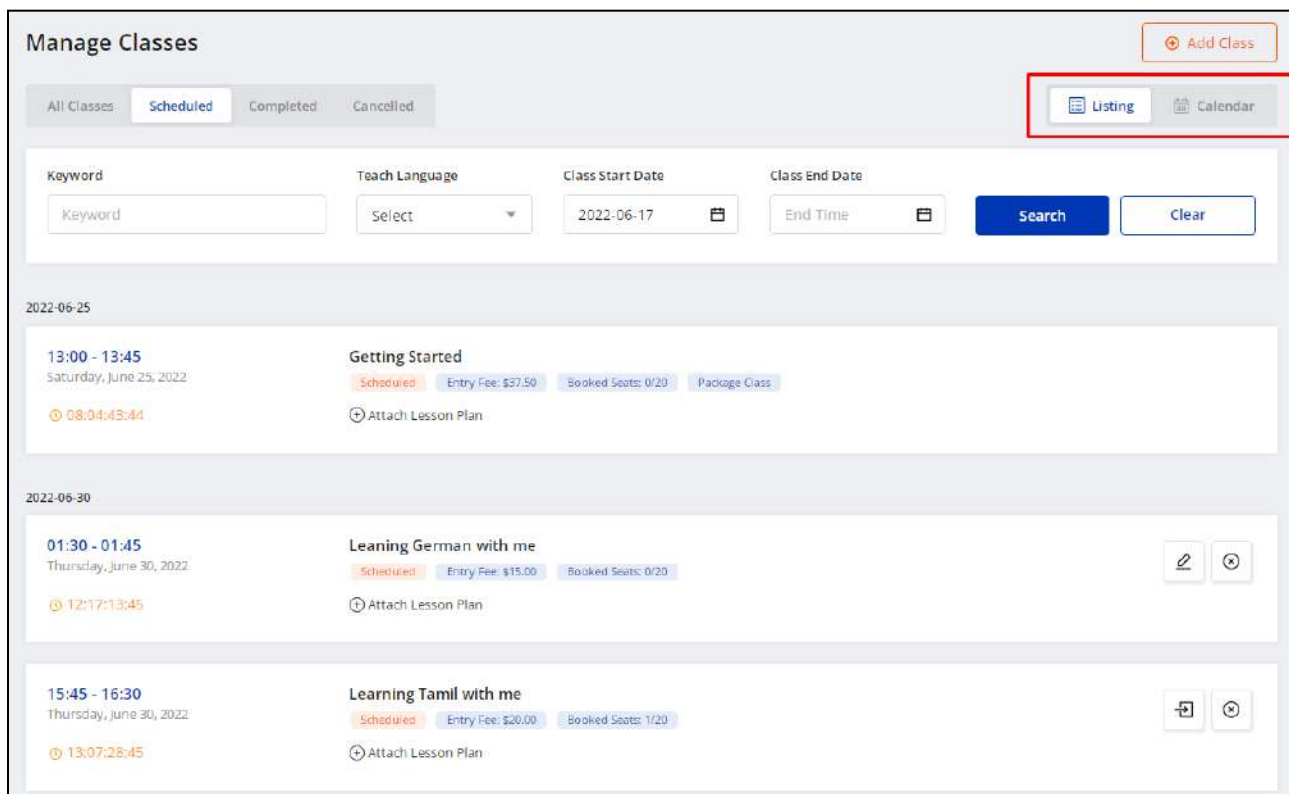
**09:25 - 09:55**  
 Friday, October 21, 2022  
**Portuguese for Beginners: Alphabet and Phonetics**  
Scheduled Entry Fee: \$51.00 Booked Seats: 0/17

[126:21:02:08](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

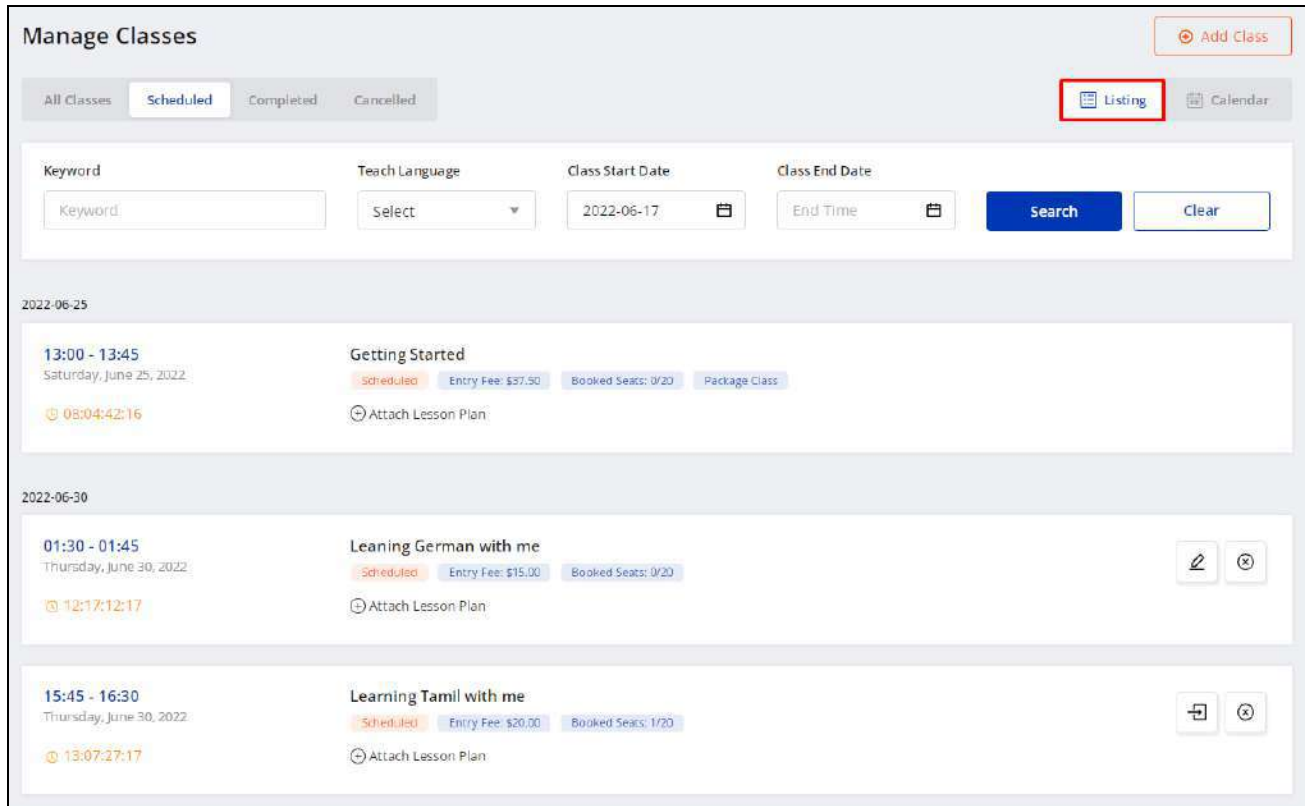


The screenshot shows the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, two buttons for 'Listing' and 'Calendar' are highlighted with a red box. The interface includes a search bar with fields for 'Keyword', 'Teach Language', 'Class Start Date', and 'Class End Date', along with 'Search' and 'Clear' buttons. The main content area displays a list of classes, including 'Getting Started' (Saturday, June 25, 2022), 'Leaning German with me' (Thursday, June 30, 2022), and 'Learning Tamil with me' (Thursday, June 30, 2022). Each class entry shows its time slot, status (Scheduled), entry fee, booked seats, and an 'Attach Lesson Plan' button.

### i. Listing

Select **Listing** to display the upcoming classes in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Access the following functionalities on this page:


a. *Attach Lesson Plan* 

Click **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans				Q Search
Title	Description	Level	Actions	
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner		
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner		

Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

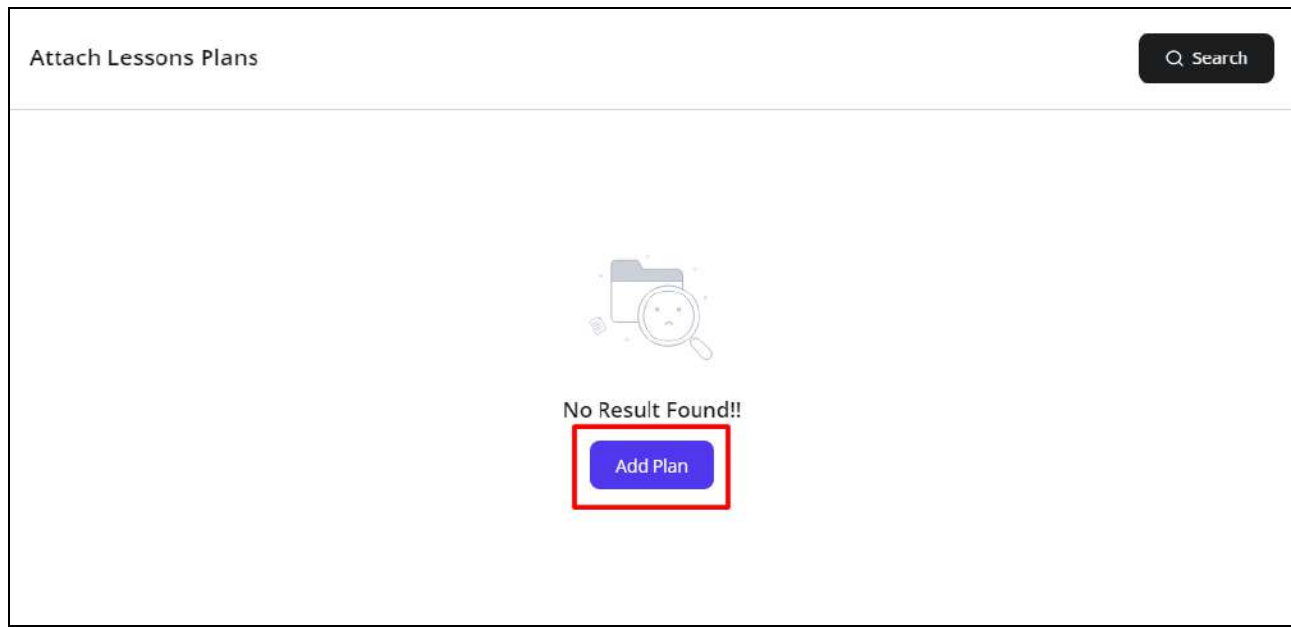
Attach Lessons Plans				Q Search
Keyword	Level	Search	Clear	
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>			

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

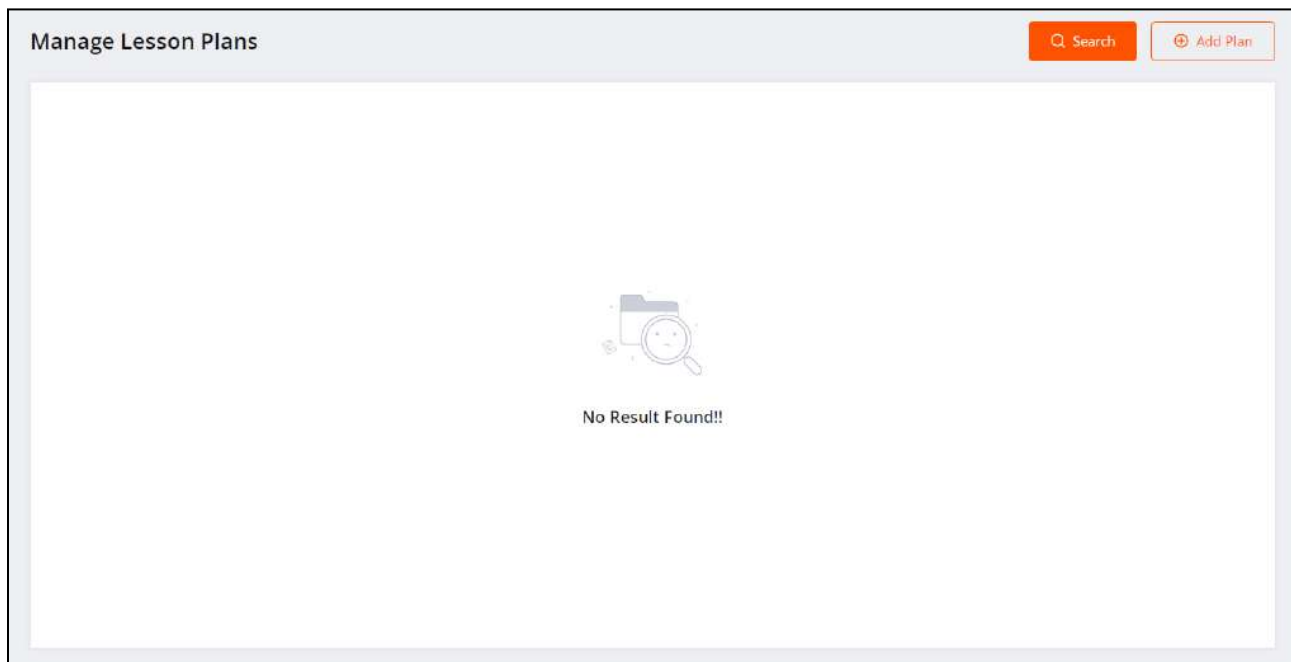
Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.





Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. Edit 

To edit a class, click the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

### Add Group Class

**General**   English   Arabic

---


**Title \***       **Language \***

**Class Slug \***       **Class Banner Download**  
 No file chosen  
Max Size 2.00 MB & Ext Are png, jpg, jpeg

**Description \***


Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

**Entry Fee [USD] \***       **Max Learners \***

**Start Time \***        **Duration \***


Make the required edits in the **General** and **Language** data fields. Click **Save** to save the changes made.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.


c. *Cancel* 

To cancel a group class, click the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

 The class cancellation feature is admin-managed. The admin defines the time allowed to cancel a class and post this time, the cancel icon button is not displayed.

d. *Enter Classroom* 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click this button and you will be redirected to the class page.

 None of these action buttons are available for the classes that are a part of the group class package. Manage the group class packages from the **Class Packages** module, which is discussed later in this manual.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the upcoming classes.

**Manage Classes** + Add Class

All Classes **scheduled** Completed Canceled Listing **Calendar**

Keyword  Teach Language  Class Start Date  Class End Date

Sep, 2023 < >

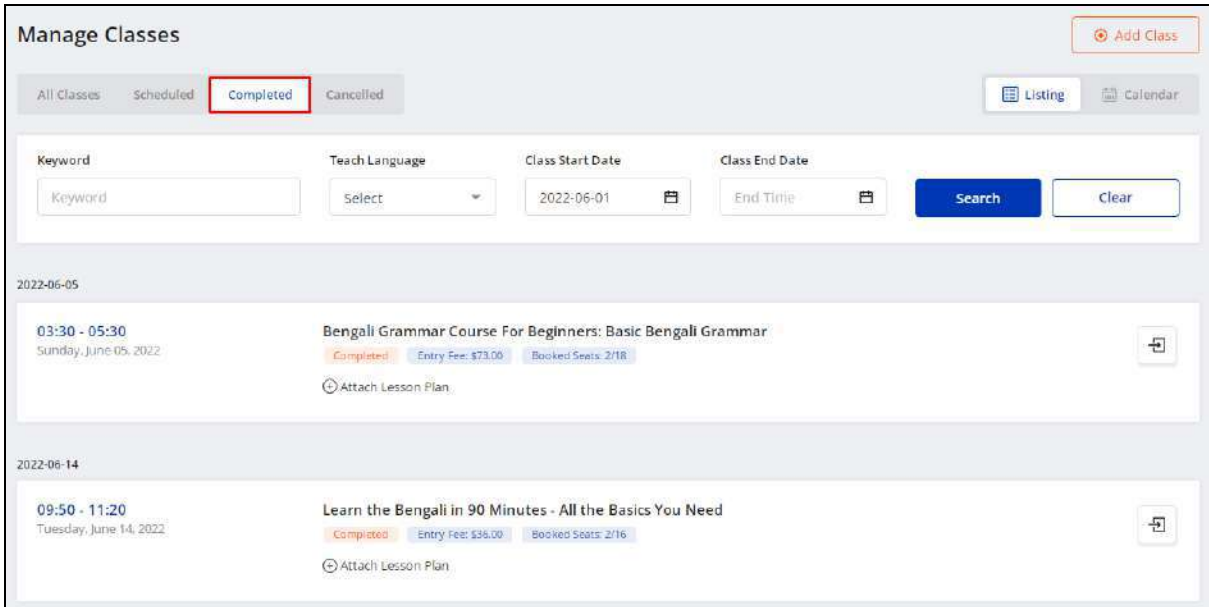
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 ● 21:45 How to introdu	26	27 ● 02:25 Learn how to g ● 21:20 At the Restaura	28	29 ● 08:15 Learn Number	30
1	2	3	4	5	6	7

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

### 9.3 Completed

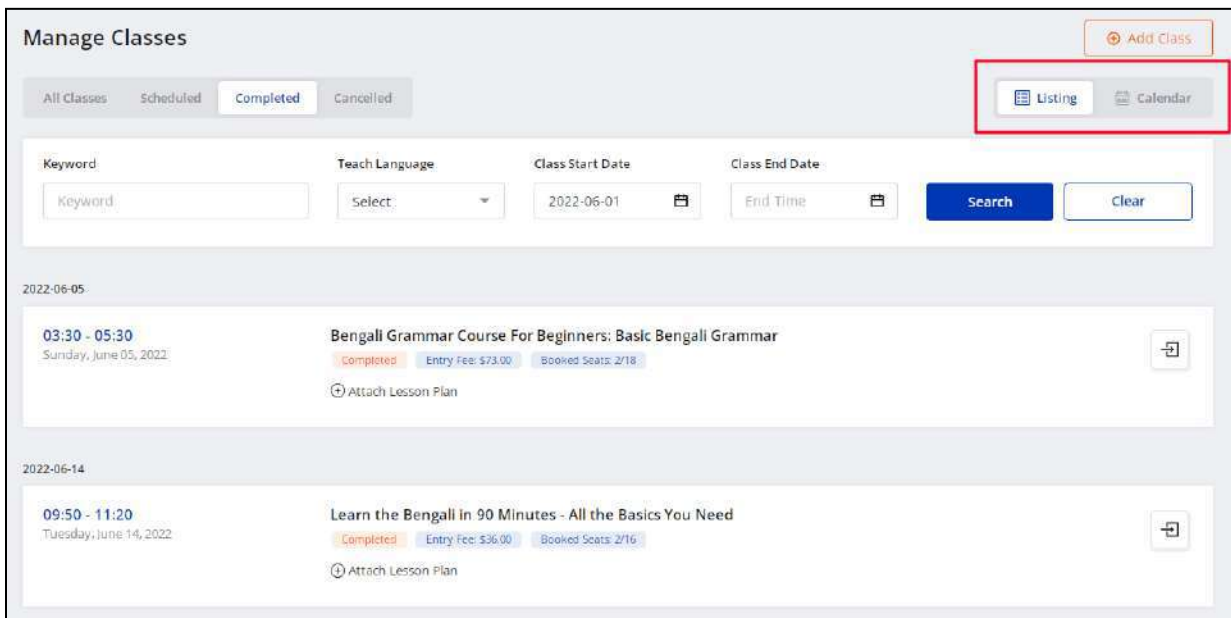
The **Completed** modular tab displays the completed group classes. Make sure to select the start date from the **Class Start Date** search filter and click **Search** to display the group classes delivered and completed after this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## Display View

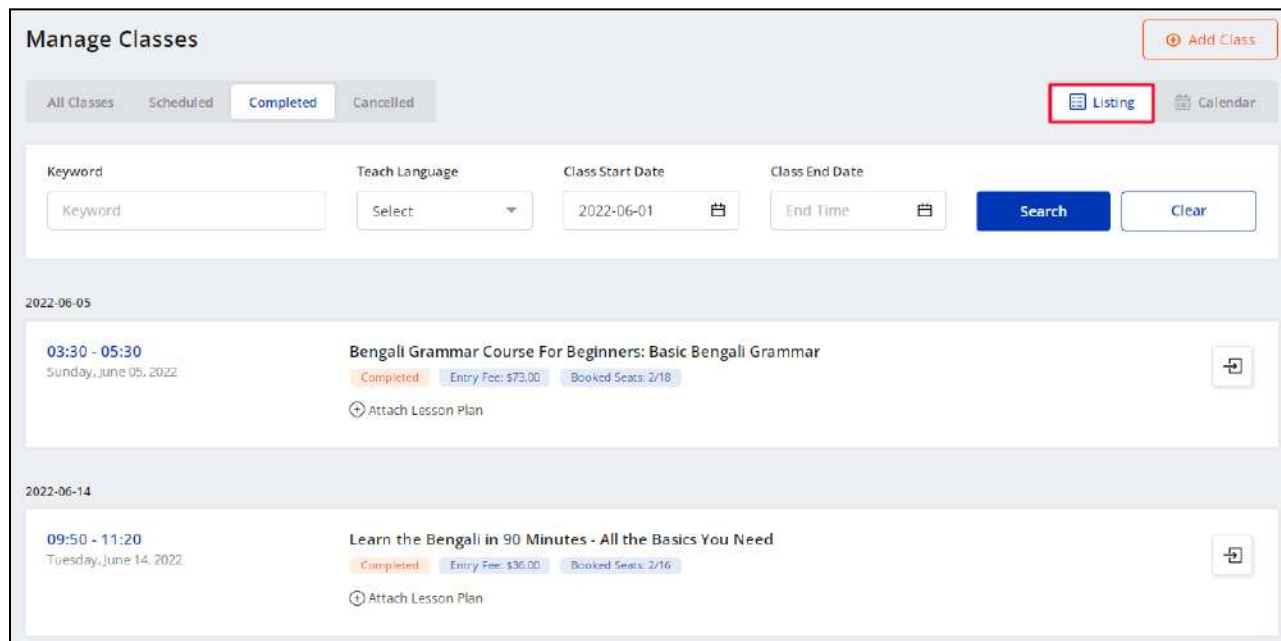
There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## i. Listing

Select **Listing** to display the already completed lessons in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.



The screenshot shows the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, there are tabs for 'All Classes', 'Scheduled', 'Completed', and 'Cancelled'. The 'Completed' tab is selected. To the right of the tabs, there are buttons for 'Listing' (highlighted with a red box) and 'Calendar'. Below the tabs, there is a search section with fields for 'Keyword', 'Teach Language' (a dropdown menu), 'Class Start Date', and 'Class End Date'. There are also 'Search' and 'Clear' buttons. The main content area displays a list of completed classes. The first class is 'Bengali Grammar Course For Beginners: Basic Bengali Grammar' on Sunday, June 05, 2022, from 03:30 to 05:30. It is marked as 'Completed' with an entry fee of \$73.00 and 2/18 booked seats. There is an 'Attach Lesson Plan' button next to it. The second class is 'Learn the Bengali in 90 Minutes - All the Basics You Need' on Tuesday, June 14, 2022, from 09:50 to 11:20. It is also marked as 'Completed' with an entry fee of \$36.00 and 2/16 booked seats. There is also an 'Attach Lesson Plan' button next to it.

The following functionalities are available on this page:


### a. Attach Lesson Plan

Click **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans				Q Search
Title	Description	Level	Actions	
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner		
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner		

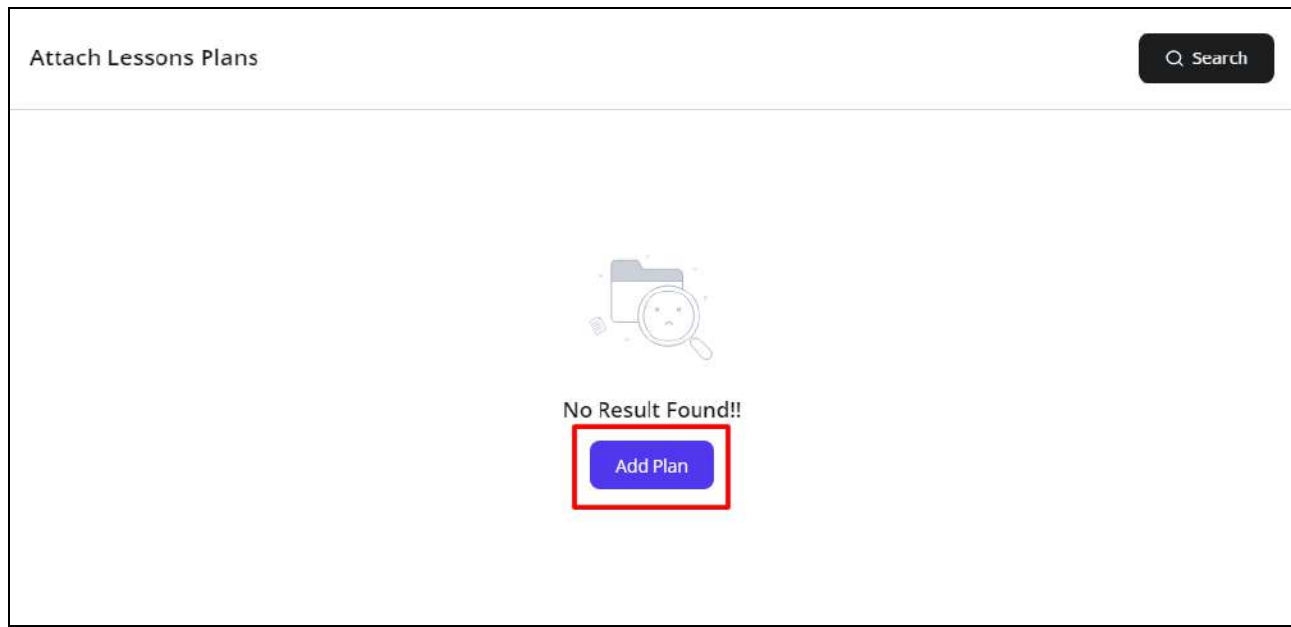
Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

Attach Lessons Plans				Q Search
Keyword	Level			
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

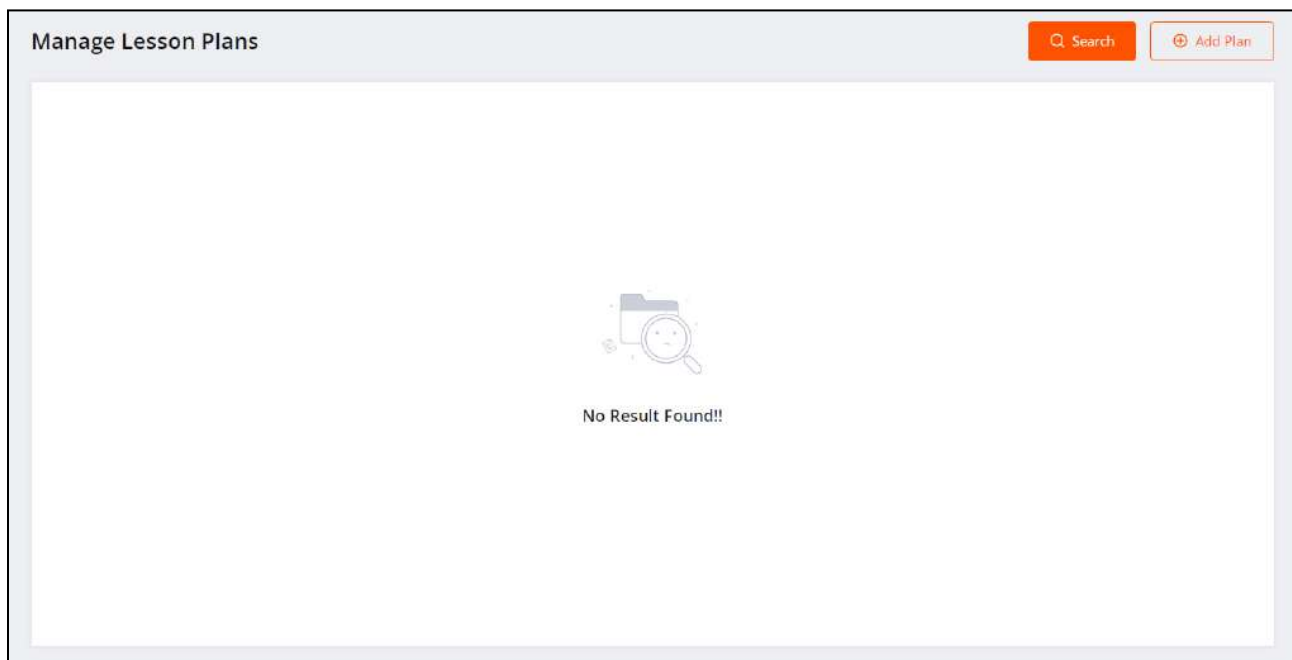
- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.



Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.







### b. Enter Classroom

Click the enter classroom icon button provided with the completed classes to view the group class page. View the learners' names and class notes from this page.

### c. View Issue Detail

The learners have the provision to report any issues faced during the group class with the teacher. For such group classes for which one or more learners have reported their issues, the view issue detail icon button is available. Click it and you are redirected to the **Reported Issues** page displaying the issue linked with the particular class.

Reported Issues							 Search
Learner	Language	Session Time	Session Status	Issue Title	Issue Status	Actions	
 Jason Roy Armenia	Japanese	2022-06-09 12:30:00	Completed	Teacher left early	Closed		

View the issue details and the current status of the issue from the page. To view the complete issue details, click the view icon button  provided under the **Actions** header. The **Issue Details** window displays where the **Issue Logs** and **Class Details** are available.



Please refer to the [Reported Issues](#) module to know more about issues reported by the learner on the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Issue Detail

---

Closed Issue Teacher left early Was Posted By Jason Roy 12:33:pm Jun 09,2022

---

### Issue Logs

Jason Roy [Learner] Take Action Teacher left early 12:33:pm Jun 09,2022  
 Comment: Just for the testing

Tom Curran [Teacher] Take Action Complete and issue 50% refund 12:34:pm Jun 09,2022  
 Comment: Just testing

Jason Roy [Learner] Take Action Escalate To Support Team 12:35:pm Jun 09,2022  
 Comment: Testing this

YoCoach [Support] Take Action Complete and issue 50% refund 12:38:pm Jun 09,2022  
 Comment: Another testing

---

### Class Details

**Class**

Order ID: 0001068    Class ID: 550    Teacher Class Id: 578    Class Price: \$4.90    Ended By: Tom Curran

---

**Tom Curran [Teacher]**

Join Time: 12:30:pm Jun 09,2022    End Time: 12:32:pm Jun 09,2022

---

**Jason Roy [Learner]**

Join Time: 12:30:pm Jun 09,2022    End Time: 12:32:pm Jun 09,2022

## ii. Calendar

Select Calendar to display the month-wise calendar marked with the completed classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Classes** + Add Class

All Classes | Scheduled | **Completed** | Canceled Listing | **Calendar**

Keyword:  Teach Language:  Class Start Date:  Class End Date:  Search Clear

Mar, 2023 < >

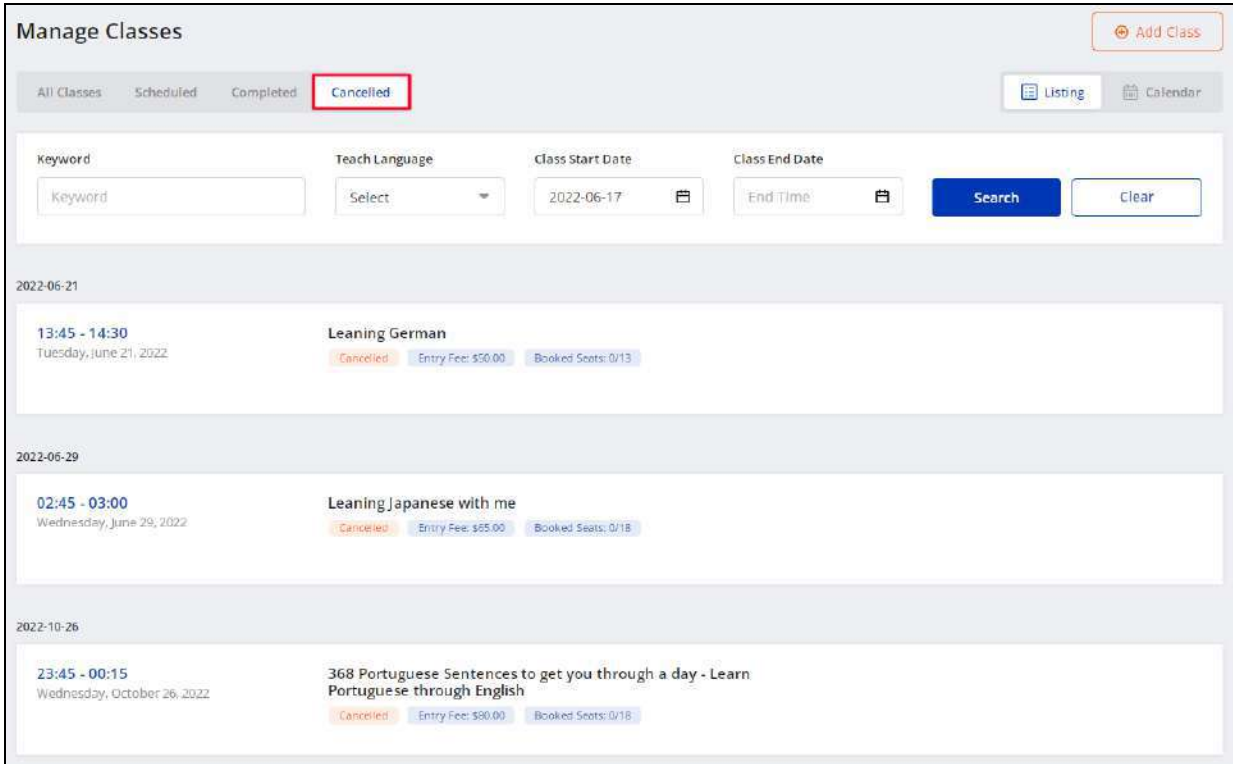
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10 ● 13:50 Learn Arabic Pr	11 ● 00:30 Learn Arabic Vi ● 13:05 Social Convers ● 20:30 Basic Arabic Ph
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

## 9.4 Canceled

In the **Canceled** modular tab, view the details of the canceled classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Manage Classes** + Add Class

All Classes | Scheduled | Completed | **Cancelled** Listing | Calendar

Keyword:  Teach Language:  Class Start Date:  Class End Date:  Search | Clear

**2022-06-21**

13:45 - 14:30  
Tuesday, June 21, 2022

**Leaning German**  
Cancelled | Entry Fee: \$50.00 | Booked Seats: 0/13

**2022-06-29**

02:45 - 03:00  
Wednesday, June 29, 2022

**Leaning Japanese with me**  
Cancelled | Entry Fee: \$85.00 | Booked Seats: 0/18

**2022-10-26**

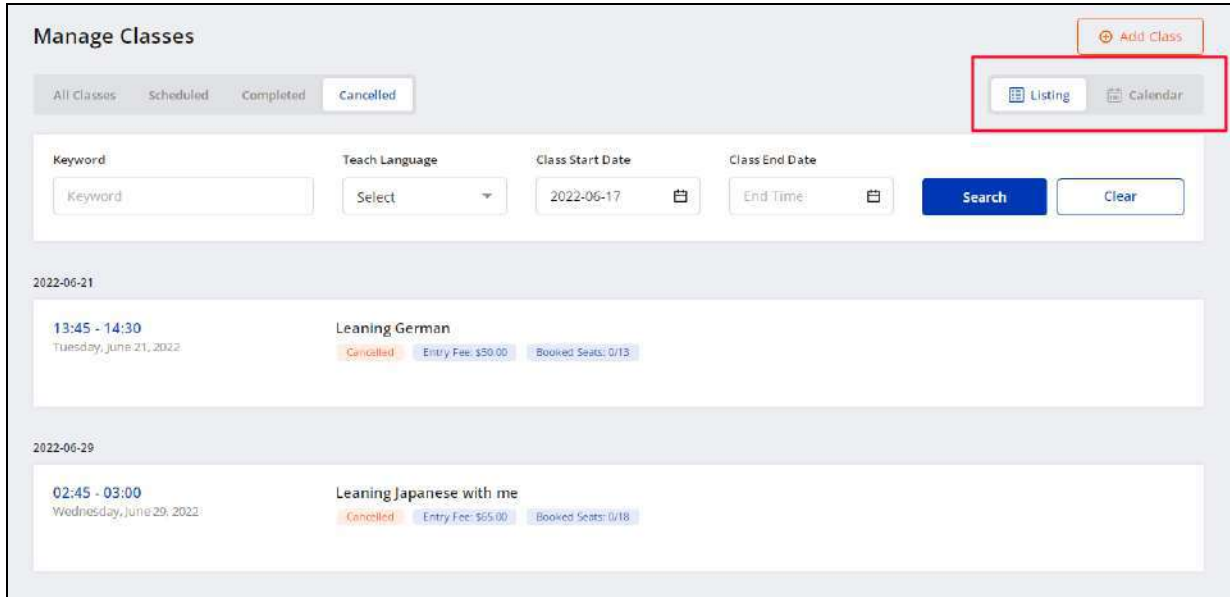
23:45 - 00:15  
Wednesday, October 26, 2022

**368 Portuguese Sentences to get you through a day - Learn Portuguese through English**  
Cancelled | Entry Fee: \$80.00 | Booked Seats: 0/18

## Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Cancelled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Manage Classes**

Keyword: 
 Teach Language: 
 Class Start Date: 
 Class End Date:

2022-06-21

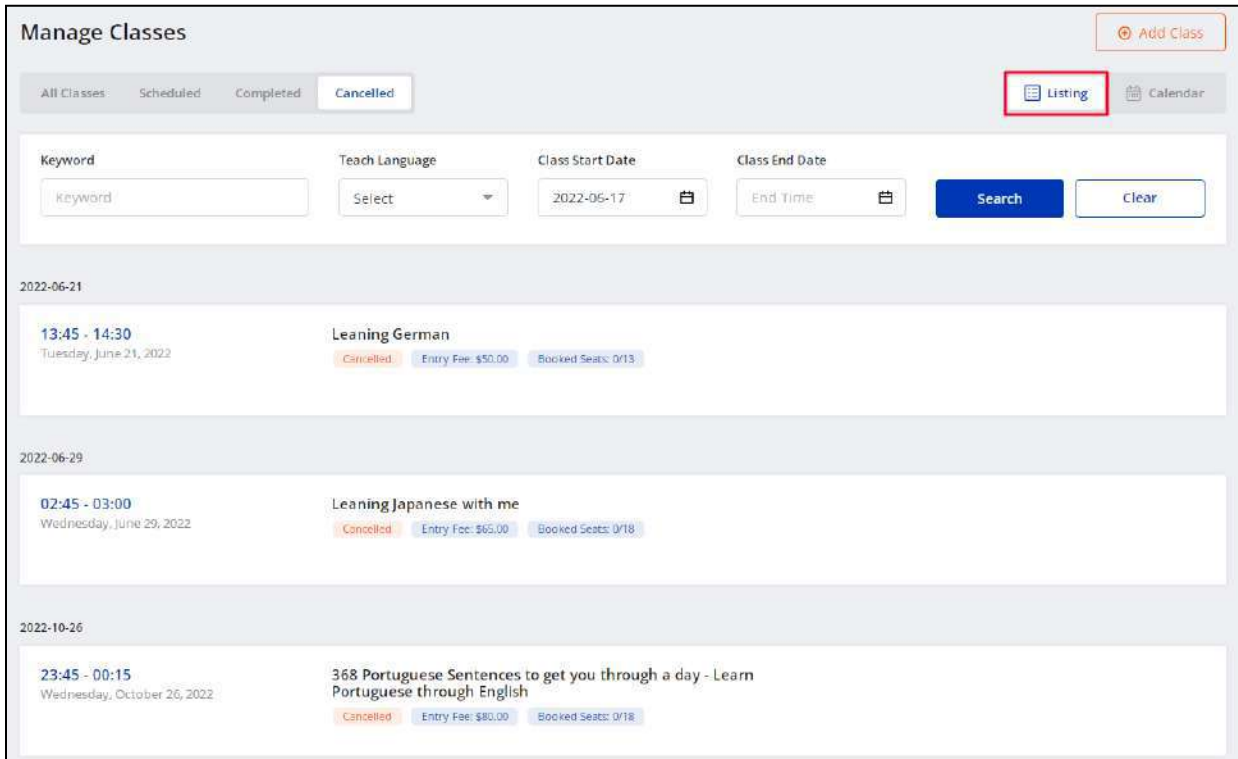
**13:45 - 14:30**  
 Tuesday, June 21, 2022  
**Leaning German**

2022-06-29

**02:45 - 03:00**  
 Wednesday, June 29, 2022  
**Leaning Japanese with me**

## i. Listing

Select **Listing** to view the details of the canceled classes in the form of a list arranged according to the class start dates.



**Manage Classes**

Keyword: 
 Teach Language: 
 Class Start Date: 
 Class End Date:

2022-06-21

**13:45 - 14:30**  
 Tuesday, June 21, 2022  
**Leaning German**

2022-06-29

**02:45 - 03:00**  
 Wednesday, June 29, 2022  
**Leaning Japanese with me**

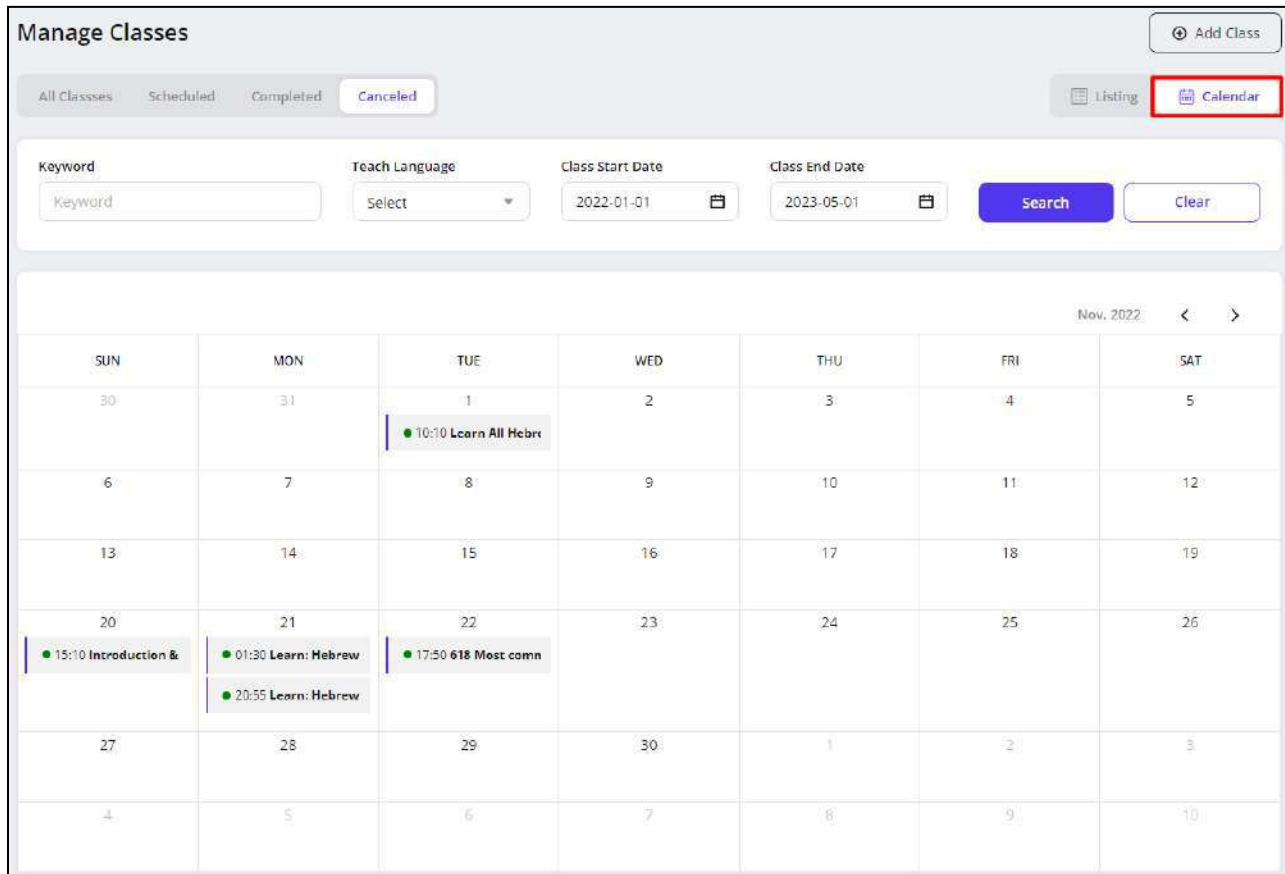
2022-10-26

**23:45 - 00:15**  
 Wednesday, October 26, 2022  
**368 Portuguese Sentences to get you through a day - Learn Portuguese through English**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the canceled classes for the month.



The screenshot shows the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, there are tabs for 'All Classes', 'Scheduled', 'Completed', and 'Canceled'. The 'Calendar' tab is selected and highlighted with a red box. Below the tabs, there are search filters for 'Keyword', 'Teach Language', 'Class Start Date', and 'Class End Date'. The 'Class Start Date' is set to 2022-01-01 and the 'Class End Date' is set to 2023-05-01. A 'Search' button and a 'Clear' button are also present. The main area displays a calendar for November 2022. The calendar shows several classes scheduled for the month:

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 ● 10:10 Learn All Hebrew	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 ● 15:10 Introduction &	21 ● 01:30 Learn: Hebrew ● 20:55 Learn: Hebrew	22 ● 17:50 618 Most comn	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10. Group Class Packages

Manage your group class packages through this module. As a teacher, you have a provision to integrate a number of group classes in the form of a package and decide the one-time package or entry fee. The learners will purchase your package from the **Group Classes** section displayed on the front-end and make the payment in one go. The entry fee is divided into the number of classes in a package and you will receive the payment for each class on its successful completion.



On the **Manage Class Packages** page, the following functionalities are available:

### 10.1 Add A New Package

To create a new package, click **Add Package** from the upper right corner of the page. The **Setup Class Package** form opens displaying the following tabs:

**i. General:** Enter the details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Class Package

General
English
Arabic

**Title \***

**Slug \***

**Description \***

**Max Learners \***

**Class Title-1 \***

**Class Title-2 \*** Remove Class

**Language \***

Select
▼

**Class Banner**

Choose File
No file chosen

Max Size 4.00 MB & Ext Are png, jpg, jpeg

**Entry Fee [USD] \***

**Each Class (minutes) \***

Select
▼

**Start Time \***

📅

**Start Time \***

📅

+Add More

Save

Save & Next

- **Title\*:** Enter the group class package title.
- **Language\*:** Select the language you want to teach from the drop down list.



Only the languages selected by you for teaching on the platform are displayed in the list.

- **Slug\*:** Enter the SEO friendly slug URL for the class package.
- **Class Banner:** Click **Choose File** and upload a banner image for the group class package.
- **Description\*:** Enter a brief description of the package, contents that will be covered or any other detail you want to share with the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Max Learners\***: Enter the maximum number of learners that can enroll for the package.
- **Entry Fee [Default Currency]\***: Enter the per learner one-time entry fee for the package.
- **Each Class (minutes)\***: Select the duration of each class from the drop down list.



The list displays the time duration options as allowed by the admin. The duration will be the same for each class added to the package.

- **Class Title-1\***: Enter the title for any one group class from the package.
- **Start Time\***: Select the start date and time for this class from the calendar drop down.
- **Add More**: Click **Add More** to add further classes to the package. Add the class title and start date & time details in the additional fields.
- **Remove Class**: Click **Remove Class** to remove a class. The system will not allow you to remove the last available class.

Click **Save** to save the package details and move back to the **Manage Class Packages** page. Click **Save & Next** to save the details and move to the next tab.

**ii. Primary Language:** The languages tabs are a replica of the **General** tab. The data on the primary language tab is pre-filled according to the data entered in the **General** tab.

### Setup Class Package

General **English** Arabic

**Title \***



**Description \***


**Class Title-1 \***

**Class Title-2 \***

Auto Translate For Other Languages

**Save Changes**

Enter/Edit the class package details in the primary language. Switch on the **Auto-Translate For Other Languages** toggle switch  from the bottom of the form to automatically translate the data filled here for the other languages active in the system. To enter the secondary languages data manually, keep the toggle switched off . Click **Save** to move back to the next tab, the secondary language tab.

 The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the system admin.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

### Setup Class Package

General
English
Arabic

\* Title

\* Description




\* Class Title-1

\* Class Title-2

Autofill Language Data


يحفظ

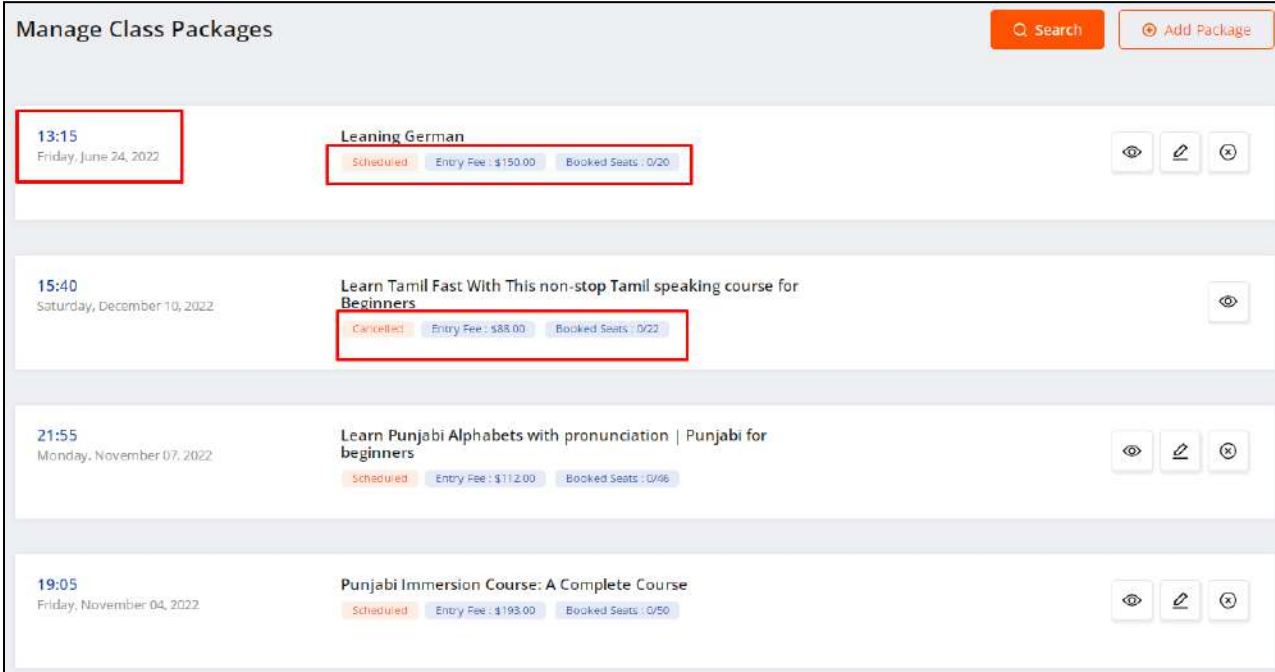
Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the details and create the new class package.

-  The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is activated by the system admin.
-  The languages tabs are displayed depending on the languages currently active in the system.
-  Once a class package has been created, new classes can not be added to it. Also, the existing classes cannot be removed from it. You can only edit the package details, such as, class date and timings, class title, package title, etc.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Each newly added package is displayed on the **Manage Class Packages** page. The package details can be viewed here, such as, Start Date and Time, Class Status, Entry Fee and Booked Seats.


 You can also view the individual classes added under a package in the **Group Classes** list page.



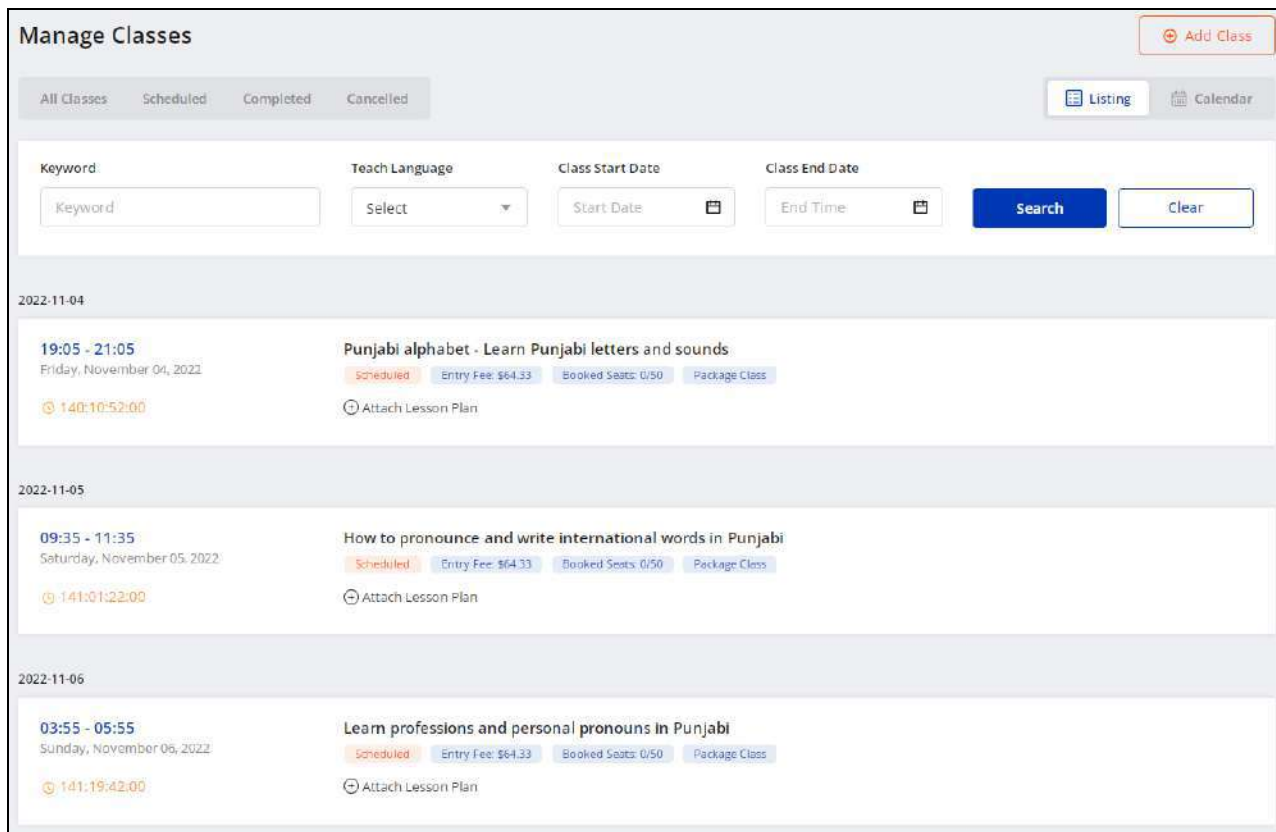
The screenshot shows the 'Manage Class Packages' interface with the following details:


Time	Date	Package Name	Status	Entry Fee	Booked Seats	Action Buttons
13:15	Friday, June 24, 2022	Leaning German	Scheduled	\$150.00	0/20	View, Edit, Delete
15:40	Saturday, December 10, 2022	Learn Tamil Fast With This non-stop Tamil speaking course for Beginners	Cancelled	\$88.00	0/22	View
21:55	Monday, November 07, 2022	Learn Punjabi Alphabets with pronunciation   Punjabi for beginners	Scheduled	\$112.00	0/66	View, Edit, Delete
19:05	Friday, November 04, 2022	Punjabi Immersion Course: A Complete Course	Scheduled	\$193.00	0/50	View, Edit, Delete


## 10.2 Action Buttons


**a. View Classes** : Click the view classes icon button to open the **Manage Classes** page displaying the detailed list of classes added in the package.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 New classes can not be added to a package using the **Add Class** button provided at the upper right corner of the **Manage Classes** page.

 The **Manage Classes** page displayed is a replica of the **Group Classes** module page. However, only the classes added to a particular package are displayed here.

 You can perform certain functionalities on this page. Please refer to the **Group Classes** module explained earlier for related information.

**b. Edit** : Click the edit icon button to display the **Setup Class Package** form and edit the details of a group class package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Class Package

[General](#)
[English](#)
[Arabic](#)

**Title \***

**Language \***

**Slug \***

**Class Banner**  
 No file chosen  
Max Size 4.00 MB & Ext Are, png, jpg, jpeg

**Description \***

**Max Learners \***

**Entry Fee [USD] \***

**Each Class (minutes) \***

**Class Title-1 \***

**Start Time \***

**Class Title-2 \***

**Start Time \***

Once done, click **Save** to save the made changes.

**c. Cancel** : Click the cancel icon button and follow the prompts to cancel a group package.

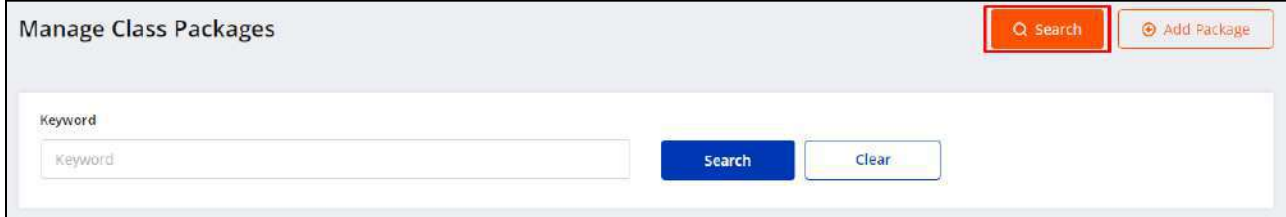


Once one or more learners purchase a package, you can no longer make changes to it or cancel the package. So, the **Edit** and **Cancel** buttons will no longer be available.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.3 Search

To perform a search for any specific class package, click **Search** from the top of the page. Enter the package title in the **Keyword** field and click **Search** to generate the results. Click **Clear** to display the whole list again, once the search is complete.










The screenshot shows a web interface titled "Manage Class Packages". In the top right corner, there are two buttons: a red "Search" button with a magnifying glass icon and a red "Add Package" button with a plus icon. Below these is a large white search area. On the left side of this area, the word "Keyword" is displayed above a text input field containing the placeholder text "keyword". To the right of the input field are two buttons: a blue "Search" button and a white "Clear" button with a light blue border.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11. Reported Issues

Once a session is successfully delivered and completed, your learners have the provision to report any issue with respect to the session. The reported issues are escalated to you for resolution and are displayed on the **Reported Issues** page. The payment for a session is received only when the session issues are resolved.

Reported Issues							Q Search
Learner	Language	Session Time	Session Status	Issue Reason	Issue Status	Actions	
 Ethel Brakus Albania	Russian	Aug 18, 2022 21:50	Completed	Teacher related technical difficulties	Closed		
 Floy Beer Spain	German	Apr 21, 2022 11:10	Completed	Teacher related technical difficulties	Closed		
 Pinki Stoltenberg Cape Verde	English	May 24, 2023 18:00	Completed	Teacher left early	In Progress	 	

The issues reported on both, one-on-one lessons and group classes, are displayed in the form of a list. The list is arranged according to the current issue status where the issues still under progress are listed at the top followed by the resolved issues, issues escalated to the admin and closed issues. View the issue details on this page, such as, learner's name, language for the session, session date and time, current session status, issue title and current issue status. Certain functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## 11.1 Action Buttons

The following action buttons are provided with the reported issue listings under the **Actions** header:

### I. View Detail

Click the view detail icon button to open the details window. View the complete details about the reported issue through the following sections:

#### Issue Detail

---

Escalated
Issue Teacher left early Was Posted By Jason Roy
13:49:pm Mar 29,2022

---

Not Happy With Solution?
Escalated To Support Team

---

#### Issue Logs

Jason Roy [Learner] Take Action Teacher left early
13:49:pm Mar 29,2022

**Comment:** df fsdf sdf sdf sdf

---

Tom Curran [Teacher] Take Action Complete and issue no refund
12:46:pm Jun 21,2022

**Comment:** Had an emergency so had to leave early. Communicated beforehand with the learner.

---

Jason Roy [Learner] Take Action Escalate To Support Team
13:23:pm Jun 21,2022

**Comment:** was not intimidated beforehand. Need complete refund.

---

#### Class Details

**Class**

Order ID 0000394 Class ID 208 Teacher Class Id 151 Class Price \$4.90 Ended By N/A

---

**Tom Curran [Teacher]**

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

---

**Jason Roy [Learner]**

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Issue Detail:** View the issue details from this section, such as, current issue status, reported issue, name of the learner who posted the issue and the date and time of reporting the issue. The action taken by the learner is also displayed in this section.

### Issue Detail

---

Escalated
Issue
Teacher left early
Was Posted By
Jason Roy
13:49:pm Mar 29,2022

---

Not Happy With Solution?
Escalated To Support Team

- **Issue Logs:** View the timeline of the reported issue. The section displays the actions taken by the concerned users and the comments posted with the actions.

### Issue Logs

**Alberto Torphy [Learner]** Take Action Teacher was absent

**Comment:** Teacher was absent.

15:09:pm Jan 22,2022

---

**Dave Smith [Teacher]** Take Action Complete and issue no refund

**Comment:** no refund will be given

14:34:pm Jul 11,2022

---

**Alberto Torphy [Learner]** Take Action Escalate To Support Team

**Comment:** Not satisfied, need complete refund

14:35:pm Jul 11,2022

---

**YoCoach [Support]** Take Action Complete and issue 50% refund

**Comment:** After review of issue, 50% refund is given.

14:36:pm Jul 11,2022

- **Session Details:** View the details of the session for which the issue has been reported, such as, class/lesson ID, order ID, teacher session ID, session price and

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

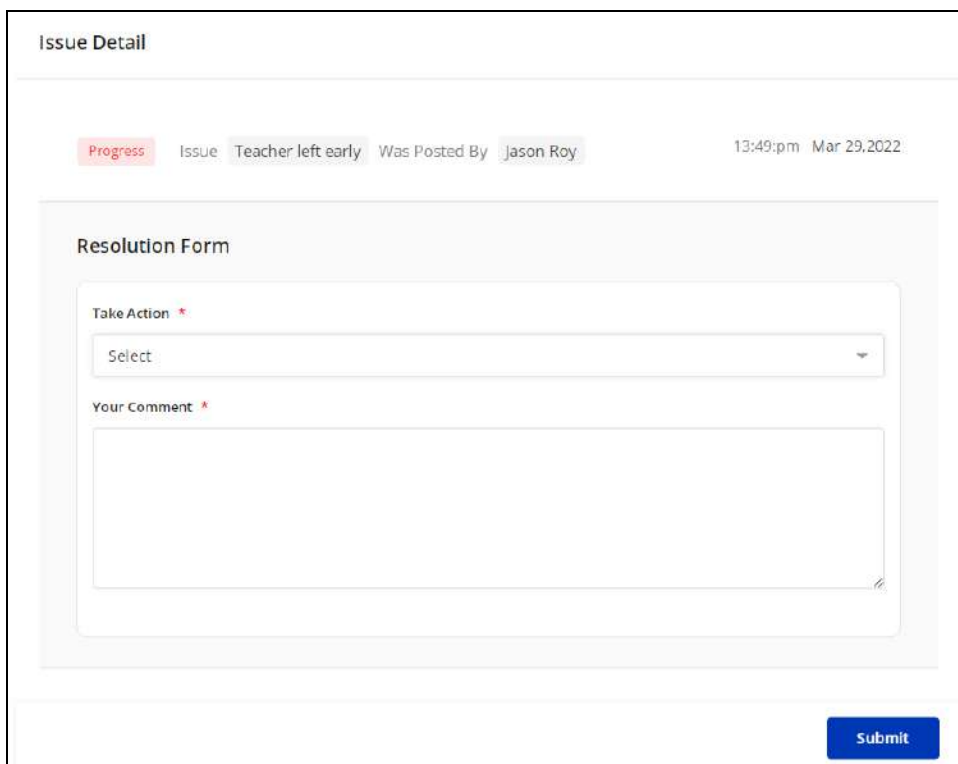
the name of the user who ended the session. The teacher and learner's name, their joining and ending time are also displayed in this section.

Class Details	
Class	
Order ID	O000394
Class ID	208
Teacher Class Id	151
Class Price	\$4.90
Ended By	N/A
Tom Curran [Teacher]	
Join Time	13:46:pm Mar 29,2022
End Time	13:48:pm Mar 29,2022
Jason Roy [Learner]	
Join Time	13:46:pm Mar 29,2022
End Time	13:48:pm Mar 29,2022


## II. Resolve Issue

The resolve issue icon button is displayed for the reported issues that are yet under progress. Click the button to open the **Issue Detail** window containing the **Resolution Form**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



View the issue status, issue in question, name of the learner who posted the issue and the date and time when the issue was reported. The following fields are available in the resolution form:

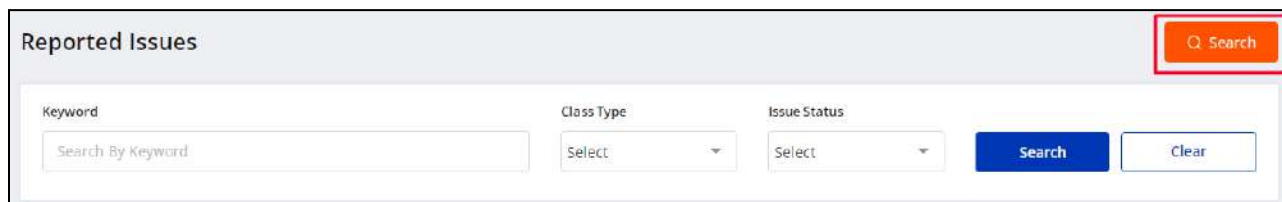
- **Take Action\*:** From the drop down list, select the best possible resolution for the reported issue.
-  The actions list is populated with the resolution alternatives as defined by the admin.
- **Your Comment\*:** Enter the relevant supporting comments and details you want to share with the learner.

Once done, click **Submit**. The issue status is updated accordingly on the **Reported Issues** page and a system generated alert is sent to the learner via email.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11.2 Search

Click **Search** from the upper right corner of the **Reported Issues** page to display the search section to perform a focused search. The following filters are available:








- **Keyword:** Enter the name of the learner as keyword to conduct a learner-specific search.
- **Class Type:** Search by the type of session as **One on One Lessons** or **Group Classes/Packages**.
- **Issue Status:** Search by the current issue status as **Progress**, **Resolved**, **Escalated** or **Closed**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12. Subscriptions

Yo!Coach allows the learners to book recurring one-on-one lessons with the teachers while checking out. Once the learners purchase and schedule one or more lessons in the form of a subscription, the same schedule will be repeated every four weeks. You can access your lesson subscriptions through the **Subscriptions** module on your teacher panel. The page displays the list of subscriptions bought by your learners arranged in a chronological order on the basis of the start date of subscription. View the subscription details, such as, learner's name, subscription start date, end date, lessons language, number of lessons in the subscription per 28 days and current subscription status.


Subscriptions							Search
Learner	Start Date	End Date	Language	Lessons	Status	Actions	
 Darius Daugherty	2022-04-02 00:00:00	2022-04-30 00:00:00	Finnish	5	Expired		
 Stacy Feest	2022-05-31 00:00:00	2022-06-28 00:00:00	Swedish	5	Active		
 Shaneeka Fields	2022-06-20 04:00:00	2022-07-18 04:00:00	Hindi	3	Active		

### 12.1 View Lessons

To view the lessons scheduled under a subscription, click the view lessons icon button provided under the **Actions** header. You are redirected to the **Manage Lessons** page displaying the lessons scheduled in the current subscription for the next 28 days. This page is a replica of the **All Lessons** modular tab displayed under the **Lessons** module and similar functionalities are available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


### Manage Lessons


Next Lesson: 2022-06-22 At 08:15 With  Shaneka Fields
01:11:48:48 [Enter Classroom](#)

All Lessons | Unscheduled | Scheduled | Completed | Cancelled
[Listing](#) [Calendar](#)

**Keyword**

**Teach Language**


**Lesson Start Date**  
 



**Lesson End Date**  
 

2022-04-11

**06:30 - 07:00**  
Monday, April 11, 2022

**Finnish, 30 Minutes Of Lesson**  
Completed Subscriptions Issue Reported

 **Darius Daugherty**  
Iran


 


[Attach Lesson Plan](#)

2022-04-22

**07:35 - 08:05**  
Friday, April 22, 2022

**Finnish, 30 Minutes Of Lesson**  
Completed Subscriptions

 **Darius Daugherty**  
Iran





[Attach Lesson Plan](#)

2022-04-24

**08:00 - 08:30**  
Sunday, April 24, 2022

**Finnish, 30 Minutes Of Lesson**  
Completed Subscriptions

 **Darius Daugherty**  
Iran





[Attach Lesson Plan](#)

2022-04-26

**10:25 - 10:55**  
Tuesday, April 26, 2022

**Finnish, 30 Minutes Of Lesson**  
Completed Subscriptions

 **Darius Daugherty**  
Iran





[Attach Lesson Plan](#)

2022-04-29

**01:35 - 02:05**  
Friday, April 29, 2022

**Finnish, 30 Minutes Of Lesson**  
Completed Subscriptions

 **Darius Daugherty**  
Iran



[Attach Lesson Plan](#)

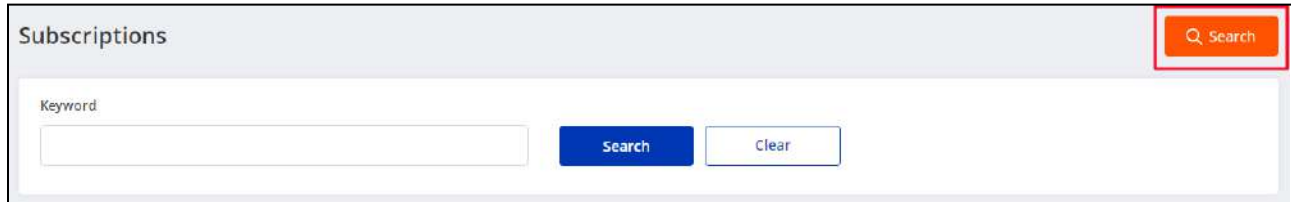


You can perform certain functionalities on the **Manage Lessons** page. Please refer to the **Lessons** module explained earlier for related information.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12.2 Search

To perform the search for a particular subscription, click **Search** from the top of the page.



The screenshot shows a search interface for subscriptions. At the top left, the word "Subscriptions" is displayed. In the top right corner, there is a red-bordered button with a magnifying glass icon and the text "Search". Below this, there is a text input field labeled "Keyword". To the right of the input field are two buttons: a blue "Search" button and a white "Clear" button.






























Enter the learner's name in the **Keyword** field and click **Search** to display the filtered list. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### 13. My Learners

Every learner who has ever booked a session with you, whether a one-on-one lesson or a group class, is displayed in the **My Learners** module. The **My Learners** page displays the list of learners and the number of lessons and classes booked with you till date. Yo!Coach facilitates you to create learner-specific discount offers on this page. This helps you to promote your sessions as well as retain your existing learners.

My Learners							Q Search
Learner	Lessons	Classes	Lessons Offer	Classes Offer	Package Offer	Actions	
 Jason Roy	144	81	 2% Off On 45 Minutes Session	 2.1% Off On 45 Minutes Session  3% Off On 60 Minutes Session	 8.50% Off	 	
 Mark Wood	36	39	N/A	N/A	N/A	 	
 Ross Taylor	0	3	N/A	N/A	N/A	 	
 Jack Sharma	3	0	N/A	N/A	N/A	 	
 Rahul Dravid	27	17	 15% Off On 45 Minutes Session	 15% Off On 60 Minutes Session  17% Off On 90 Minutes Session	 10.00% Off	 	
 Sachin Thakur	4	0	N/A	N/A	N/A	 	
 Odean Smith	1	2	N/A	N/A	N/A	 	

The following functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

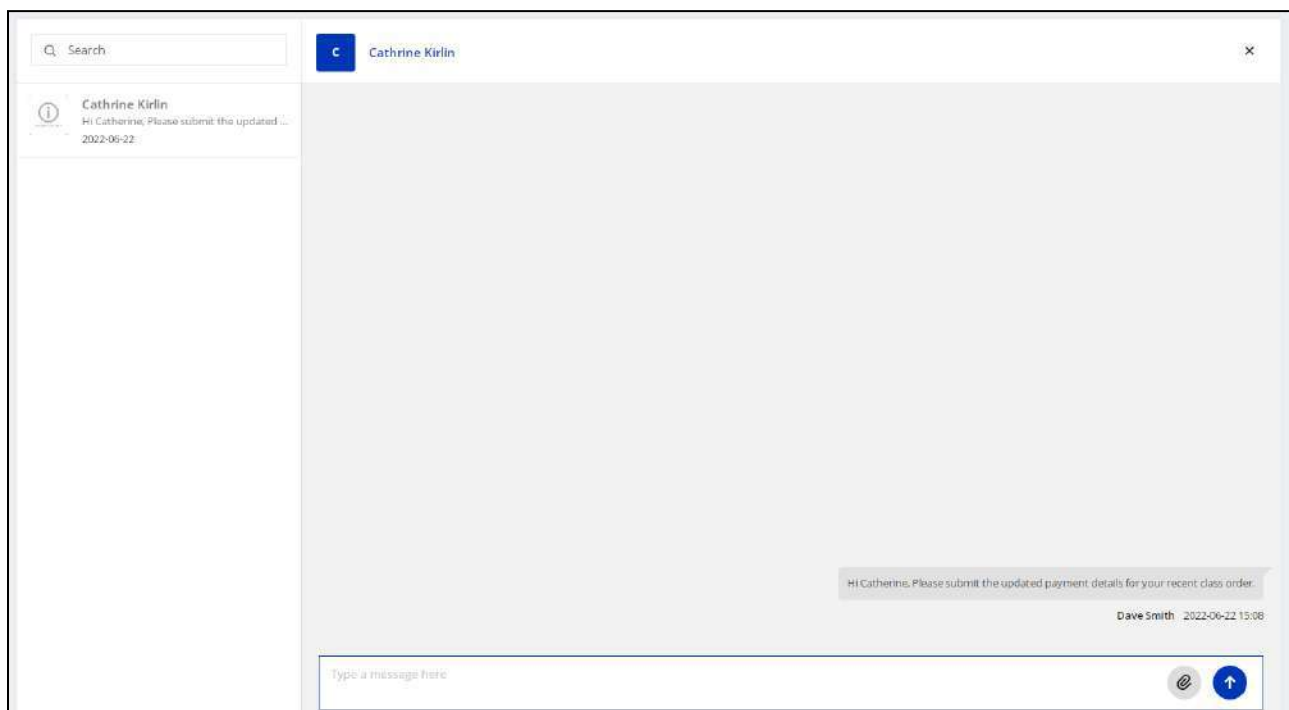
## 13.1 Action Buttons

Under the **Actions** header, the following two icon buttons are available:

### I. Message

To contact a learner through direct messages, click the message icon button. On the basis of message history between you and the learner, the following cases can be viewed:

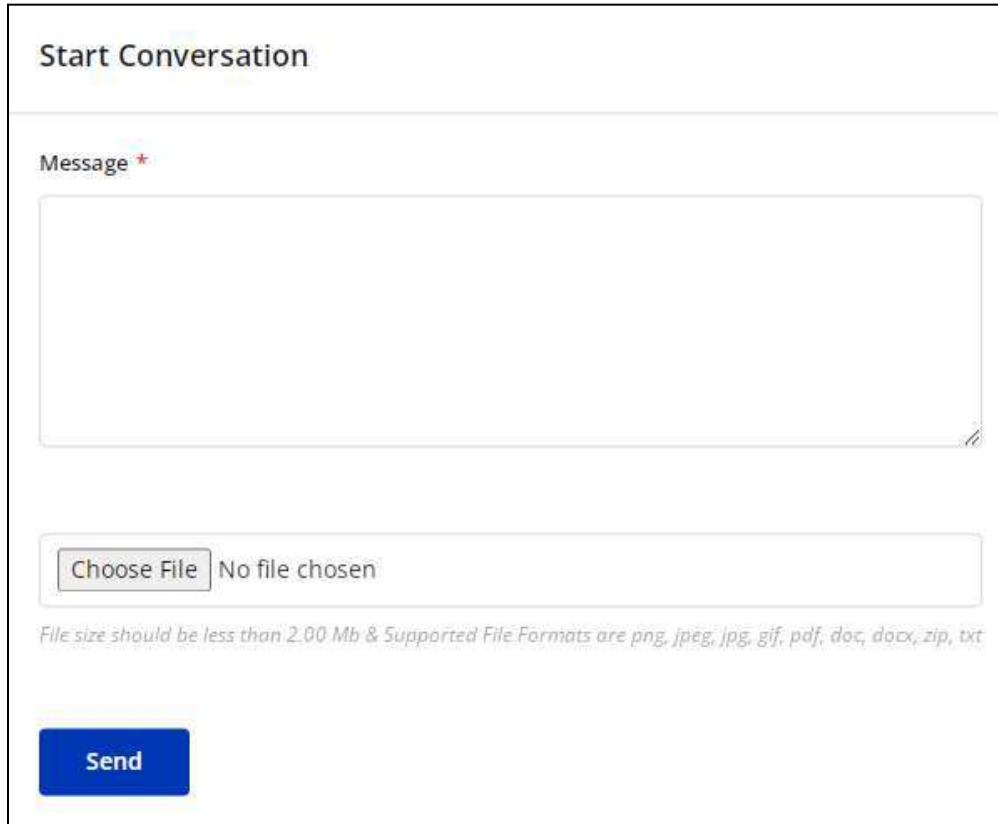
**a.** When you have previously interacted with the learner through messages, you are redirected to the message window with the respective user.



Please refer to the **Messages** section to learn about the various functionalities available on this page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. When you have not conversed with the learner before, the **Start Conversation** window is displayed on the screen.



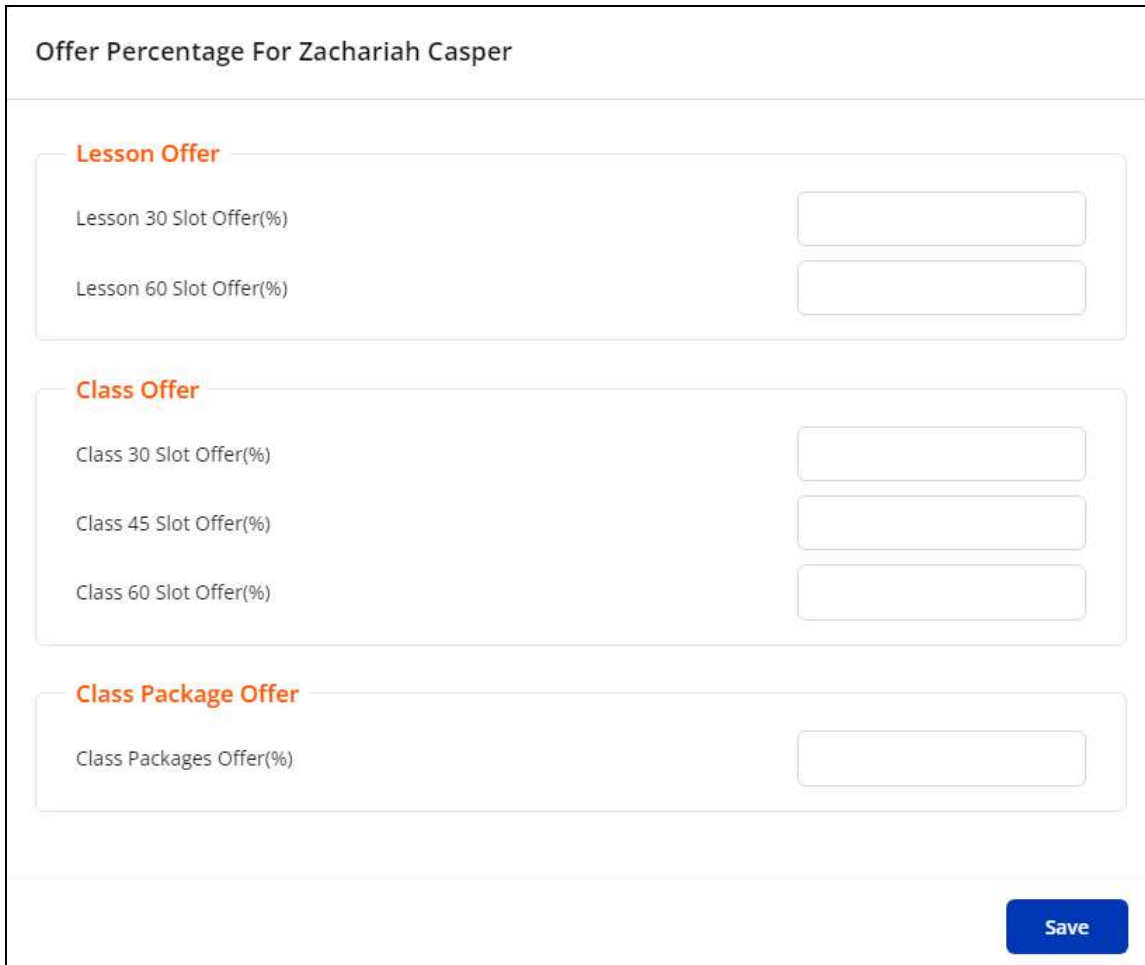
- **Message\***: Enter your message in the description box provided.
- **Media**: Click **Choose File** and upload the supporting media file from your internal storage.

Click **Send** to send the message to the learner. A new conversation thread is created and can be accessed from the **Messages** section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Offer Price

You have the provision to offer learner-specific discounts on your lessons and group classes through the **Offer Price** feature. Click the offer price icon button to open the **Offer Percentage for [Learner]** window form.



Offer Percentage For Zachariah Casper

**Lesson Offer**

Lesson 30 Slot Offer(%)

Lesson 60 Slot Offer(%)

**Class Offer**

Class 30 Slot Offer(%)

Class 45 Slot Offer(%)

Class 60 Slot Offer(%)

**Class Package Offer**

Class Packages Offer(%)

**Save**


The following three sections are available here:


- **Lesson Offer:** For the respective lesson slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.

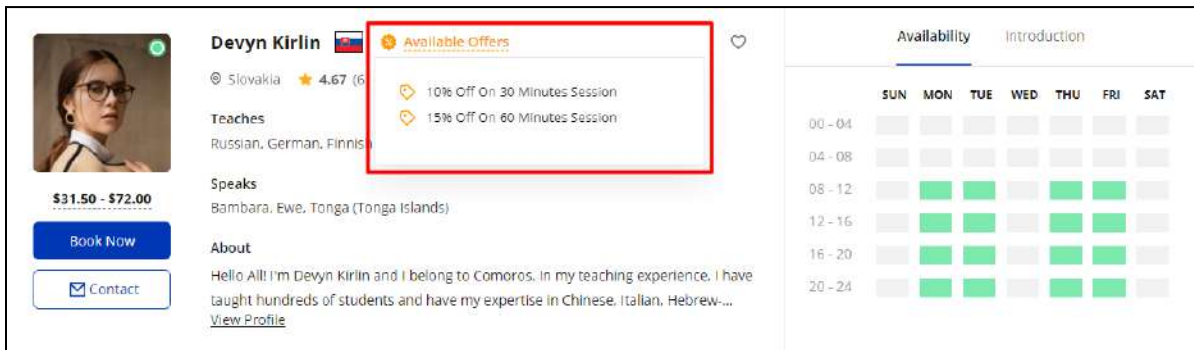
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Group Class Offer:** For the respective group class slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.
- **Class Package Offer:** Enter the applicable discount percentage for group class packages in the provided field. Leave the field blank if no offer applies on a particular slot.

Once done, click **Save** to save the offers defined for the specific learner and move back to the **My Learners** page. The added offers are displayed under the **Lesson Offer**, **Class Offer** and **Package Offer** headers for the respective learners.

 The lesson and class slot fields are displayed depending on the slots activated by you in the **Account Settings** section.

 The discount offers are displayed only to the specific learner on the system front-end under your teacher profile.



**Devyn Kirilin**   Available Offers

- 10% Off On 30 Minutes Session
- 15% Off On 60 Minutes Session

**Teaches**  
Russian, German, Finnish


**Speaks**  
Bambara, Ewe, Tonga (Tonga Islands)

**About**  
Hello All! I'm Devyn Kirilin and I belong to Comoros. In my teaching experience, I have taught hundreds of students and have my expertise in Chinese, Italian, Hebrew...

[View Profile](#)

**Availability** Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

 The learners are charged the discounted price for the lessons and classes arrived at after deducting the offer discount percentage value during check-out.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 13.2 Search

To perform a learner-specific search, click **Search** from the upper right corner of the page. Enter the learner's name as keyword in the displayed **Keyword** field and click **Search** to display the search results.











Once the search is complete, click **Clear** to display the whole list again.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

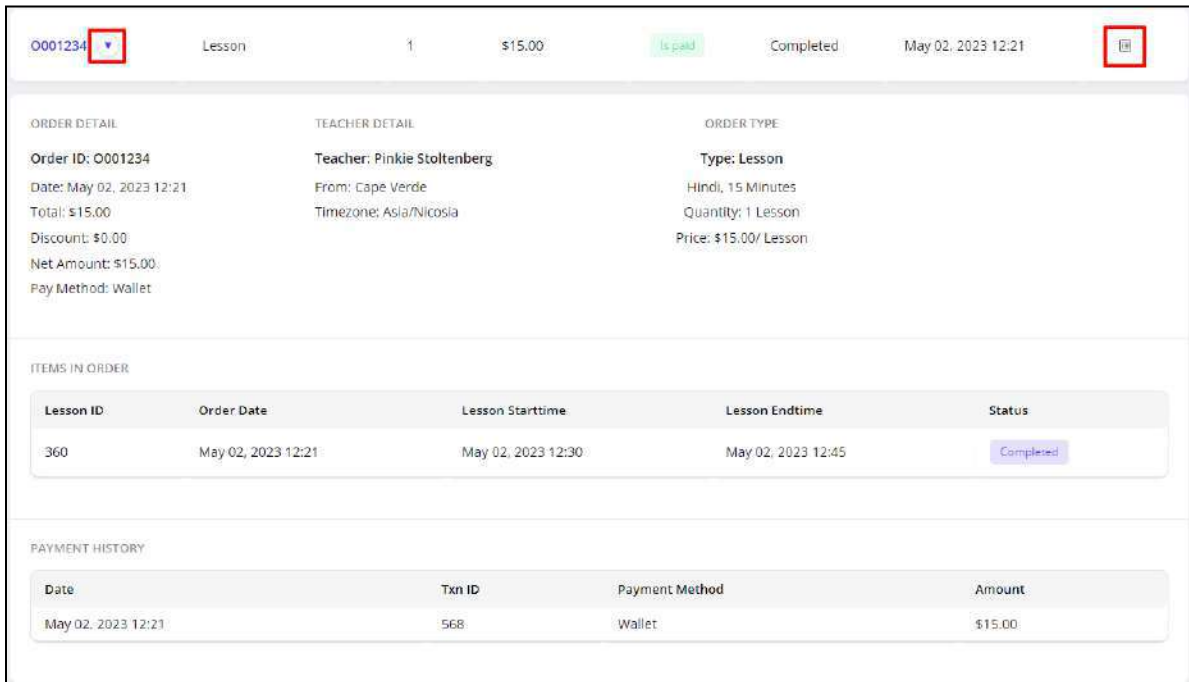
## 14. My Orders

Access all the orders you have placed on the platform from the **My Orders** module. The **My Orders** page displays a list of all the orders placed till date where the last placed order appears at the top. The orders list is common for your teacher and learner profiles. View the following details from this list:

My Orders <span style="float: right;">Q Search</span>										
Order ID	Type	Items	Total	Discount	Net Amount	Pay Method	Payment	Status	Date and Time	Action
0000368	Lesson	2	\$100.00	\$0.00	\$100.00	Wallet	Is paid	Completed	2022-12-20 14:11	
0000366	Course Purchased	1	\$100.00	\$0.00	\$100.00	Wallet	Is paid	Completed	2022-12-14 11:41	
0000363	Lesson	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-11-08 17:34	
0000355	Course Purchased	1	\$50.00	\$0.00	\$50.00	PayPal Standard	Unpaid	Canceled	2022-10-28 16:39	
0000352	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-28 16:21	
0000350	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-27 23:25	
0000349	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-25 08:56	
0000348	Group Classes	1	\$34.00	\$0.00	\$34.00	Wallet	Is paid	Completed	2022-10-24 05:55	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Order ID:** Displays the unique order identifier. Click the drop-down arrow icon button  to display the order details section. View the order details, teacher details, order type, order items details and payment history from this section.



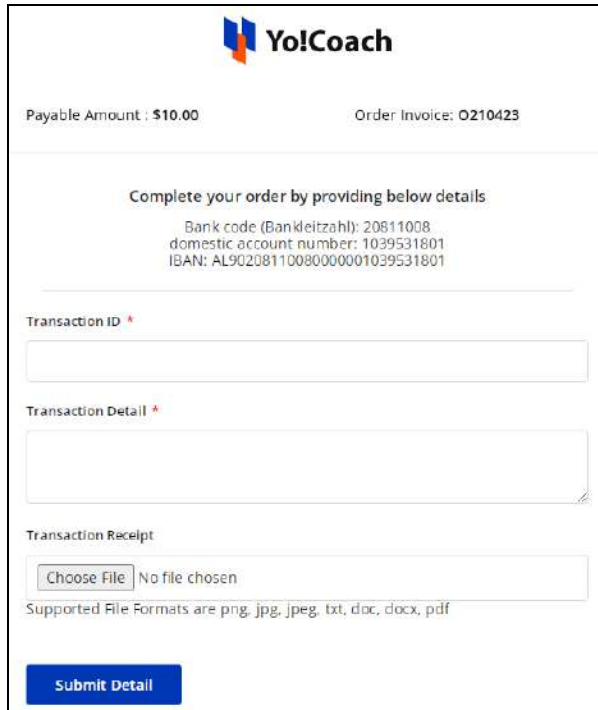
The screenshot displays the order details for order ID 0001234. At the top, a summary bar shows the order ID (0001234), type (Lesson), quantity (1), total amount (\$15.00), status (Is Paid), completion status (Completed), and order date (May 02, 2023 12:21). Below this, the page is divided into several sections:

- ORDER DETAIL:** Order ID: 0001234, Date: May 02, 2023 12:21, Total: \$15.00, Discount: \$0.00, Net Amount: \$15.00, Pay Method: Wallet.
- TEACHER DETAIL:** Teacher: Pinkie Stoltenberg, From: Cape Verde, Timezone: Asia/Nicosia.
- ORDER TYPE:** Type: Lesson, Hindi, 15 Minutes, Quantity: 1 Lesson, Price: \$15.00/ Lesson.
- ITEMS IN ORDER:** A table with columns: Lesson ID, Order Date, Lesson Starttime, Lesson Endtime, and Status. One item is listed with Lesson ID 360, Order Date May 02, 2023 12:21, Lesson Starttime May 02, 2023 12:30, Lesson Endtime May 02, 2023 12:45, and Status Completed.
- PAYMENT HISTORY:** A table with columns: Date, Txn ID, Payment Method, and Amount. One transaction is listed with Date May 02, 2023 12:21, Txn ID 568, Payment Method Wallet, and Amount \$15.00.


- **Type:** Displays the type of order placed, such as, Group Class, Courses, Class Packages, Lesson, Wallet Recharge, Gift Card or Discount Coupons.
- **Items:** Displays the number of items in a particular order.
- **Total:** Displays the order total value.
- **Discount:** Displays the discount availed on an order.
- **Net Amount:** Displays the net total value of the order calculated as, *Total - Discount*.
- **Pay Method:** Displays the method of payment used for the order. When **Bank Transfer** payment method is used, a **Submit Details** link is provided here to submit the transaction details for admin's approval. Click the link to open the **Payment Details** page and enter the transaction credentials in the provided fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





The screenshot shows a payment form for Yo!Coach. At the top, the Yo!Coach logo is displayed. Below it, the 'Payable Amount' is \$10.00 and the 'Order Invoice' is O210423. The form instructs the user to 'Complete your order by providing below details' and provides bank information: Bank code (Bankleitzahl): 20811008, domestic account number: 1039531801, and IBAN: AL90208110080000001039531801. There are three main input sections: 'Transaction ID \*' with a text box, 'Transaction Detail \*' with a larger text box, and 'Transaction Receipt' with a file upload button labeled 'Choose File' and 'No file chosen'. Below the file upload, it states 'Supported File Formats are png, jpg, jpeg, txt, doc, docx, pdf'. A blue 'Submit Detail' button is at the bottom.

- **Payment:** Displays the current status of payment as, **Is Paid** or **Unpaid**.
- **Status:** Displays the current status of the order.
- **Date and Time:** Displays the date and time of placing the order.
- **Action** : Click the action icon button to display the order details section. View the order details, teacher details, order type, order items details and payment history from this section. This section is the same as displayed for the drop-down icon button provided with the [order ID](#).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Order ID	Order Type	Quantity	Unit Price	Total Price	Discount	Net Total	Status	Completion Date
0000350	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	2022-12-06 01:25

ORDER DETAIL	TEACHER DETAIL	ORDER TYPE
<b>Order ID:</b> 0000350 <b>Date:</b> 2022-12-06 01:25:41 <b>Discount:</b> \$0.00 <b>Total:</b> \$0.00	<b>Teacher:</b> Jon Kunde <b>From:</b> Bermuda <b>Timezone:</b> Europe/Berlin	<b>Type:</b> Course Purchased Learn Levantine Alphabets with pronunciation Latvian, 2h 04m <b>Price:</b> \$0.00/ Course

PAYMENT HISTORY			
Date	Txn ID	Payment Method	Amount
2022-12-06 01:25:41	NA	NA	\$0.00

## Search

To perform the search for a specific order, click **Search** from the top right corner of the page. The following search filters are available:

**My Orders** 🔍 Search

---

**Keyword**

**Order Type**

Select ▼

**Start From**

From Date 📅

**End To**

To Date 📅

Search

Clear

- **Keyword:** Enter the order ID as keyword to perform the search.
- **Order Type:** Search by the specific order type.
- **Start From:** Select a date from the drop-down calendar to search for orders placed on or after the selected date.
- **End To:** Select a date from the drop-down calendar to search for orders placed on or before the selected date.



The **Start** and **End Date** search filters can be used together to specify a certain time period.


Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 15. Wallet

The **My Wallet** page displays your current wallet balance and transaction details. All the payments and refunds are primarily received on your digital wallet. The charges for the next cycle of lesson subscription are also deducted from your digital wallet directly. From the **Wallet** section, you can request the admin to recharge your digital wallet and redeem the gift cards received from any user. View the following details from the list of transactions:

My Wallet
Q Search



Wallet Balance

**\$269.90**

[+ Recharge Wallet](#)
[📄 Redeem Gift Card](#)

Txn ID	Type	Amount	Date	Comments
TXN-0000580	Lesson Ordered	-60.00\$	May 05, 2023 14:36	Lesson Ordered: ID O001245
TXN-0000579	Learner Refund	\$22.00	May 05, 2023 12:18	Cancel Lesson Refund 368 50
TXN-0000578	Subscription Ordered	-176.00\$	May 05, 2023 12:15	Subscription Ordered: ID O001244
TXN-0000577	Lesson Ordered	-10.00\$	May 04, 2023 18:12	Lesson Ordered: ID O001243
TXN-0000576	Redeem Gift Card	\$56.00	May 04, 2023 12:13	Giftcard Redeem To Wallet \$56.00 By Gift Code 64537709e446d
TXN-0000574	Redeem Gift Card	\$50.00	May 04, 2023 12:11	Giftcard Redeem To Wallet \$50.00 By Gift Code 64537618e470f
TXN-0000572	Gift Card Ordered	-44.00\$	May 04, 2023 12:04	Gift Card Ordered: ID O001240
TXN-0000571	Package Ordered	-31.00\$	May 03, 2023 11:33	Package Ordered: ID O001237
TXN-0000570	Subscription Ordered	-164.00\$	May 03, 2023 11:31	Subscription Ordered: ID O001236
TXN-0000568	Lesson Ordered	-15.00\$	May 02, 2023 12:21	Lesson Ordered: ID O001234
TXN-0000567	Course Ordered	-803.00\$	May 01, 2023 19:15	Course Ordered: ID O001233
TXN-0000566	Lesson Ordered	-42.00\$	May 01, 2023 18:17	Lesson Ordered: ID O001232

- **Wallet Balance:** Displays the current balance standing in your digital wallet.

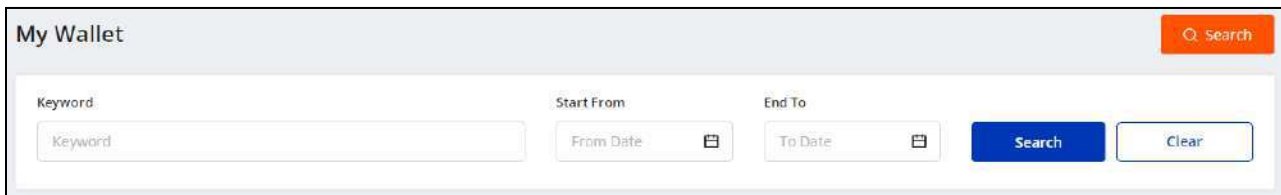
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Transaction ID:** Displays the unique transaction identifier.
- **Type:** Displays the type of transaction executed.
- **Amount:** Displays the amount of transaction.
- **Date:** Displays the date of execution of transaction.
- **Comments:** Displays the information and comments supporting the transaction.

Perform the following functionalities on the **My Wallet** page:

## 15.1 Search

Click **Search** from the upper right corner and access the following filters to perform a focused search:



- **Keyword:** Enter the transaction ID or comments as keyword to perform the search.
- **Start Date:** From the calendar drop down, select a date to display transactions executed on or after this date.
- **End Date:** From the calendar drop down, select a date to display transactions executed on or before this date.



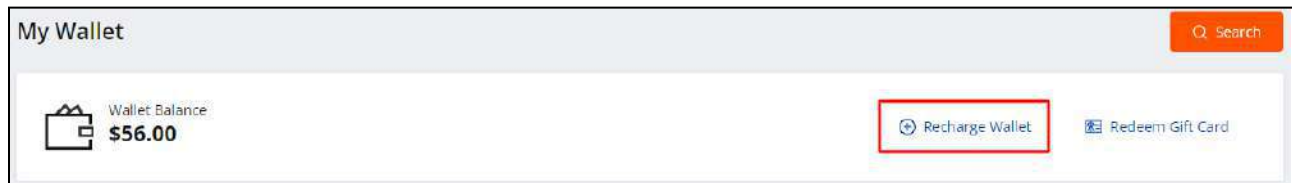
The **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

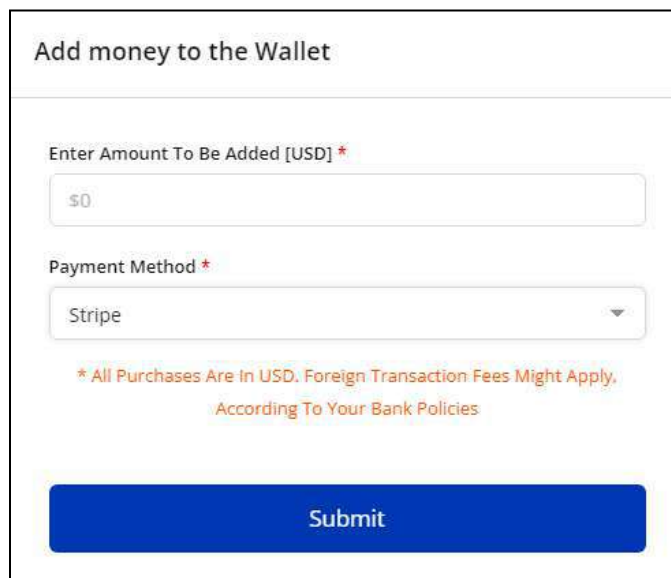
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 15.2 Recharge Wallet

Add money from your personal account to your digital wallet from the **My Wallet** page.



Click **Recharge Wallet** from the top of the page to open the **Add Money to the Wallet** window form:



The form is titled 'Add money to the Wallet'. It contains the following fields and elements:

- A text input field labeled 'Enter Amount To Be Added [USD] \*' with the value '\$0'.
- A dropdown menu labeled 'Payment Method \*' with 'Stripe' selected.
- A disclaimer: '\* All Purchases Are In USD. Foreign Transaction Fees Might Apply. According To Your Bank Policies'.
- A blue 'Submit' button.

- **Amount [Default Currency]\*:** Enter the amount to be added to the wallet.
- **Payment Method:** From the drop down list, select the method of payment you want to use.

Once the details are selected, click **Submit**. You are redirected to the respective payment gateway page to complete the payment.

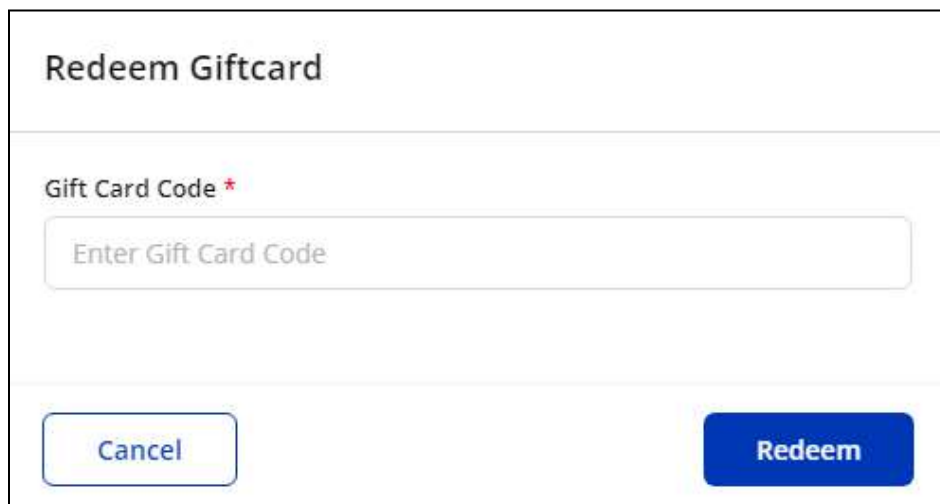
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 15.3 Redeem Gift Card

To redeem a gift card sent to you from another user, click **Redeem Gift Card** from the top of the page.



The **Redeem Gift Card** window is displayed. In the mandatory **Gift Card Code** field, enter the code received in the gift card and click **Redeem**.



The screenshot shows the 'Redeem Giftcard' window. It has a title 'Redeem Giftcard' at the top. Below the title is a 'Gift Card Code' field with a red asterisk indicating it is mandatory. The input field contains the placeholder text 'Enter Gift Card Code'. At the bottom of the window, there are two buttons: 'Cancel' and 'Redeem'.

A success message appears on the screen and the gift card amount is automatically credited to your wallet.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 16. Withdraws

Yo!Coach allows you to withdraw the money from your digital wallet into your personal account. The withdrawal requests are escalated to the admin for approval. Once approved, the amount is deducted from your wallet and transferred to your personal account. Access and create withdrawal requests from the **Withdrawal Requests** page. The requests are displayed in the form of a list where the details such as, withdrawal ID, amount, transaction fee, comments, date and status of requests can be viewed.

Withdraw Requests						Q Search	Request Withdrawal
Withdrawal ID	Amount	Txn Fee	Comments	Date	Status		
#0000053	\$1,000.00	\$150.00	PaypalPayout for \$1000	2022-06-24 13:44:47	Pending		
#0000052	\$100.00	\$10.00		2022-06-24 10:11:15	Completed		
#0000048	\$12.00	\$1.20		2022-06-02 12:48:54	Pending		
#0000047	\$100.00	\$10.00		2022-06-01 11:45:12	Declined		

Perform the following functions on this page:

### 16.1 Request Withdrawal

To make a withdrawal request, click **Request Withdrawal** from the upper right corner of the page. The **Request Withdrawal** window form appears where the following fields are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Request Withdrawal

**Payout Type:**

PaypalPayout  BankPayout

**Amount [USD] \*** **PayPal Email \***

Current Wallet Balance \$2,306.97  
Transaction Fee 15%

Kindly add any additional supporting information if required.

- **Payout Type:** From the radio buttons, select the preferred payout type. The following two payout methods are available on the platform:
  - a. **PayPal Payout:** Select **PayPal Payout** and access the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### Request Withdrawal

**Payout Type**

PayPalPayout  BankPayout

**Amount [USD] \***  **PayPal Email \***

Current Wallet Balance \$2,306.97  
Transaction Fee 15%

Kindly add any additional supporting information if required.

- **Amount [Default Currency]\*:** Enter the amount to be withdrawn from your wallet out of the currently available balance.
- **PayPal Email\*:** Enter the email address linked with your PayPal account.

**b. Bank Payout:** Select **Bank Payout** and access the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Request Withdrawal

---

**Payout Type**

PaypalPayout

BankPayout

**Amount [USD] \***

**Bank Name \***

Current Wallet Balance \$2,231.97  
Transaction Fee 10%

**Account Holder Name \***

**Account Number \***

**IFSC Swift Code \***

**Bank Address**

Kindly add any additional supporting information if required.

- **Amount [Default Currency]\*:** Enter the amount to be withdrawn from your currently available wallet balance.
- **Bank Name\*:** Enter the name of the bank you hold an account with.
- **Account Holder Name\*:** Enter the name of the bank account holder.
- **Account Number\*:** Enter a valid bank account number.
- **IFSC Swift Code\*:** Enter a valid IFSC swift code for your bank account.
- **Bank Address:** Enter the address of your bank.

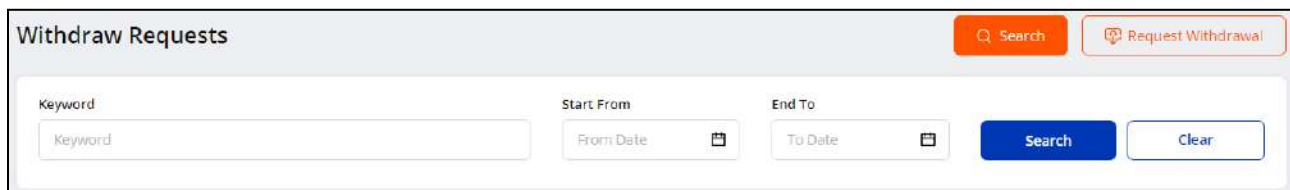
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Kindly add any additional supporting information if required:** Enter any additional information, comments or details to support your request.

Once all the details are entered, click **Send Request**. The withdrawal request is then sent to the admin for approval. It is also added to the list on the **Withdrawal Requests** page with a **Pending** status. Once the admin accepts or rejects your request, you receive an email notification. The status of the request is updated on this page accordingly.

## 16.2 Search

To perform a specific search, click **Search** from the top of the page. The following search filters are available:



- **Keyword:** Enter the withdrawal ID or comments as keywords to perform the search.
- **Start Date:** Select a date from the calendar drop down to search for requests sent on or after this date.
- **End Date:** Select a date from the calendar drop down to search for requests sent on or before this date.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the complete list again.









**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 17. Notes

Create and view help notes through the **Notes** module. While in a group class or one-on-one lesson, you have the provision to add subject related observations or supporting information in the form of **Notes**. Once added, these are listed on the **Manage Notes** page and can be viewed later. New notes can also be added from the **Manage Notes** page, irrespective of the session.



The **Notes** module is common for both **Teacher** and **Learner** profiles. The notes added on the **Teacher** profile are also listed on the **Notes** module of the **Learner** profile.

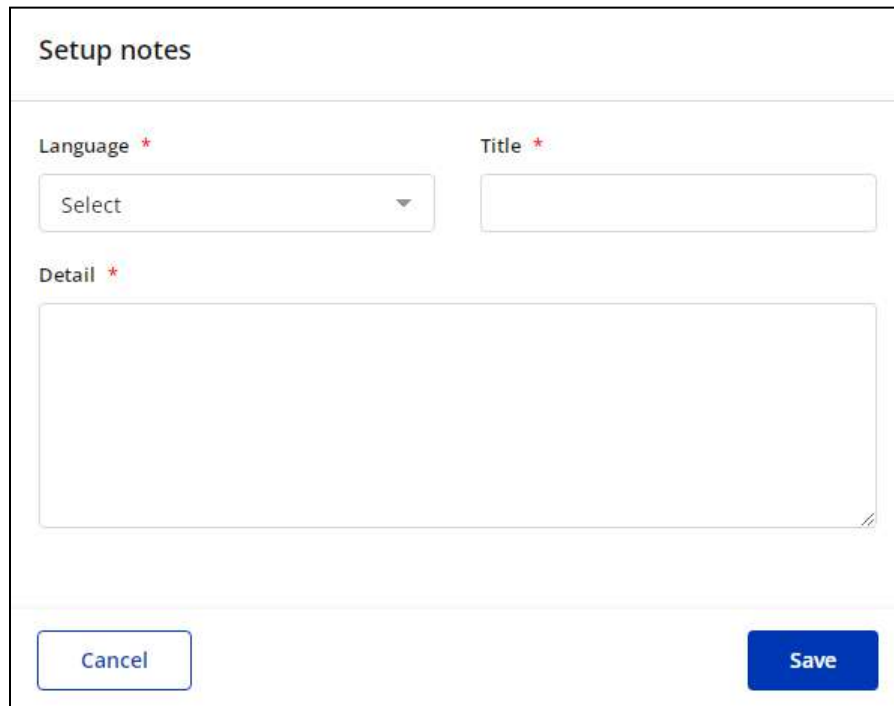
Manage Notes					🔍 Search	➕ Add New
Language	Title	Detail	Date	Action		
Portuguese	Revise French Grammar	Revise on your own while I invigilate you.	2022-06-27 08:46:58			
Portuguese	Sentence Translations	Translation exercise	2022-06-27 08:20:15			
French	Revise French Grammar	Grammar to revise: 1. Personal pronouns: Get up-close and personal 2. Regular verbs: Make them part of your regular routine 3. Plurals: Go forth and multiply! 4. Adjectives: Match 'em up 5. Avoir and être: Get a firm handle on "to have" and "to be" 6. Reflexive verbs: Be re-flexible	2022-06-27 08:09:48			
Finnish	Sentence Translations	Translate the following into Finnish: 1. Robert was a good king. 2. He had a great army. 3. He wanted to bring peace to his kingdom. 4. There were many others who wanted to become king. 5. They started plotting against him. 6. Their plots were failing because of some trusted friends of the king. 7. Then they started killing those trusted friends.	2022-06-27 08:07:37			

Perform the following functions on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 17.1 Add A New Note

Click **Add New** from the upper right corner of the page to open the **Setup Notes** window form. The following fields are available here:



The screenshot shows a form titled "Setup notes". It contains three main input fields: "Language \*" (a dropdown menu with "Select" as the current selection), "Title \*" (a text input field), and "Detail \*" (a large text area). At the bottom of the form, there are two buttons: "Cancel" and "Save".

- **Language\***: From the drop down list, select the language for the note being added.
- **Title\***: Enter the title of the note.
- **Detail\***: Enter the details of the note and supporting information.

Click **Save** to save the note.

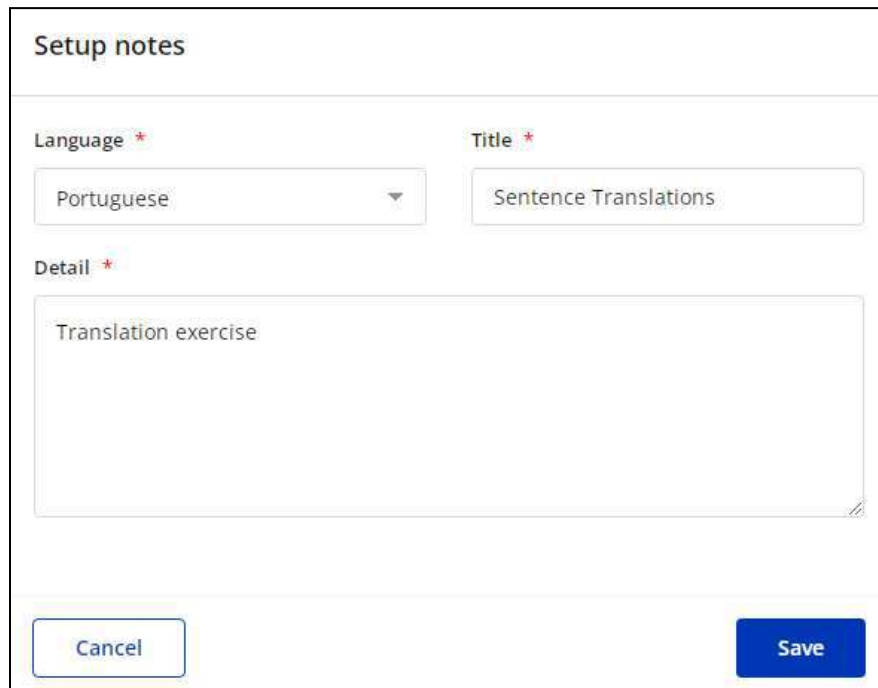
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 17.2 Action Buttons

Once a note is added, it is displayed in the form of a list on the **Manage Notes** page. The following functionalities are available under the **Action** header of the list section:

### I. Edit

Click the edit icon button to display the **Setup Notes** window. Make the required changes in the provided fields. Once done, click **Save** to save the changes made.



The screenshot shows a 'Setup notes' dialog box. It has a title bar 'Setup notes'. Below the title bar, there are three fields: 'Language \*' with a dropdown menu showing 'Portuguese', 'Title \*' with a text input field containing 'Sentence Translations', and 'Detail \*' with a text area containing 'Translation exercise'. At the bottom, there are 'Cancel' and 'Save' buttons.


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## II. Delete

To remove a note from the system, click the delete icon button and follow the prompts. The note will be successfully deleted from your account.

### 17.3 Search

To perform the search for a specific note, click **Search** from the top of the page and access the following search filters:



- **Keyword:** Enter the note title or detail as keyword to perform the search.
- **Language:** Search notes for a specific language using the drop down list.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 18. Gift Cards

All the gift cards purchased and received on the platform are displayed in the **Gift Cards** module. Gift cards are a type of wallet credits received from the other users on the platform and can be redeemed while placing an order. You can do both, receive a gift card from other users or send a gift card to any platform user. By default, the **Gift Cards** page displays the gift cards purchased by you. Use the **Search** function to view the received gift cards, which is explained later in this section.

Gift Cards					
Order ID	Code	Amount	Receiver	Date	Status
0001121	62b959804f9f8	\$75.00	Apoorva ap@dummyid.com	2022-06-27 12:47:20	Unused
0000728	6257e794e9be8	\$13.00	TEST test@dummyid.com	2022-04-14 14:51:24	Unused
0000588	624eb3ceb619	\$11.00	Jason Roy jason@dummyid.com	2022-04-07 15:20:06	Used

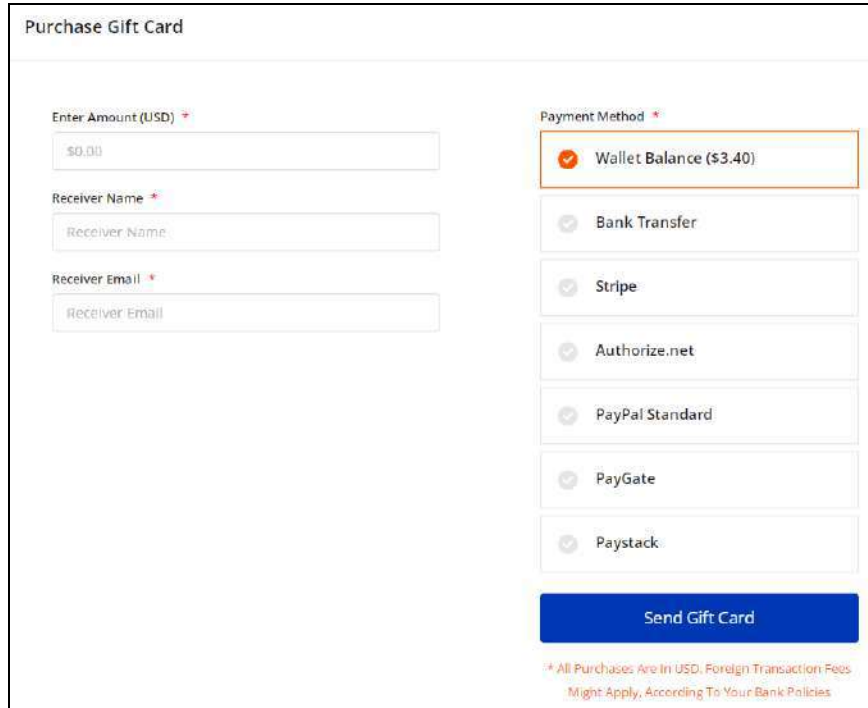
Perform the following functions on this page:

### 18.1 Buy Gift Card

From the upper right corner of the page, click **Buy Gift Card** to open the **Purchase Gift Card** pop-up form. The following data fields are available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





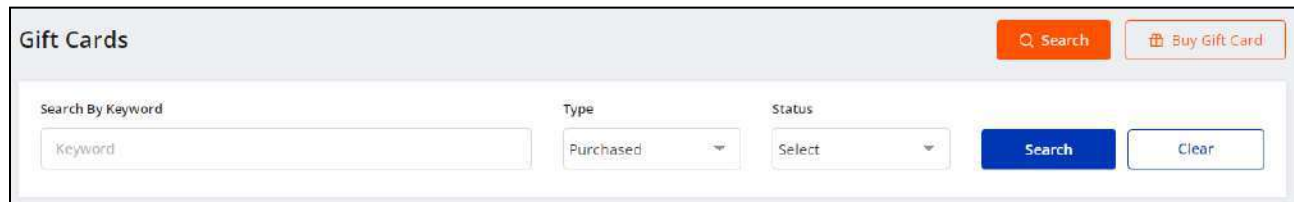
- **Enter Amount [Default Currency]\*:** Enter the amount of the gift card you want to purchase.
- **Receiver Name\*:** Enter the name of the receiver of the gift card.
- **Receiver Email\*:** Enter the email address of the receiver.
- **Payment Method:** From the list of the payment methods available, select the desired method.

Click **Send Gift Card** and you are redirected to the payment page. Once the payment is complete, the purchased card is displayed in the form of a list on the **Gift Card** page. The receiver will get an email notification where the code to be used to redeem the gift card is mentioned.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 18.2 Search

Click **Search** from the upper right corner of the page and access the following search filters to perform a focused search:



The screenshot shows a search interface for Gift Cards. At the top right, there is an orange 'Search' button with a magnifying glass icon and a 'Buy Gift Card' button with a gift card icon. Below this, the 'Search By Keyword' section contains a text input field with the placeholder 'Keyword'. To the right of this field are two dropdown menus: 'Type' with 'Purchased' selected and 'Status' with 'Select' selected. At the bottom right of the search filters are two buttons: a blue 'Search' button and a white 'Clear' button.

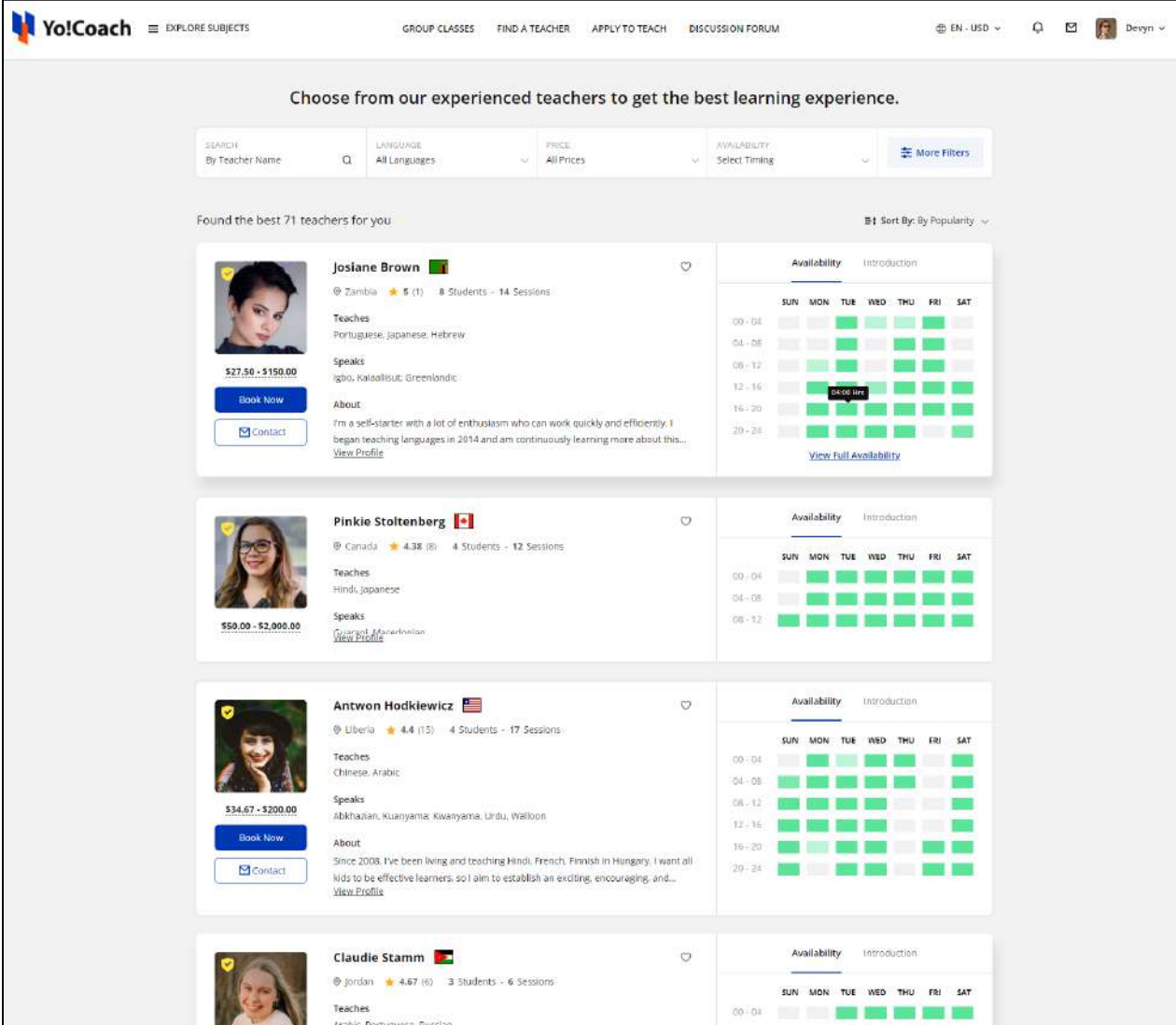
- **Keyword:** Enter the Order ID, code, receiver's or sender's name as keyword to perform the search.
- **Type:** Select the type of gift card as, **Received** or **Purchased**. By default, **purchased** gift cards are displayed. To view the gift cards received from other users, select **Received**.
- **Status:** Search by the current gift card status as, **Used** or **Unused**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 19. Find A Teacher

A teacher profile is also functional as a learner profile. Yo!Coach allows you to take sessions with learners as a teacher and book sessions with any teacher registered on the platform, as a learner. To find a teacher to book a language session, click **Find A Teacher** from the left navigation drawer. You are redirected to the platform front-end where the details of active teachers are displayed in a list.



The screenshot shows the 'Find A Teacher' interface on the Yo!Coach platform. At the top, there are navigation links: 'EXPLORE SUBJECTS', 'GROUP CLASSES', 'FIND A TEACHER', 'APPLY TO TEACH', and 'DISCUSSION FORUM'. The user is logged in as 'Devyn'. The main heading is 'Choose from our experienced teachers to get the best learning experience.' Below this are search filters for 'By Teacher Name', 'All Languages', 'All Prices', and 'Select Timing'. The results show 'Found the best 71 teachers for you' sorted by popularity. Four teacher profiles are visible:

- Josiane Brown** (Zambia): Teaches Portuguese, Japanese, Hebrew. Speaks Igbo, Kalaallisut, Greenlandic. Price: \$27.50 - \$150.00. Availability: 00-04, 04-08, 08-12, 12-16, 16-20, 20-24.
- Pinkie Stoltenberg** (Canada): Teaches Hindi, Japanese. Speaks Guaraní, Manarí, Nivaclé. Price: \$50.00 - \$2,000.00. Availability: 00-04, 04-08, 08-12.
- Antwon Hodkiewicz** (Liberia): Teaches Chinese, Arabic. Speaks Abkhazian, Kuan'yama, Kwanyama, Urdu, Walloon. Price: \$34.67 - \$200.00. Availability: 00-04, 04-08, 08-12, 12-16, 16-20, 20-24.
- Claudie Stamm** (Jordan): Teaches Arabic, Portuguese, Russian. Price: \$4.67 (6). Availability: 00-04.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Use the quick filters (Teacher Name, Language, Price, Availability, etc.) or sort by popularity or price to perform a focused search. View the teacher details and contact them for more information. Check the teachers' weekly availability and book a session with them, once you find a teacher suitable for your requirements.

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## 20. My Questions

Yo!Coach allows all the platform users to post their questions in the discussions forum and interact with other users for related guidance. Other users can comment on the question and react by liking or disliking the question. Create, publish and manage such questions from the **My Questions** module.



Sr No	Title	Status	Added	Actions
1	What is the meaning and relevance of mass?	Published	2023-02-14 11:54:39	 
2	How to start Learning a new Language(as a beginner)	Published	2022-12-06 12:01:19	  
3	Is there anyone else with strong negative connotations toward some languages? Comments 2	Resolved	2022-12-06 13:02:41	 

On the **My Questions** page, all the questions added by you are listed. Perform the following functionalities on this page:

### 20.1 Ask a New Question

To ask a new question in the discussion forum, click **Ask Question** from the upper right corner of the page. You are redirected to the question form where the following details are to be provided:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

[← Back To Questions](#)

## What Is On Your Mind?

**Title \***

150

*Title Must Be Between 10 And 150*

**Question Slug \***

150

*Slug Must Be Between 10 And 150*

**Language**

English ▾

**Description \***

**B I U** [List icons]

**Tags**

Request New Tag

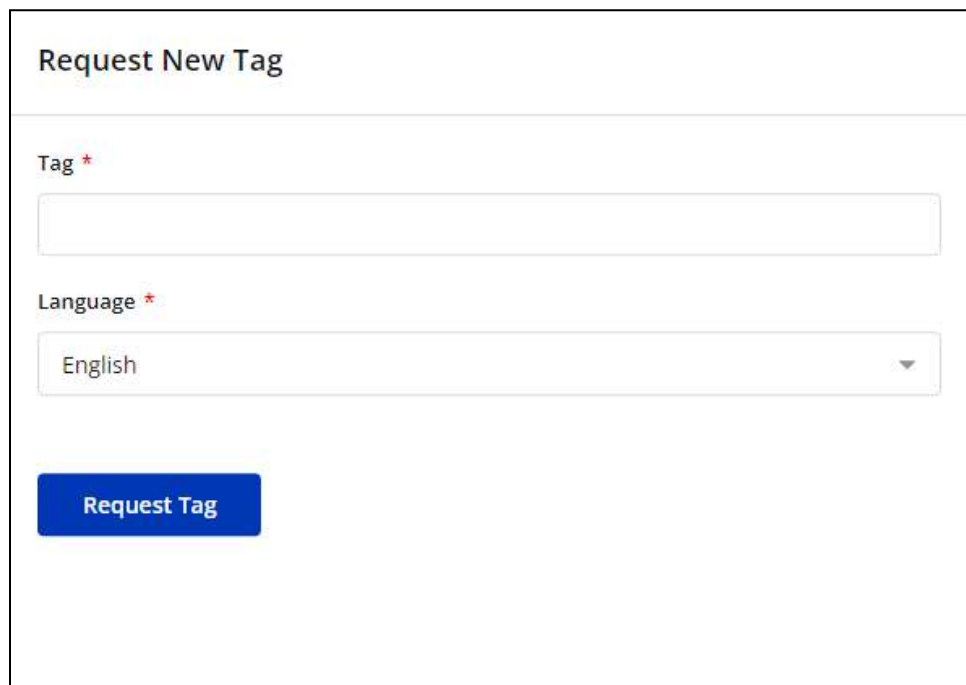
- **Title\*:** Enter the title of the question. The prescribed character limit is displayed at the right corner of the field.

**Title \***

150

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Language:** From the languages currently active in the system, select the language for your question. The question will be posted only for the selected language.
- **Question Slug\*:** Enter an SEO-friendly slug URL for the question.
- **Description\*:** In the content editor box, enter a brief description of the question, explain the problem statement in detail or provide additional specifications.
- **Tags:** Start typing to search for the tag relevant to your question for better identification. Out of the admin-added tags displayed as results, select one or more tags you want to bind your question with. However, if the desired tag is not yet added by the admin, you can **request for a new tag**. Once bound, the question will appear in the **tag-specific** pages.
- **Request New Tag:** From the right of the **Tags** field, click **Request New Tag**. The **Request New Tag** pop-up window is displayed where are the following data fields are available:



**Request New Tag**

Tag \*

Language \*

English ▼

**Request Tag**





**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Tag\*:** Enter the name of the tag being requested.
- **Language\*:** From the drop down list, select the language for the tag.

Click **Request Tag** to submit the request for new tag creation with the admin. The admin reviews your request and the new tag is created on the approval of your request.



Once a tag request is approved, the question can be edited later, using the [edit icon button](#), to add the approved tag.

- **Question Status:** Use the toggle switch to set the status of the question. Set to green  to update the question as **Published** and the question is displayed on the forum questions listing pages. Set to gray  to update the question as **Unpublished** and the question is displayed on the **My Questions** page as a drafted question.
- **Comments Allowed:** Use the toggle switch to allow or disallow comments on the question. Set to green  to allow the platform users to add comments to the question. Set to gray  and the users can not add comments to the question.

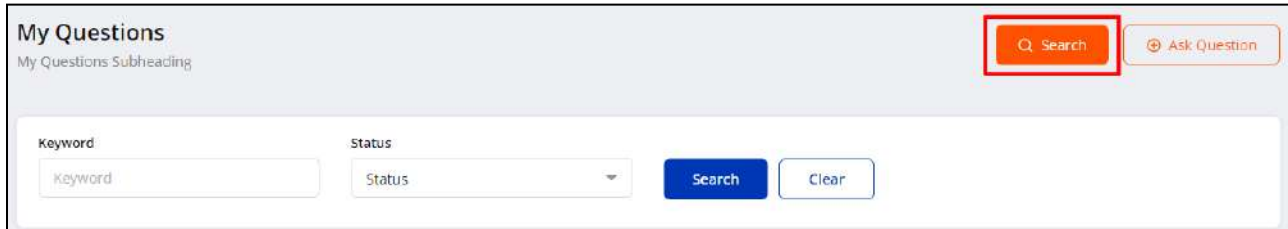
Click **Ask Now** to save the question and move back to the **My Questions** page. The newly created question is added in the list on this page. When updated as published, the question is instantly posted on the discussion forum. When updated as unpublished, the question is listed on the **My Questions** page with status as **Drafted** and is not displayed to the platform users.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## 20.2 Search

Click **Search** from the upper right corner of the page to access the following search filters:




- **Keyword:** Type the question title as keyword for a focused search.
- **Status:** Search by the current status of the question as, **Drafted**, **Published**, **Resolved** or **Spammed**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## 20.3 Action Buttons

The following action buttons are available with each question under the **Actions** header:

a. Edit 

To edit a specific question, click the edit icon button  provided at the right. You are redirected to the question form, similar to the one displayed while adding a new question. Make the required changes in the available data input fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

[← Back To Questions](#)

## What Is On Your Mind?

**Title \***



What is the meaning and relevance of mass? 108

Title Must Be Between 10 And 150

**Question Slug \*** 133 **Language** English

Slug Must Be Between 10 And 150

**Description \***


**B I U**  

What is the meaning and relevance of mass?

<BODY>

**Tags**

[Request New Tag](#)

english 

Question Unpublished  Comments Allowed


[Ask Now](#)

Once the changes are made, click **Ask Now** to save these changes and move back to the **My Questions** page.

 The edit icon button is not displayed with already resolved questions.

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## b. View Comments


To view the comments posted on a question, click the view comments icon button . View the comments details from the pop-up window displayed on the screen, such as, user who has posted the comment, time of adding the comment, likes and dislikes on the comment, comment content, etc.

Comment Basic Info	Forum Comment
User: Moriah Schuster Accepted: - Added On: Dec 07, 2022 04:41 Likes: 1 Dislikes: 0	You can start learning at any age, you just need practice and hard work.
User: Shea Conroy Accepted: - Added On: Dec 06, 2022 13:06 Likes: 1 Dislikes: 1	I think this is more common than people realize

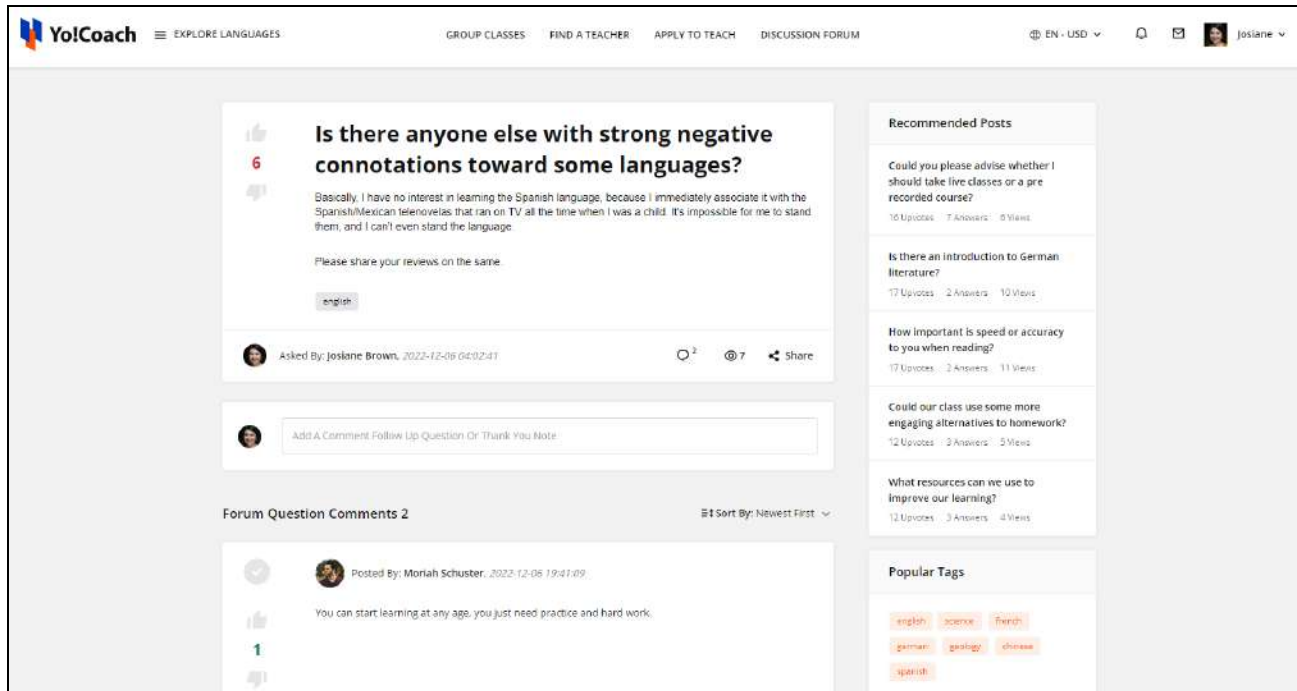


The view comments icon button is displayed only with questions for which you have allowed comments.

## c. View

To preview the question as visible on the discussion forum, click the view icon button . You are redirected to the front-end question page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



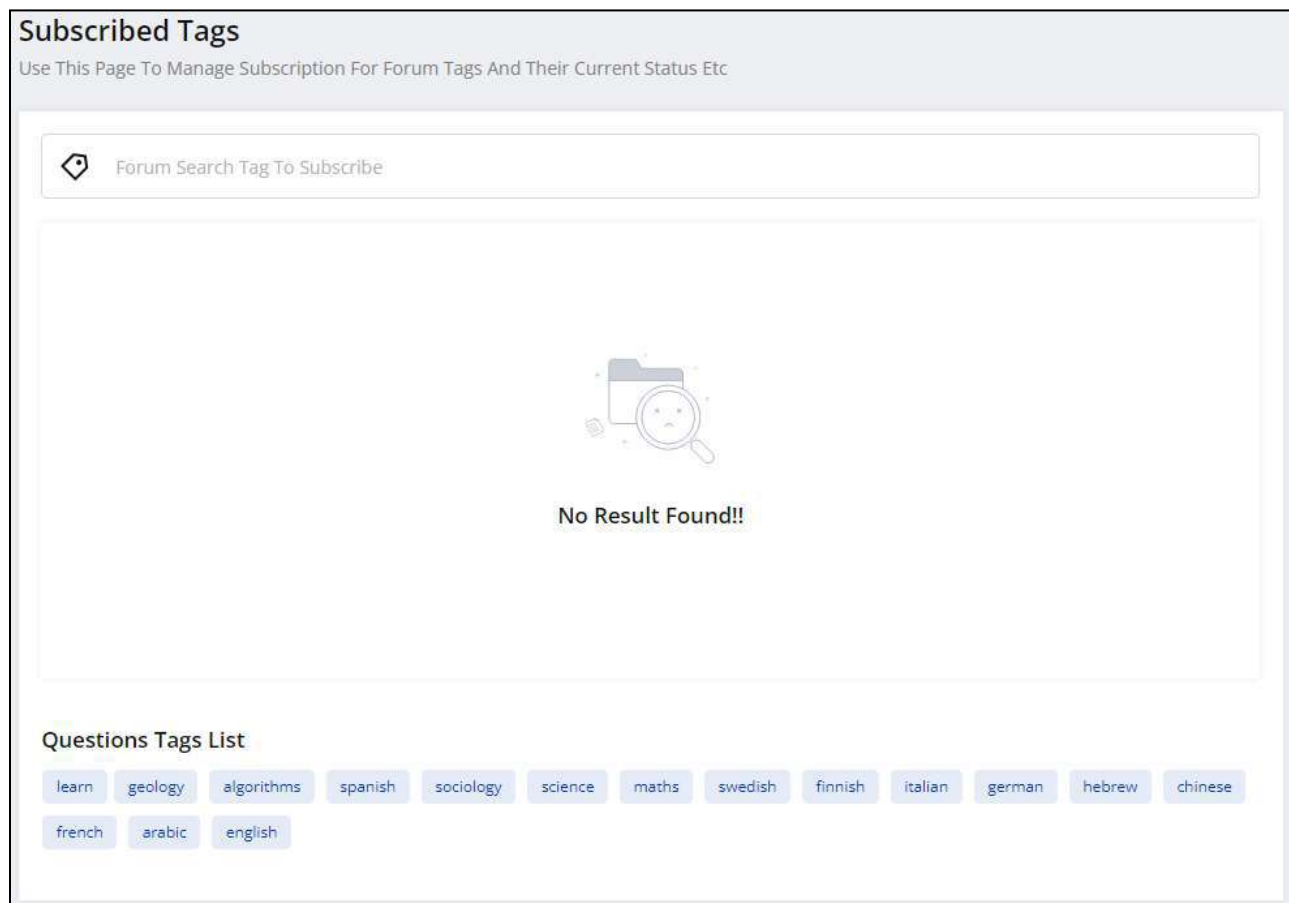
View the comments posted with the question, likes and dislikes on the question, recommended posts, popular tags, etc.

! The view button is not displayed with the unpublished questions.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 21. Subscribed Tags

Yo!Coach allows you to subscribe to question tags. This enables you to stay updated on any new question or comment posted for the subscribed tags. Subscribe to any tag and manage your subscriptions from the **Subscribed Tags** module.



On the **Subscribed Tags** page, the question tags added by the admin are displayed at the bottom. From the **Question Tags List**, click on one or more tags to subscribe. The subscribed tags are displayed at the top of the section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Subscribed Tags

Use This Page To Manage Subscription For Forum Tags And Their Current Status Etc


Unsubscribe All

arabic sociology swedish

### Questions Tags List

learn geology algorithms spanish sociology science maths swedish finnish italian german hebrew chinese  
french arabic english


To search for a specific tag, type the tag name as keyword in the search bar provided at the top of the page. Select the tag displayed in search results to subscribe.


To unsubscribe a specific tag, click the  icon given with the respective subscribed tag. Click **Unsubscribe All** to unsubscribe all the tags in one go.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 22. Requested Tags

Access the tag requests submitted by you with the admin from the **Requested Tags** module. On the **Requested Tags** page, all the tag requests are listed where the pending tags are displayed at the top, followed by the approved and rejected tags respectively.

Requested Tags				
Requested Tags Subheading				
Sr No	Tag Name	Language	Status	Actions
1	science	English	Pending	
2	mandarin	English	Approved	
3	maxican	English	Approved	
4	german	English	Approved	

For the requested tags yet pending for approval, an edit icon button  is provided under the **Actions** header. Click on it to display the **Request New Tag** pop-up window form similar to the one displayed while requesting a new tag. Make changes in the tag name from the **Tag** data field. Change the language for the tag from the **Language** drop down.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Request New Tag

Tag \*

Language \*

Once the required changes are made, click **Request Tag** to update the request sent to the admin. When approved by the admin, the status of the tag is updated on the **Requested Tags** page accordingly and the same tag is available on the platform. However, if the request is rejected by the admin, the status of the request is updated as **Rejected** on the **Requested Tags** page.

-XXX-

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.