



Teacher User Manual

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Star (*) marked fields are compulsory and can't be left blank.

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Star (*) marked fields are compulsory and can't be left blank.

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Star (*) marked fields are compulsory and can't be left blank.

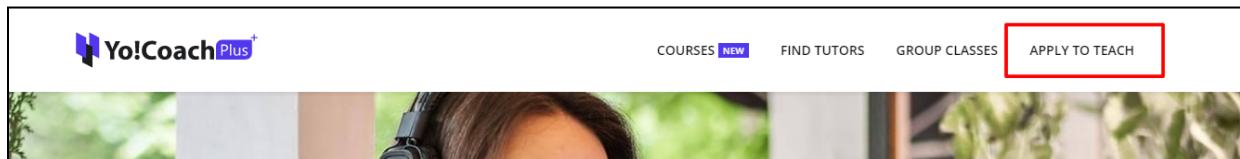
1. Teacher Registration

Yo!Coach Plus 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 Plus 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 Plus home page, click on **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:

Star (*) marked fields are compulsory and can't be left blank.

Apply To Teach
Teach what you are passionate about.

Email

Password 

REGISTER WITH EMAIL

By signing up with Yo!Coach, you agree to [Terms & Conditions](#) and [Privacy Policy](#)

- **Email:** Enter a valid email address to be used for registration.
- **Password:** Enter a strong password for your account.

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

Star (*) marked fields are compulsory and can't be left blank.

Yo!Coach Plus

Teacher Registration

LOGOUT

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

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 MB and allowed ext png, jpeg, txt, doc, docx, pdf)

a. Personal Info

Enter the following personal information in the provided fields:

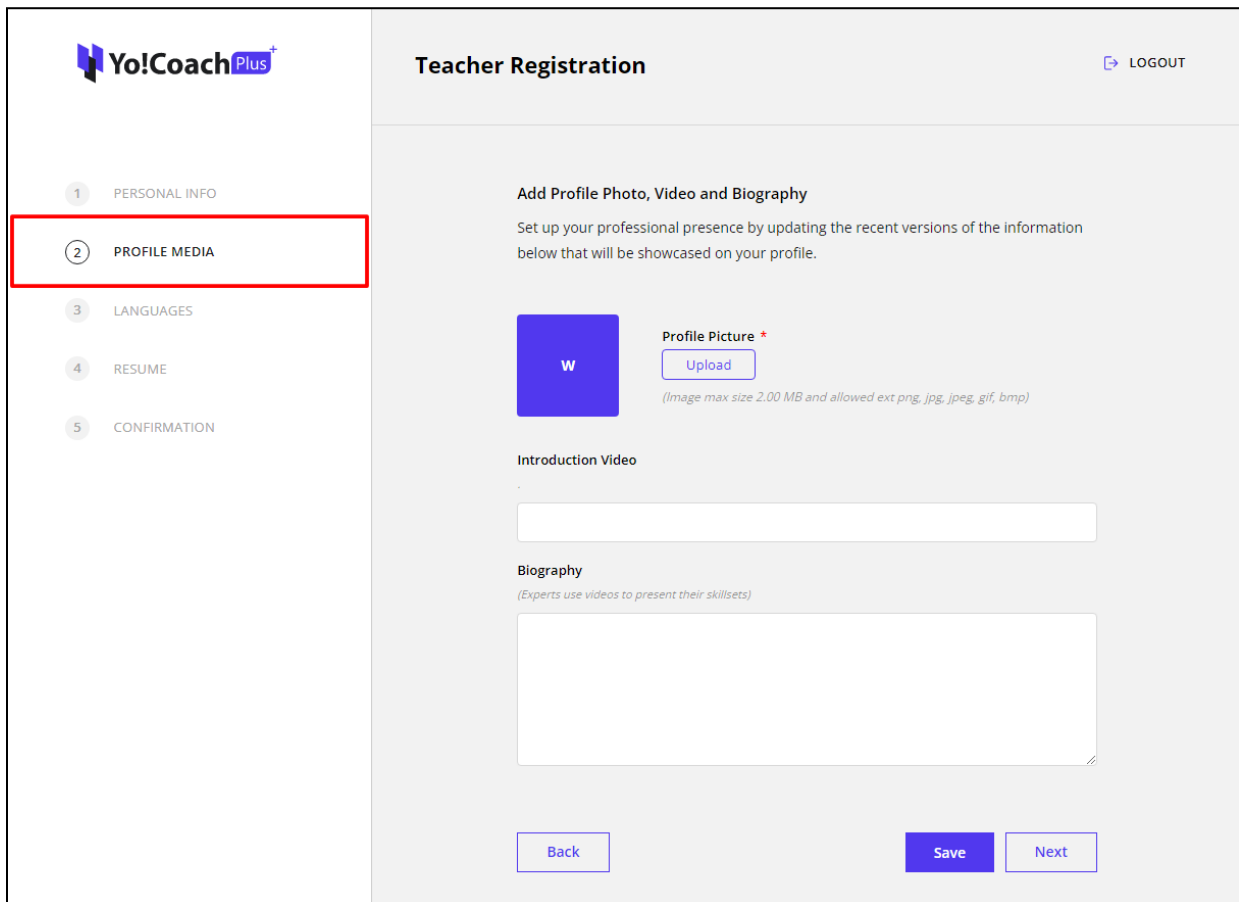
- **First Name*:** View/Edit your first name in the provided field. The name is pre-filled as derived from your email address.
- **Last Name:** Enter your last name.
- **Gender*:** Select your gender from the provided radio buttons, **Male** or **Female**.
- **Phone Code*:** Select the valid phone code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

Star (*) marked fields are compulsory and can't be left blank.

Click on **Save** to save the entered details. Once saved, click on **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 on **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.

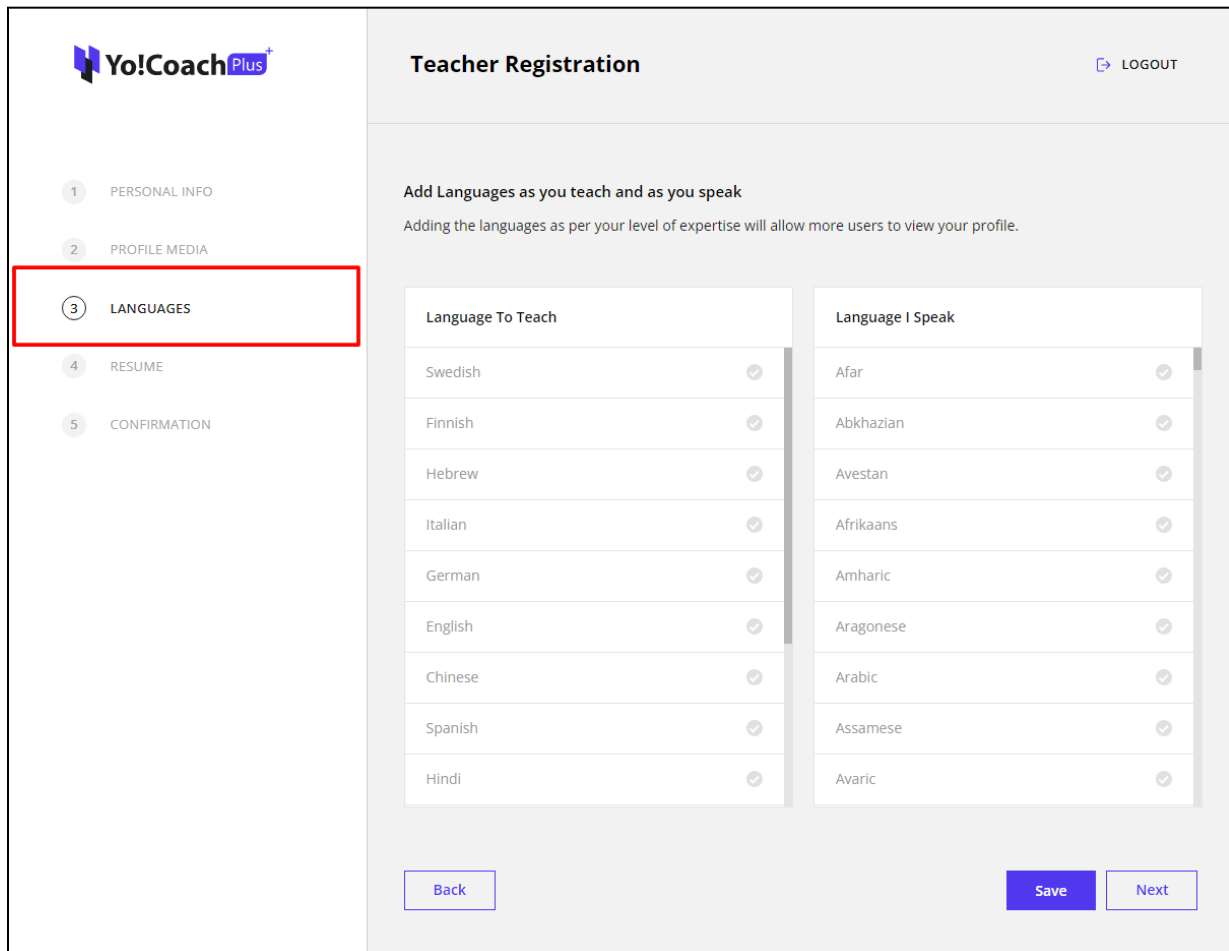
Star (*) marked fields are compulsory and can't be left blank.

- **Biography:** Enter a brief paragraph stating your experience, skills and any other information you want to share with the learners on the platform.

Click on **Save** to save the details and click on **Next** to move to the next tab. Click on **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 Plus

Teacher Registration [LOGOUT](#)

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Add Languages as you teach and as you 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 <input checked="" type="checkbox"/>	Afar <input checked="" type="checkbox"/>
Finnish <input checked="" type="checkbox"/>	Abkhazian <input checked="" type="checkbox"/>
Hebrew <input checked="" type="checkbox"/>	Avestan <input checked="" type="checkbox"/>
Italian <input checked="" type="checkbox"/>	Afrikaans <input checked="" type="checkbox"/>
German <input checked="" type="checkbox"/>	Amharic <input checked="" type="checkbox"/>
English <input checked="" type="checkbox"/>	Aragonese <input checked="" type="checkbox"/>
Chinese <input checked="" type="checkbox"/>	Arabic <input checked="" type="checkbox"/>
Spanish <input checked="" type="checkbox"/>	Assamese <input checked="" type="checkbox"/>
Hindi <input checked="" type="checkbox"/>	Avaric <input checked="" type="checkbox"/>

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










Star (*) marked fields are compulsory and can't be left blank.

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

Add Languages as you teach and as you 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-Israel	<input type="checkbox"/>
 Tamil	<input type="checkbox"/>
 Italian	<input checked="" type="checkbox"/>
 German	<input type="checkbox"/>
 English	<input type="checkbox"/>
 Chinese	<input checked="" type="checkbox"/>
 Spanish	<input type="checkbox"/>

Language I Speak

 Church Slavic, Slavonic	<input type="checkbox"/>
 Chuvash	<input type="checkbox"/>
 Welsh	<input type="checkbox"/>
 Danish	<input type="checkbox"/>
 German	<input type="checkbox"/>
I do not speak this Language	
Total Beginner	
Beginner	
Upper Beginner	
Intermediate	
Upper Intermediate	
Advanced	
Upper Advanced	
Native	

Back

Save

Next

Star (*) marked fields are compulsory and can't be left blank.

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

d. Resume

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

The screenshot displays the 'Teacher Registration' page on the Yo!Coach Plus platform. The left sidebar contains a navigation menu with five items: 'PERSONAL INFO', 'PROFILE MEDIA', 'LANGUAGES', 'RESUME' (which is highlighted with a red rectangular border), and 'CONFIRMATION'. The main content area is titled 'Teacher Registration' and features a 'LOGOUT' link in the top right corner. Below the title, there is a section titled 'Add your resumes & experiences' with a sub-note: 'It is mandatory to add your resume as a tutor for verification by the admin.' A large white box in the center contains an icon of a document with a plus sign and the text 'Add your credentials by adding experience, education and resume.' Below this box is an 'Add Resume' button. At the bottom of the page, there is a checkbox for 'Accept Teacher Approval Request Terms & Conditions' and three buttons: 'Back', 'Save', and 'Next'.

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

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	Save Changes
<input type="button" value="Choose File"/> No file chosen	

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

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

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

Star (*) marked fields are compulsory and can't be left blank.

Tutor Registration ➔ LOGOUT

Add your resumes & experiences Add Resume


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

RESUME	STARTEEND	CERTIFICATE	ACTIONS
Understanding Child Psychology London University of Harvard	2018-2019	📎 wallpaper.png	<div style="border: 1px solid #ccc; width: 30px; height: 30px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">✎</div> <div style="border: 1px solid #ccc; width: 30px; height: 30px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">🗑</div>
B.A. London Oxford University	2015-2018	📎 photo150583201882350331d70d237.jpg	<div style="border: 1px solid #ccc; width: 30px; height: 30px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">✎</div> <div style="border: 1px solid #ccc; width: 30px; height: 30px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">🗑</div>

Accept Tutor Approval [Terms & Conditions](#)

Back
Save
Next

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

Star (*) marked fields are compulsory and can't be left blank.

Edit Your Experience

<p>Experience Type *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Certification ▼ </div>	<p>Title *</p> <div style="border: 1px solid #ccc; padding: 2px;">Understanding Child Psychology</div>
<p>Institution *</p> <div style="border: 1px solid #ccc; padding: 2px;">University of Harvard</div>	<p>Location *</p> <div style="border: 1px solid #ccc; padding: 2px;">London</div>
<p>Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">Child Psychology</div>	
<p>Start Year *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 2018 ▼ </div>	<p>End Year *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> 2019 ▼ </div>
<p>Upload Certificate</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Choose File</div> No file chosen </div>	
<div style="border: 1px solid #007bff; padding: 5px 15px; color: white; font-weight: bold; cursor: pointer;">Save Changes</div>	

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

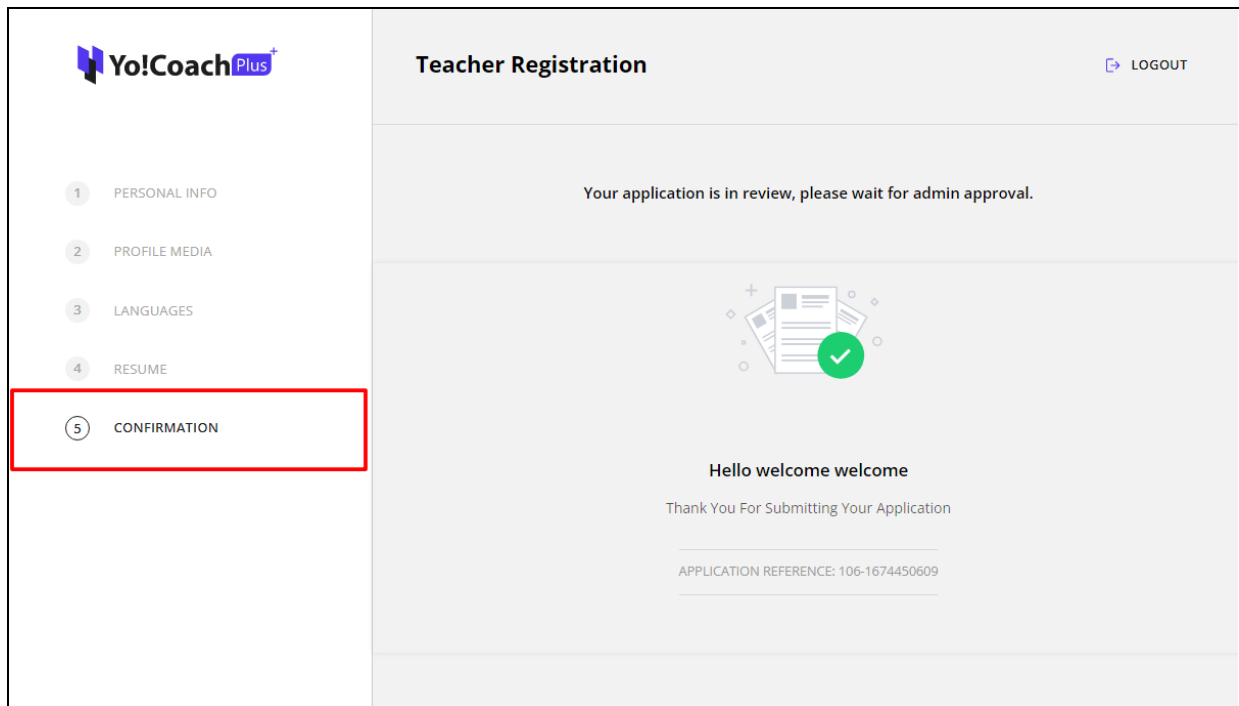
- **Delete** : Click on the delete icon button and follow the prompts to remove an entry.

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

Star (*) marked fields are compulsory and can't be left blank.

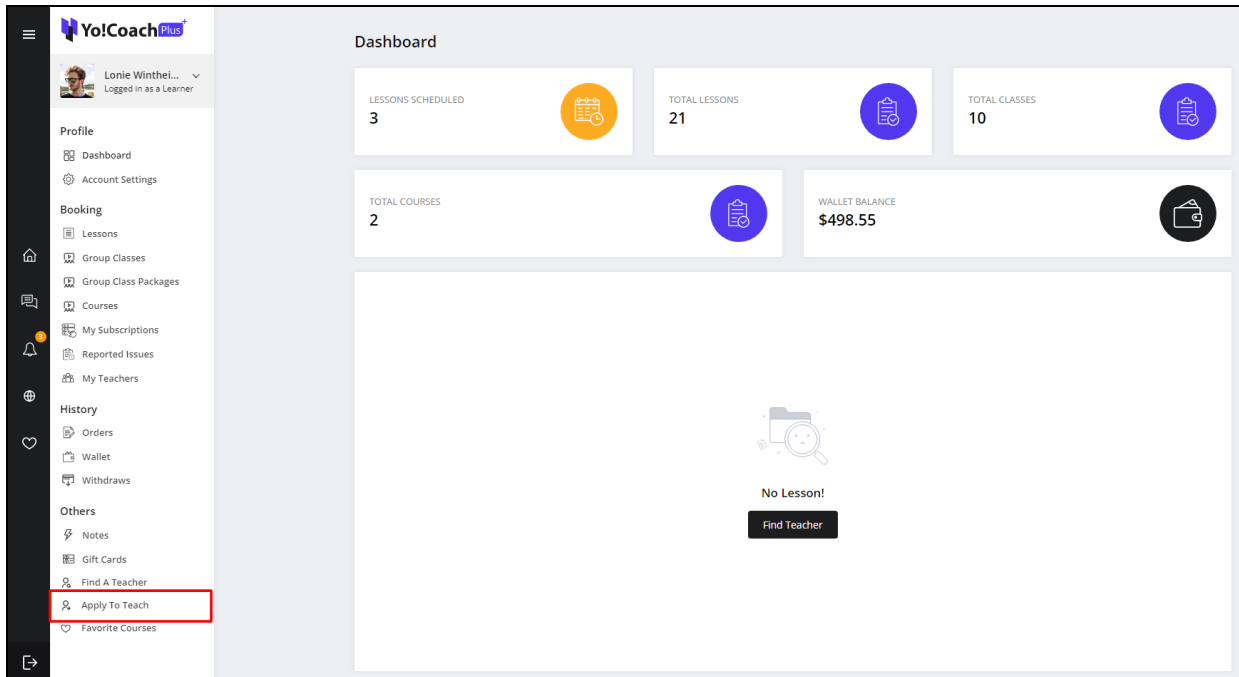


! Every user registered as a teacher is also registered as a learner by default.

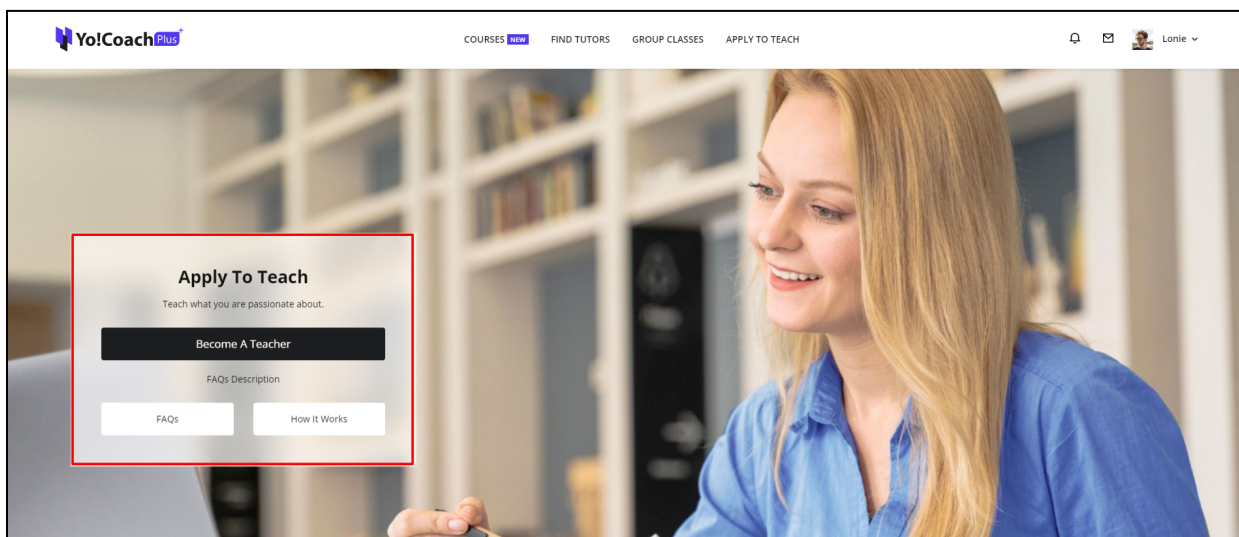
II. Registration Process Two - Already Registered As A Learner

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

Star (*) marked fields are compulsory and can't be left blank.



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



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

Star (*) marked fields are compulsory and can't be left blank.

Yo!Coach Plus

Teacher Registration

LOGOUT

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Personal Information

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

First Name * Lonie **Last Name** Wintheiser

Gender * Male Female

Phone Code * Latvia (+371) **Phone Number *** 1-847-806-7954

Photo ID

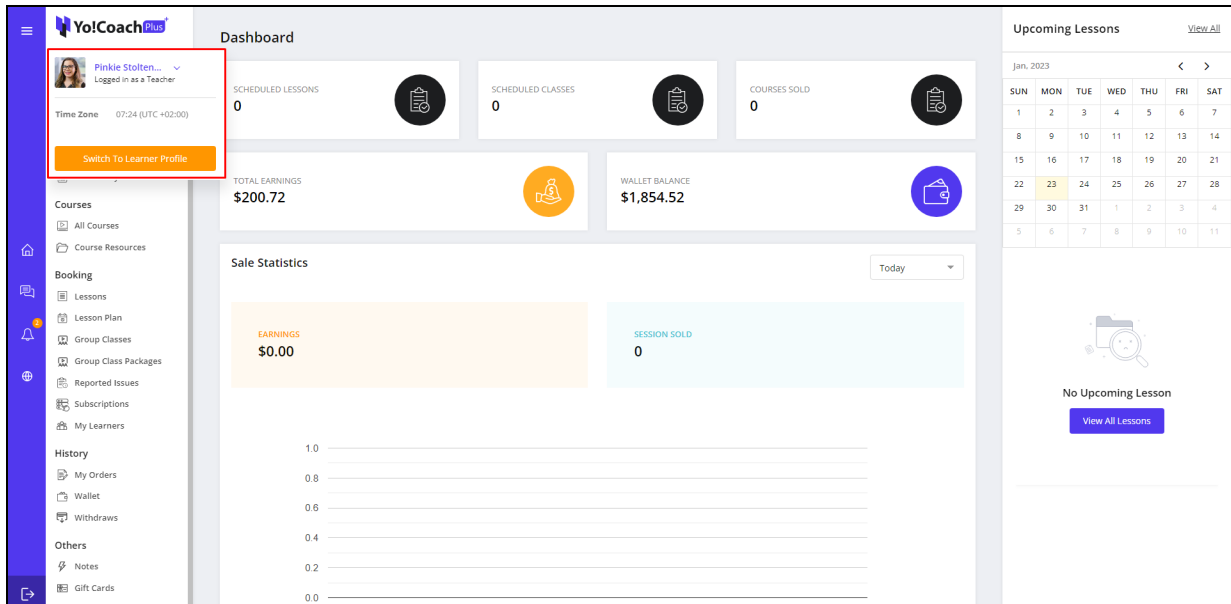
Choose File No file chosen

(File max size 2.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf)

Save Next

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 on **Switch to Teacher Profile**.

Star (*) marked fields are compulsory and can't be left blank.

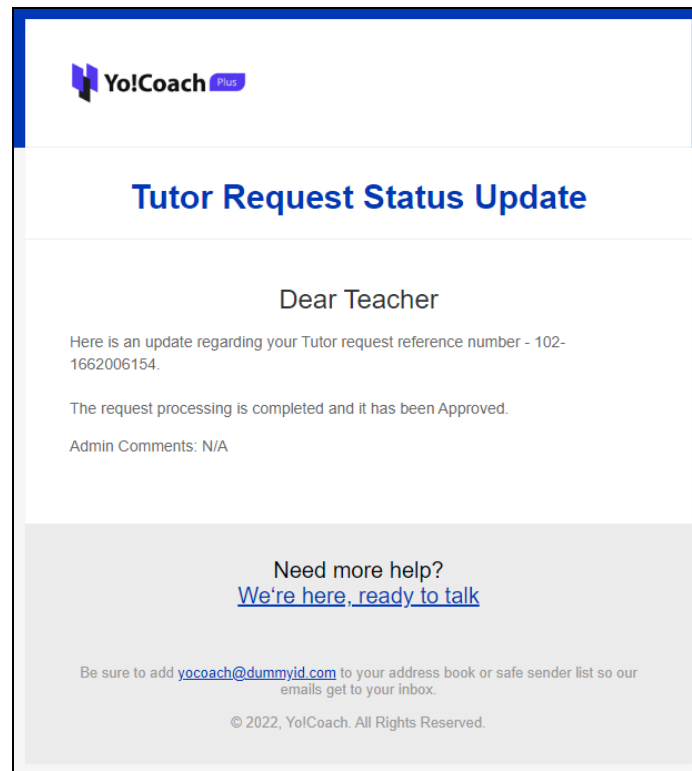


You are redirected to your **Teacher Dashboard**. As soon as you are registered as a teacher, the **Apply To Teach** button is removed from the side navigation menu on your learner dashboard.

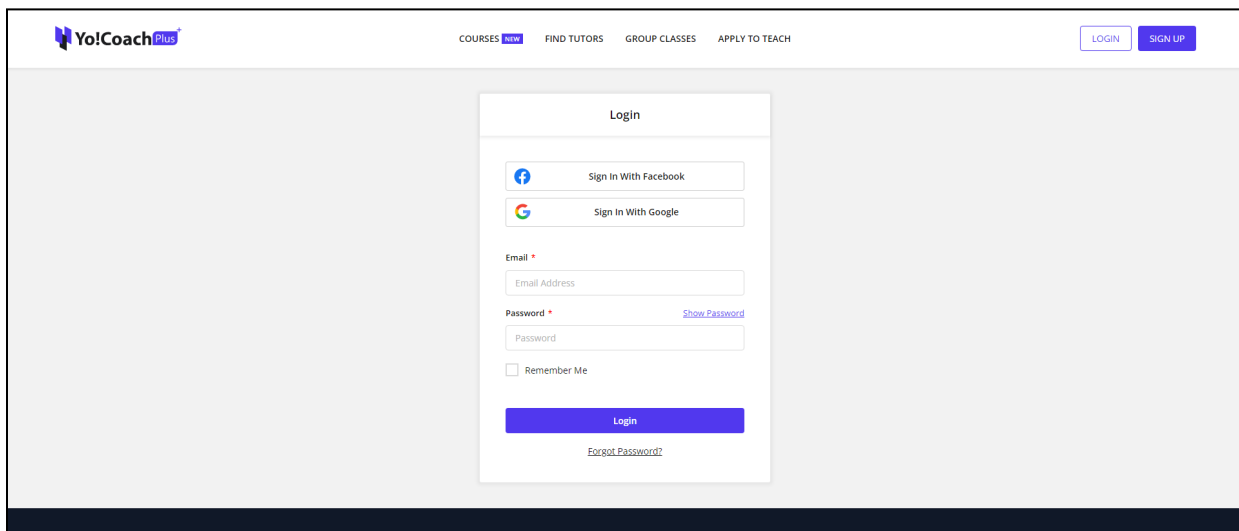
1.2 Login

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

Star (*) marked fields are compulsory and can't be left blank.



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



Star (*) marked fields are compulsory and can't be left blank.

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

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

Forgot Password

Yo!Coach Plus allows you to reset your profile password, if you can't recall it.

From the **Login** form, click on **Forgot Password?**.

Log In

[Sign In With Facebook](#) [Sign In With Google](#)

Email *

Email Address

Password * [Show Password](#)

Password

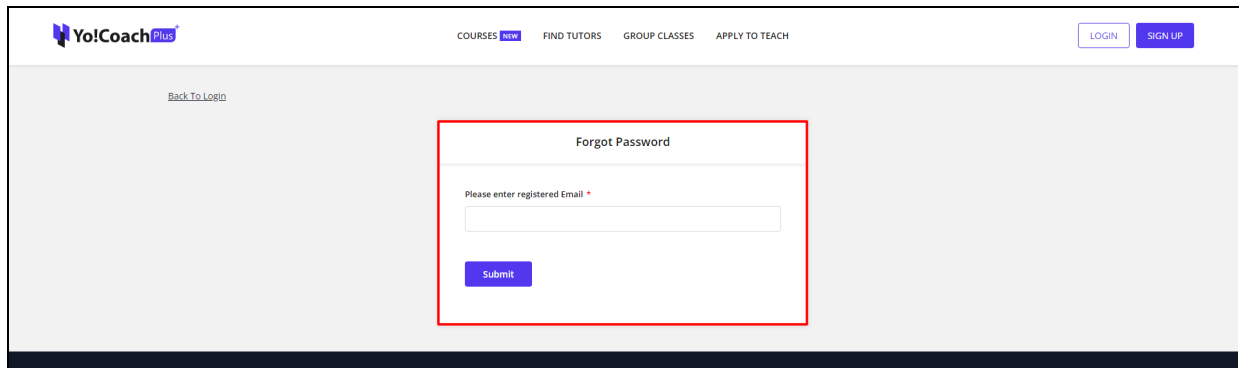
Stay logged in

Log In

[Forgot Password?](#)

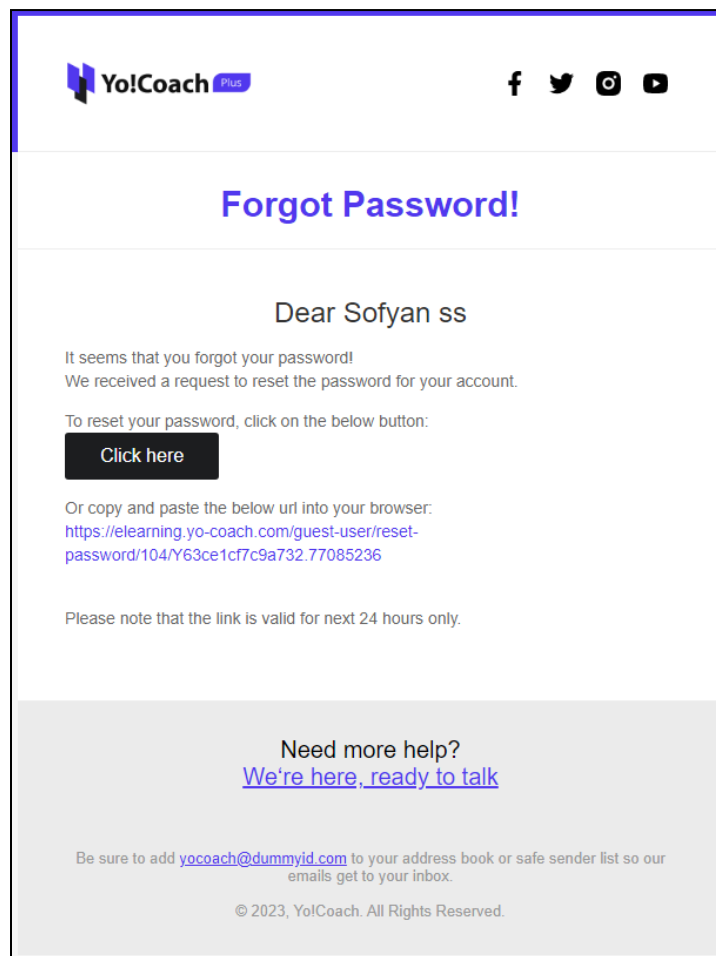
You are redirected to the **Forgot Password** form page. Enter your registered email address in the provided field and click on **Submit**.

Star (*) marked fields are compulsory and can't be left blank.



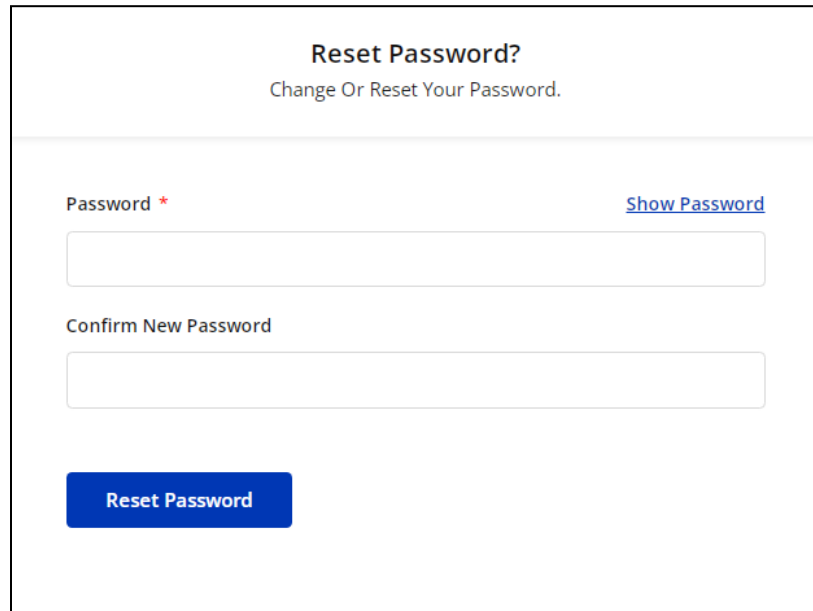
The reset password request details are mailed to you on your email address.

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



Star (*) marked fields are compulsory and can't be left blank.

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





The screenshot shows a web form titled "Reset Password?" with the subtitle "Change Or Reset Your Password." The form contains two input fields: "Password *" and "Confirm New Password". A "Show Password" link is located to the right of the first input field. A blue "Reset Password" button is positioned below the second input field.

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

Star (*) marked fields are compulsory and can't be left blank.

Log In

 Sign In With Facebook

 Sign In With Google

Email *

Password * [Show Password](#)

Stay logged in

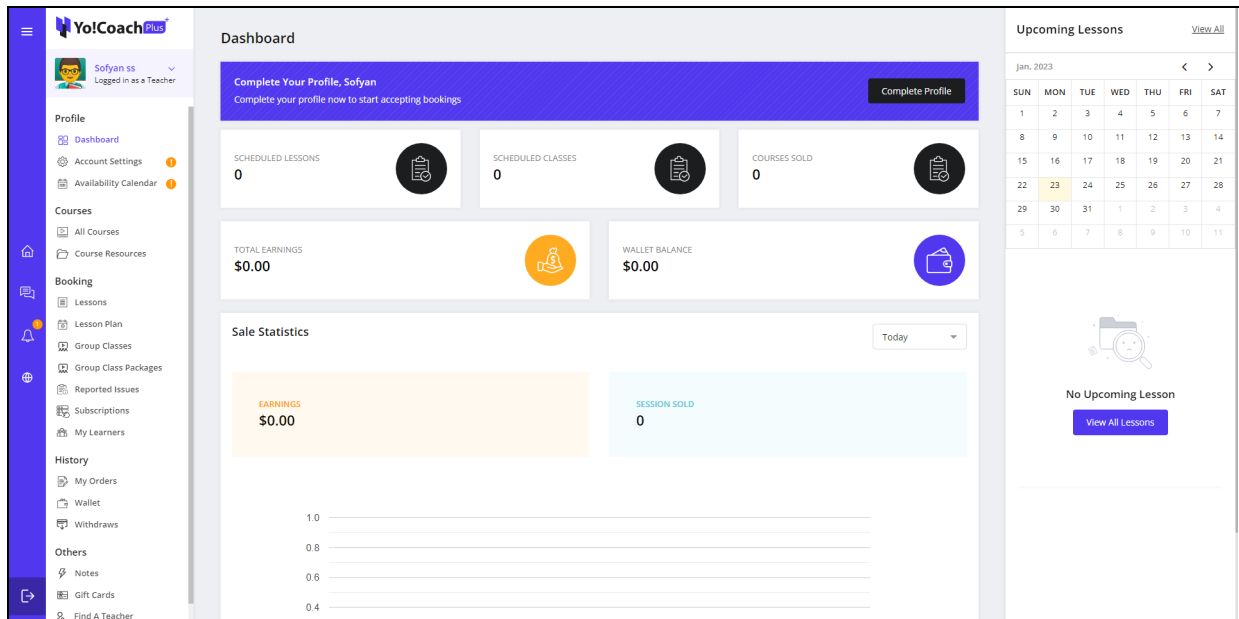
Log In

[Forgot Password?](#)

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 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**.

Star (*) marked fields are compulsory and can't be left blank.



2.1 Shortcut Buttons

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

a. Hamburger Menu

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

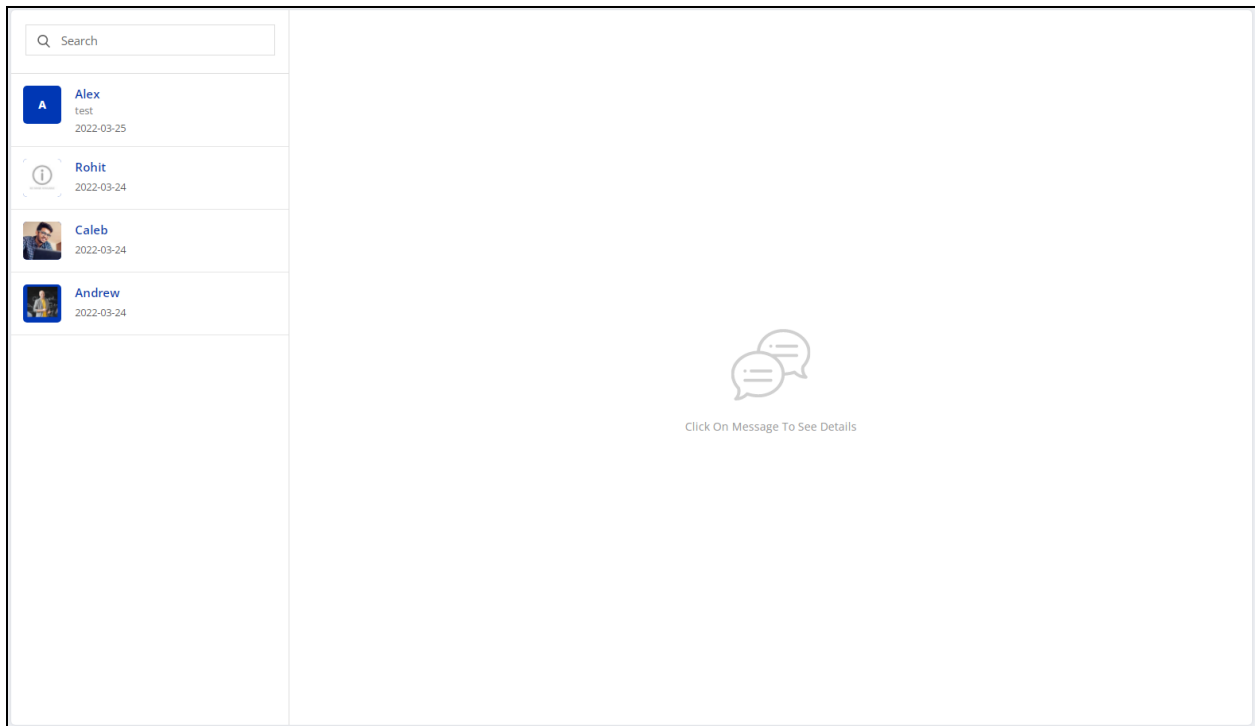
b. Home

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

Star (*) marked fields are compulsory and can't be left blank.

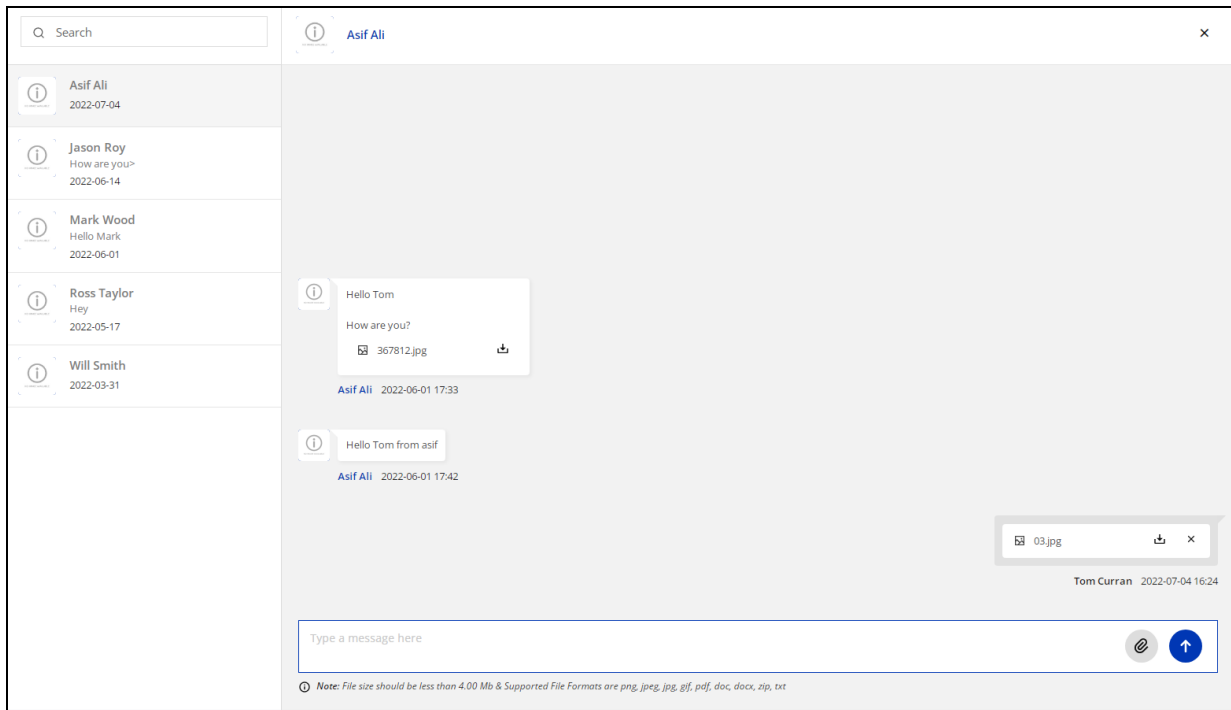
c. Messages

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




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

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 on 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 Plus team for further support.

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

Star (*) marked fields are compulsory and can't be left blank.

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

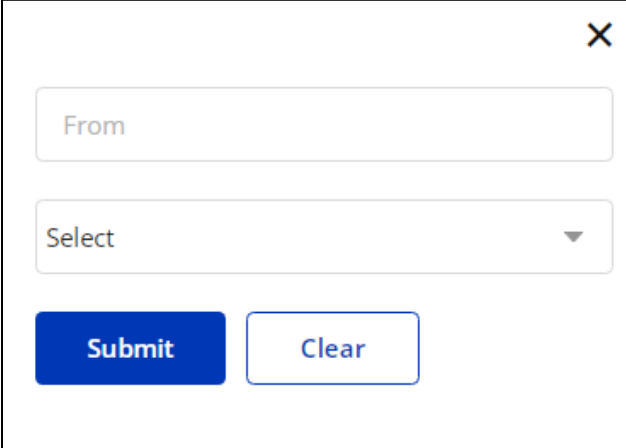


The sender can download or delete only one attachment at a time.



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 on **Submit** to display the search results. Click on **Clear** to display the complete list again.

Star (*) marked fields are compulsory and can't be left blank.

d. Notifications







Click on 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, so on and so forth.

My Notifications		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		1 to 12 of 333 <input type="button" value="<"/> <input type="button" value=">"/>
<input type="checkbox"/>	Wallet Balance Updated Your account has been debited with \$75.00	2022-06-27 12:47:23
<input type="checkbox"/>	Withdrawal Request Update Your withdrawal request is Declined by the admin	2022-06-24 13:45:12
<input type="checkbox"/>	Wallet Balance Updated Your account has been credited with \$500.00	2022-06-24 13:22:27
<input type="checkbox"/>	Order Canceled O001118 is canceled	2022-06-24 11:10:04
<input type="checkbox"/>	Withdrawal Request Update Your withdrawal request is Approved by the admin	2022-06-24 10:11:30
<input type="checkbox"/>	Wallet Balance Updated Your account has been credited with \$500.00	2022-06-24 10:08:42
<input type="checkbox"/>	Issue Reported Status Issue with 151 is escalated	2022-06-21 13:23:24
<input type="checkbox"/>	Lesson Scheduled 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:

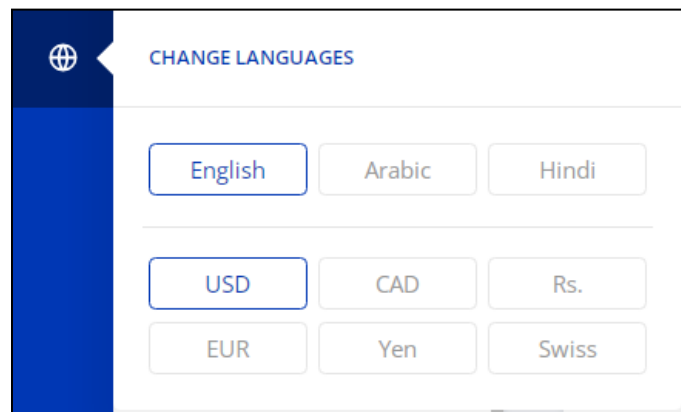
- Select** : Use this checkbox to select a particular notification. To select all the notifications in one go, use the checkbox provided at the top of the list.

Star (*) marked fields are compulsory and can't be left blank.

- **Delete** : Click on the **delete** icon to permanently delete the selected notification.
- **Refresh** : Click on the **refresh** icon to refresh and reload the notifications page.
- **Mark As Unread** : Click on the **mark as unread** icon to mark a selected notification as unread.
- **Mark As Read** : Click on the **mark as read** icon to mark a selected notification as read.
- **Next** : Click on the **next** icon to move to the next notifications list page.
- **Previous** : Click on 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.



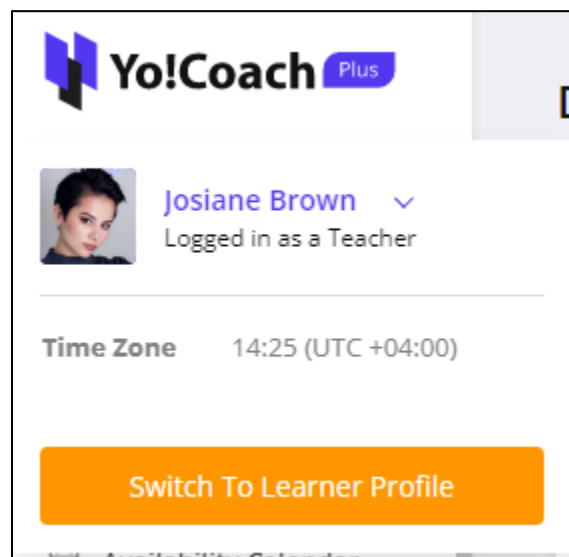
Star (*) marked fields are compulsory and can't be left blank.

f. Logout

Click on the **Logout** icon button to log out of your account.

2.2 Switch Profile

The current profile orientation is displayed under the Yo!Coach Plus 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 on this button to switch to your learner profile and access the respective dashboard and features.

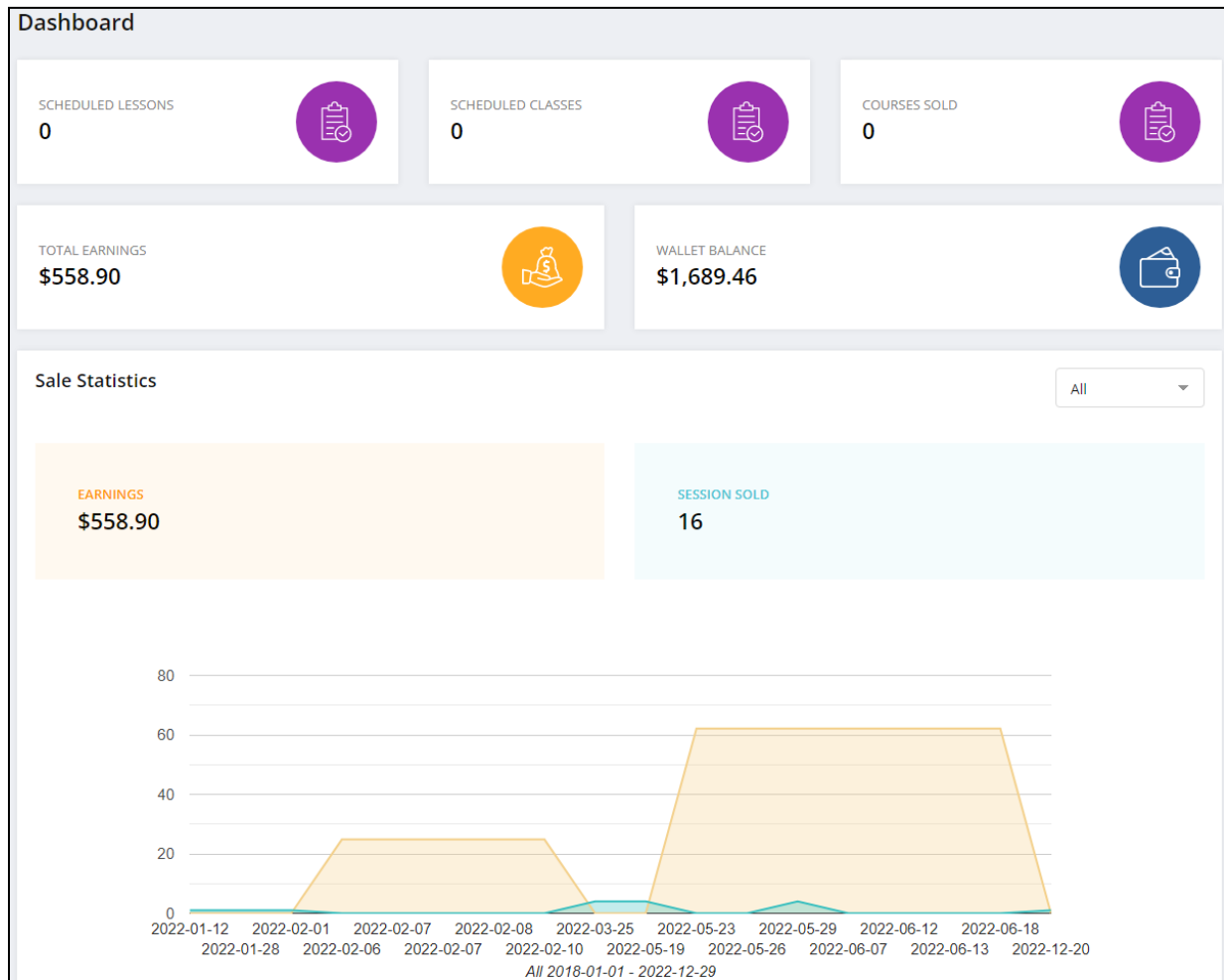


By default, every teacher registered on the portal is also registered as a learner.

Star (*) marked fields are compulsory and can't be left blank.

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.



- **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

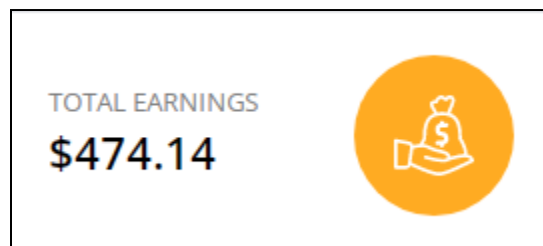
Star (*) marked fields are compulsory and can't be left blank.

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 on **Complete Profile** to move to the **Account Settings** page where the profile can be completely set up.



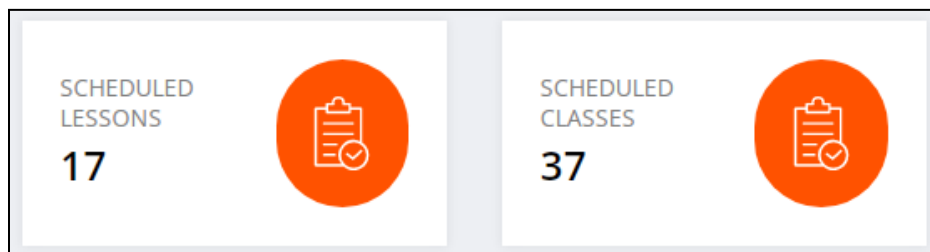
a. Earnings

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



b. Scheduled Lessons and Classes

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



Star (*) marked fields are compulsory and can't be left blank.

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

c. Courses Sold

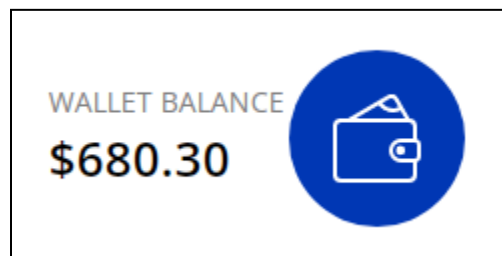
This block displays the pre-recorded courses sold to the learners so far.



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

d. Wallet

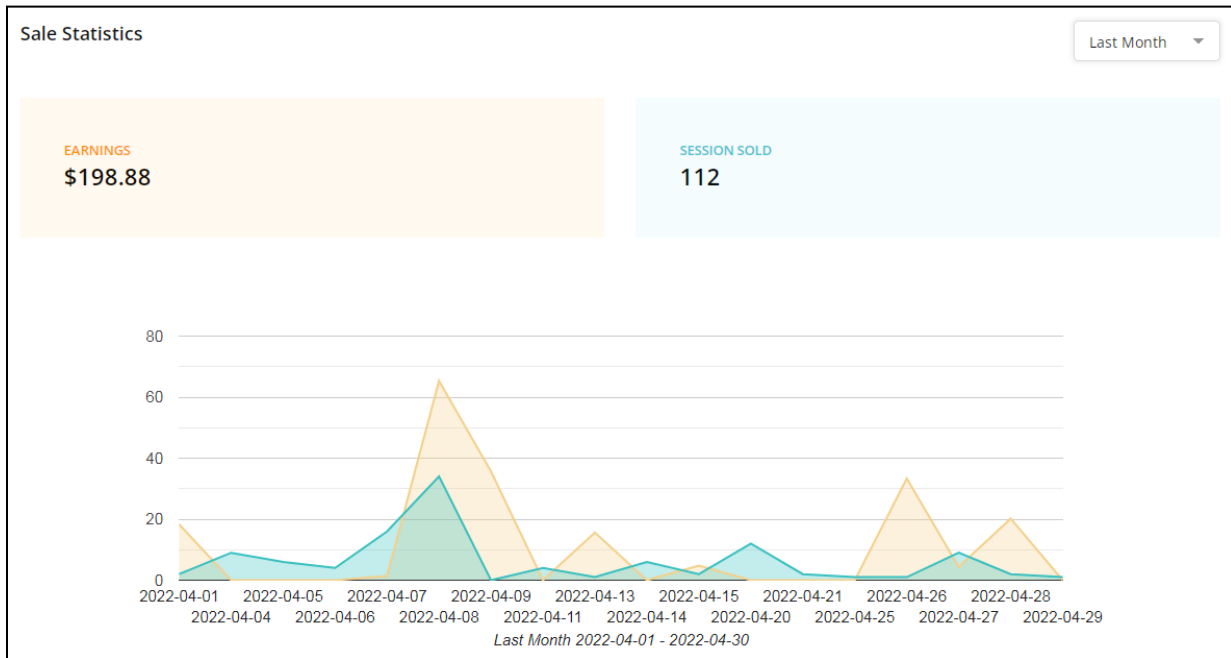
This block displays your current digital wallet balance. Click on this block to move to the **My Wallet** page and view the complete details of the transactions made so far.



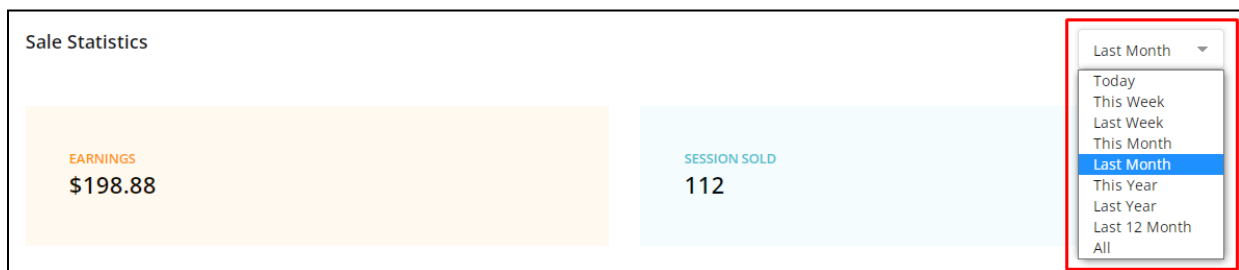
Star (*) marked fields are compulsory and can't be left blank.

e. Sales Statistics

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



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.

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...
>

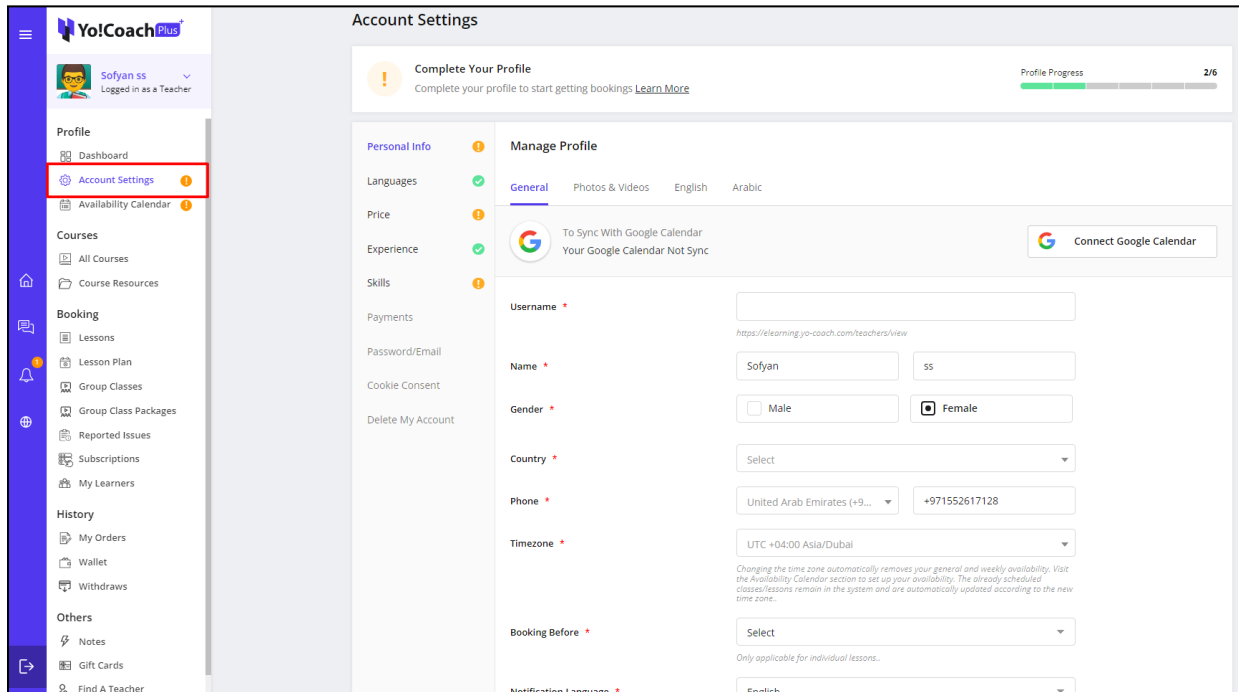
2022-05-24

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 a chronological order. Click on any lesson to open the respective **Lesson Schedule** page. Click on 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.

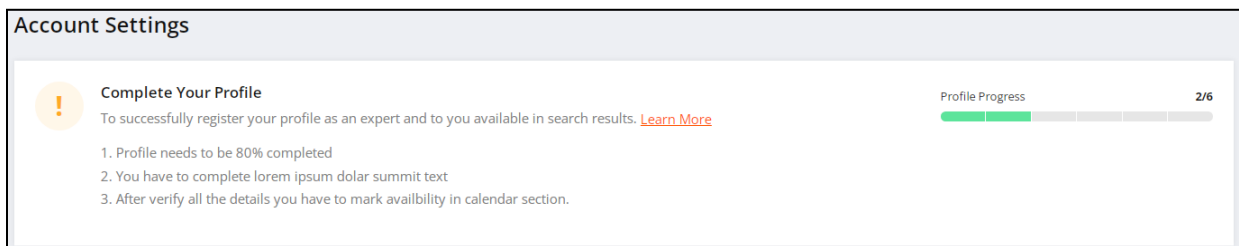
Star (*) marked fields are compulsory and can't be left blank.

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 observed. Click on **Learn More** to expand the section and read the profile completion instructions.



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

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

Profile Progress 6/6

Personal Info ✔

Languages ✔

Price ✔

Experience ✔

Skills ✔

Payments

Password/Email

Cookie Consent

Delete My Account

Manage Profile

General

Photos & Videos

English

Arabic

To Sync With Google Calendar
Google calendar not active yet

Connect Google Calendar

Username *

https://content.yocoach.4livedemo.com/teachers/view/Josiane-Brown

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..

Booking Before *

Only applicable for individual lessons..

Notification Language *

Free Trial

Save

Next

Star (*) marked fields are compulsory and can't be left blank.

Click on **Connect 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 Plus 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 for SEO purposes. This username is not used for logging in to your account.
- **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.
- **Phone***: View/Edit your formerly entered country code and phone number in the provided fields.
- **Country***: Select your country of residence from the drop down list.
- **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.

- **Booking Before***: 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 list of active languages, select the default language for the display of your notifications.

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


b. Photos & Videos

Access the following media settings:

Manage Profile

General **Photos & Videos** English Arabic

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



Introduction Video Link
Profile Video Field Info

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

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

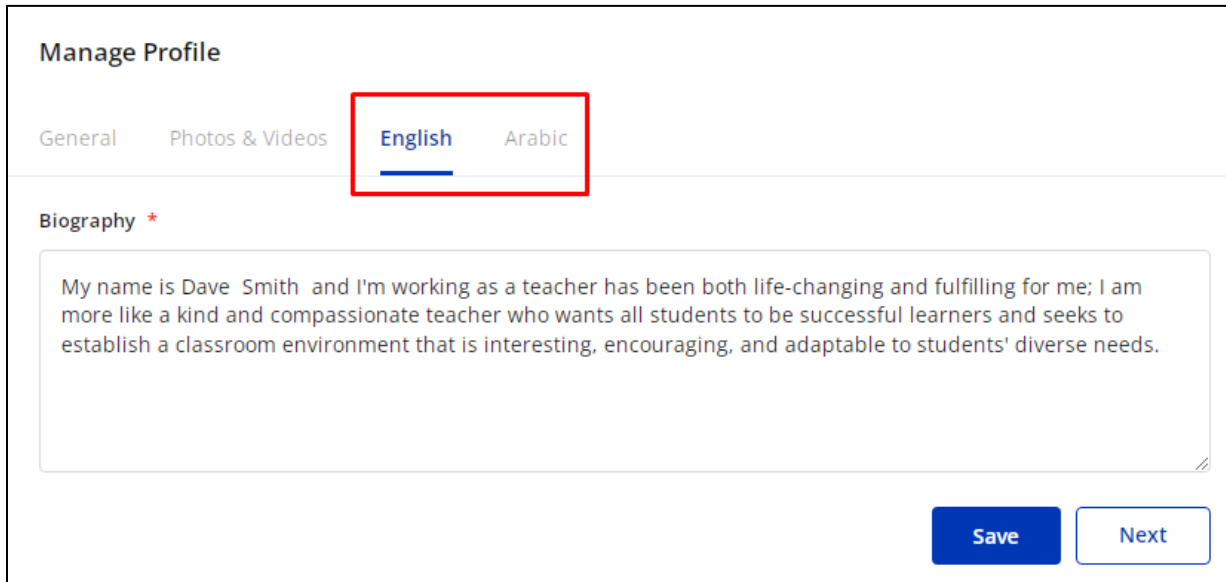
Star (*) marked fields are compulsory and can't be left blank.

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

c. Language(s)

The language tab(s) display 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.



The screenshot shows a 'Manage Profile' interface. At the top, there are three tabs: 'General', 'Photos & Videos', and 'English' (which is selected and underlined). A red box highlights the 'English' and 'Arabic' tabs. Below the tabs is a 'Biography *' field with a text area containing the text: 'My name is Dave Smith and I'm working as a teacher has been both life-changing and fulfilling for me; I am more like a kind and compassionate teacher who wants all students to be successful learners and seeks to establish a classroom environment that is interesting, encouraging, and adaptable to students' diverse needs.' At the bottom right of the form are two buttons: 'Save' and 'Next'.


Your biography is displayed on your public profile page on the system front-end.

Click on **Save** to save the details. Click on **Next** to move to the next section.




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

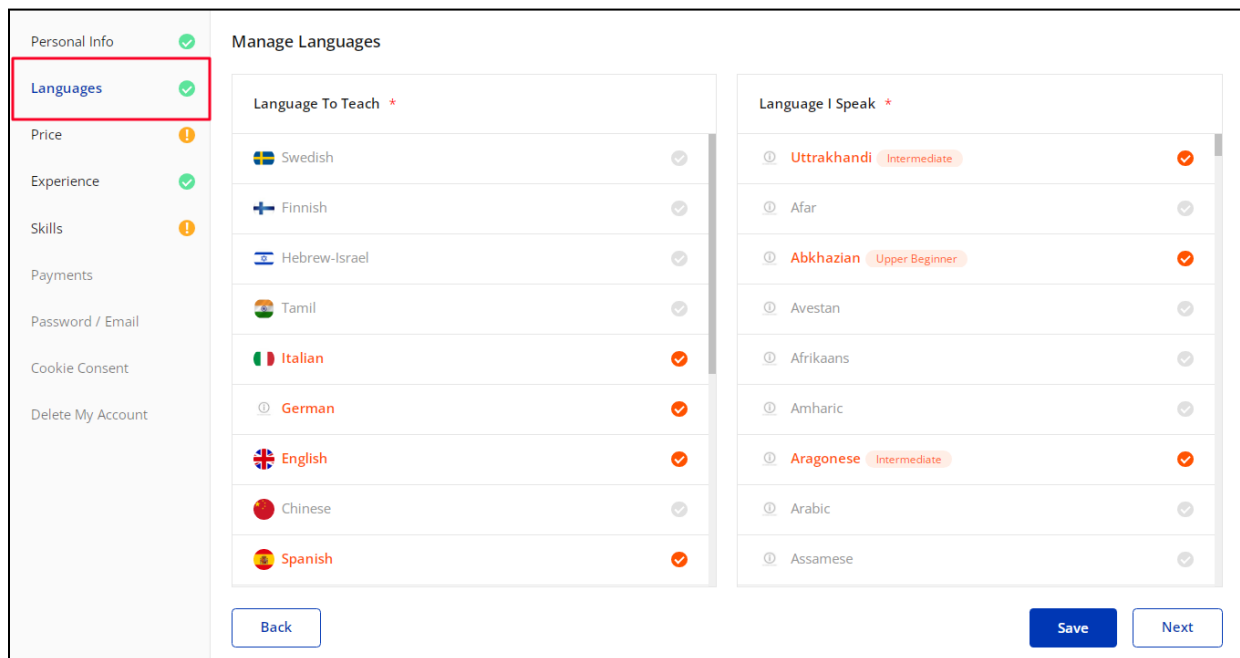
Star (*) marked fields are compulsory and can't be left blank.

 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.



Manage Languages	
Language To Teach * <ul style="list-style-type: none"> <input type="checkbox"/> Swedish <input type="checkbox"/> Finnish <input type="checkbox"/> Hebrew-Israel <input type="checkbox"/> Tamil <input checked="" type="checkbox"/> Italian <input checked="" type="checkbox"/> German <input checked="" type="checkbox"/> English <input type="checkbox"/> Chinese <input checked="" type="checkbox"/> Spanish 	Language I Speak * <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Uttrakhandi Intermediate <input type="checkbox"/> Afar <input checked="" type="checkbox"/> Abkhazian Upper Beginner <input type="checkbox"/> Avestan <input type="checkbox"/> Afrikaans <input type="checkbox"/> Amharic <input checked="" type="checkbox"/> Aragonese Intermediate <input type="checkbox"/> Arabic <input type="checkbox"/> Assamese

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

Star (*) marked fields are compulsory and can't be left blank.

3.3 Price

The **Price** section allows you to set the charges for your lessons. Select the duration of the lessons you want to offer and set your prices according to duration, slabs and languages. Click on one or more time slots you want to activate for private lessons. However, the system default time slot can not be deactivated. The default time slot is managed by the admin. Select the lessons prices through the following settings:



The lesson time slots and slabs are admin manageable. Only such slots and slabs are displayed in the **Account Settings** as allowed by the admin.

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 Prices Enter Amount To Be Added [USD]

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

Time Slot (30 Mins) Add Price \$0.00 ▼

Slab 1 To 4 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Slab 10 To 100 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Slab 101 To 110 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Time Slot (45 Mins) Add Price \$0.00 ▼

Slab 1 To 4 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Slab 10 To 100 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Slab 101 To 110 Lessons

<input type="text" value="English"/> \$0.00	<input type="text" value="Spanish"/> \$0.00	<input type="text" value="German"/> \$0.00
<input type="text" value="Italian"/> \$0.00		

Back
Save
Next

- **Manage Prices:** Select one or more lesson duration options. Learners can book slots for the lesson duration(s) selected by you.

Star (*) marked fields are compulsory and can't be left blank.

Manage Prices Enter Amount To Be Added [USD]

15
MINS


30
MINS

45
MINS

60
MINS

90
MINS

120
MINS

- Time Slots:** Enter a common price in the **Add Price** field provided at the upper right corner of this section. This will be considered as the universal price for all the languages and slabs falling under one time slot. Accept changing the price setting from the displayed prompts and the prices are automatically updated for all the lessons under a time slot. Click on the drop down icon button  to contract or expand a time slot.

Time Slot (15 Mins) Add Price \$0.00

Slab 1 To 10 Lessons

Portuguese 23.00	Punjabi 19.00	Tamil 21.00
------------------	---------------	-------------

Slab 11 To 20 Lessons

Portuguese 22.00	Punjabi 18.00	Tamil 20.00
------------------	---------------	-------------

Slab 21 To 30 Lessons

Portuguese 21.00	Punjabi 17.00	Tamil 19.00
------------------	---------------	-------------

Slab 31 To 50 Lessons

Portuguese 20.00	Punjabi 16.00	Tamil 18.00
------------------	---------------	-------------

Slab 51 To 99 Lessons

Portuguese 19.00	Punjabi 15.00	Tamil 17.00
------------------	---------------	-------------

Time Slot (30 Mins) Add Price \$0.00

Slab 1 To 10 Lessons

Portuguese 35.00	Punjabi 32.00	Tamil 42.00
------------------	---------------	-------------

- Lesson Slabs:** Enter the specific prices for each slab and languages falling under each lesson slab.

Star (*) marked fields are compulsory and can't be left blank.

Click on **Save** to save the prices and click on **Next** to move to the next section.

When the admin updates price slabs from their end, the system does not automatically install the changes on the teacher panel. You can choose to update the price slabs by clicking on **Sync With New** from the top of the **Manage Prices** section or choose to continue with the already existing price slabs without updating.



Manage Prices Enter Amount To Be Added [USD]

Admin Add New Slabs Text Sync With New

45
MINS

60
MINS

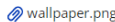


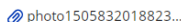


90
MINS

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

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

Manage Experience Add New

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

Back
Next

Star (*) marked fields are compulsory and can't be left blank.

I. Add New Experience

Click on **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:

Setup Resume

<p>Experience Type *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Select ▼ </div>	<p>Title *</p> <div style="border: 1px solid #ccc; padding: 5px;"> Eg: B.a. English </div>
<p>Institution *</p> <div style="border: 1px solid #ccc; padding: 5px;"> Eg: Oxford University </div>	<p>Location *</p> <div style="border: 1px solid #ccc; padding: 5px;"> Eg: London </div>
<p>Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> Eg. Focus In Humanist Literature </div>	
<p>Start Year *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 2022 ▼ </div>	<p>End Year *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 2022 ▼ </div>
<p>Upload Certificate</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Choose File</div> No file chosen </div> <p style="font-size: small; margin-top: 5px;"><i>Note Allowed Certificate Extentions png,jpg,jpeg,bt,doc,docx,pdf!</i></p>	

Save Changes

- **Experience Type***
- **Title***
- **Institution***
- **Location***
- **Description**

Star (*) marked fields are compulsory and can't be left blank.

- **Start Year***
- **End Year***
- **Upload Certificate**

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

II. Edit

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

Star (*) marked fields are compulsory and can't be left blank.

Setup Resume

<p>Experience Type *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Certification ▼ </div>	<p>Title *</p> <div style="border: 1px solid #ccc; padding: 5px;">Understanding Child Psychology</div>
<p>Institution *</p> <div style="border: 1px solid #ccc; padding: 5px;">University of Harvard</div>	<p>Location *</p> <div style="border: 1px solid #ccc; padding: 5px;">London</div>
<p>Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">Child Psychology</div>	
<p>Start Year *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 2018 ▼ </div>	<p>End Year *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 2019 ▼ </div>
<p>Upload Certificate</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Choose File</div> No file chosen </div> <p style="font-size: 0.8em; margin-top: 5px;"><i>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx,pdf!</i></p>	

Save Changes

III. Delete

Click on 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 on **Next** to move to the next section.

Star (*) marked fields are compulsory and can't be left blank.

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:

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

Teacher's accent

<input type="checkbox"/> Algerian Arabic	<input type="checkbox"/> Libyan Arabic	<input type="checkbox"/> American English
<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Maghrebi French	<input type="checkbox"/> Andalusian Spanish
<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German	<input type="checkbox"/> Modern Standard Arabic (al-fusha)
<input type="checkbox"/> Acadian French	<input type="checkbox"/> Bahraini Arabic	<input type="checkbox"/> Moroccan Arabic
<input type="checkbox"/> Belgian French	<input type="checkbox"/> Najdi Arabic	<input type="checkbox"/> Bokmal Nynorsk
<input type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
<input type="checkbox"/> Castilian Spanish	<input type="checkbox"/> Saharan Arabic	<input type="checkbox"/> Central American
<input type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadlian 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's age group

<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	

Subjects

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

Test preparations

<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input type="checkbox"/> CAE	<input type="checkbox"/> CPE
<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input 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

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 checked="" type="checkbox"/> Acadian French	<input checked="" type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input checked="" type="checkbox"/> Libyan Arabic	<input checked="" type="checkbox"/> American English	<input checked="" type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input checked="" type="checkbox"/> Modern Standard Arabic (al-fusha)	<input type="checkbox"/> Bahraini Arabic	<input type="checkbox"/> Moroccan Arabic
<input checked="" type="checkbox"/> Belgian French	<input checked="" type="checkbox"/> Najdi Arabic	<input checked="" 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 checked="" type="checkbox"/> Castilian Spanish	<input checked="" type="checkbox"/> Saharan Arabic	<input checked="" type="checkbox"/> Central American
<input checked="" type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input checked="" type="checkbox"/> South African English
<input checked="" type="checkbox"/> Chilean Spanish	<input type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
<input checked="" type="checkbox"/> Sudanese Arabic	<input type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
<input checked="" type="checkbox"/> Gulf Arabic	<input checked="" type="checkbox"/> Swiss German	<input checked="" 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 are displayed with checkboxes provided alongside them. Select one or more level preferences from the list.

Star (*) marked fields are compulsory and can't be left blank.

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

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

<input checked="" type="checkbox"/> 4 Years to 11 Years	<input type="checkbox"/> 12 Years to 18 Years	<input type="checkbox"/> 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.

Lesson includes

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

Star (*) marked fields are compulsory and can't be left blank.

V. Subjects

Select one or more language specific subjects you teach. These are considered as your preferred subjects and help the learners on the platform.

Subjects

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

VI. Test Preparations

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

Star (*) marked fields are compulsory and can't be left blank.

Test preparations

<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input checked="" type="checkbox"/> CAE	<input type="checkbox"/> CPE
<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input checked="" 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 checked="" type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
<input type="checkbox"/> KET	<input type="checkbox"/> OET	<input checked="" 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

Once done, click on **Save** to save your chosen preferences. Click on **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 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 accounts details for streamlining the wallet withdrawals process.

Star (*) marked fields are compulsory and can't be left blank.

Account Settings

Complete Your Profile

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

Profile Progress 5/6

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

Manage Payments

Bank Account

Paypal Email

Bank Name *

Beneficiary/account Holder Name *

Bank Account Number *

Ifsc Code/swift Code *

Bank Address

Back

Save

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

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

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

Manage Payments

Bank Account

Paypal Email

Bank Name *

Beneficiary/account Holder Name *

Bank Account Number *

Ifsc Code/swift Code *

Bank Address

Back

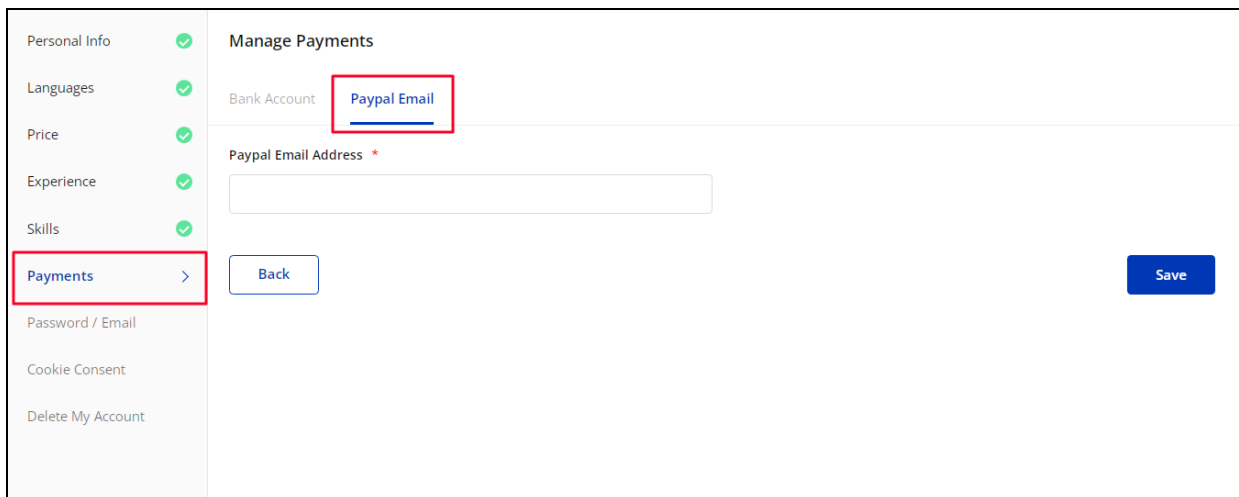
Save

Star (*) marked fields are compulsory and can't be left blank.

- **Bank Name***: Enter the bank name.
- **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 on **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 on **Save** to save the account details.




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

Star (*) marked fields are compulsory and can't be left blank.



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.

3.7 Password/Email

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

The screenshot shows the 'Account Settings' page. At the top, there is a 'Complete Your Profile' section with a progress bar at 5/6. Below this is a sidebar menu with options: Personal Info, Languages, Price, Experience, Skills, Payments, Password / Email (highlighted with a red box), Cookie Consent, and Delete My Account. The main content area is titled 'Change Password Or Email' and has two tabs: 'Password' (selected) and 'Email'. Under the 'Password' tab, there are three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each field has a 'Show Password' link to its right. A blue 'Save' button is located at the bottom right of the form.

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

Star (*) marked fields are compulsory and can't be left blank.

The screenshot shows a user interface for changing account details. On the left is a sidebar with menu items: Personal Info, Languages, Price, Experience, Skills, Payments, Password / Email (highlighted with a red box and a right-pointing arrow), Cookie Consent, and Delete My Account. The main content area is titled 'Change Password Or Email'. It has two sub-sections: 'Password' (highlighted with a red box) and 'Email'. Under 'Password', there are three input fields: 'Current Password *' with a 'Show Password' link, 'New Password *' with a 'Show Password' link, and 'Confirm New Password *'. A blue 'Save' button is positioned at the bottom right of the form.

- **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 on **Show Password** provided with the **Current Password** and **New Password** fields.

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

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

Star (*) marked fields are compulsory and can't be left blank.

- **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.

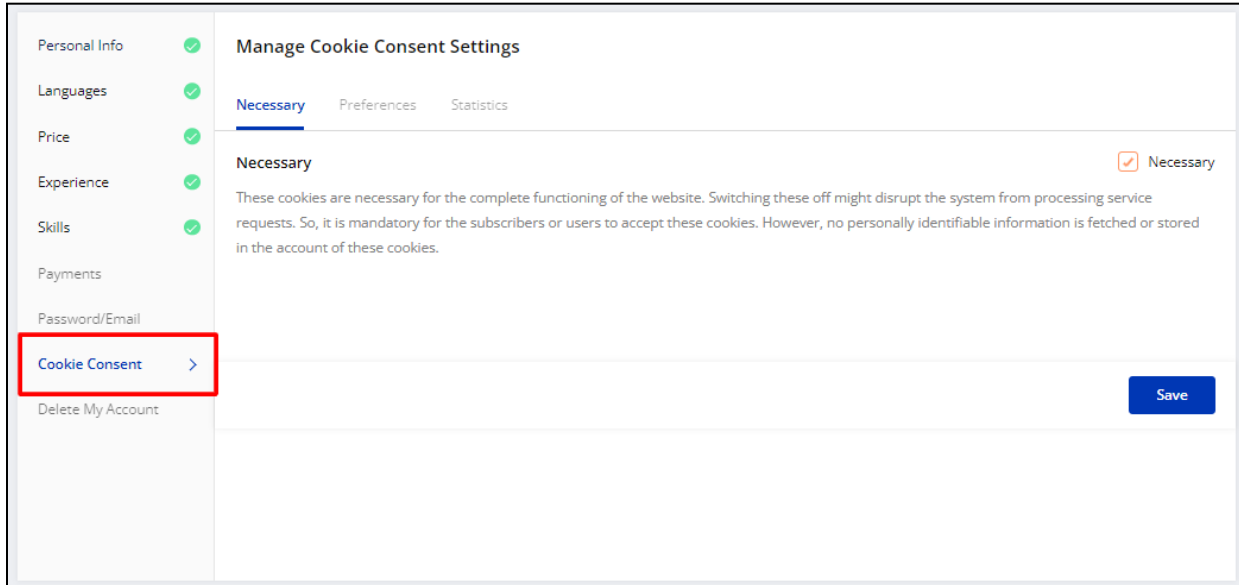
Click on **Save** to successfully change your email address. The newly added email address will now be considered your official email and all the system generated emails are routed to the new email address.

3.8 Cookie Consent

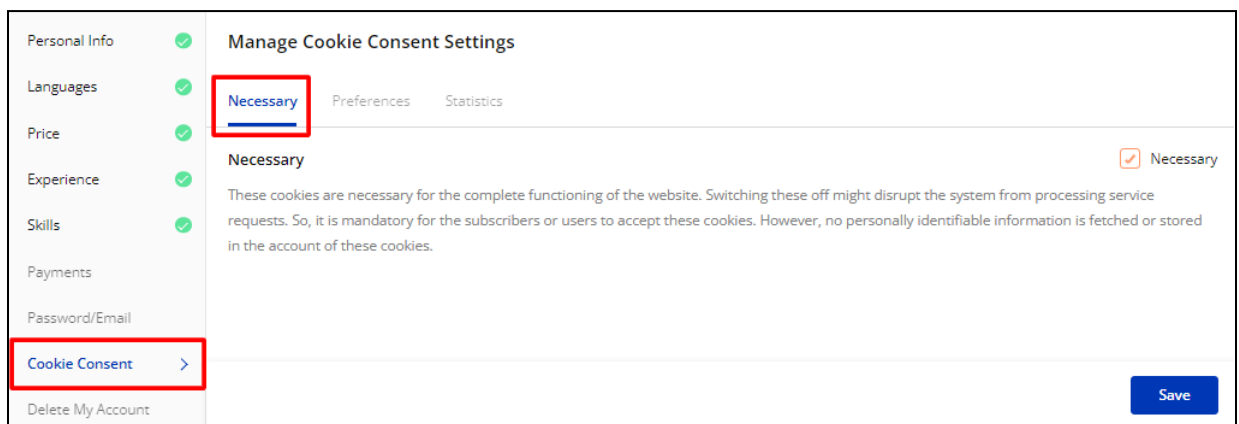
Access and manage your cookies permissions and preferences from the **Cookie Consent** section. Cookies are small information files generated by a web server and are sent to a web browser. These cookies fetch data about user's preferences and search habits to ultimately use this information to improve the user's experience online. You can allow or limit cookies on your account through the **Cookies Consent** section. This section displays the

Star (*) marked fields are compulsory and can't be left blank.

following three tabs pertaining to the types of cookies active in the Yo!Coach Plus platform:



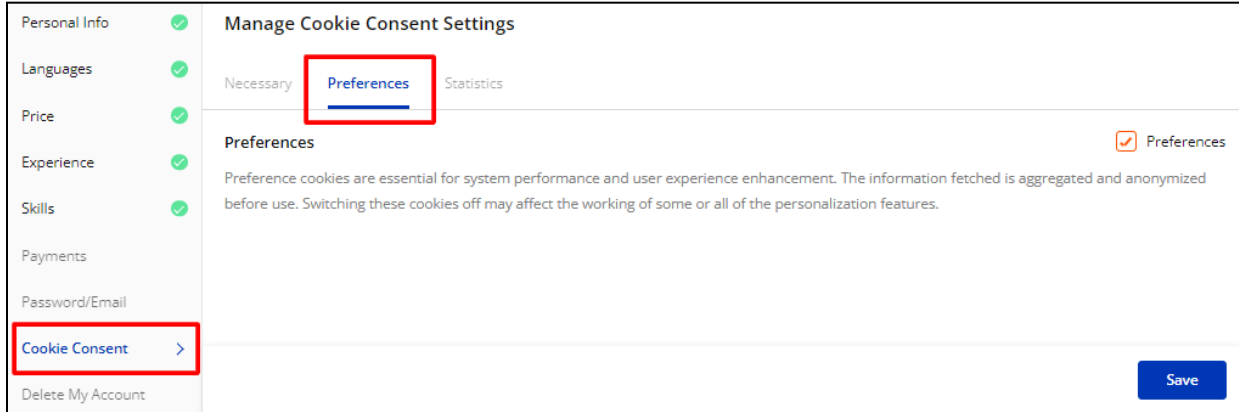
a. Necessary: View the permissions associated with the necessary cookies. These cookies are automatically activated on the system and can not be deactivated.



b. Preferences: View the permissions associated with the preference cookies. Select the **Preferences** checkbox provided at the upper right corner

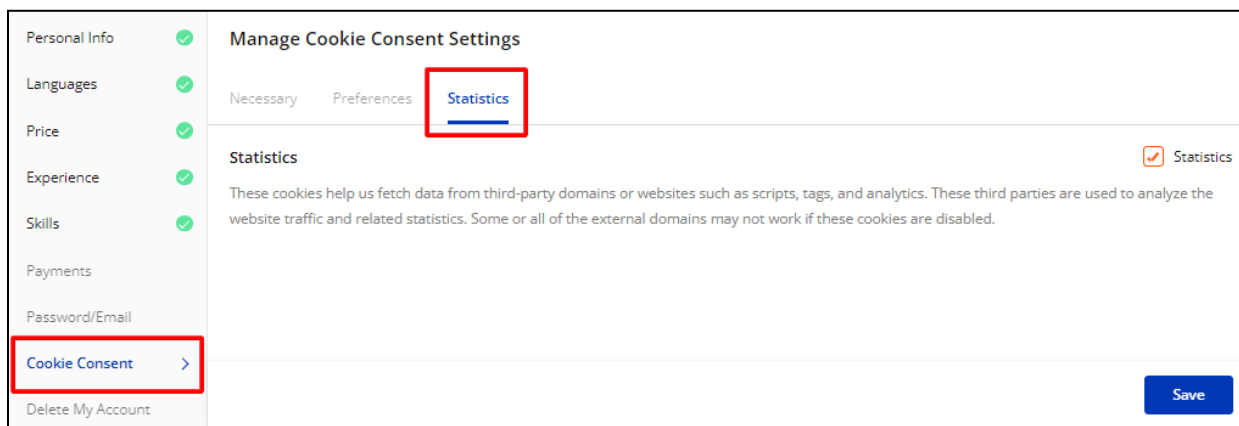
Star (*) marked fields are compulsory and can't be left blank.

of the section to activate these cookies. Clear the checkbox to disallow the preference cookies.



Click on **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.

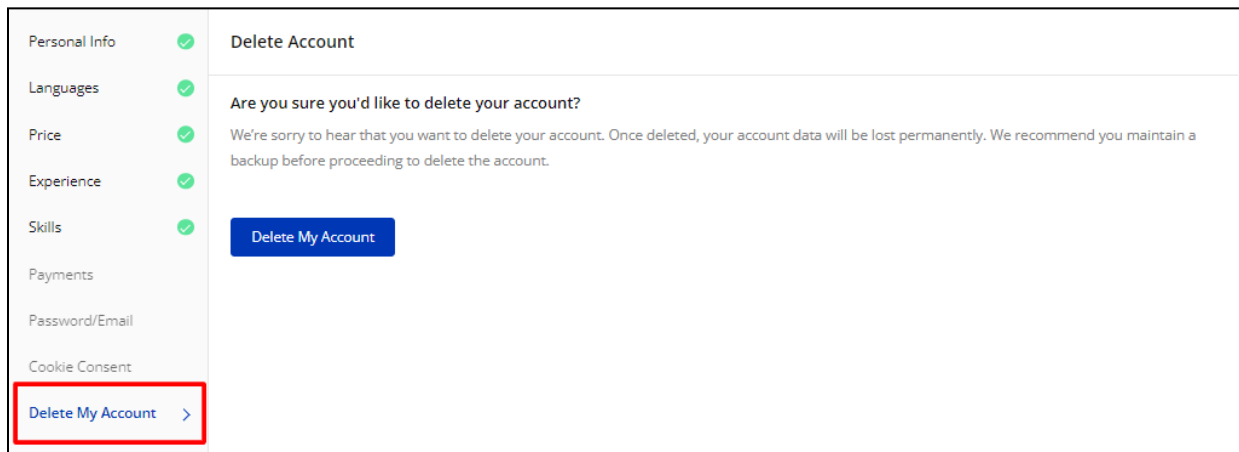


Click on **Save** to save your cookie settings.

Star (*) marked fields are compulsory and can't be left blank.

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 on **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.

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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Calendar

Complete Your Profile

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

Profile Progress 5/6

GENERAL
WEEKLY

Save

My Current Time :- 10:17:24 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							

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

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.

Star (*) marked fields are compulsory and can't be left blank.

GENERAL
WEEKLY
Save

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 on the cross icon button  provided in the selected area to remove the time slot.

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			X 07:15 Am - 09:45 Am		
07:30 Am			X 07:45 Am - 01:15 Pm				
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 in **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.

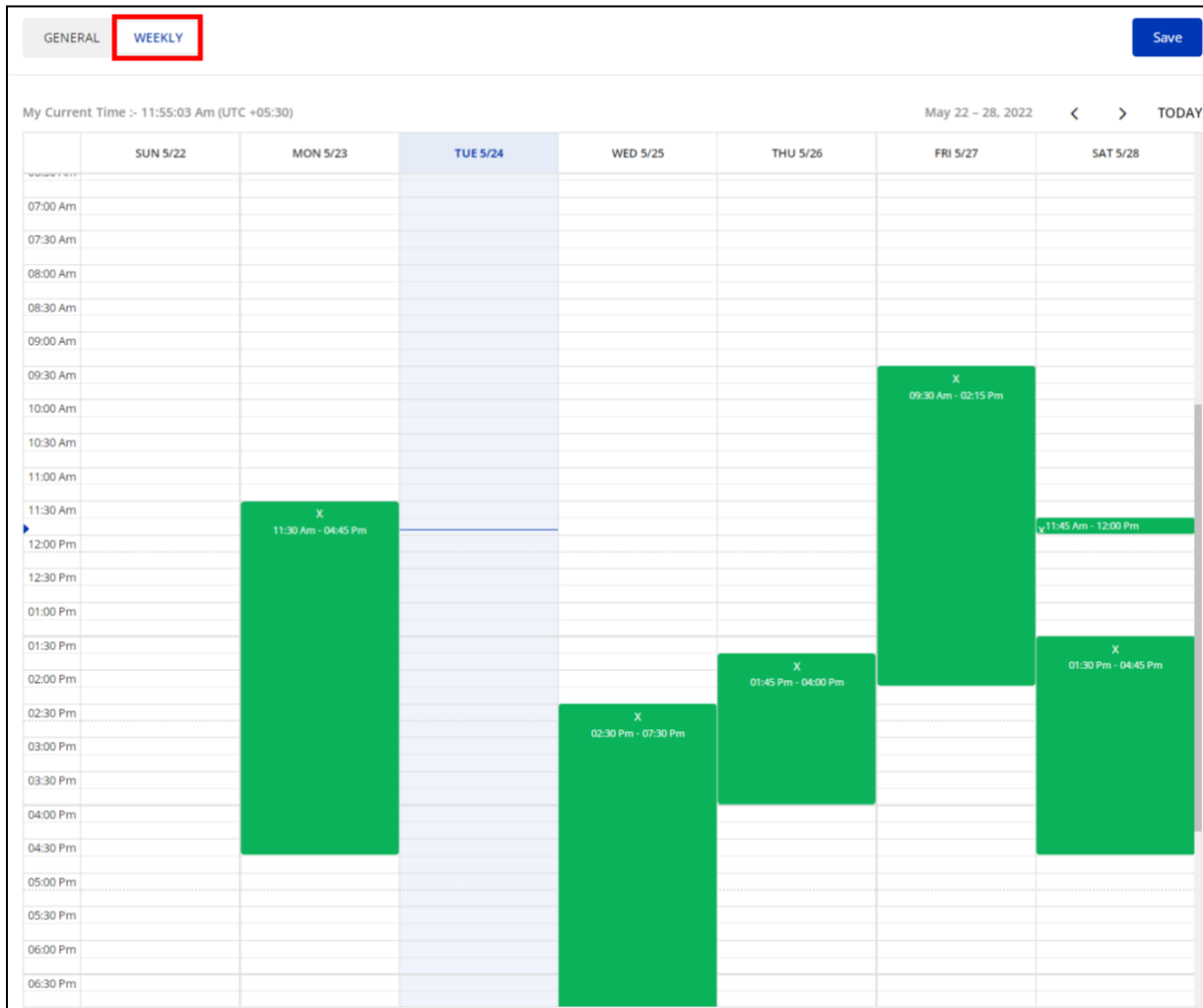


General availability is considered as universal for all the weeks unless specific availability for a week is set through the **Weekly Availability** tab.

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 on the cross icon button to remove a selected time slot.



Star (*) marked fields are compulsory and can't be left blank.

Click on **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.

5. All Courses

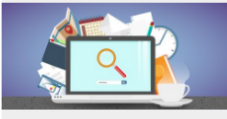










Yo!Coach Plus allows you to create courses and add a number of pre-recorded lectures to the course. Once a course you create is approved by the admin, it is published on the course listing pages. The learners purchase your course for a course fee set by you and get access to all the course resources.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

Star (*) marked fields are compulsory and can't be left blank.

Manage Courses


Use this page to manage and review information for courses created, their current status, etc.

Q Search Add New Course

	<p>ARABIC / LEVANTINE</p> <p>Arabic speaking course</p> <p>Rs.200.00 Lectures 1 Paid Learners 0 ★ 0.00 (0)</p> <p>Submitted For Approval</p>	
	<p>NORTH AMERICAN / ITALIAN</p> <p>Learn stitching and embroidery</p> <p>\$10.00 Lectures 2 Paid Learners 0 ★ 0.00 (0)</p> <p>Drafted</p>	  
	<p>ARABIC / EGYPTIAN</p> <p>Spanish speaking course</p> <p>\$0.00 Lectures 0 Learners 0 ★ 0.00 (0)</p> <p>Drafted</p>	 
	<p>NORTH AMERICAN / GERMAN</p> <p>Learn German - Easy Conversation Course for Beginners</p> <p>\$550.00 Lectures 5 Paid Learners 0 ★ 0.00 (0)</p> <p>Published</p>	

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 on  from the upper right corner of the page. You are redirected to the **Manage Course Details** form page. The form is divided into various sections for providing detailed course information:

Star (*) marked fields are compulsory and can't be left blank.

Manage Course Details

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

Manage Basic Details

General Photos & Videos

Course Title *

 80

Course Subtitle *

 160

Category * **Subcategory**

Teaching Language * **Level ***

Description *

B *I* U **☰** **☰**

- 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:

Star (*) marked fields are compulsory and can't be left blank.

Manage Course Details

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

Manage Basic Details

General Photos & Videos

Course Title *
 80

Course Subtitle *
 160

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:

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 *

B I U

- **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.

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 on **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:


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.

 Upload File

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!

[Preview](#)

- **Course Image*:** Click on **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 with the field.
- **YouTube URL*:** Enter the link to the course preview video uploaded on youtube in the provided field. Click on **Preview** to view the video in the right hand side preview window.

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

Star (*) marked fields are compulsory and can't be left blank.

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

Arabic speaking course

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

Intended Learners

The following descriptions will be publicly visible on your Course Landing Page and will have a direct impact on your course performance. These descriptions will help learners decide if your course is right for them.

What will students learn in your course?
You must enter at least 4 learning objectives or outcomes that learners can expect to achieve after completing your 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 required skills, experience, tools or equipment learners should have prior to taking your course. If there are no requirements, use this space as an opportunity to lower the barrier for beginners.

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

+ Add More To Your Response

Who is the course for?
Write a clear description of the intended learners for your course who will find your course content valuable. This will help you attract the right learners to your course.

Who is the course for? 155

+ Add More To Your Response

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







Save & Next

Star (*) marked fields are compulsory and can't be left blank.

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Page No. | 74

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

- **Add More Responses** : Click on  **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 on 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 on **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:

Star (*) marked fields are compulsory and can't be left blank.

← Back To Courses

Arabic speaking course

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

Manage Pricing

Please select the price tier for your course below and click 'Save'. The list price that students will see in other currencies is determined using the price tier matrix.

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 *

Select
▼

Price *

0

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.

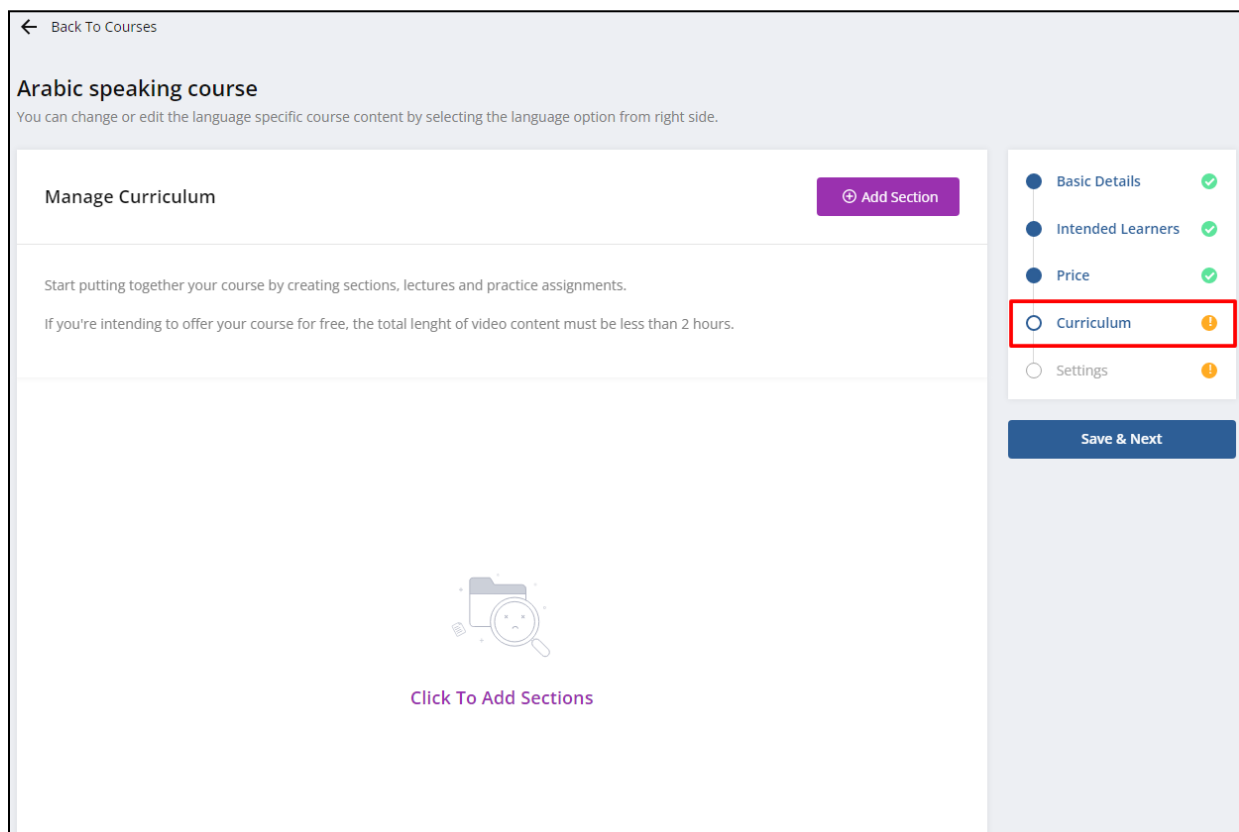
- **Currency***: Select your preferred currency.
- **Price***: Enter the amount to be charged as course fee from the learners.

Star (*) marked fields are compulsory and can't be left blank.

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

IV. Curriculum

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



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.

Star (*) marked fields are compulsory and can't be left blank.

Overview
Course Content
About Tutor
Reviews (1)

Course Content

9 Sections • 9 Lectures • 15m Total Length

SECTION **Important French Grammar with the easiest way!**

1 Easy French Instruction For anyone learning French at home, at work, or in school, Grammar provides a simple, understandable guide to French verbs and grammar.

Time 03m Lectures 1 [See All](#) ▼

SECTION **Important French Suffix and their usage**

2 Suffixes are frequently used to indicate a word's part of speech.

Time 05m Lectures 1 [See All](#) ▼

SECTION **Every Day Vocabulary**

3 It should be easier for you to become familiar with the French terms and phrases..

Time 01m Lectures 1 [See All](#) ▲

Every Day Vocabulary
0:01:00

This Course Includes:

- 15m
- 9 Lectures
- Full Lifetime Access
- Access On Mobile And Tv
- Certificate On Completion

Go To Course

♥ 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 on **Add Section** from the upper right corner of the form. A new section appears on the page with the following input fields:

Star (*) marked fields are compulsory and can't be left blank.

Manage Curriculum + Add Section

Start putting together your course by creating sections, lectures and practice assignments.

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

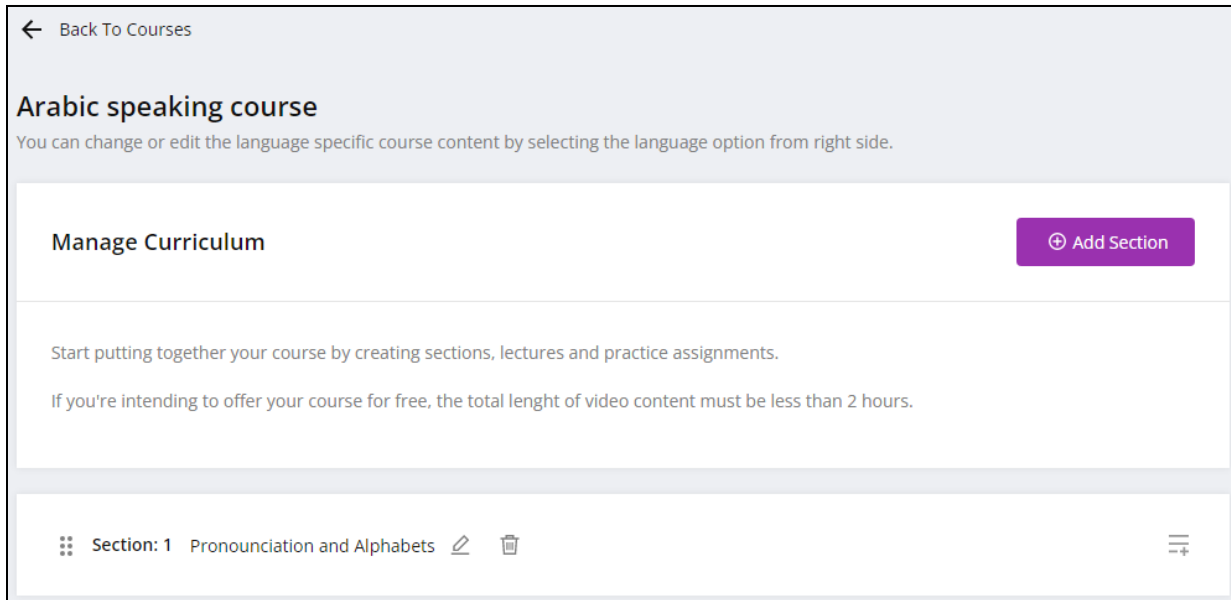
80





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

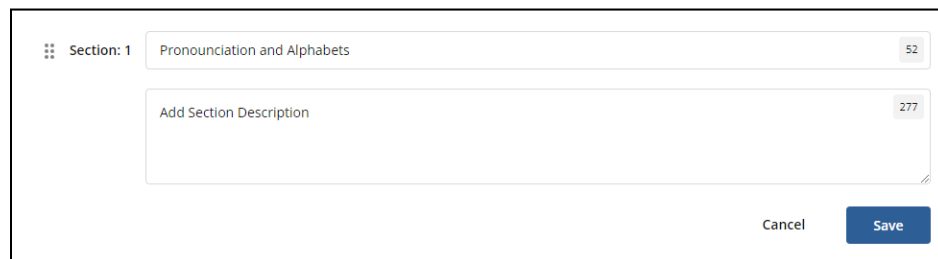
Click on **Save** to save and add the section. To add more sections, click on **Add Section** again and provide the section title and description.



Access the following functionalities with the added sections:

Star (*) marked fields are compulsory and can't be left blank.




- **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 on the edit icon button  to edit the section. Make the required changes in the title and description fields and click on **Save** to save the made changes. Or click on **Cancel** to discard the changes.

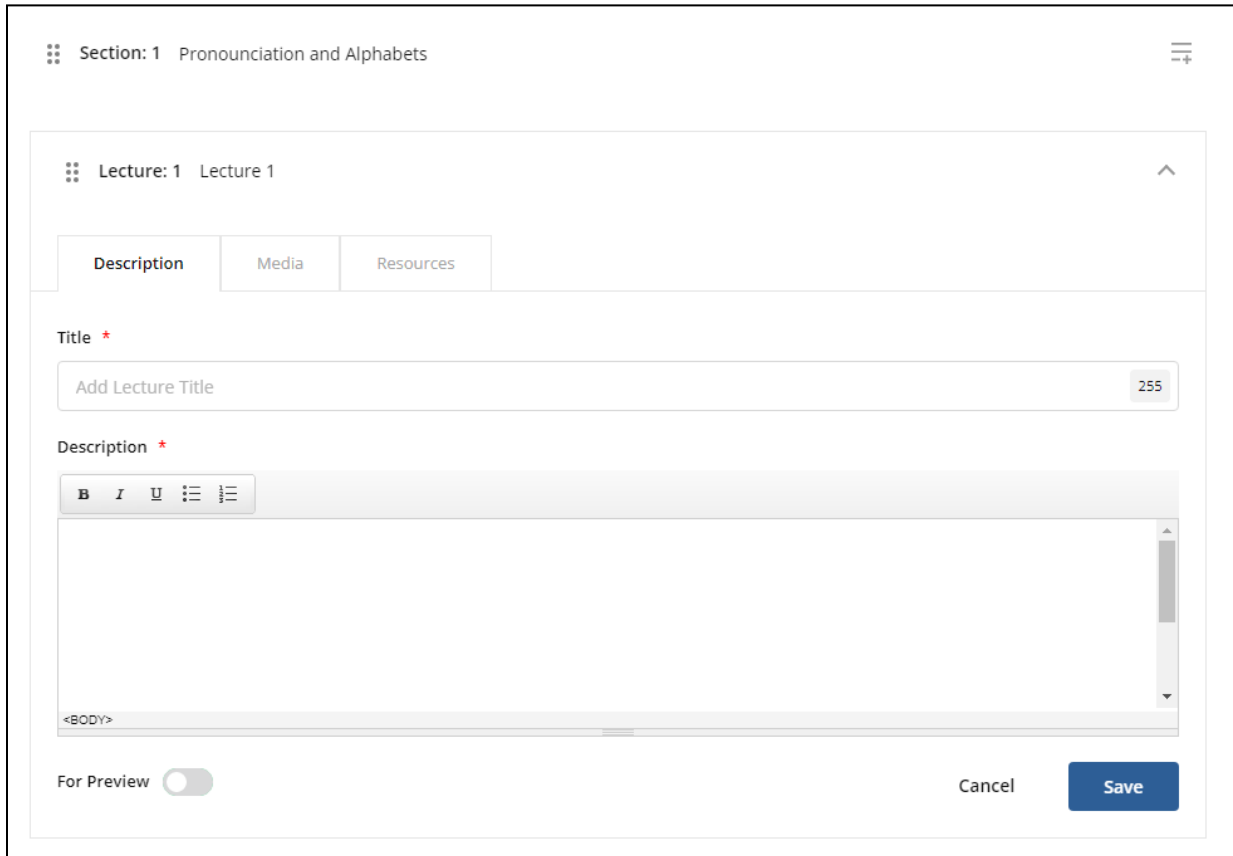


- **Delete** : Hover over the section and click on the delete icon button  to permanently delete a section from the course. Confirm the action from the modal window and the section is deleted.

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 on the add lecture icon button  from the right hand corner of the section.



Section: 1 Pronunciation and Alphabets



Lecture: 1 Lecture 1

Description Media Resources

Title *

Add Lecture Title 255

Description *

B *I* U  

<BODY>

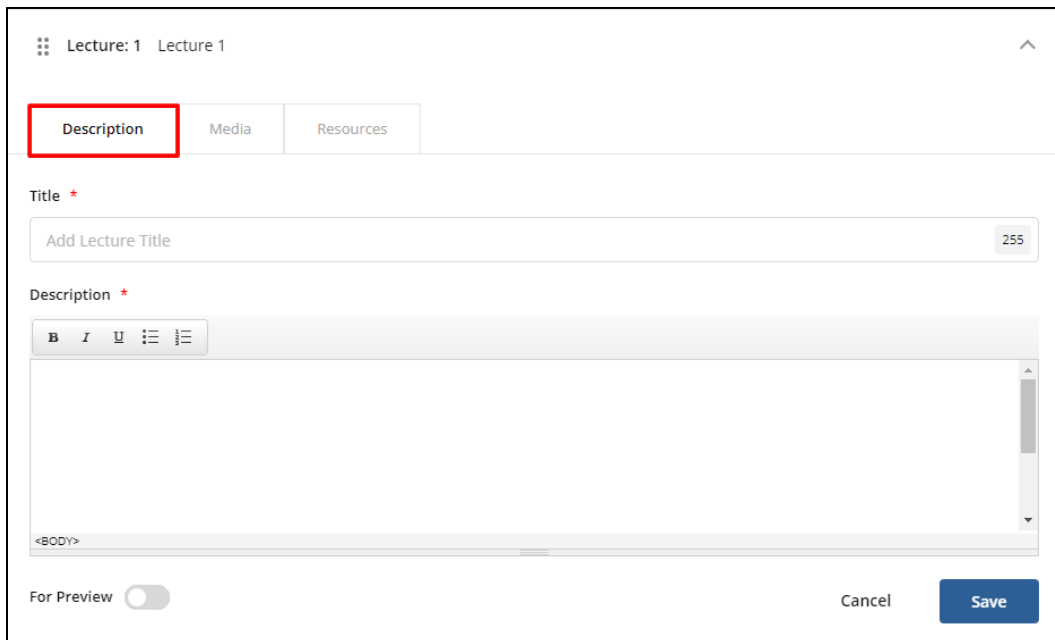
For Preview

Cancel Save

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

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

Star (*) marked fields are compulsory and can't be left blank.



- **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 with the specific lecture without having to enroll for the course. Or set to gray and the lecture preview will not be available on the course details page.

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

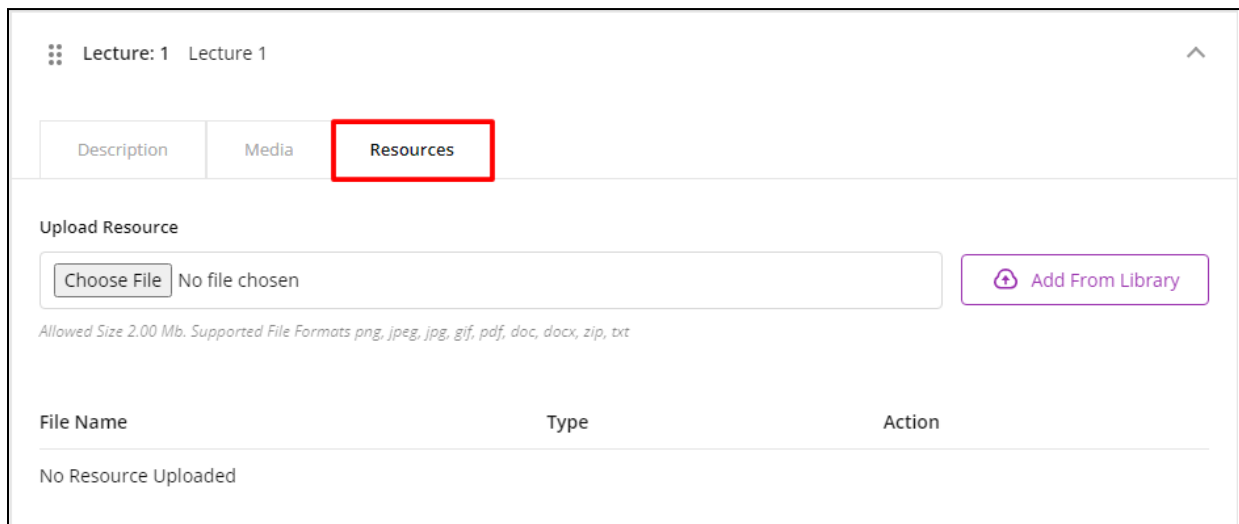
ii. Media: On the **Media** tab, provide the YouTube link to the course lecture video in the **YouTube URL** mandatory field.

Star (*) marked fields are compulsory and can't be left blank.



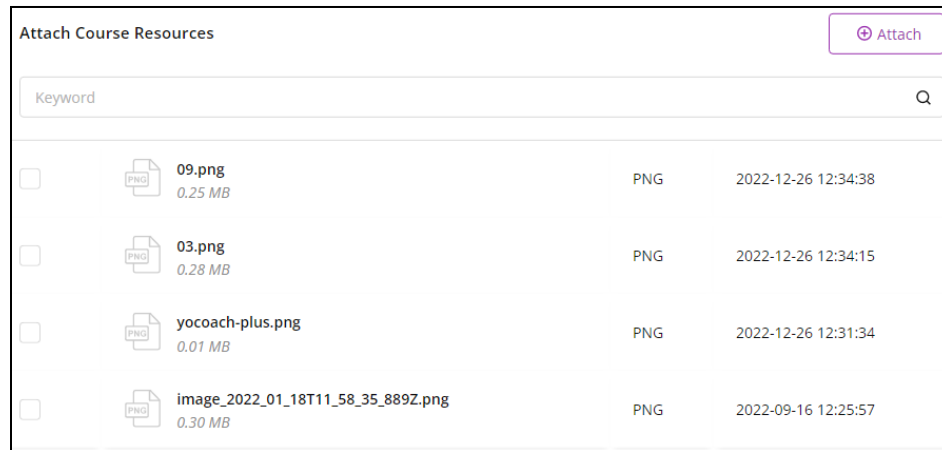
Click on **Save** to save the details and move to the next tab.




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



- **Upload Resource:** Click on **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 on **Add From Library** from the right. The **Attach Course Resources** pop-up window is displayed where the resource files added in the library are listed. Perform the following functionalities from this window:

Star (*) marked fields are compulsory and can't be left blank.



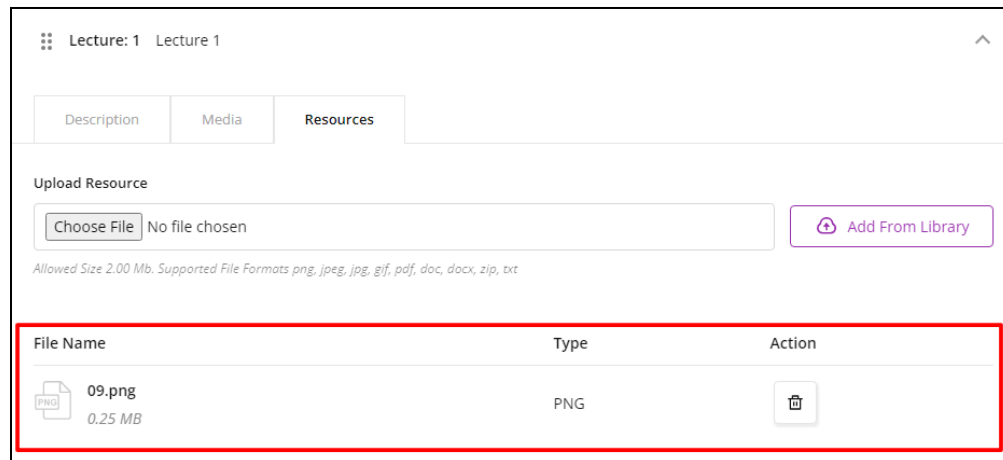
- **Search:** Search a file by typing the file name as keyword in the search field given at the top of the list. Click on  from the right of the field to display the search results.
- **Select** : Use the checkbox given at the left of each file to select the file. Select one or more files to be attached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





Star (*) marked fields are compulsory and can't be left blank.





- Delete** : To remove a file from the lecture, click on 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 on  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 lectures list. The order of lectures on the course details page is updated accordingly.
- Edit:** Hover over the lecture and click on 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.

Star (*) marked fields are compulsory and can't be left blank.

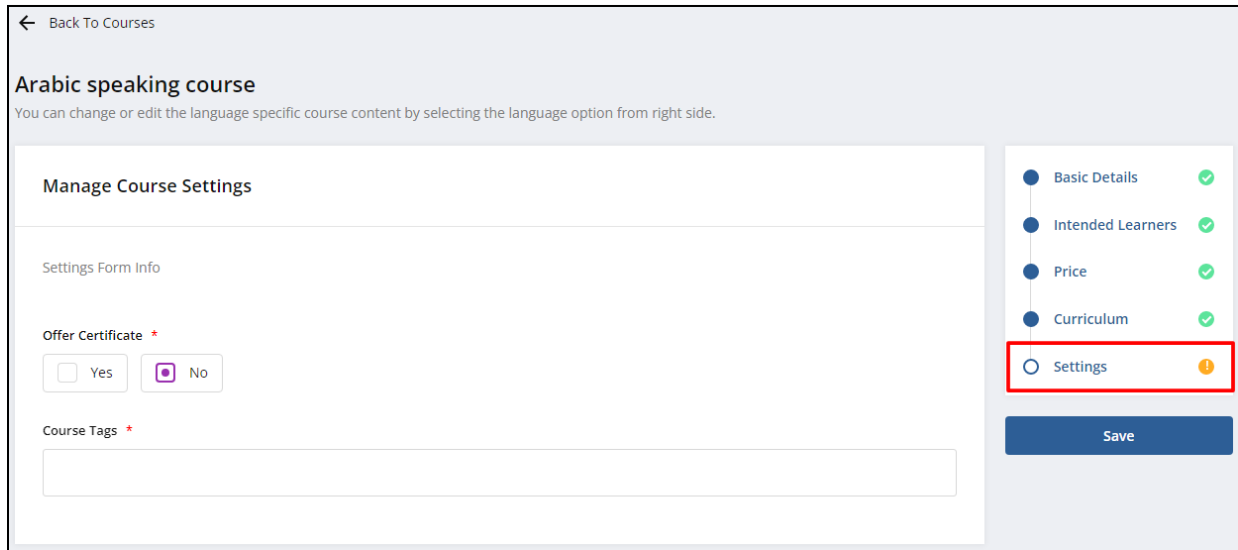
- **Delete** : Hover over the lecture and click on the delete icon button  to permanently delete a lecture from the course. Confirm the action from the modal window and the lecture is deleted.

Once all the curriculum details have been provided, click on **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:

Star (*) marked fields are compulsory and can't be left blank.



- **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 easy identification of the course on the platform.

Once the details have been provided, click on **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 on it and confirm the action from the modal window to submit the course with the admin for their approval.

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 *

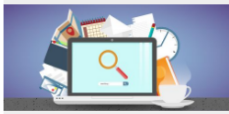


tags x

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

Save


Submit For Approval

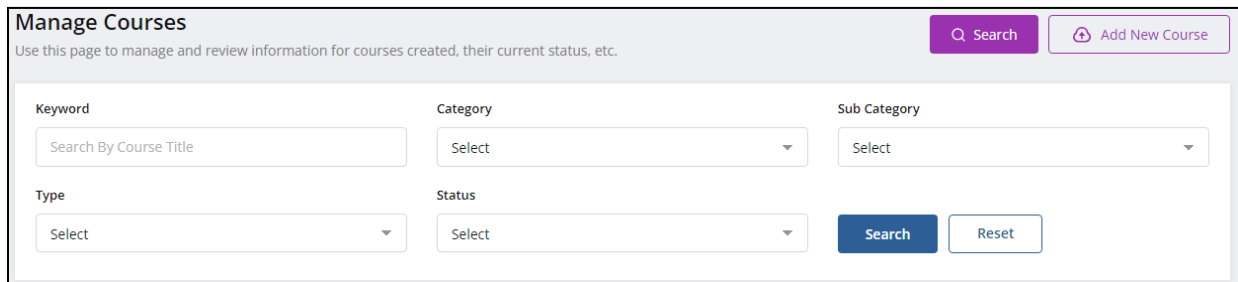
Once the course is submitted, the course status is updated as **Submitted For Approval** on the **Manage Courses** page.

Manage Courses		Q Search	+ Add New Course
Use this page to manage and review information for courses created, their current status, etc.			
	ARABIC / LEVANTINE Arabic speaking course Rs.200.00 Lectures 1 Paid Learners 0 ★ 0.00 (0) Submitted For Approval	👁	
	NORTH AMERICAN / ITALIAN Learn stitching and embroidery \$10.00 Lectures 2 Paid Learners 0 ★ 0.00 (0) Drafted	👁 ✎ 🗑	
	NORTH AMERICAN / GERMAN Learn German - Easy Conversation Course for Beginners \$550.00 Lectures 5 Paid Learners 0 ★ 0.00 (0) Published	👁	

Star (*) marked fields are compulsory and can't be left blank.

5.2 Search

Click on **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**.

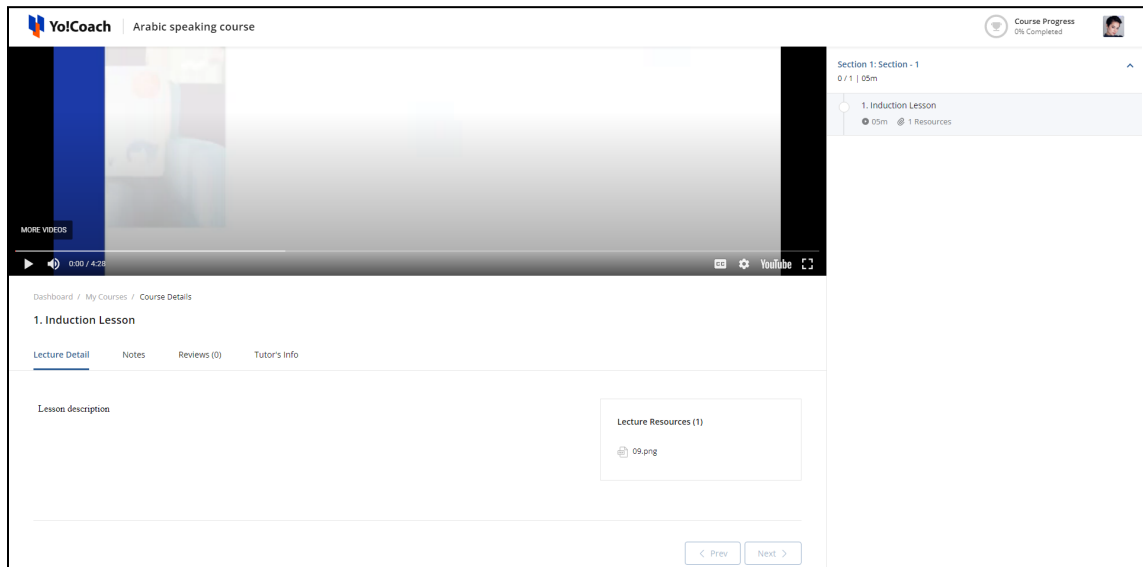
Click on **Search** to display the search results. Once the search is complete, click on **Reset** to display the whole list of courses again.

5.3 Action Buttons



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



Star (*) marked fields are compulsory and can't be left blank.

- **Preview** : Click on 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.

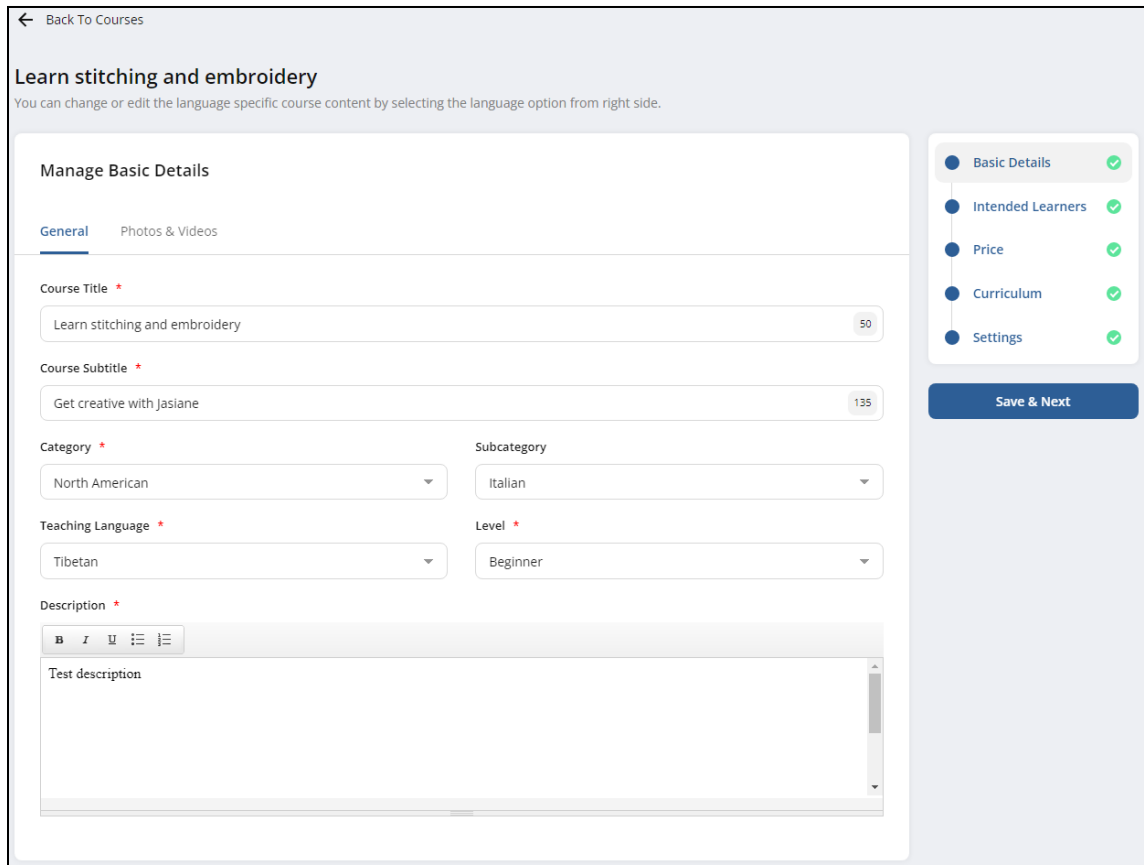


View the course details, such as, attached media and resources, course progress, course sections and lectures, notes, reviews and teacher's information.



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



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



Star (*) marked fields are compulsory and can't be left blank.



Access the various form sections and make the required changes. Click on **Save** to save the changes. Once all the details have been provided, click on **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 on 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.

Star (*) marked fields are compulsory and can't be left blank.


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				Search	Bulk Uploader
Use this page to manage and review resources uploaded for course, their current status, etc.					
Filename	Type	Date	Actions		
 09.png 0.25 MB	PNG	2022-12-26 16:34:38			
 03.png 0.28 MB	PNG	2022-12-26 16:34:15			
 yocoach-plus.png 0.01 MB	PNG	2022-12-26 16:31:34			
 image_2022_01_18T11_58_35_889Z.png 0.30 MB	PNG	2022-09-16 16:25:57			

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

I. Bulk Uploader

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

Star (*) marked fields are compulsory and can't be left blank.

Upload Resources

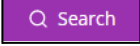
Resource Files *

No file chosen

Note: Allowed Size 2.00 Mb. Supported File Formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

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

Manage Course Resources

Use this page to manage and review resources uploaded for course, their current status, etc.

Keyword

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

Star (*) marked fields are compulsory and can't be left blank.

III. Delete

To permanently delete a file from the system, click on 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 availability time slots. Lessons booked by the learners are displayed in the **Lessons** module under different modular tabs.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika
00:22:32:48 [Enter Classroom](#)

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword

Teach Language Select

Lesson Start Date

Lesson End Date

[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

00:22:32:48

Spanish, 45 Minutes Of Lesson

Scheduled

Attach Lesson Plan



Avantika

+

2022-05-27

11:30 - 12:30


Friday, May 27, 2022

02:19:32:47

German, 60 Minutes Of Lesson

Scheduled

Attach Lesson Plan



Kapil Grover
India

+
-
↺

2022-06-06

15:15 - 16:15


Monday, June 06, 2022

12:23:17:47

Italian, 60 Minutes Of Lesson

Scheduled

Attach Lesson Plan



Avantika Kapil
United States

+
-
↺

2022-06-10

10:45 - 11:30


Friday, June 10, 2022

16:18:47:47

German, 45 Minutes Of Lesson

Scheduled

Attach Lesson Plan



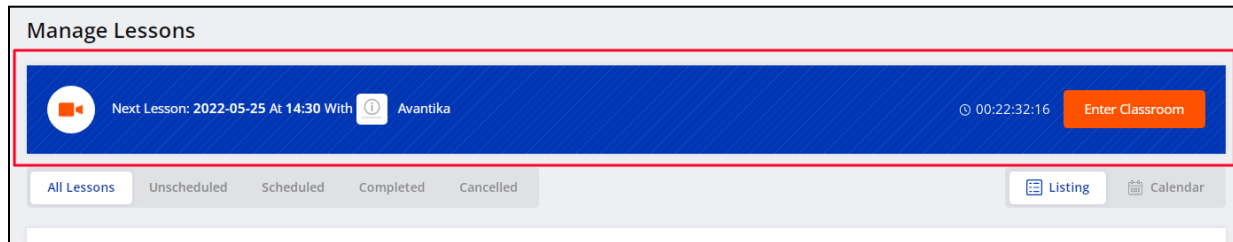
chhaya thakur
India

+
-
↺

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

Star (*) marked fields are compulsory and can't be left blank.

details are available. When the time arrives, simply click on **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:

Star (*) marked fields are compulsory and can't be left blank.







Manage Lessons

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



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

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



UNSCHEDULED

	German, 60 Minutes Of Lesson Unscheduled	 Kapil Grover India	Attach Lesson Plan	Refresh Close
	English, 45 Minutes Of Lesson Unscheduled	 Victoria Berg	Attach Lesson Plan	Refresh Close
	German, 60 Minutes Of Lesson Unscheduled	 Kapil Grover India	Attach Lesson Plan	Refresh Close


2022-05-30

13:00 - 13:45 Monday, May 30, 2022	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India	Attach Lesson Plan	Refresh Close Repeat
15:00 - 15:15 Monday, May 30, 2022	Free Trial, 15 Minutes Of Lesson Scheduled	 Pranav Jain	Attach Lesson Plan	Refresh Close Repeat

2022-06-06

12:30 - 13:15 Monday, June 06, 2022	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India	Attach Lesson Plan	Refresh Close Repeat
15:15 - 16:15 Monday, June 06, 2022	Italian, 60 Minutes Of Lesson Scheduled	 Avantika Kapil United States	Attach Lesson Plan	Refresh Close Repeat

2022-06-10

10:45 - 11:30 Friday, June 10, 2022	German, 45 Minutes Of Lesson Scheduled	 chhaya thakur India	Attach Lesson Plan	Refresh Close Repeat
---	---	---	------------------------------------	--

Star (*) marked fields are compulsory and can't be left blank.

I. Search

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

Keyword	Teach Language	Lesson Start Date	Lesson End Date		
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>	<input type="text" value="2022-05-25"/>	<input type="text" value="End Time"/>	<input type="button" value="Search"/>	<input type="button" value="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 on **Search** to generate the filtered list. Once the search is complete, click on **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:

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

Keyword Select 2022-05-25 End Time Search Clear

i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a 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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With Avantika
00:02:08:48 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

📄
🕒
🔄

15:00 - 15:15

Monday, May 30, 2022

05:02:38:48

Free Trial, 15 Minutes Of Lesson

Scheduled

📎 Attach Lesson Plan

Pranav Jain

📄
🕒
🔄






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:

Star (*) marked fields are compulsory and can't be left blank.

a. Attach Lesson Plan 

Click on **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.

Manage Lesson Plans			 Search
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

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

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans

Q Search

Keyword

Level

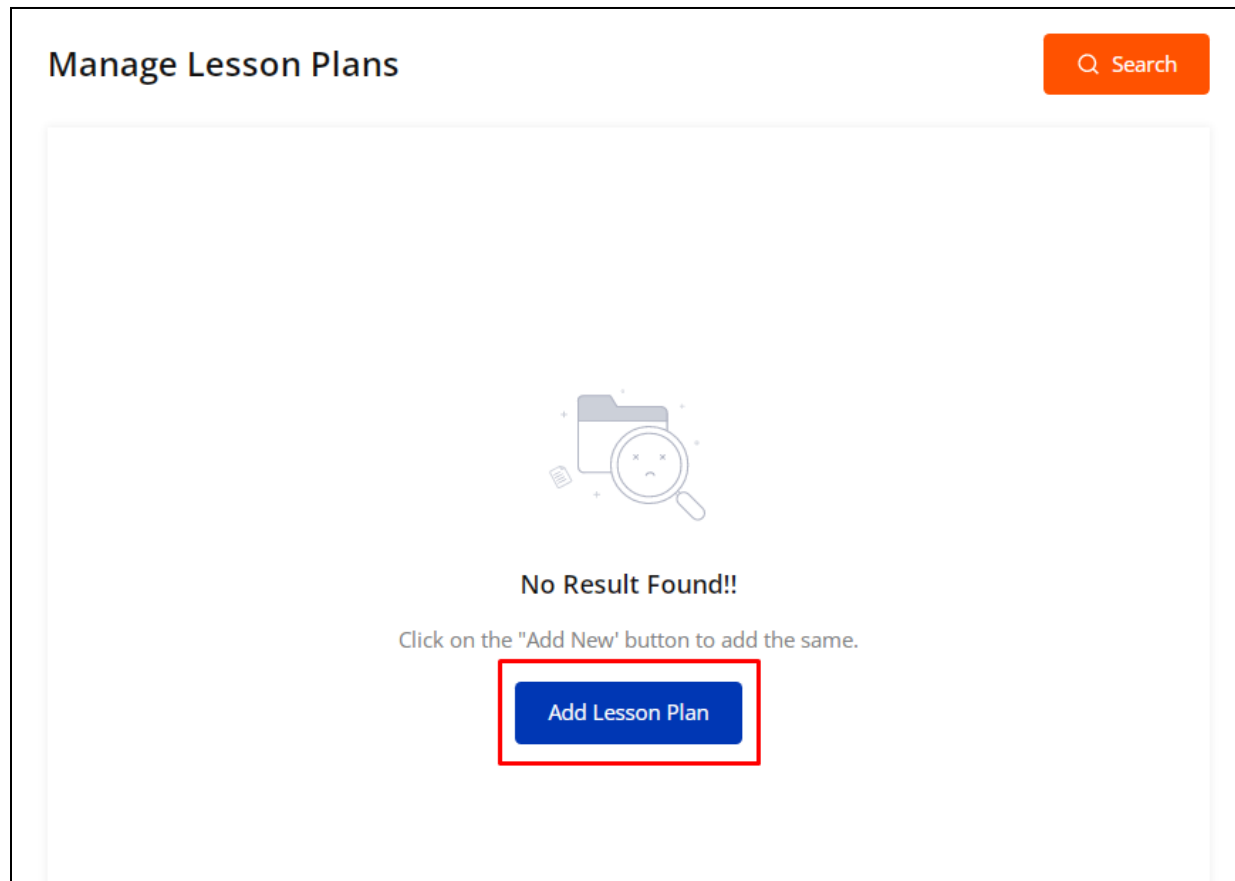
Search Clear

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

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

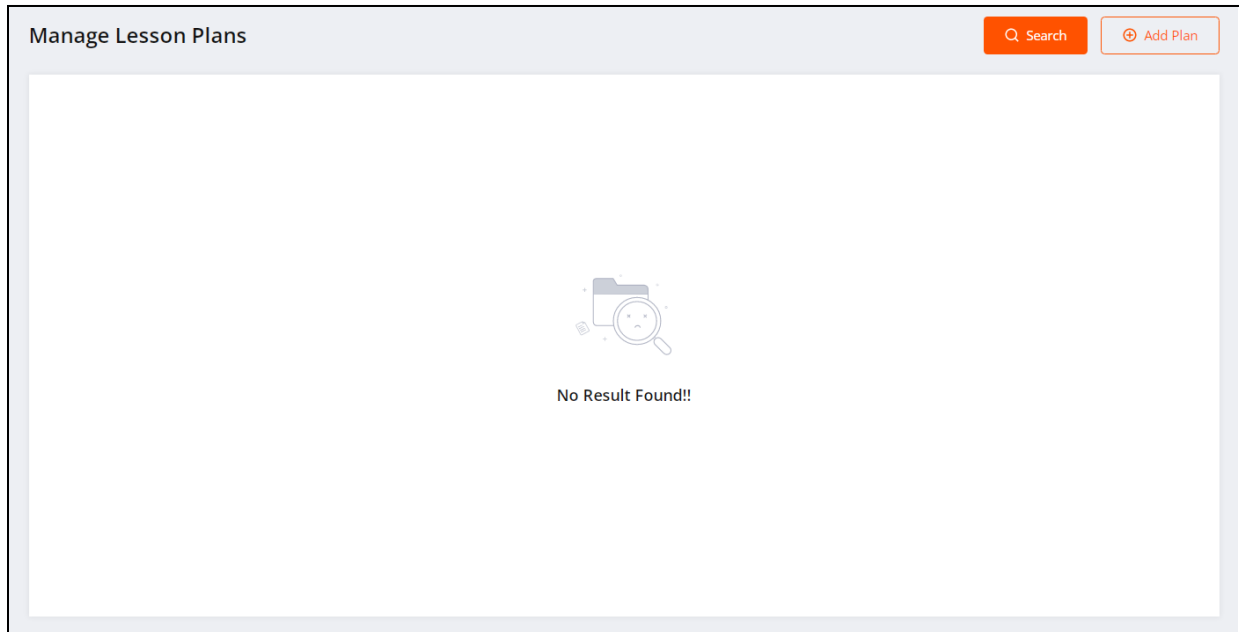
ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.




Click on **Add Lesson 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.


Star (*) marked fields are compulsory and can't be left blank.



b. Enter Classroom 

When the time of the lesson arrives, click on 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 on the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Cancel Lesson

Comments *

Refund Would Be 100 Percent.


Submit

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click on **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.



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 on the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Request Reschedule

Reschedule Reason *

Confirm It!

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click on **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.



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.




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.



Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika 00:21:27:23 [Enter Classroom](#)



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

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

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

Jun, 2022 < >

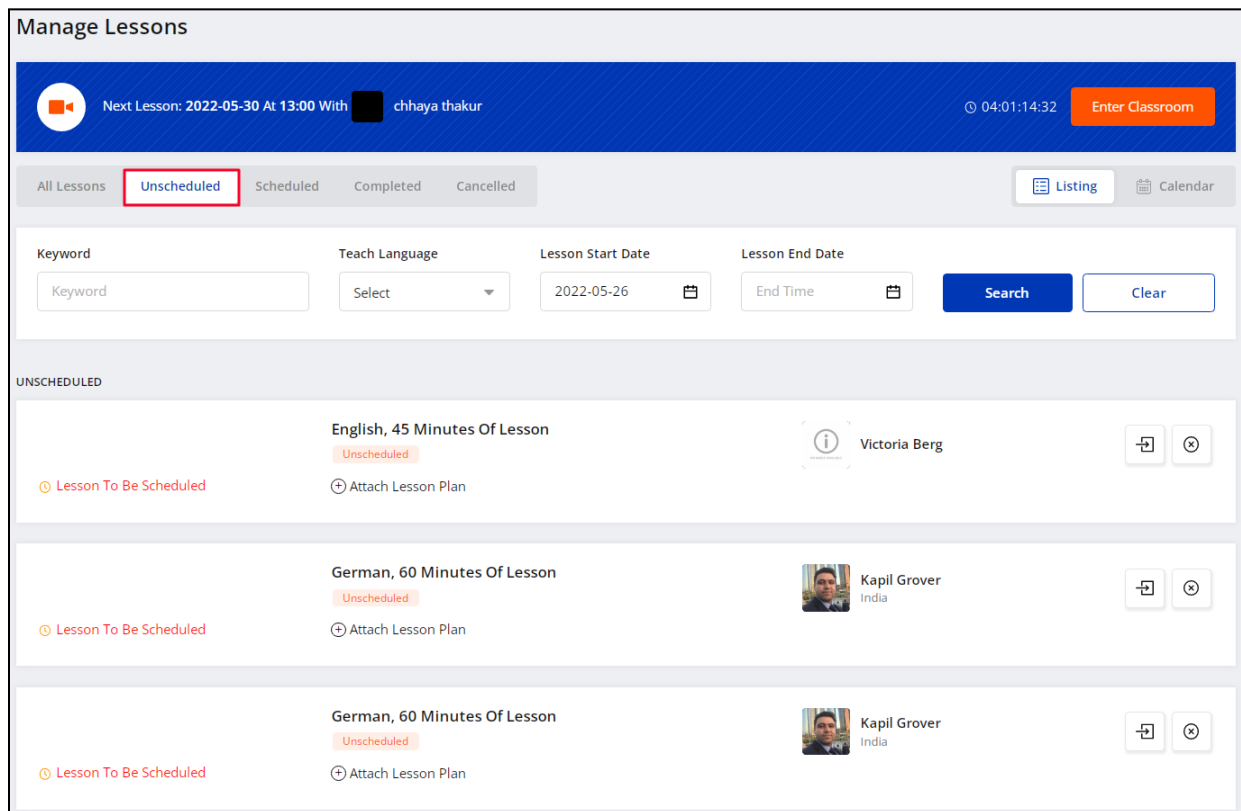
SUN	MON	TUE	WED	THU	FRI	SAT
29	30 ● 13:00 English,45 Minu ● 14:15 German,60 Min	31	1	2 ● 14:30 English,45 Minu	3	4
5	6 ● 12:30 English,45 Minu ● 15:15 Italian,60 Minu	7	8	9	10 ● 10:45 German,45 Min	11
12	13 ● 12:30 English,45 Minu ● 13:30 English,45 Minu	14	15	16	17 ● 10:15 German,45 Min	18
19	20 ● 12:30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

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


Star (*) marked fields are compulsory and can't be left blank.

7.2 Unscheduled

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






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:

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With chhaya thakur 03:23:22:14 [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 lessons in the form of a list. The latest lesson purchased is displayed at the top of the list.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With chhaya thakur 04:00:03:04 [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	Sahil Sharma India	📄 🗑️
🕒 Lesson To Be Scheduled	📄 Attach Lesson Plan		
	English, 45 Minutes Of Lesson Unscheduled	Victoria Berg	📄 🗑️
🕒 Lesson To Be Scheduled	📄 Attach Lesson Plan		
	German, 60 Minutes Of Lesson Unscheduled	Kapil Grover India	📄 🗑️
🕒 Lesson To Be Scheduled	📄 Attach Lesson Plan		
	German, 60 Minutes Of Lesson Unscheduled	Kapil Grover India	📄 🗑️
🕒 Lesson To Be Scheduled	📄 Attach Lesson Plan		

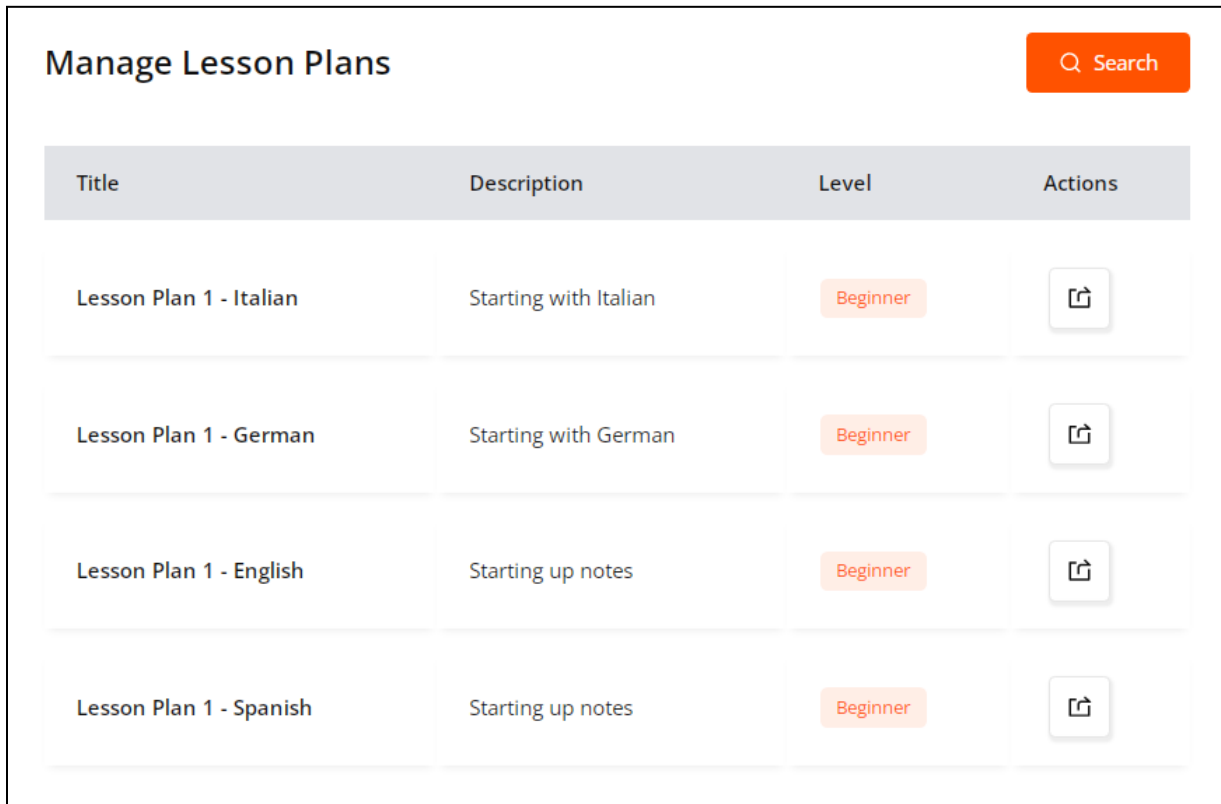
Star (*) marked fields are compulsory and can't be left blank.






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

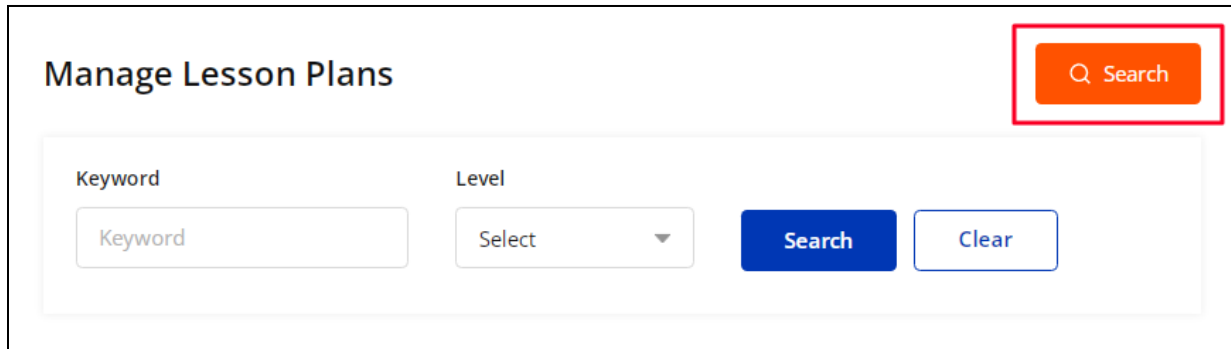
i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.



Manage Lesson Plans			
 Search			
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

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

Star (*) marked fields are compulsory and can't be left blank.

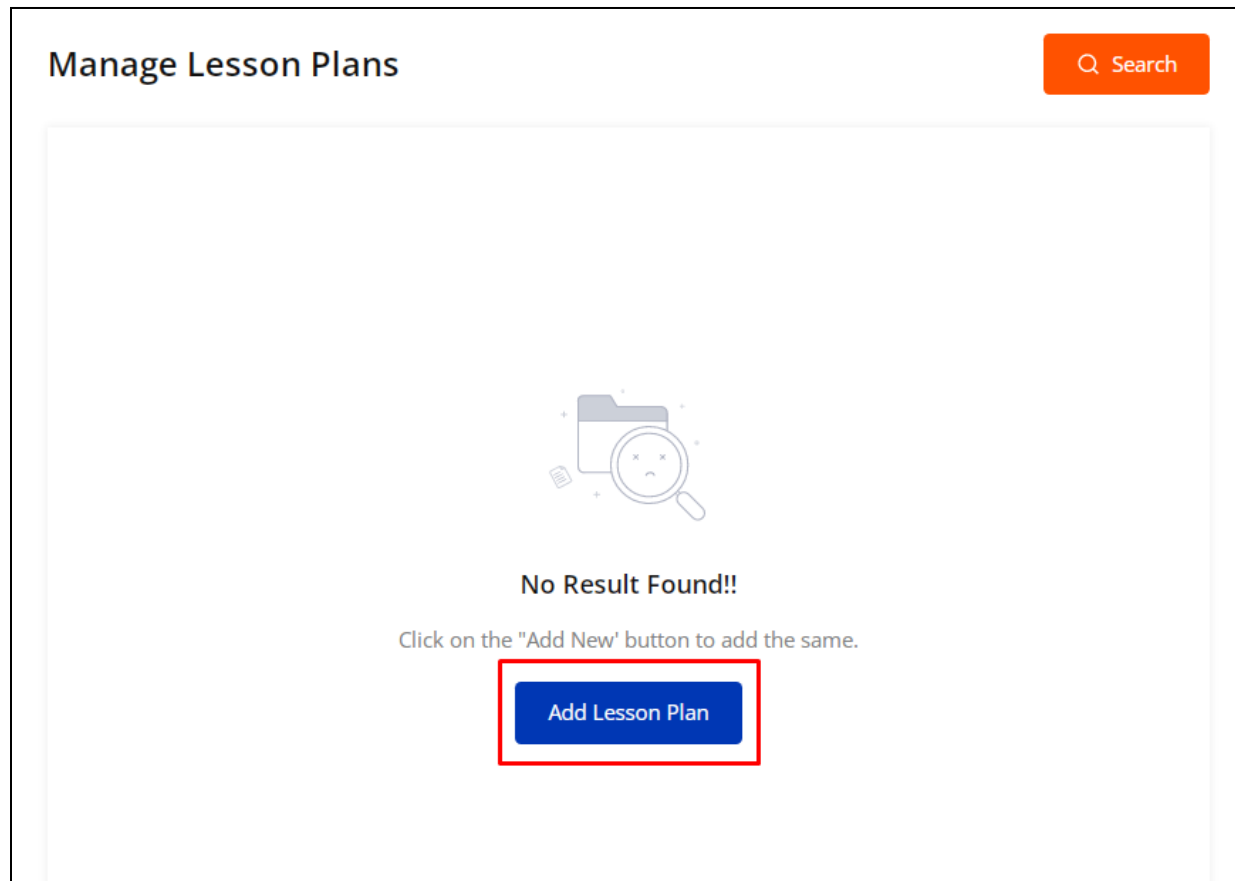


- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

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

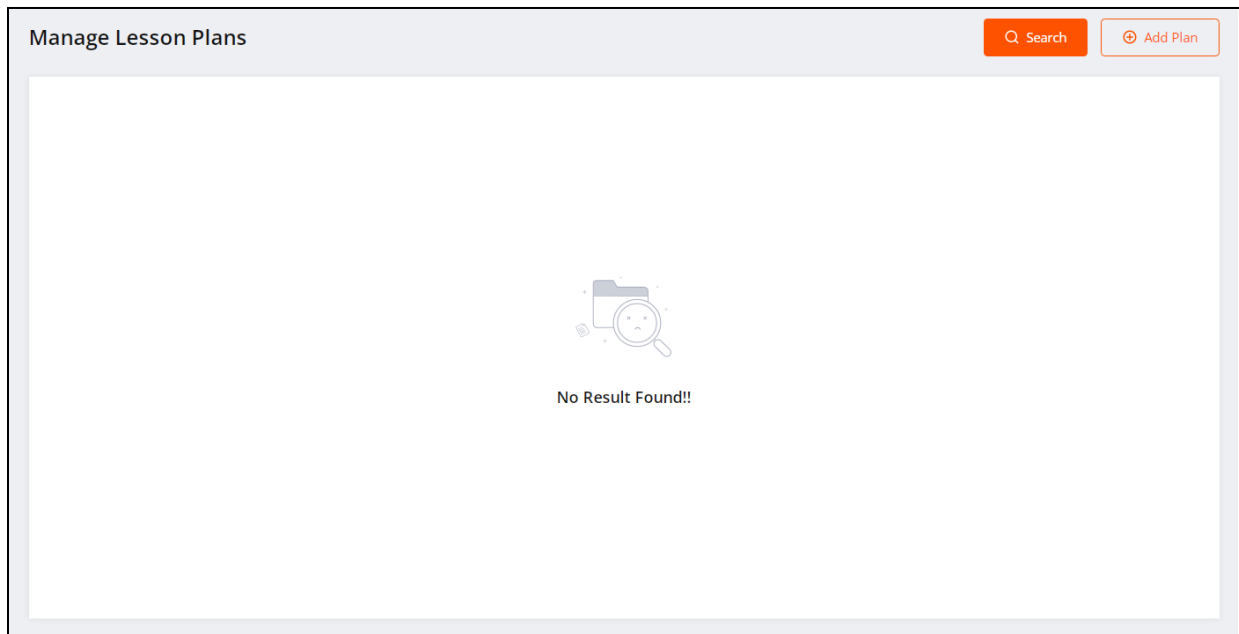
ii. If you haven't yet added any lesson plans, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.




Click on **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.


Star (*) marked fields are compulsory and can't be left blank.



b. Enter Classroom 

Click on 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 on the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Cancel Lesson

Comments *

Refund Would Be 100 Percent.

Submit

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click on **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.

ii. Calendar

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

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

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

All Lessons **Unscheduled** Scheduled Completed Cancelled
Calendar

Keyword

Teach Language Select

Lesson Start Date

Lesson End Date

[Search](#)

[Clear](#)

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

7.3 Scheduled

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

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](#)
[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
03:23:19:05


English, 45 Minutes Of Lesson
Scheduled Subscriptions

 **chhaya thakur**
India

[Attach Lesson Plan](#) [Refresh](#) [Close](#) [Refresh](#)

15:00 - 15:15
Monday, May 30, 2022
04:01:19:05

Free Trial, 15 Minutes Of Lesson
Scheduled


 **Pranav Jain**

[Attach Lesson Plan](#) [Refresh](#) [Close](#) [Refresh](#)

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](#) [Refresh](#) [Close](#) [Refresh](#)

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](#) [Refresh](#) [Close](#) [Refresh](#)

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](#) [Refresh](#) [Close](#) [Refresh](#)

2022-06-13

12:30 - 13:15
Monday, June 13, 2022
17:22:49:04


English, 45 Minutes Of Lesson
Scheduled

 **Hunter Rose**
United States

[Attach Lesson Plan](#) [Refresh](#) [Close](#) [Refresh](#)

13:30 - 14:15
Monday, June 13, 2022
17:23:49:04

English, 45 Minutes Of Lesson
Scheduled Subscriptions

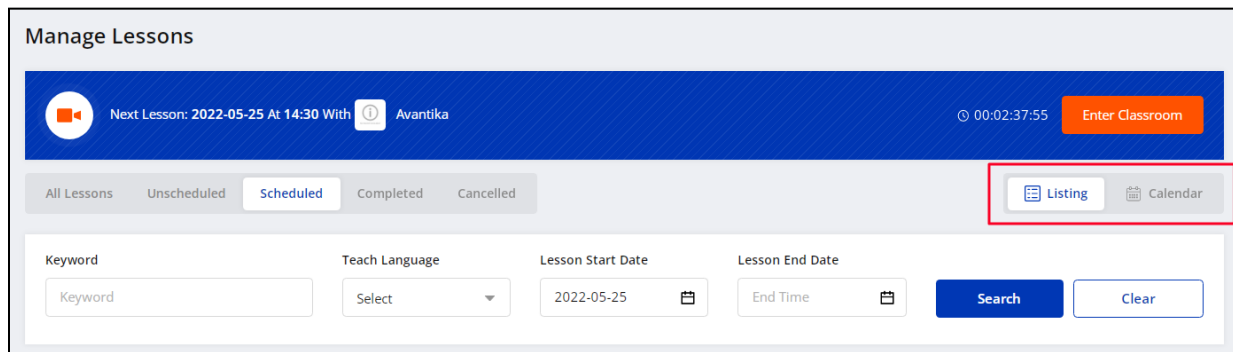
 **chhaya thakur**
India

[Attach Lesson Plan](#) [Refresh](#) [Close](#) [Refresh](#)

Star (*) marked fields are compulsory and can't be left blank.

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 on the upper right corner to access each view:




i. Listing

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

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

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

All Lessons Unscheduled Scheduled Completed Cancelled
Listing Calendar

Keyword
Teach Language
Lesson Start Date
Lesson End Date






Select

2022-05-26

End Time

Search

Clear

Date	Lesson Details	Learner	Actions
2022-05-30	13:00 - 13:45 Monday, May 30, 2022 03:23:16:19	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India Attach Lesson Plan
2022-05-30	15:00 - 15:15 Monday, May 30, 2022 04:01:16:19	Free Trial, 15 Minutes Of Lesson Scheduled	 Pranav Jain Attach Lesson Plan
2022-06-06	12:30 - 13:15 Monday, June 06, 2022 10:22:46:19	English, 45 Minutes Of Lesson Scheduled Subscriptions	 chhaya thakur India Attach Lesson Plan
2022-06-06	15:15 - 16:15 Monday, June 06, 2022 11:01:31:18	Italian, 60 Minutes Of Lesson Scheduled	 Avantika Kapil United States Attach Lesson Plan
2022-06-10	10:45 - 11:30 Friday, June 10, 2022 14:21:01:18	German, 45 Minutes Of Lesson Scheduled	 chhaya thakur India Attach Lesson Plan






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:


Star (*) marked fields are compulsory and can't be left blank.

a. Attach Lesson Plan 

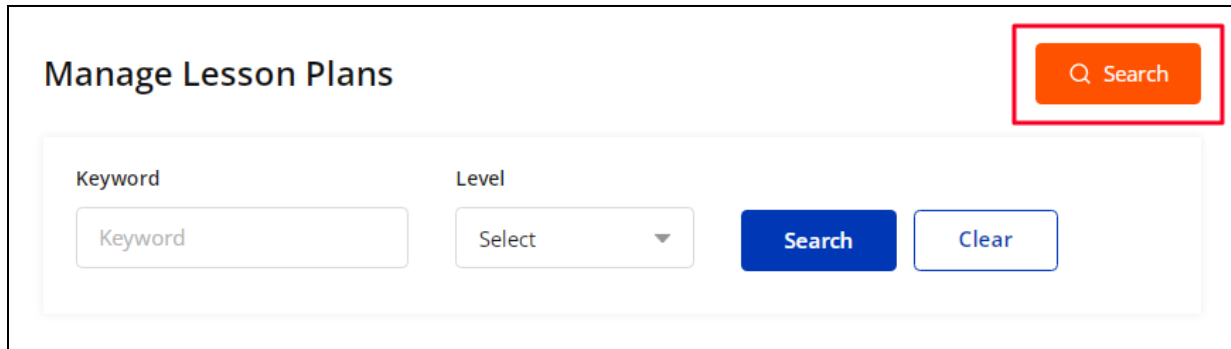
Click on **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

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

Manage Lesson Plans			 Search
Title	Description	Level	Actions
Lesson Plan 1 - Italian	Starting with Italian	Beginner	
Lesson Plan 1 - German	Starting with German	Beginner	
Lesson Plan 1 - English	Starting up notes	Beginner	
Lesson Plan 1 - Spanish	Starting up notes	Beginner	

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

Star (*) marked fields are compulsory and can't be left blank.

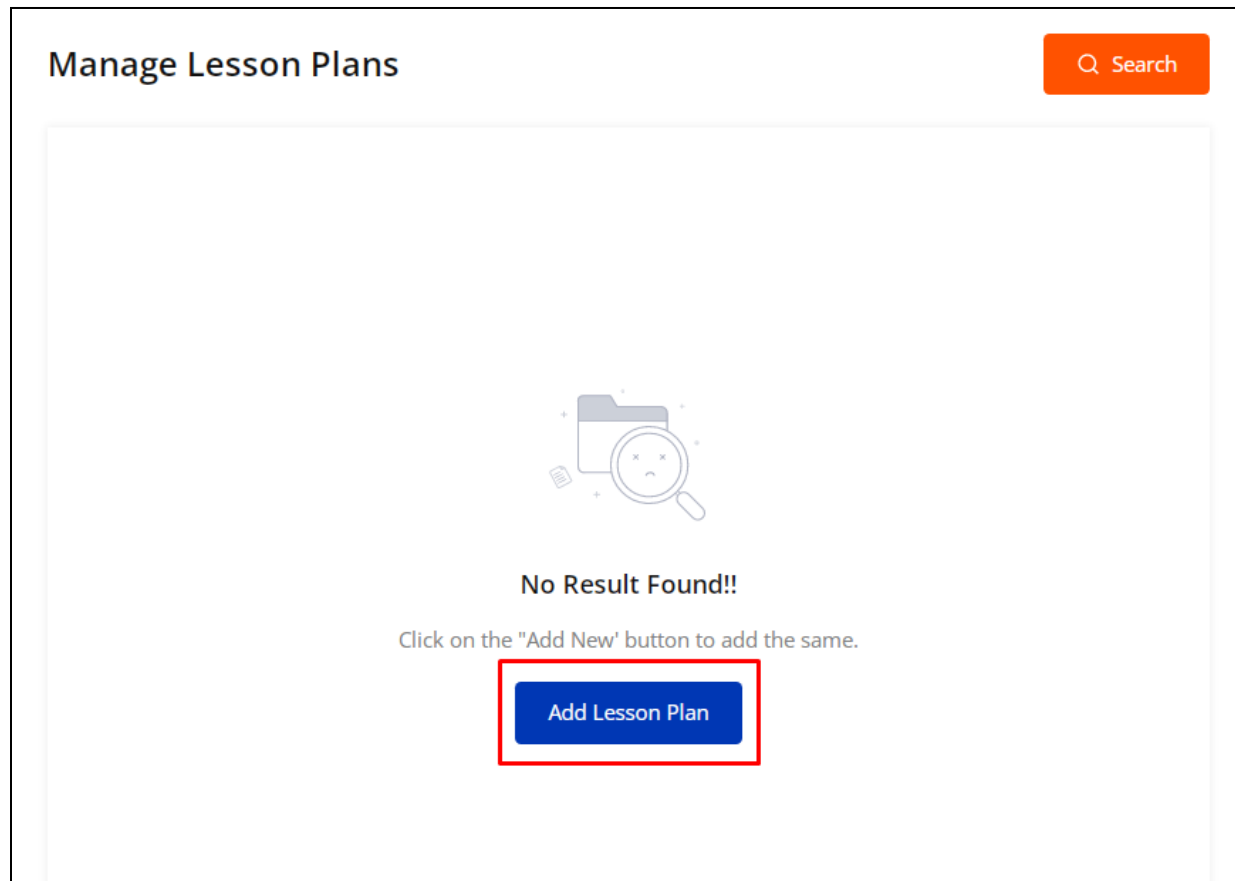


- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

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

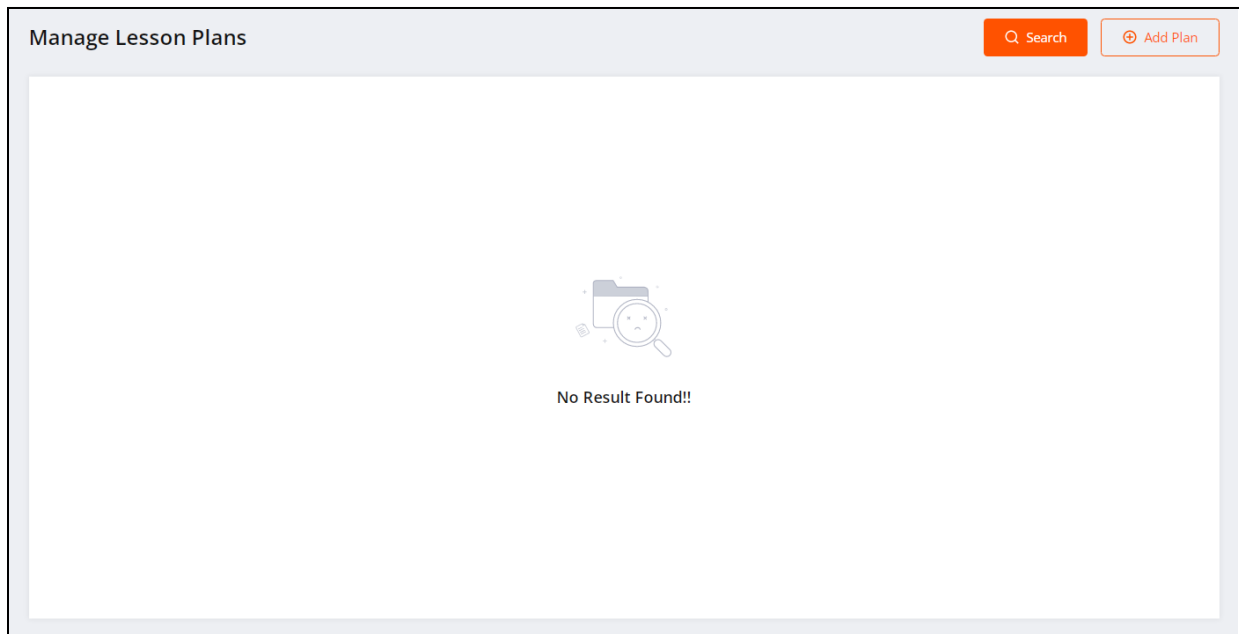
ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.




Click on **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.


Star (*) marked fields are compulsory and can't be left blank.



b. Enter Classroom 

When the time of the lesson arrives, click on 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 on 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 on **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.

Star (*) marked fields are compulsory and can't be left blank.



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.


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 on the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

Request Reschedule

Reschedule Reason *

Confirm It!

Star (*) marked fields are compulsory and can't be left blank.

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click on **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.




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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons



Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur 03:23:00:41 [Enter Classroom](#)

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

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

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

Jun, 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30 ● 13:00 English, 45 Minu ● 15:00 Free Trial, 15 Mi	31	1	2	3	4
5	6 ● 12:30 English, 45 Minu ● 15:15 Italian, 60 Minu	7	8	9	10 ● 10:45 German, 45 Min	11
12	13 ● 12:30 English, 45 Minu ● 13:30 English, 45 Minu	14	15	16	17 ● 10:15 German, 45 Min	18
19	20 ● 12:30 English, 45 Minu	21	22	23	24	25
26	27	28	29	30	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.

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.

Manage Lessons 1

Next Lesson: 2022-05-26 At 16:15 With learner1
00:00:56:08
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword <input style="width: 90%; border: 1px solid #ccc; padding: 2px;" type="text" value="Keyword"/>	Teach Language <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select ▼ </div>	Lesson Startdate <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 2022-05-01 📅 </div>	Lesson Enddate <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> End Time 📅 </div>	Search Clear
--	---	---	---	--

2022-05-02

18:15 - 18:45
Monday, May 02, 2022

Japanese, 30 Minutes Of Lesson
Completed
Report an Issue
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄
📅

2022-05-05

15:15 - 15:45
Thursday, May 05, 2022

Japanese, 30 Minutes Of Lesson
Completed
Report an Issue
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄
📅

2022-05-06

11:30 - 11:45
Friday, May 06, 2022

Japanese, 15 Minutes Of Lesson
Completed
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄

11:45 - 12:00
Friday, May 06, 2022

Japanese, 15 Minutes Of Lesson
Completed
Report an Issue
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄
📅

12:00 - 12:15
Friday, May 06, 2022

Japanese, 15 Minutes Of Lesson
Completed
Report an Issue
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄
📅

12:15 - 12:30
Friday, May 06, 2022

Japanese, 15 Minutes Of Lesson
Completed
Report an Issue
⊕ Attach Lesson Plan

Jason Roy
Armenia

📄
📅

2022-05-17

18:00 - 18:15
Tuesday, May 17, 2022

Japanese, 15 Minutes Of Lesson
Completed
⊕ Attach Lesson Plan

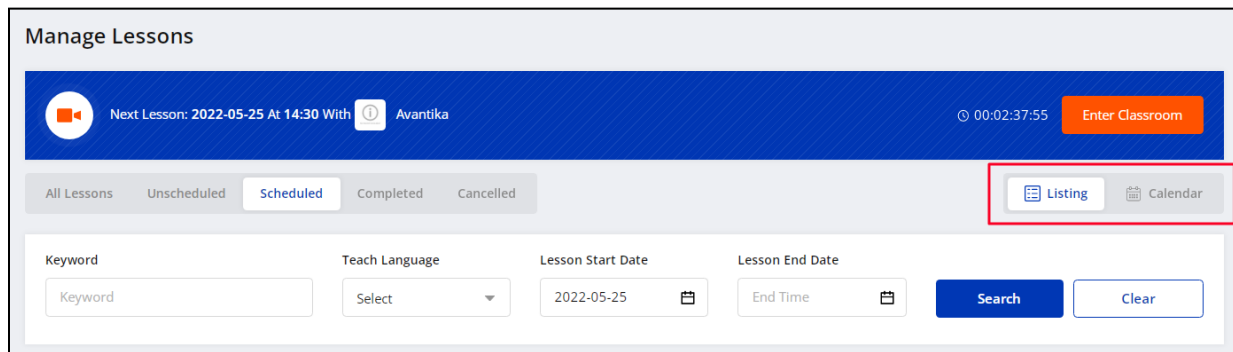
Jason Roy
Armenia

📄

Star (*) marked fields are compulsory and can't be left blank.

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:




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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2023-04-15 At 10:00 With  Jason Roy
274:20:16:08 [Enter Classroom](#)

All Lessons Unscheduled Scheduled Completed Canceled
Listing Calendar

Keyword






Teach Language Select

Lesson Start Date

Lesson End Date

[Search](#)


[Clear](#)

Date	Time	Language	Duration	Status	Learner	Actions
2022-05-02						
	18:15 - 18:45 <small>Monday, May 02, 2022</small>	Japanese	30 Minutes Of Lesson	Completed Issue Reported	 Jason Roy <small>Armenia</small>	📄 📄
2022-05-05						
	15:15 - 15:45 <small>Thursday, May 05, 2022</small>	Japanese	30 Minutes Of Lesson	Completed Issue Reported	 Jason Roy <small>Armenia</small>	📄 📄
2022-05-06						
	11:30 - 11:45 <small>Friday, May 06, 2022</small>	Japanese	15 Minutes Of Lesson	Completed	 Jason Roy <small>Armenia</small>	📄
	11:45 - 12:00 <small>Friday, May 06, 2022</small>	Japanese	15 Minutes Of Lesson	Completed Issue Reported	 Jason Roy <small>Armenia</small>	📄 📄
	12:00 - 12:15 <small>Friday, May 06, 2022</small>	Japanese	15 Minutes Of Lesson	Completed Issue Reported	 Jason Roy <small>Armenia</small>	📄 📄

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:

Star (*) marked fields are compulsory and can't be left blank.

a. Enter Classroom 

When the time of the lesson arrives, click on 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 on the issue icon button to open the **Issue Details** window displaying all the details regarding the reported issue and the lesson.

Star (*) marked fields are compulsory and can't be left blank.

Issue Detail

Note Refund Lesson Discount Order Text

Closed Issue Teacher was absent Was Posted By Jason Roy 13:31:pm May 06,2022

Issue Logs

Jason Roy [Learner] Take Action Teacher was absent 13:31:pm May 06,2022
Comment: teacher was absent

Tom Curran [Teacher] Take Action Complete and issue 50% refund 13:32:pm May 06,2022
Comment: 50% refund, Student was late

Jason Roy [Learner] Take Action Escalate To Support Team 13:33:pm May 06,2022
Comment: I was on time, he was late

YoCoach [Support] Take Action Complete and issue 50% refund 13:35:pm May 06,2022
Comment: 50% refund allocated

Lesson Details

Lesson

Order ID 0000882 Lesson ID 617 Lesson Price \$7.60 Ended By N/A

Tom Curran [Teacher]

Join Time --- End Time ---

Jason Roy [Learner]

Join Time --- End Time ---

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.

Star (*) marked fields are compulsory and can't be left blank.

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

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

Keyword:
 Teach Language:
 Lesson Startdate:
 Lesson Enddate:

May, 2022 < >

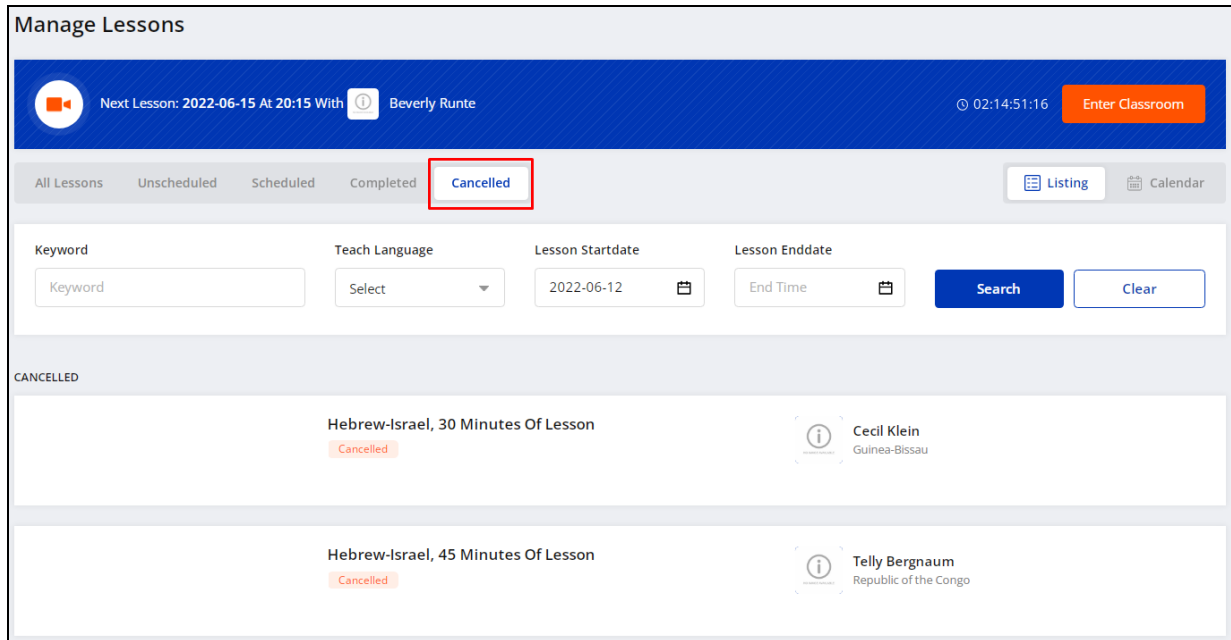
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 ● 18:15 Japanese,30 Mi	3	4	5 ● 15:15 Japanese,30 Mi	6 ● 11:30 Japanese,15 Mi ● 11:45 Japanese,15 Mi ● 12:00 Japanese,15 Mi +1 View More	7
8	9	10	11	12	13	14
15	16	17 ● 18:00 Japanese,15 Mi	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

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

7.5 Canceled

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

Star (*) marked fields are compulsory and can't be left blank.





Manage Lessons

Next Lesson: 2022-06-15 At 20:15 With Beverly Runte 02:14:51:16 [Enter Classroom](#)

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

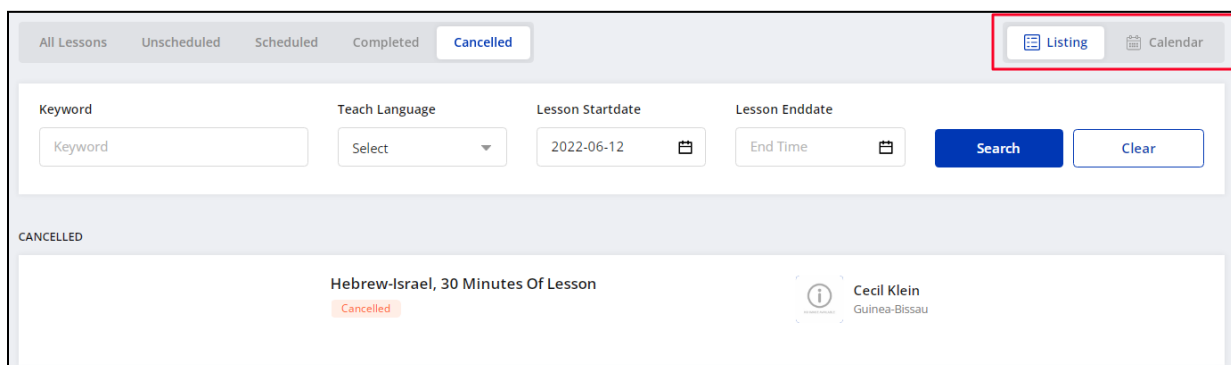
Keyword: Teach Language: Lesson Startdate: Lesson Enddate: [Search](#) [Clear](#)

CANCELLED

- Hebrew-Israel, 30 Minutes Of Lesson [Cancelled](#)  **Cecil Klein**
Guinea-Bissau
- Hebrew-Israel, 45 Minutes Of Lesson [Cancelled](#)  **Telly Bergnaum**
Republic of the Congo

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:



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

Keyword: Teach Language: Lesson Startdate: Lesson Enddate: [Search](#) [Clear](#)

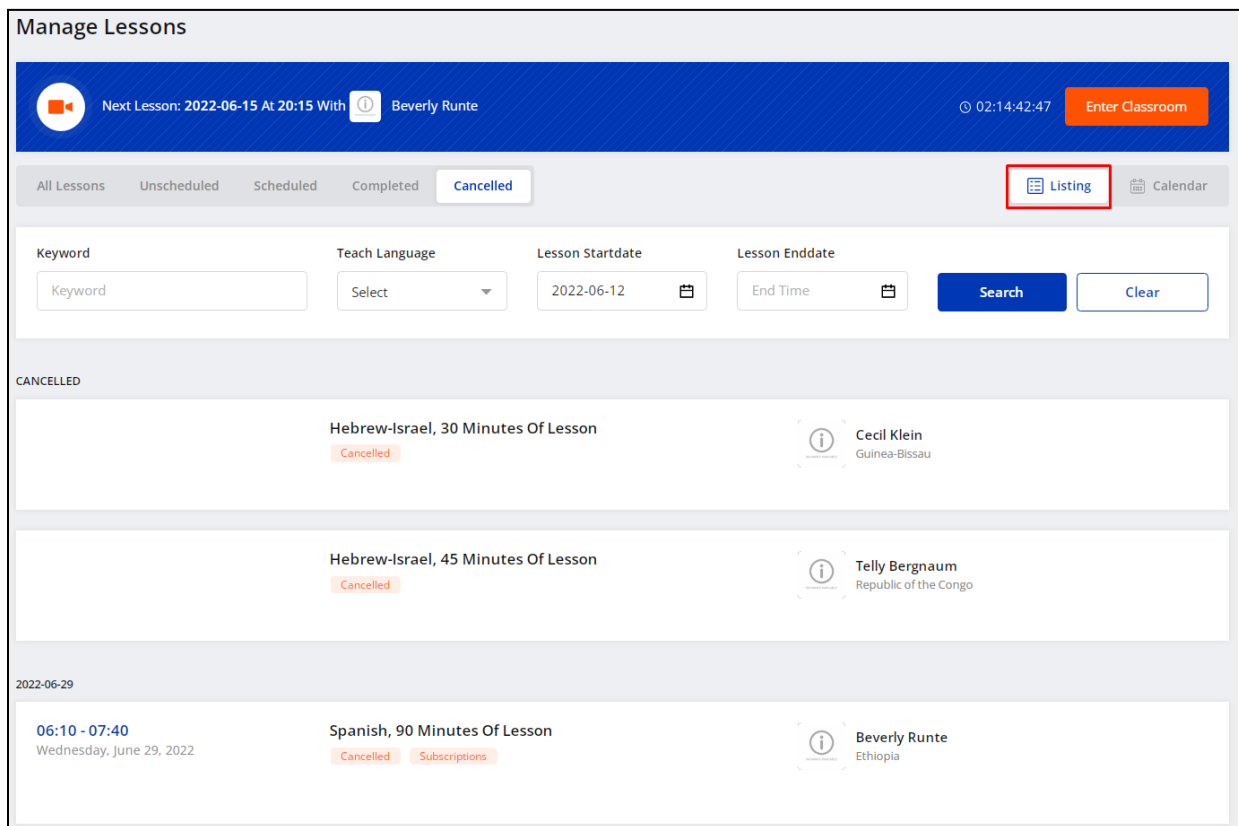
CANCELLED

- Hebrew-Israel, 30 Minutes Of Lesson [Cancelled](#)  **Cecil Klein**
Guinea-Bissau

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. The lessons that had not been scheduled yet and now stand canceled are displayed at the top of the list.



The screenshot shows the 'Manage Lessons' interface. At the top, there is a blue header with a camera icon, the text 'Next Lesson: 2022-06-15 At 20:15 With Beverly Runte', a clock icon, the time '02:14:42:47', and an 'Enter Classroom' button. Below the header, there are tabs for 'All Lessons', 'Unscheduled', 'Scheduled', 'Completed', and 'Cancelled'. The 'Cancelled' tab is selected. To the right of the tabs, there is a 'Listing' button (highlighted with a red box) and a 'Calendar' button. Below the tabs, there are search filters: 'Keyword' (input field), 'Teach Language' (dropdown menu), 'Lesson Startdate' (input field with a calendar icon), and 'Lesson Enddate' (input field with a calendar icon). There are 'Search' and 'Clear' buttons. The main content area shows a list of canceled lessons. The first two lessons are 'Hebrew-Israel, 30 Minutes Of Lesson' and 'Hebrew-Israel, 45 Minutes Of Lesson', both marked as 'Cancelled'. The third lesson is 'Spanish, 90 Minutes Of Lesson' on 'Wednesday, June 29, 2022' at '06:10 - 07:40', also marked as 'Cancelled' and 'Subscriptions'. Each lesson entry includes an information icon and the learner's name and location.

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

Star (*) marked fields are compulsory and can't be left blank.

does not display the lessons that were unscheduled and now stand canceled.

Manage Lessons


Next Lesson: 2022-06-18 At 21:15 With  Shania Braun

05:12:34:11
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword

Teach Language

Select
▼

Lesson Startdate

📅

Lesson Enddate

📅

Search
Clear

Jun, 2022
<
>

SUN	MON	TUE	WED	THU	FRI	SAT
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 ● 10:10 Spanish,90 Mir
26	27	28	29	30	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.







Star (*) marked fields are compulsory and can't be left blank.

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8. Lesson Plan

Yo!Coach Plus 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, 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
Lesson Plan 1 - German	Lesson Plan 1 - German	Beginner	 
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	 
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	 

8.1 Add A New Plan

Click on **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:

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

Note: Allowed Lesson File Types 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 on **Choose File** and upload the reference file or image for the lesson plan.

Click on **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.

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 on 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


Note: Allowed Lesson File Types png, jpg, jpeg, txt, doc, docx, pdf

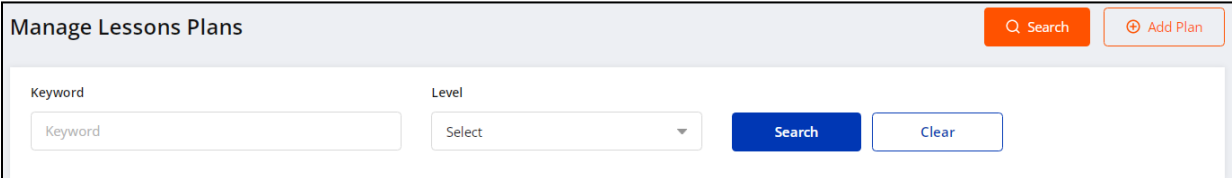
Make the required changes in the provided fields and click on **Submit** to save the changes made.

Star (*) marked fields are compulsory and can't be left blank.

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

8.3 Search

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



The screenshot shows a web interface titled "Manage Lessons Plans". At the top right, there are two buttons: "Search" (with a magnifying glass icon) and "Add Plan" (with a plus icon). Below the title bar is a search form. The form has two main sections: "Keyword" and "Level". The "Keyword" section contains a text input field with the placeholder text "Keyword". The "Level" section contains a dropdown menu with the text "Select" and a downward arrow. To the right of the input fields are two buttons: a blue "Search" button and a white "Clear" button with a blue border.

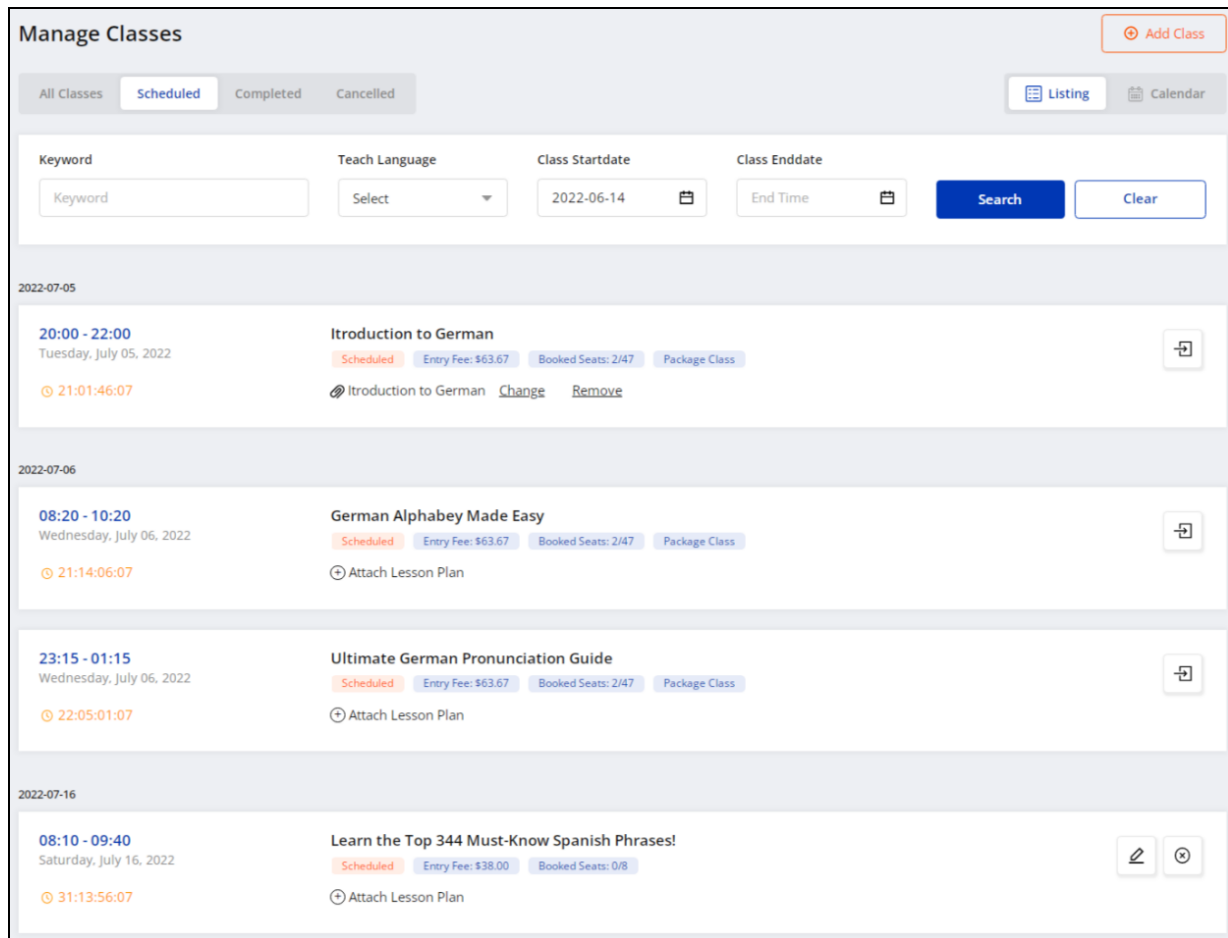
- **Keyword:** Enter the plan title or description as keywords.
- **Level:** Search by the level selected for the lesson plan.

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

9. Group Classes

Yo!Coach Plus 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.

Star (*) marked fields are compulsory and can't be left blank.



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' (which is 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). There are 'Search' and 'Clear' buttons. The main content area displays a list of classes grouped by date:

- 2022-07-05:**
 - 20:00 - 22:00** (Tuesday, July 05, 2022): Introduction to German. Status: Scheduled. Entry Fee: \$63.67. Booked Seats: 2/47. Package Class. Includes a 'Change' button and a 'Remove' button.
- 2022-07-06:**
 - 08:20 - 10:20** (Wednesday, July 06, 2022): German Alphabey Made Easy. Status: Scheduled. Entry Fee: \$63.67. Booked Seats: 2/47. Package Class. Includes an 'Attach Lesson Plan' button.
 - 23:15 - 01:15** (Wednesday, July 06, 2022): Ultimate German Pronunciation Guide. Status: Scheduled. Entry Fee: \$63.67. Booked Seats: 2/47. Package Class. Includes an 'Attach Lesson Plan' button.
- 2022-07-16:**
 - 08:10 - 09:40** (Saturday, July 16, 2022): Learn the Top 344 Must-Know Spanish Phrases!. Status: Scheduled. Entry Fee: \$38.00. Booked Seats: 0/8. Includes an 'Attach Lesson Plan' button.

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

I. Add A New Group Class

To add a new group class, click on **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:

Star (*) marked fields are compulsory and can't be left blank.

Add Group Class

[General](#)
[English](#)
[Arabic](#)

Title *
Language *

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

Description *

Entry Fee [USD] *
Max Learners *

Start Time *
Duration *

[Save & Next](#)

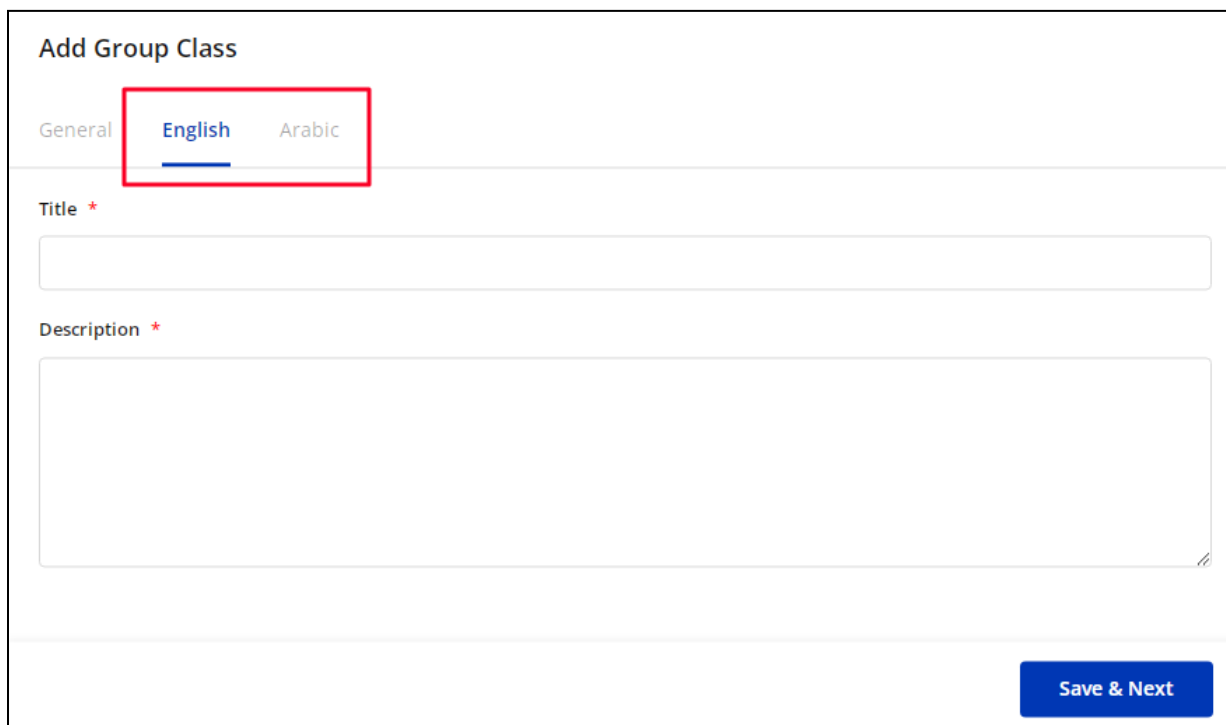
- **Title***: Enter a title for the group class.
- **Language***: From the drop down list, select the language for the group class being hosted.
- ❗ Only the languages you teach are displayed in the list.
- **Class Slug***: Enter an SEO-friendly slug URL for the group class.
- **Class Banner**: Click on **Choose File** and upload the banner image for the class.

Star (*) marked fields are compulsory and can't be left blank.

- **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 on **Save and Next** to move to the next tab.

ii. Language(s): Enter the following language related details:



The screenshot shows a form titled "Add Group Class". At the top, there are two tabs: "General" and "English". The "English" tab is selected and highlighted with a red box. Below the tabs, there are two required fields: "Title *" and "Description *". The "Title" field is a single-line text input, and the "Description" field is a larger text area. At the bottom right of the form, there is a blue button labeled "Save & Next".

- **Title***: Enter the language specific title for the group class.

Star (*) marked fields are compulsory and can't be left blank.

- **Description***: Enter the brief description for the group class to be displayed for a specific language.



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

Once done, click on **Save** to save the information and add a new group class. 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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

+ Add Class

All Classes
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword <input style="width: 90%;" type="text" value="Keyword"/>	Teach Language <input style="width: 90%;" type="text" value="Select"/>	Class Start Date <input style="width: 90%;" type="text" value="2022-06-16"/>	Class End Date <input style="width: 90%;" type="text" value="End Time"/>	<input style="width: 80%; background-color: #0056b3; color: white;" type="button" value="Search"/>	<input style="width: 80%; border: 1px solid #ccc;" type="button" value="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

🕒 09:00:32:50
⊕ 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
✎ 🗑

2022-06-30

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
🔄 🗑

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

🕒 126:20:57:50
⊕ Attach Lesson Plan
✎ 🗑

Star (*) marked fields are compulsory and can't be left blank.

The following functionalities are available on this page:

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:

Keyword	Teach Language	Class Start Date	Class End Date		
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>	<input type="text" value="2022-06-16"/>	<input type="text" value="End Time"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **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 on **Search** to generate the search results. Once the search is complete, click on **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:

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:

2022-06-24

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

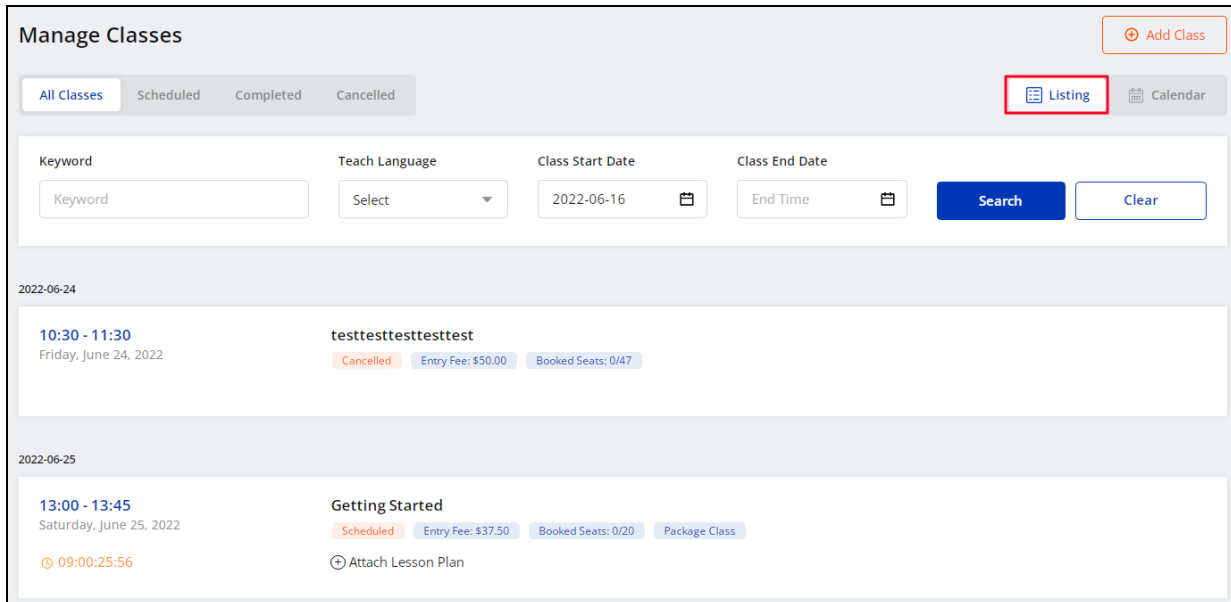
01:30 - 01:45
 Thursday, June 30, 2022
Leaning German with me
Scheduled Entry Fee: \$15.00 Booked Seats: 0/20 Edit Delete
 13:12:57:26 Attach Lesson Plan

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

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.

Star (*) marked fields are compulsory and can't be left blank.



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 on **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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans Q Search

Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

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

Manage Lesson Plans Q Search

Keyword

Level

Select ▼

Search

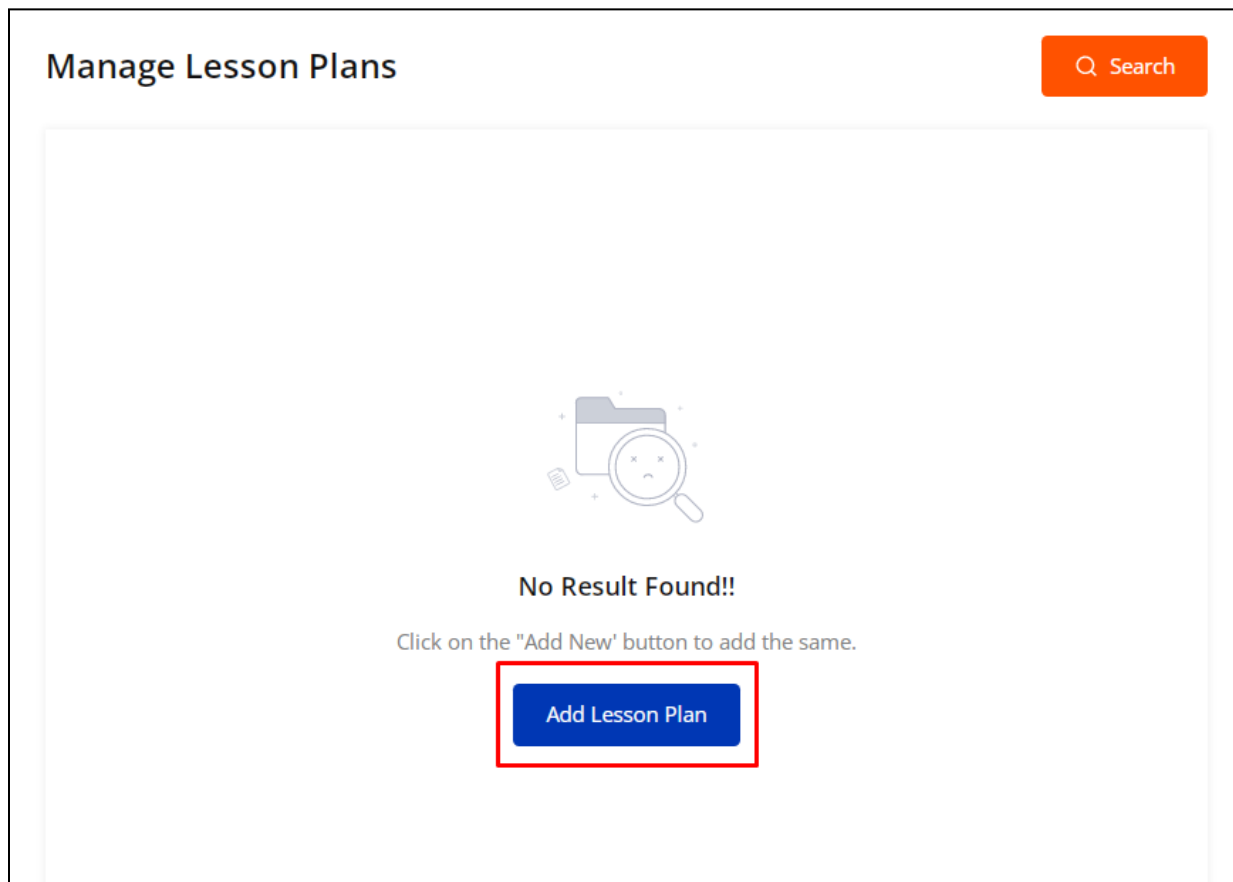
Clear

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

Star (*) marked fields are compulsory and can't be left blank.

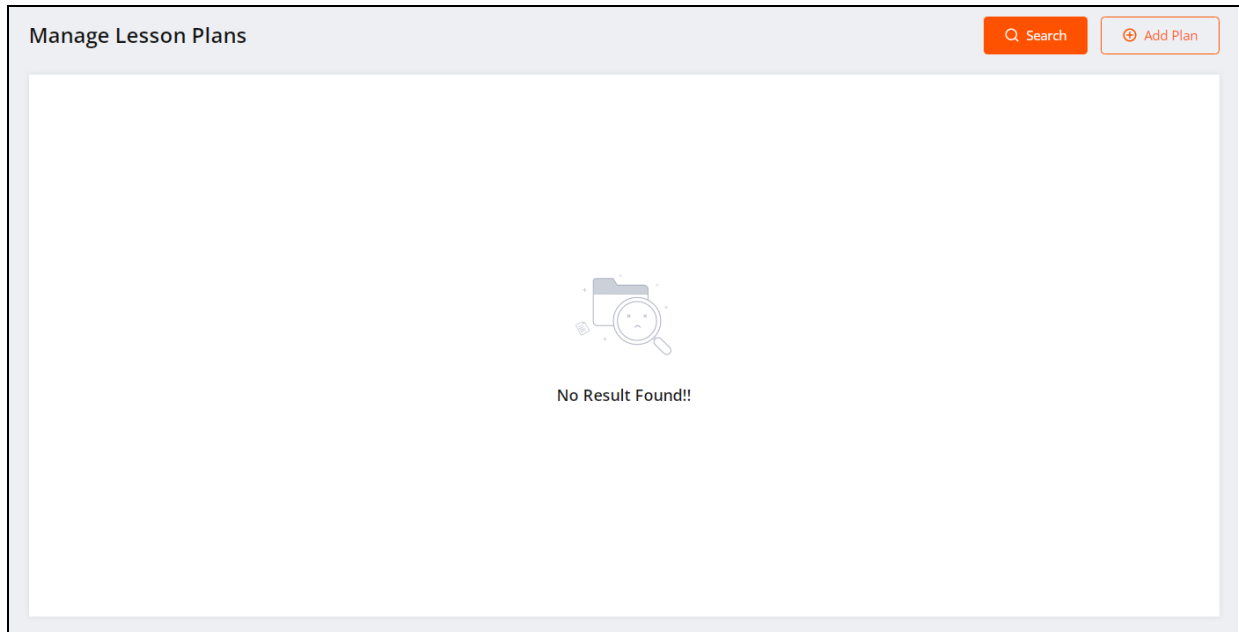
Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

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



Click on **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.

Star (*) marked fields are compulsory and can't be left blank.



b. Edit 

To edit a class, click on 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.

Star (*) marked fields are compulsory and can't be left blank.

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 on **Save** to save the changes made.



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.

Star (*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click on 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.

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 on 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.

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

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
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	10:30 testtesttestes	13:00 Getting Startec
26	27	28	29	01:30 Leaning Germu 15:45 Learning Tami	1	2
3	4	5	13:00 Writing practic	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

Star (*) marked fields are compulsory and can't be left blank.

available here for you to perform. By default, you are redirected to this tab when you access the **Group Classes** module.

Manage Classes + Add Class

All Classes **Scheduled** Completed Cancelled
Listing Calendar

Keyword

Teach Language

Select
▼

Class Start Date

2022-06-16
📅

Class End Date

End Time
📅

Search Clear

2022-06-25

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

🕒 09:00:37:07

Getting Started

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

📎 Attach Lesson Plan

✎ ⌘

2022-06-30

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

🕒 13:13:07:07

Leaning German with me

Scheduled
Entry Fee: \$15.00
Booked Seats: 0/20

📎 Attach Lesson Plan

✎ ⌘

2022-06-30

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

🕒 14:03:22:07

Learning Tamil with me

Scheduled
Entry Fee: \$20.00
Booked Seats: 1/20

📎 Attach Lesson Plan

✎ ⌘

2022-07-06

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

🕒 20:00:37:08

Writing practices

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

📎 Attach Lesson Plan

2022-07-17

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

🕒 30:21:07:08

Speaking Practices

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

📎 Attach Lesson Plan

2022-07-22

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

🕒 35:21:22:08

Winding up

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

📎 Attach Lesson Plan

2022-10-21

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

🕒 126:21:02:08

Portuguese for Beginners: Alphabet and Phonetics

Scheduled
Entry Fee: \$51.00
Booked Seats: 0/17

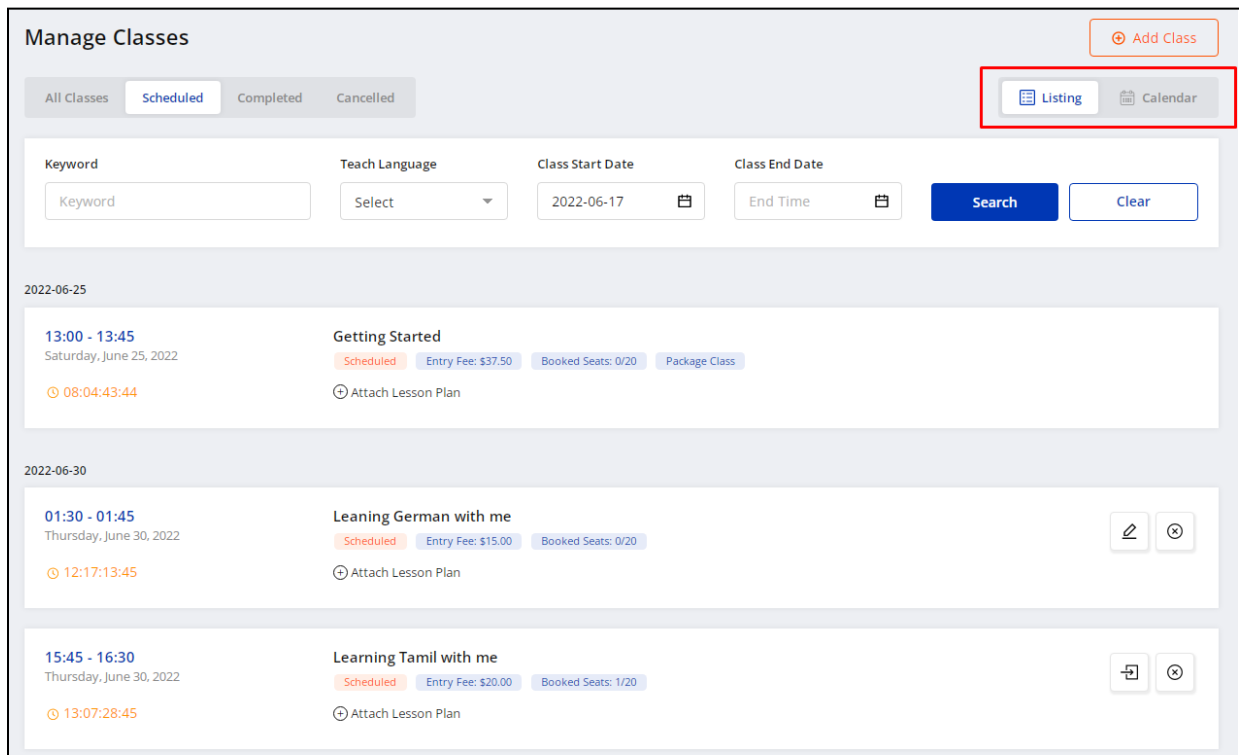
📎 Attach Lesson Plan

✎ ⌘

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:



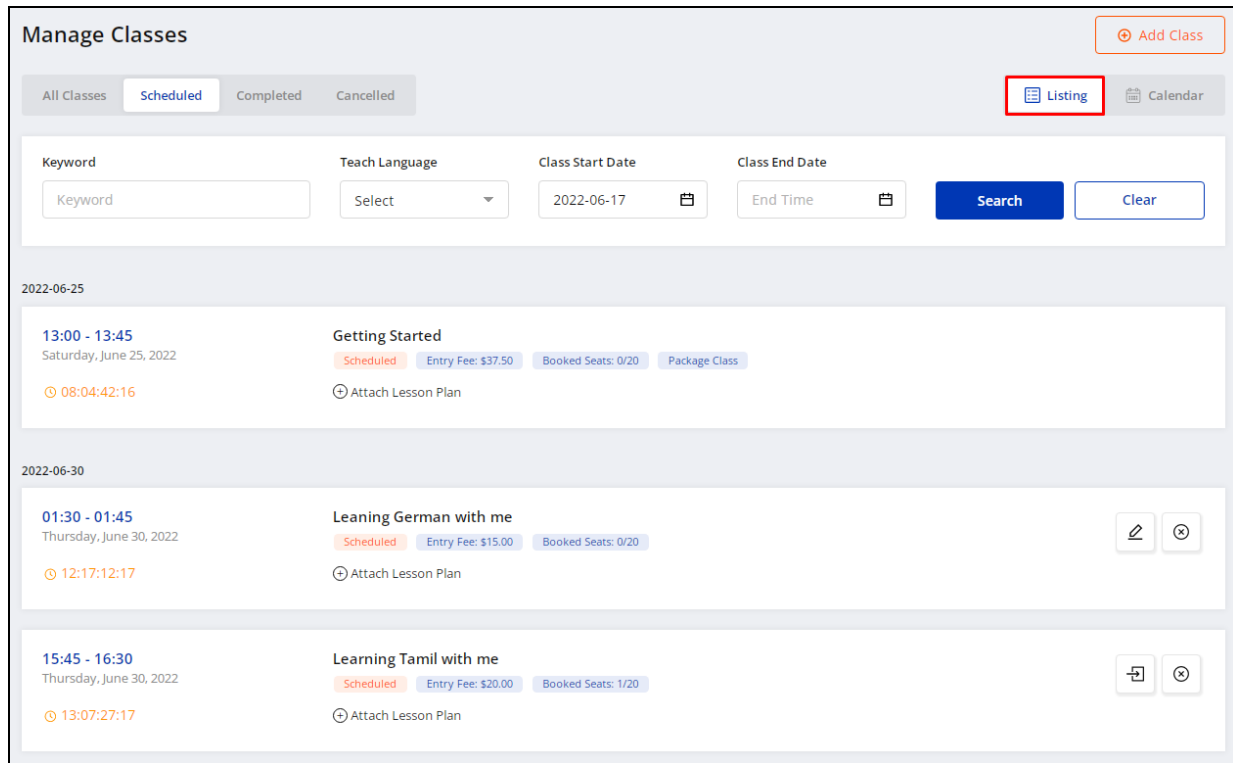
The screenshot shows the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, two buttons for 'Listing' and 'Calendar' are highlighted with a red box. The 'Scheduled' tab is selected. Below the tabs, there are search filters for 'Keyword', 'Teach Language', 'Class Start Date', and 'Class End Date'. The 'Class Start Date' is set to '2022-06-17'. There are 'Search' and 'Clear' buttons. The main content area shows a list of classes:

- 2022-06-25**
 - 13:00 - 13:45** (Saturday, June 25, 2022)
 - Getting Started** (Scheduled, Entry Fee: \$37.50, Booked Seats: 0/20, Package Class)
 - 08:04:43:44 (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)
 - 12:17:13:45 (Attach Lesson Plan)
 - 15:45 - 16:30** (Thursday, June 30, 2022)
 - Learning Tamil with me** (Scheduled, Entry Fee: \$20.00, Booked Seats: 1/20)
 - 13:07:28:45 (Attach Lesson Plan)

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.

Star (*) marked fields are compulsory and can't be left blank.



Access the following functionalities on this page:




a. Attach Lesson Plan 


Click on **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.

Star (*) marked fields are compulsory and can't be left blank.

Manage Lessons Plans Q Search

Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

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

Manage Lesson Plans Q Search

Keyword Level

Select
▼

Search

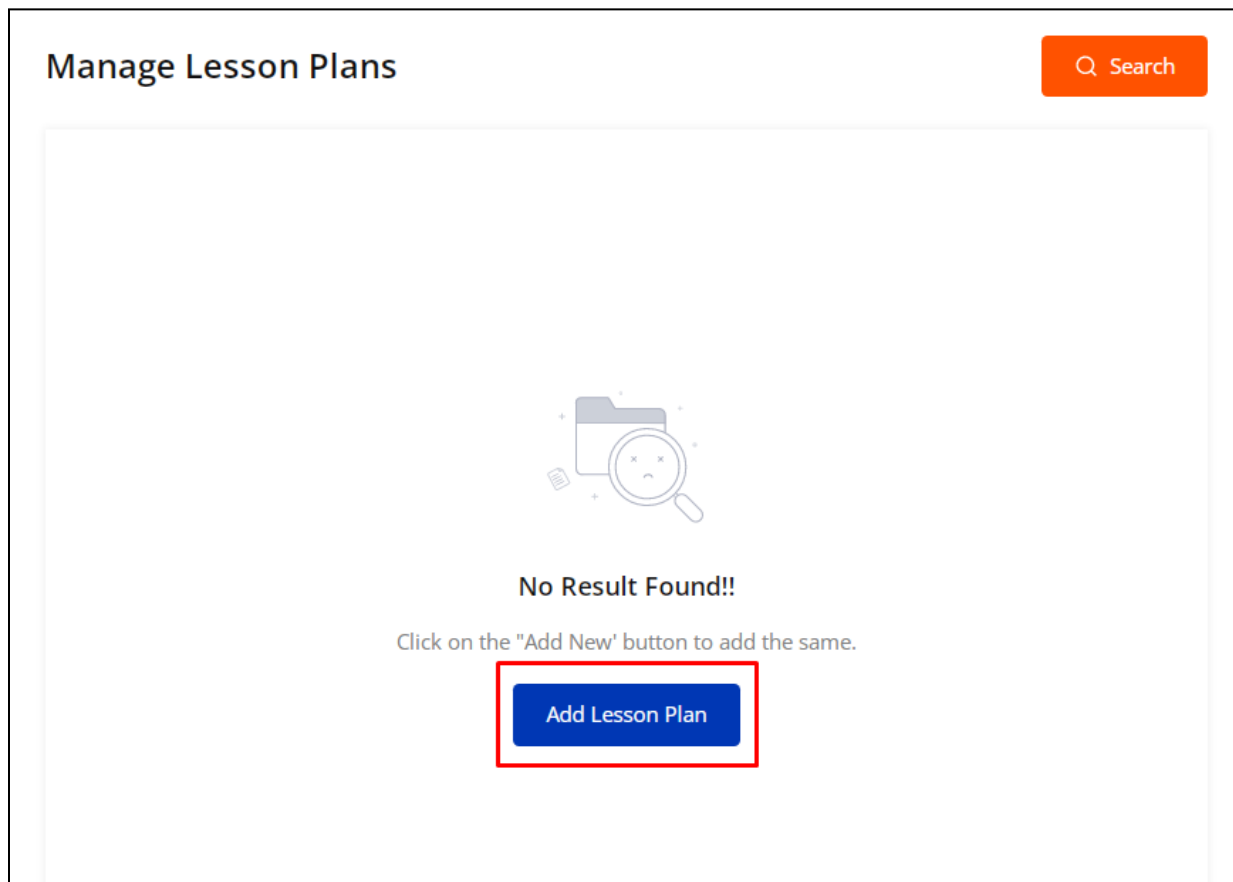
Clear

- **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.

Star (*) marked fields are compulsory and can't be left blank.

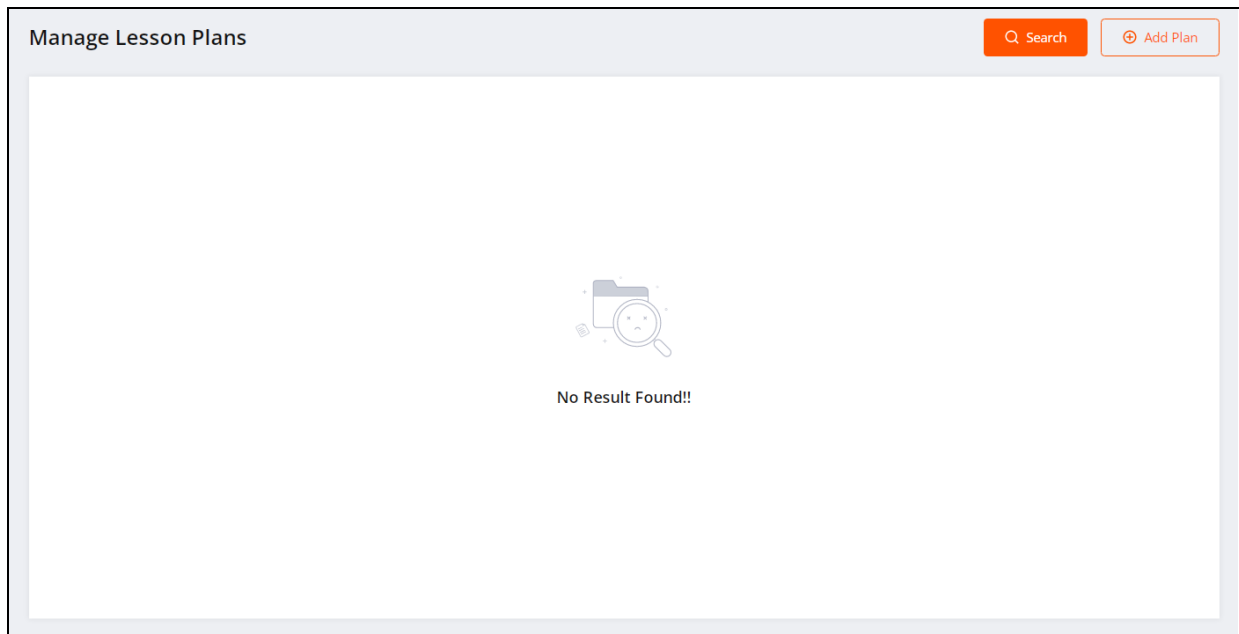
Click on **Search** to generate the search results. Click on **Clear** to display the complete list again.

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



Click on **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.

Star (*) marked fields are compulsory and can't be left blank.



b. Edit 

To edit a class, click on 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.

Star (*) marked fields are compulsory and can't be left blank.

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 on **Save** to save the changes made.



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.

Star (*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click on 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.

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 on 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.

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

SUN	MON	TUE	WED	THU	FRI	SAT
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 ● 13:00 Getting Startec
26	27	28	29	30 ● 01:30 Leaning Germs ● 15:45 Learning Tami	1	2
3	4	5	6 ● 13:00 Writing practic	7	8	9

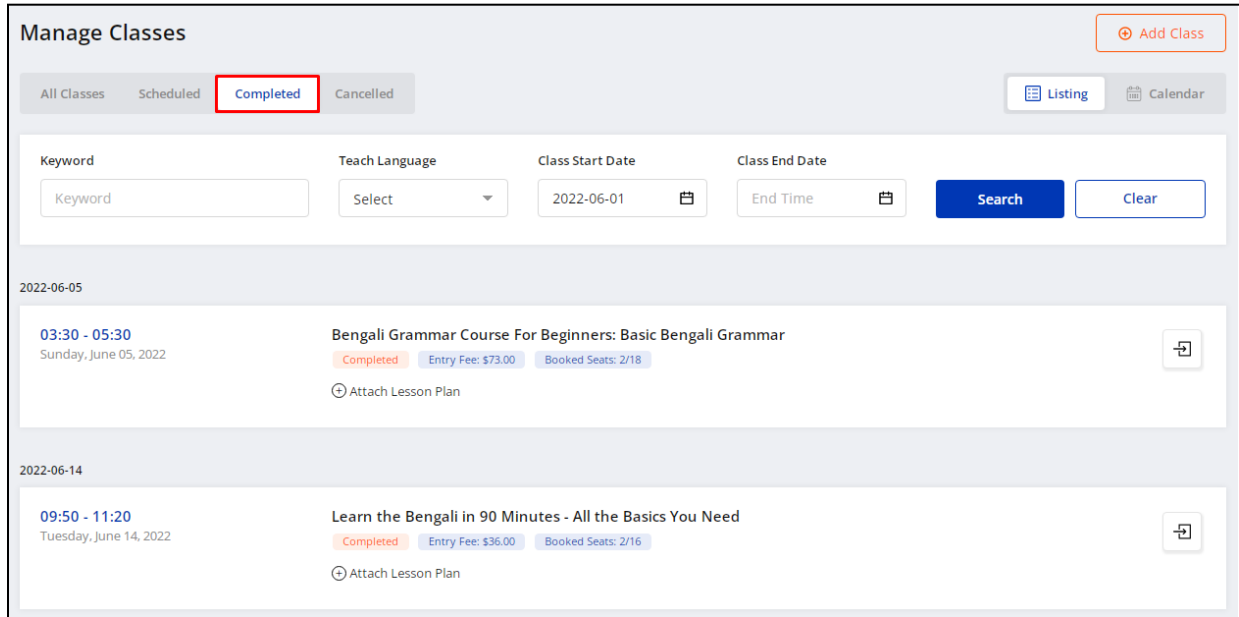
Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

9.3 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

Star (*) marked fields are compulsory and can't be left blank.

on **Search** to display the group classes delivered and completed after this date.



Manage Classes + Add Class

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

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

2022-06-05

03:30 - 05:30
Sunday, June 05, 2022

Bengali Grammar Course For Beginners: Basic Bengali Grammar

Completed Entry Fee: \$73.00 Booked Seats: 2/18 📄

📎 Attach Lesson Plan

2022-06-14

09:50 - 11:20
Tuesday, June 14, 2022

Learn the Bengali in 90 Minutes - All the Basics You Need

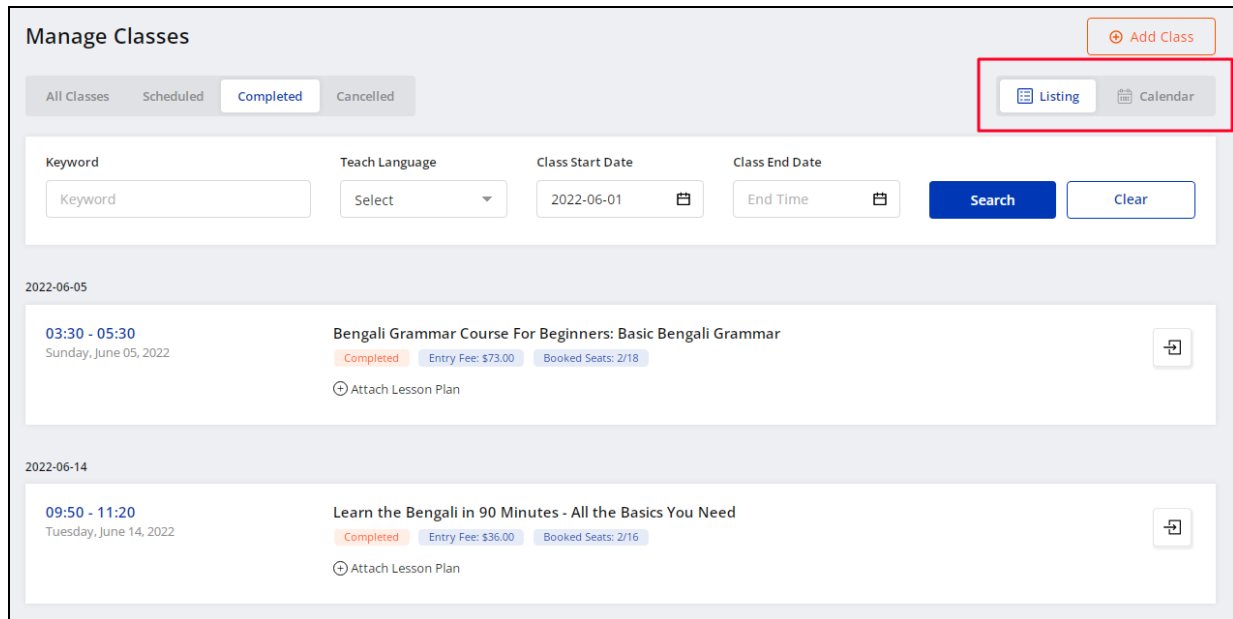
Completed Entry Fee: \$36.00 Booked Seats: 2/16 📄

📎 Attach Lesson Plan

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:

Star (*) marked fields are compulsory and can't be left blank.



Manage Classes

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

[Add Class](#)

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

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

2022-06-05

03:30 - 05:30
 Sunday, June 05, 2022

Bengali Grammar Course For Beginners: Basic Bengali Grammar

Completed
Entry Fee: \$73.00
Booked Seats: 2/18

[Attach Lesson Plan](#)

2022-06-14

09:50 - 11:20
 Tuesday, June 14, 2022

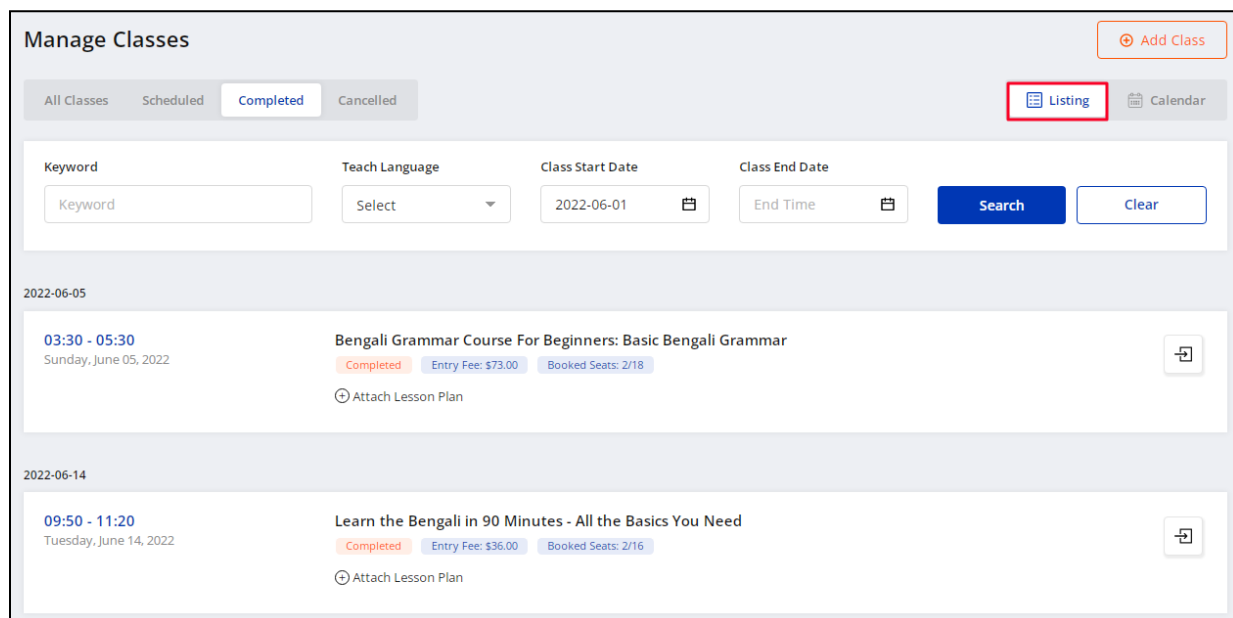
Learn the Bengali in 90 Minutes - All the Basics You Need

Completed
Entry Fee: \$36.00
Booked Seats: 2/16

[Attach Lesson Plan](#)

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.



Manage Classes

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

[Add Class](#)

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

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

2022-06-05

03:30 - 05:30
 Sunday, June 05, 2022

Bengali Grammar Course For Beginners: Basic Bengali Grammar

Completed
Entry Fee: \$73.00
Booked Seats: 2/18

[Attach Lesson Plan](#)

2022-06-14

09:50 - 11:20
 Tuesday, June 14, 2022

Learn the Bengali in 90 Minutes - All the Basics You Need

Completed
Entry Fee: \$36.00
Booked Seats: 2/16

[Attach Lesson Plan](#)

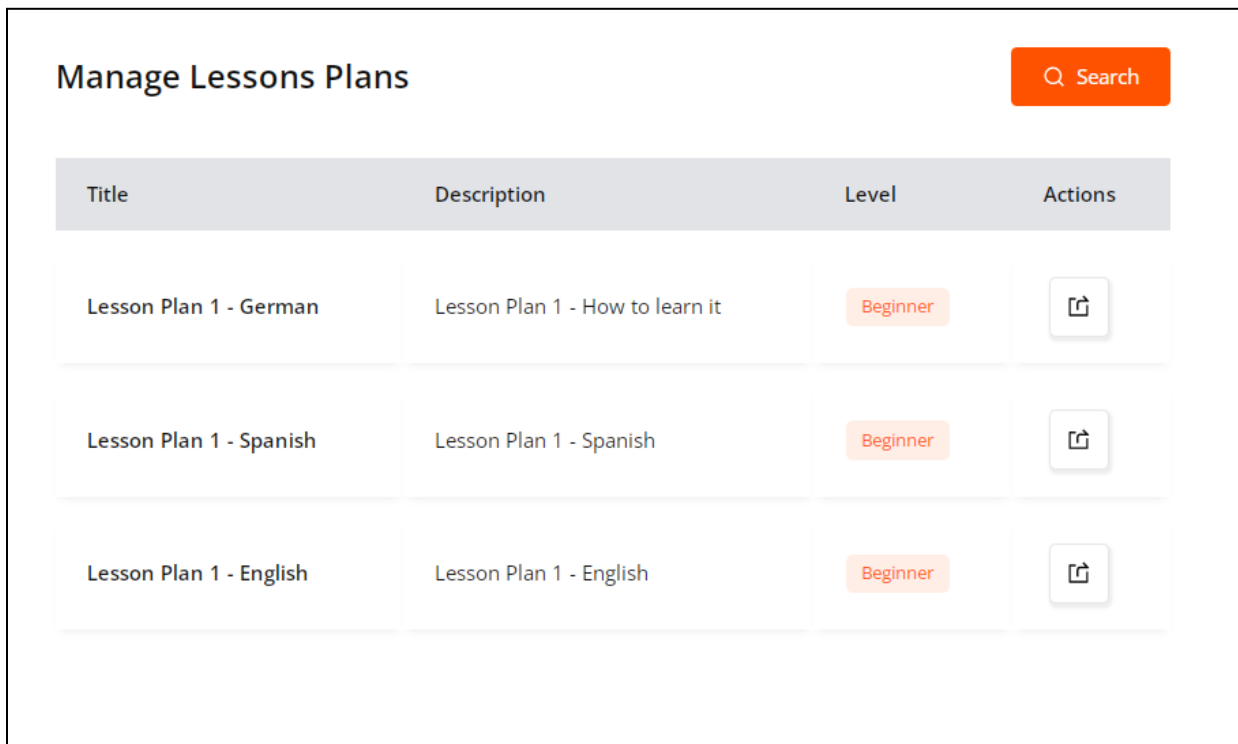
Star (*) marked fields are compulsory and can't be left blank.




The following functionalities are available on this page:


a. Attach Lesson Plan 

Click on **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.



Manage Lessons Plans			
			Q Search
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - How to learn it	Beginner	
Lesson Plan 1 - Spanish	Lesson Plan 1 - Spanish	Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Beginner	

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

Star (*) marked fields are compulsory and can't be left blank.

Manage Lesson Plans

🔍 Search

Keyword

Level Select ▼

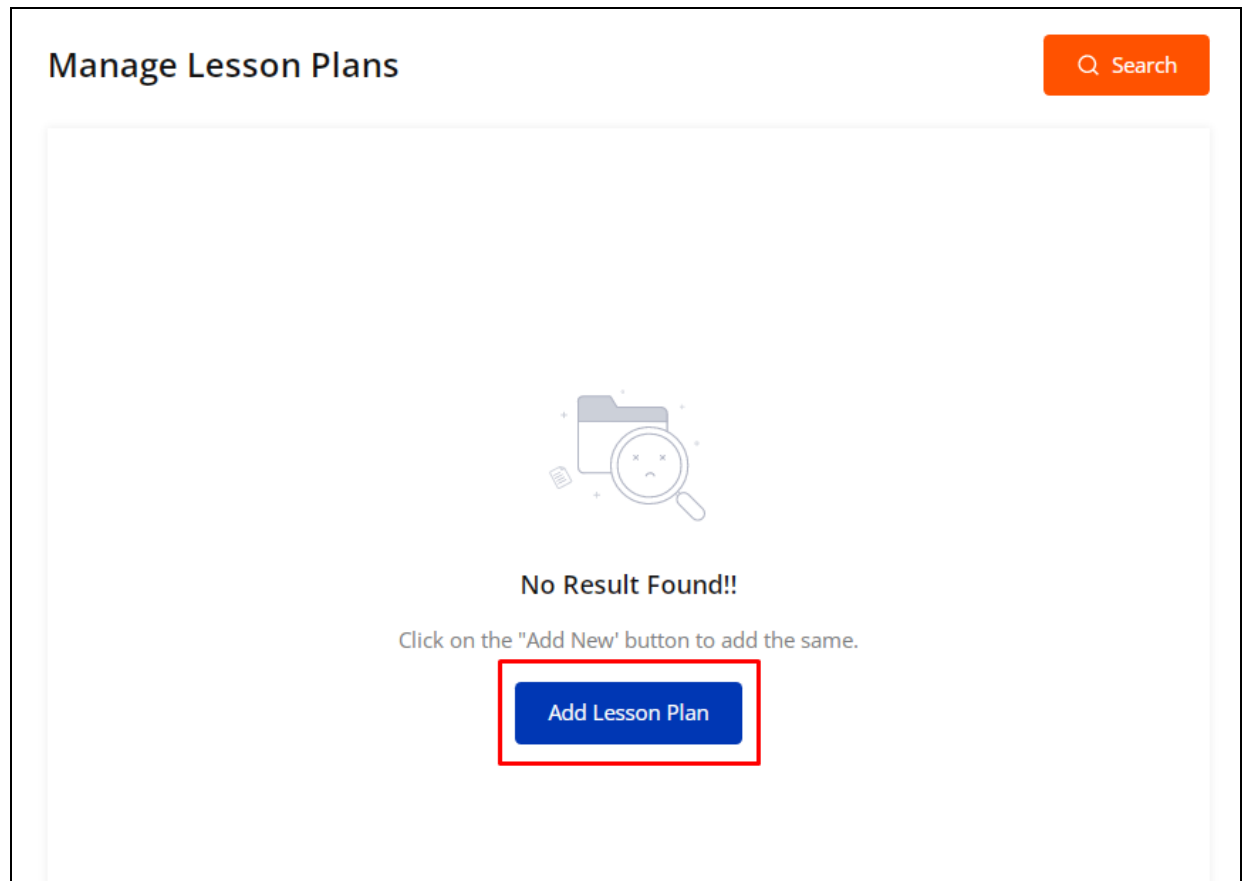
Search Clear

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

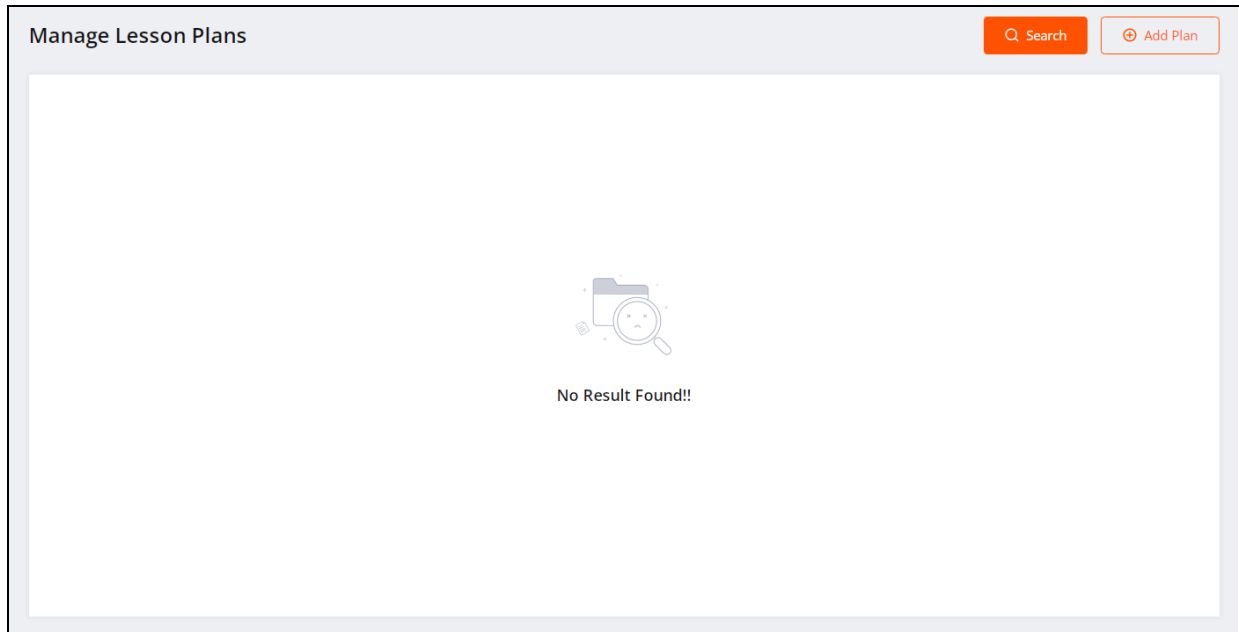
ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Star (*) marked fields are compulsory and can't be left blank.




Click on **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.


Star (*) marked fields are compulsory and can't be left blank.





b. Enter Classroom 


Click on 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** button  is available. Click on the view issue detail icon button and you are redirected to the **Reported Issues** page displaying the issue linked with the particular class.

Star (*) marked fields are compulsory and can't be left blank.

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 on the view icon button  provided under the **Actions** header. The **Issue Details** window displays where the **Issue Logs** and **Class Details** can be observed.



Please refer to the [Reported Issues](#) module to know more about issues reported by the learner 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.

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

Jun, 2022 < >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5 ● 03:30 Bengali Gramn	6	7	8	9	10	11
12	13	14 ● 09:50 Learn the Benj	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	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.

9.4 Canceled

In the **Canceled** modular tab, view the details of the canceled classes.

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
<input type="text" value="Keyword"/>	Select	<input type="text" value="2022-06-17"/> 📅	<input type="text" value="End Time"/> 📅

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: \$65.00 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:

Star (*) marked fields are compulsory and can't be left blank.

The screenshot shows the 'Manage Classes' interface. At the top right, there is an 'Add Class' button. Below it, there are two tabs: 'Listing' and 'Calendar', with 'Listing' selected. The interface includes a search bar with a 'Keyword' field containing 'Keyword', a 'Teach Language' dropdown menu set to 'Select', and two date fields for 'Class Start Date' (2022-06-17) and 'Class End Date' (End Time). There are 'Search' and 'Clear' buttons. The main content area displays a list of canceled classes:

- 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: \$65.00 | Booked Seats: 0/18

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.

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	
<input type="text" value="Keyword"/>	Select ▼	<input type="text" value="2022-06-17"/> 📅	<input type="text" value="End Time"/> 📅	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: \$65.00 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

ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the canceled classes for the month.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes Scheduled Completed Cancelled
Listing Calendar
Add Class

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

Jun, 2022 < >

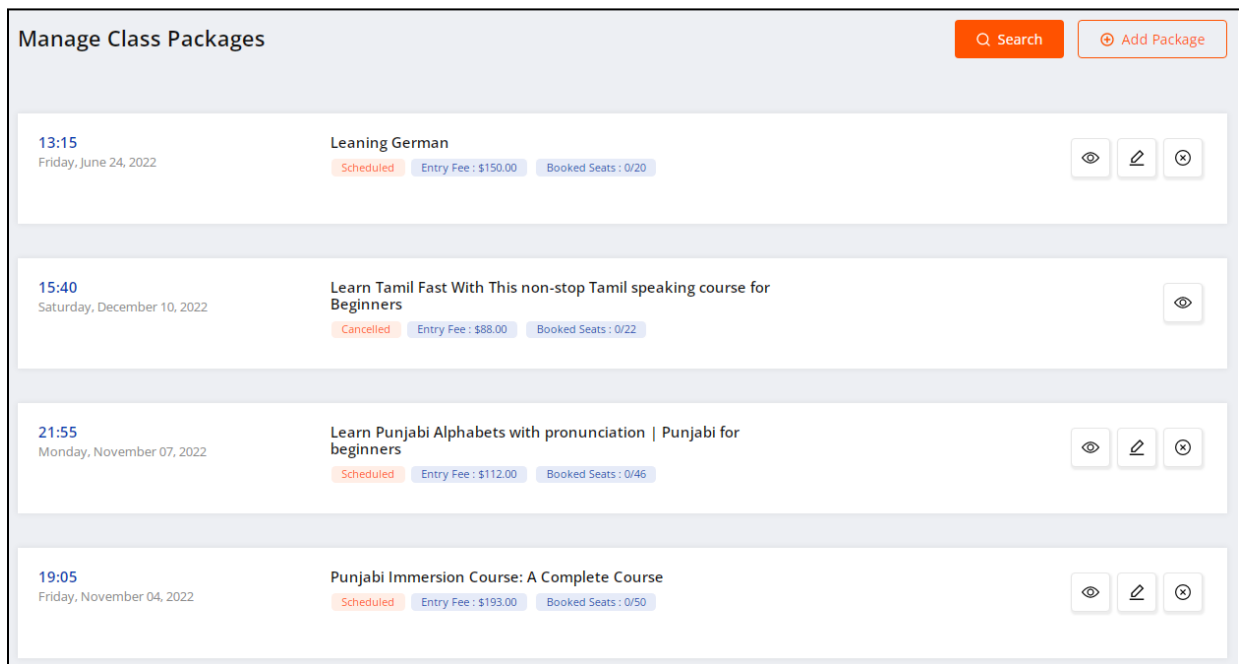
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 ● 13:45 Leaning Germs	22	23	24	25
26	27	28	29 ● 02:45 Leaning Japan	30	1	2
3	4	5	6	7	8	9

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

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.



Manage Class Packages		Search	Add Package
13:15 Friday, June 24, 2022	Leaning German Scheduled Entry Fee : \$150.00 Booked Seats : 0/20	View	Edit Delete
15:40 Saturday, December 10, 2022	Learn Tamil Fast With This non-stop Tamil speaking course for Beginners Cancelled Entry Fee : \$88.00 Booked Seats : 0/22	View	
21:55 Monday, November 07, 2022	Learn Punjabi Alphabets with pronunciation Punjabi for beginners Scheduled Entry Fee : \$112.00 Booked Seats : 0/46	View	Edit Delete
19:05 Friday, November 04, 2022	Punjabi Immersion Course: A Complete Course Scheduled Entry Fee : \$193.00 Booked Seats : 0/50	View	Edit Delete

On the **Manage Class Packages** page, the following functionalities are available:

Star (*) marked fields are compulsory and can't be left blank.

10.1 Add A New Package

To create a new package, click on **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:

Setup Class Package

General

English

Arabic

Title *

Language *

Select ▾

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) *

Select ▾

Class Title-1 *

Start Time *

Class Title-2 * Remove Class

Start Time *

+Add More

Save

Save & Next

- **Title***: Enter the group class package title.

Star (*) marked fields are compulsory and can't be left blank.

- **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 on **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.
- **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 on **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 on **Remove Class** to remove a class. The system will not allow you to remove the last available class.

Click on **Save** to save the package details and move back to the **Manage Class Packages** page. Click on **Save & Next** to save the details and move to the next tab.

Star (*) marked fields are compulsory and can't be left blank.

ii. Language(s): The languages tabs are a replica of the **General** tab and are displayed for each secondary language enabled on the platform.

Setup Class Package

General **English** Arabic (عربي)

Title *

Description *

Class Title-1 *

Class Title-2 *

Enter/Edit the class package details in the secondary languages and click on **Save** to move back to the **Manage Class Packages** page.



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.

Each newly added package is displayed on the **Manage Class Packages** page. The package details can be observed here, such as, Start Date and Time, Class Status, Entry Fee and Booked Seats.


Star (*) marked fields are compulsory and can't be left blank.

You can also view the individual classes added under a package in the **Group Classes** list page.

Manage Class Packages

<div style="border: 1px solid red; padding: 2px;"> 13:15 Friday, June 24, 2022 </div>	<div style="border: 1px solid red; padding: 2px;"> Leaning German Scheduled Entry Fee : \$150.00 Booked Seats : 0/20 </div>	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
15:40 Saturday, December 10, 2022	<div style="border: 1px solid red; padding: 2px;"> Learn Tamil Fast With This non-stop Tamil speaking course for Beginners Cancelled Entry Fee : \$88.00 Booked Seats : 0/22 </div>	<input type="button" value="View"/>
21:55 Monday, November 07, 2022	Learn Punjabi Alphabets with pronunciation Punjabi for beginners Scheduled Entry Fee : \$112.00 Booked Seats : 0/46	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
19:05 Friday, November 04, 2022	Punjabi Immersion Course: A Complete Course Scheduled Entry Fee : \$193.00 Booked Seats : 0/50	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

10.2 Action Buttons

a. View Classes : Click on the view classes icon button to open the **Manage Classes** page displaying the detailed list of classes added in the package.

Star (*) marked fields are compulsory and can't be left blank.

Manage Classes

+ Add Class

All Classes | Scheduled | Completed | Cancelled

Listing | Calendar

Keyword <input type="text" value="Keyword"/>	Teach Language <input type="text" value="Select"/>	Class Start Date <input type="text" value="Start Date"/>	Class End Date <input type="text" value="End Time"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
--	--	--	--	---------------------------------------	--------------------------------------

2022-11-04

19:05 - 21:05
Friday, November 04, 2022

Punjabi alphabet - Learn Punjabi letters and sounds

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

🕒 140:10:52:00

📎 Attach Lesson Plan

2022-11-05

09:35 - 11:35
Saturday, November 05, 2022

How to pronounce and write international words in Punjabi

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

🕒 141:01:22:00

📎 Attach Lesson Plan

2022-11-06

03:55 - 05:55
Sunday, November 06, 2022

Learn professions and personal pronouns in Punjabi

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

🕒 141:19:42:00

📎 Attach Lesson Plan




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 on the edit icon button to display the **Setup Class Package** form and edit the details of a group class package.

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 *

Class Title-3 *

Language *

Class Banner Download

No file chosen

Max Size 4.00 MB & Ext Are png, jpg, jpeg

Entry Fee [USD] *

Each Class (minutes) *

Start Time *

2022-11-04 19:05:00


Start Time *

2022-11-05 09:35:00

Start Time *

2022-11-06 03:55:00

Once done, click on **Save** to save the made changes.

c. **Cancel** : Click on the cancel icon button and follow the prompts to cancel a group package.

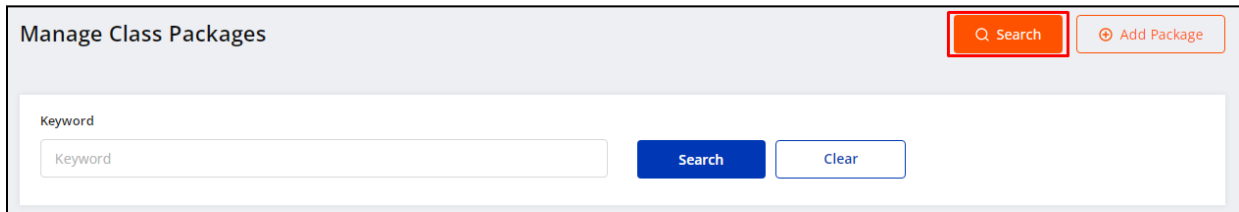


Once one or more learners purchase a package, you can no longer make changes to it or cancel the package. So, the **Edit** and **Cancel** buttons will no longer be available.

Star (*) marked fields are compulsory and can't be left blank.

10.3 Search

To perform a search for any specific class package, click on **Search** from the top of the page. Enter the package title in the **Keyword** field and click on **Search** to generate the results. Click on **Clear** to display the whole list again, once the search is complete.



Manage Class Packages

Keyword

Keyword

Search

Clear

























Search

Add Package

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.

Star (*) marked fields are compulsory and can't be left blank.

Reported Issues							Q Search
Learner	Language	Session Time	Session Status	Issue Title	Issue Status	Actions	
 Jason Roy Armenia	Swedish	2022-03-29 13:45:00	Completed	Teacher left early	Progress	 	
 Jason Roy Armenia	Italian	2022-03-29 12:45:00	Completed	Teacher left early	Progress	 	
 Jason Roy Armenia		2022-02-17 13:00:00	Scheduled	Teacher was absent	Progress	 	
 Jason Roy Armenia		2022-02-17 19:00:00	Scheduled	Teacher was late	Progress	 	
 Jason Roy Armenia	Italian	2022-02-17 17:00:00	Scheduled	Teacher left early	Progress	 	
 Jason Roy Armenia	English	2022-02-22 13:30:00	Scheduled	Site related technical difficulties	Progress	 	
 Jason Roy Armenia		2022-02-21 15:15:00	Completed	Teacher left early	Escalated		
 Jason Roy Armenia	Japanese	2022-06-09 12:30:00	Completed	Teacher left early	Closed		
 Jason Roy Armenia	Japanese	2022-05-06 12:15:00	Completed	Teacher was absent	Closed		


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:

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 on the view detail icon button  to open the details window. View the complete details about the reported issue through the following sections:

Star (*) marked fields are compulsory and can't be left blank.

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**

Comment: df fsdf sdf sdf sdf

13:49:pm Mar 29,2022

Tom Curran [Teacher] Take Action **Complete and issue no refund**

Comment: Had an emergency so had to leave early. Communicated beforehand with the learner.

12:46:pm Jun 21,2022

Jason Roy [Learner] Take Action **Escalate To Support Team**

Comment: was not intimated beforehand. Need complete refund.

13:23:pm Jun 21,2022

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

- **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.

Star (*) marked fields are compulsory and can't be left blank.

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 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.

Star (*) marked fields are compulsory and can't be left blank.

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 on the button to open the **Issue Detail** window containing the **Resolution Form**.

Star (*) marked fields are compulsory and can't be left blank.

Issue Detail

Progress Issue Teacher left early Was Posted By Jason Roy 13:49:pm Mar 29,2022

Resolution Form


Take Action *

Select

Your Comment *

Submit

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:

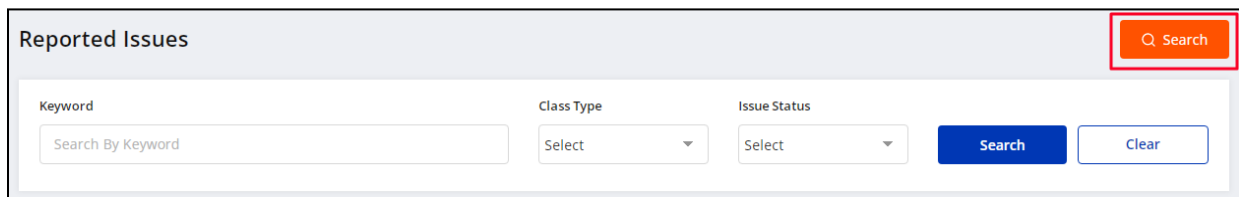
- **Take Action***: From the drop down list, select the best possible resolution for the reported issue.
-  The actions list is populated with the resolution alternatives as defined by the admin.
- **Your Comment***: Enter the relevant supporting comments and details you want to share with the learner.

Star (*) marked fields are compulsory and can't be left blank.

Once done, click on **Submit**. The issue status is updated accordingly on the **Reported Issues** page and a system generated alert is sent to the learner via email.

11.2 Search

Click on **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:



Reported Issues

Q Search

Keyword

Search By Keyword

Class Type

Select

Issue Status

Select

Search

Clear

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

12. Subscriptions

Yo!Coach Plus 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

Star (*) marked fields are compulsory and can't be left blank.

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		
 Shaneka 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 on 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.

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 <input type="text" value="Keyword"/>	Teach Language Select ▾	Lesson Start Date <input type="text" value="Start Date"/> 	Lesson End Date <input type="text" value="End Time"/> 	Search	Clear
---	---	--	--	--	---



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](#) 

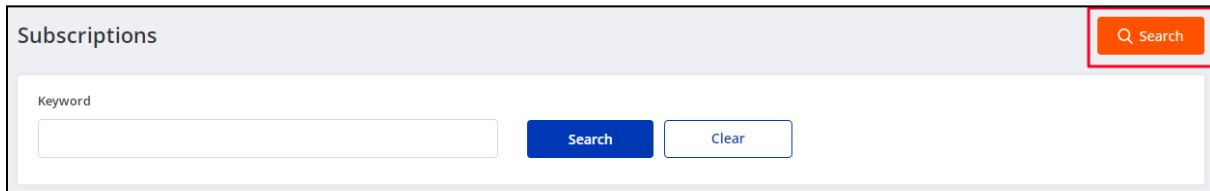


You can perform certain functionalities on the **Manage Lessons** page. Please refer to the **Lessons** module explained earlier for related information.

Star (*) marked fields are compulsory and can't be left blank.

12.2 Search

To perform the search for a particular subscription, click on **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 "Keyword" label above a text input field. To the right of the input field are two buttons: a blue "Search" button and a white "Clear" button with a blue border.

Enter the learner's name in the **Keyword** field and click **Search** to display the filtered list. Once the search is complete, click on **Clear** to display the whole list again.

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 Plus 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.

Star (*) marked fields are compulsory and can't be left blank.

My Learners							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:

13.1 Action Buttons

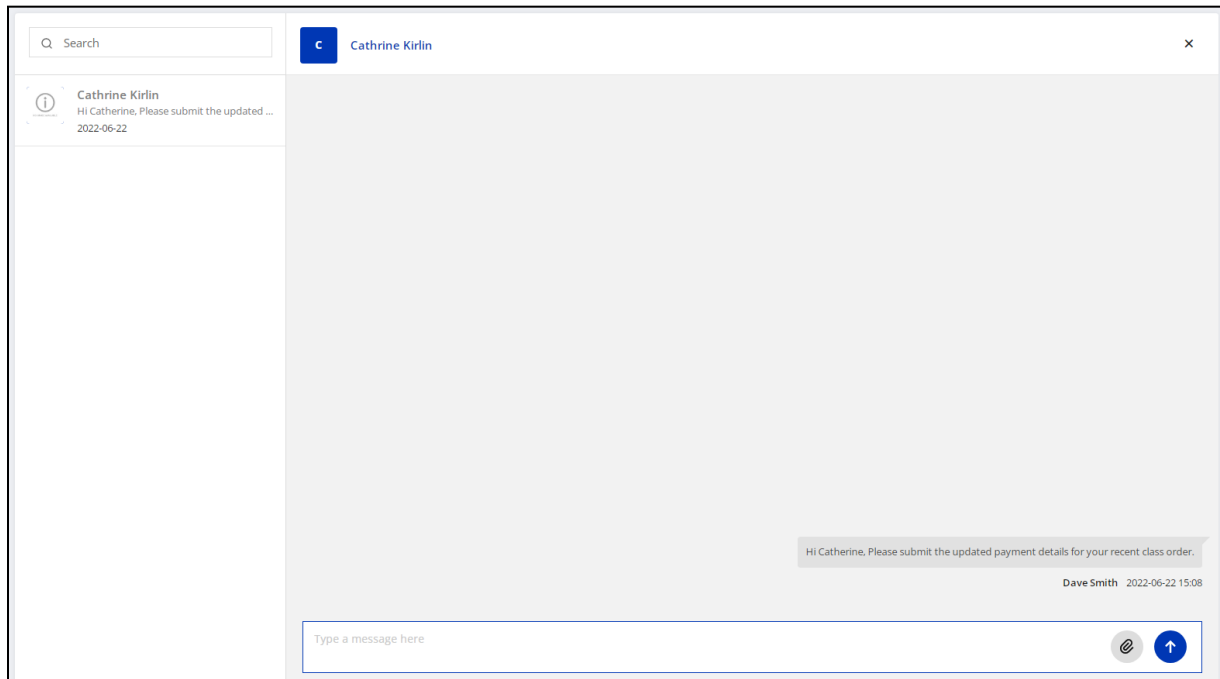
Under the **Actions** header, the following two icon buttons are available:

I. Message

To contact a learner through direct messages, click on the message icon button. On the basis of message history between you and the learner, the following cases can be observed:

Star (*) marked fields are compulsory and can't be left blank.

- 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.

- b. When you have not conversed with the learner before, the **Start Conversation** window is displayed on the screen.

Star (*) marked fields are compulsory and can't be left blank.

Start Conversation

Message *

Choose File | No file chosen

File size should be less than 2.00 Mb & Supported File Formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

Send

- **Message***: Enter your message in the description box provided.
- **Media**: Click on **Choose File** and upload the supporting media file from your internal storage.

Click on **Send** to send the message to the learner. A new conversation thread is created and can be accessed from the **Messages** section.

II. Offer Price

You have the provision to offer learner-specific discounts on your lessons and group classes through the **Offer Price** feature. Click on the offer price icon button to open the **Offer Percentage for [Learner]** window form.

Star (*) marked fields are compulsory and can't be left blank.

Offer Percentage For Katrina Lehner

Lesson Offer

Lesson 15 Slot Offer(%)

Lesson 30 Slot Offer(%)

Lesson 45 Slot Offer(%)

Lesson 60 Slot Offer(%)

Lesson 90 Slot Offer(%)

Group Class Offer

Class 15 Slot Offer(%)

Class 30 Slot Offer(%)

Class 45 Slot Offer(%)

Class 60 Slot Offer(%)

Class 90 Slot Offer(%)

Class 120 Slot Offer(%)

Class Package Offer

Group Class Packages Offer(%)

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.
- **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.

Star (*) marked fields are compulsory and can't be left blank.

- **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.

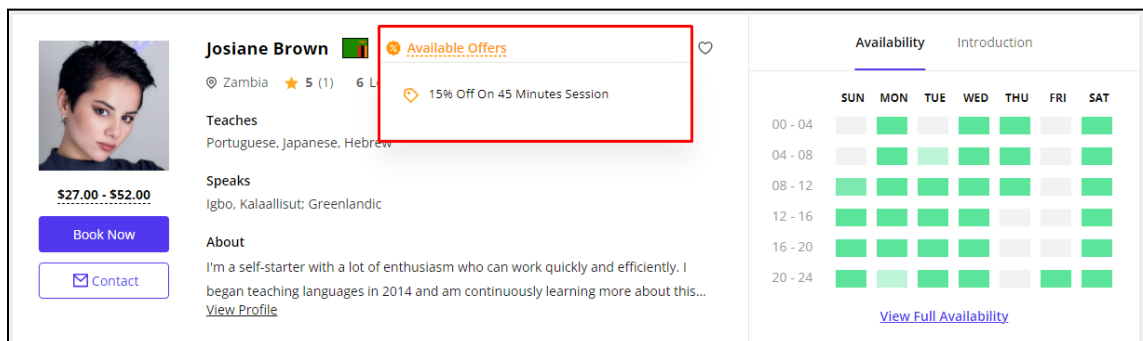
Once done, click on **Save** to save the offers defined for the specific learner and move back to the **My Learners** page. The added offers are displayed under the **Lesson Offer, Class Offer** and **Package Offer** headers for the respective learners.



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.



The screenshot shows a teacher profile for Josiane Brown. On the right side of the profile, there is a red-bordered box containing an 'Available Offers' section. This section lists a '15% Off On 45 Minutes Session' offer. To the right of the profile is an 'Availability' calendar grid showing lesson slots for various days of the week.

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

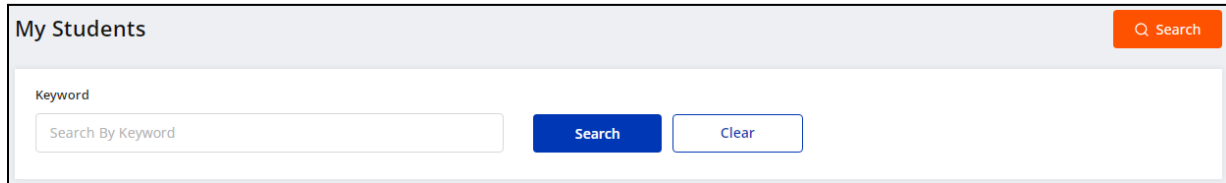


The learners are charged the discounted price for the lessons and classes arrived at after deducting the offer discount percentage value during check-out.

Star (*) marked fields are compulsory and can't be left blank.

13.2 Search

To perform a learner-specific search, click on **Search** from the upper right corner of the page. Enter the learner's name as keyword in the displayed **Keyword** field and click on **Search** to display the search results.



















The screenshot shows a search interface for 'My Students'. At the top right, there is a search button labeled 'Search' with a magnifying glass icon. Below this, the word 'Keyword' is displayed above a text input field. The input field contains the placeholder text 'Search By Keyword'. To the right of the input field are two buttons: a blue 'Search' button and a 'Clear' button.


Once the search is complete, click on **Clear** to display the whole list again.

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:

Star (*) marked fields are compulsory and can't be left blank.

My Orders Q Search										
Order ID	Type	Items	Total	Discount	Net Amount	Pay Method	Payment	Status	Date and Time	Action
O000368 	Lesson	2	\$100.00	\$0.00	\$100.00	Wallet	Is paid	Completed	2022-12-20 14:11	
O000366 	Course Purchased	1	\$100.00	\$0.00	\$100.00	Wallet	Is paid	Completed	2022-12-14 11:41	
O000363 	Lesson	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-11-08 17:34	
O000355 	Course Purchased	1	\$50.00	\$0.00	\$50.00	PayPal Standard	Unpaid	Canceled	2022-11-28 16:39	
O000352 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-28 16:21	
O000350 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-27 23:25	
O000349 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-10-25 08:56	
O000348 	Group Classes	1	\$34.00	\$0.00	\$34.00	Wallet	Is paid	Completed	2022-10-24 05:55	


- **Order ID:** Displays the unique order identifier. Click on 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.

Star (*) marked fields are compulsory and can't be left blank.

O000348	Group Classes	1	\$34.00	\$0.00	\$34.00	Wallet	Is paid	Completed	2022-12-02 07:55
ORDER DETAIL			TEACHER DETAIL			ORDER TYPE			
Order ID: O000348			Teacher: Karlie Keebler			Type: Group Classes			
Date: 2022-12-02 07:55:08			From: Croatia			525 Portuguese Words for Everyday Life - Basic Vocabulary			
Discount: \$0.00			Timezone: America/Rio_Branco			Portuguese, 45 Minutes			
Total: \$34.00			Price: \$34.00/ Class						
ITEMS IN ORDER									
Class ID	Order Date	Class Start Time	Class End Time	Status					
240	2022-12-02 07:55:08	2022-12-02 19:35:00	2022-12-02 20:20:00	Scheduled					
PAYMENT HISTORY									
Date	Txn ID	Payment Method	Amount						
2022-12-02 07:55:11	545	Wallet	\$34.00						

- **Type:** Displays the type of order placed, such as, Group Class, Class Packages, Lesson, Wallet Recharge, Courses, 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 the **Bank Transfer** payment method is used, a **Submit Details** link is provided here to submit the transaction details for admin's approval. Click on the link to open the **Payment Details** page and enter the transaction credentials in the provided fields.

Star (*) marked fields are compulsory and can't be left blank.



Payable Amount : \$58.00 Order Invoice: O000344

Complete your order by providing below details

Bank code (Bankleitzahl): 20811008
 domestic account number: 1039531801
 IBAN: AL9020811008000001039531801


Transaction ID *

Transaction Detail *

Transaction Receipt

No file chosen

Supported File Formats are png, jpg, jpeg, txt, doc, docx, pdf

- **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 on 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](#).

Star (*) marked fields are compulsory and can't be left blank.

O000350	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na	Is paid	Completed	2022-12-06 01:25
ORDER DETAIL			TEACHER DETAIL			ORDER TYPE			
Order ID: O000350			Teacher: Jon Kunde			Type: Course Purchased			
Date: 2022-12-06 01:25:41			From: Bermuda			Learn Levantine Alphabets with pronunciation			
Discount: \$0.00			Timezone: Europe/Berlin			Latvian, 2h 04m			
Total: \$0.00			Price: \$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 on **Search** from the top right corner of the page. The following search filters are available:

My Orders Q Search

Keyword	Order Type	Start Date	End Date	
<input type="text" value="Keyword"/>	<input type="text" value="Select"/>	<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

- **Keyword:** Enter the order ID as keyword to perform the search.
- **Order Type:** Search by the specific order type as, **Lesson, Subscriptions, Group Classes, Group Class Packages, Course, Wallet Recharge** or **Gift Card**.
- **Start Date:** Select a date from the drop-down calendar to search for orders placed on or after the selected date.
- **End Date:** Select a date from the drop-down calendar to search for orders placed on or before the selected date.

Star (*) marked fields are compulsory and can't be left blank.




The **Start** and **End Date** search filters can be used together to specify a certain time period.

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

15. Wallet

The **My Wallet** page allows you to keep track of your current wallet balance and transaction history. 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:

Star (*) marked fields are compulsory and can't be left blank.

My Wallet				
 Wallet Balance \$635.00		+ Recharge Wallet Redeem Gift Card		
Txn ID	Type	Amount	Date	Comments
TXN-0000545	Group Class Ordered	-\$34.00	2022-12-02 07:55:08	Group Class Ordered: ID 0000348
TXN-0000544	Lesson Ordered	-\$192.00	2022-12-02 07:50:16	Lesson Ordered: ID 0000347
TXN-0000543	Money Withdraw	-\$100.00	2022-12-02 07:36:48	Payout Sent & Transaction Charge \$10.00
TXN-0000542	Lesson Ordered	-\$60.00	2022-11-30 19:54:13	Lesson Ordered: ID 0000341
TXN-0000541	Course Ordered	-\$127.00	2022-11-29 05:11:50	Course Ordered: ID 0000340
TXN-0000540	Course Ordered	-\$345.00	2022-11-29 04:13:50	Course Ordered: ID 0000339
TXN-0000101	Teacher Payment	\$11.70	2022-05-15 02:30:00	Payment On Lesson 90

- **Wallet Balance:** Displays the current balance standing in your digital wallet.
- **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 on **Search** from the upper right corner and access the following filters to perform a focused search:

Star (*) marked fields are compulsory and can't be left blank.

- **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 Date** and **End Date** filters can be used together to specify a certain time period.

Click on **Search** to generate the search results. Click on **Clear** to display the whole list again once the search is complete.

15.2 Recharge Wallet

Add money from your personal account to your digital wallet from the **My Wallet** page.

Click on **Recharge Wallet** from the top of the page to open the **Add Money to the Wallet** window form:

Star (*) marked fields are compulsory and can't be left blank.

Add money to the Wallet

Amount [USD] *

Payment Method *

Bank Transfer

* All Purchases Are In USD. Foreign Transaction Fees Might Apply, According To Your Bank Policies

Submit


- **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 on **Submit**. You are redirected to the respective payment gateway page to complete the payment.

15.3 Redeem Gift Card

To redeem a gift card sent to you by another user, click on **Redeem Gift Card** from the top of the page.

My Wallet
Q Search



Wallet Balance

\$2,306.97

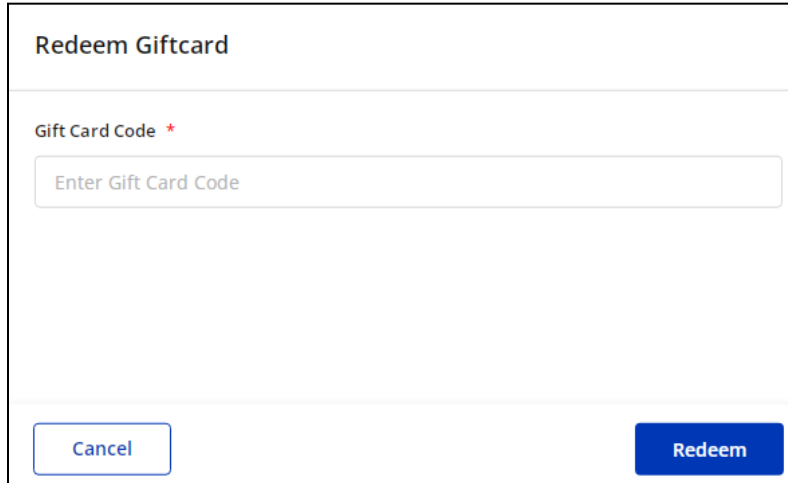
+ Add Money to Wallet

📄 Redeem Gift Card

Txn ID	Type	Amount	Date	Comments
TXN-0000921	Money Deposit	\$500.00	2022-06-24 13:22:27	Wallet Money Added
TXN-0000920	Redeem Gift Card	\$75.00	2022-06-24 10:52:16	Giftcard Redeem To Wallet \$75.00 By Gift Code 62b5485560297

Star (*) marked fields are compulsory and can't be left blank.

The **Redeem Gift Card** window is displayed. In the mandatory **Gift Card Code** field, enter the code received in the gift card and click on **Redeem**.



The screenshot shows a modal window titled "Redeem Giftcard". It features a text input field labeled "Gift Card Code" 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: a "Cancel" button on the left and a "Redeem" button on the right.

A success message appears on the screen and the gift card amount is automatically credited to your wallet.

16. Withdraws

Yo!Coach Plus 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 observed.

Star (*) marked fields are compulsory and can't be left blank.

Withdraw Requests					
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 on **Request Withdrawal** from the upper right corner of the page. The **Request Withdrawal** window form appears where the following fields are available:

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:

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.

Cancel

Send Request

- **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:

Star (*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout

BankPayout

Amount [USD] *

Current Wallet Balance \$2,231.97

Transaction Fee 10%

Bank Name *

Account Holder Name *

Account Number *

IFSC Swift Code *

Bank Address

Kindly add any additional supporting information if required.

Cancel

Send Request

- **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.

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









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.

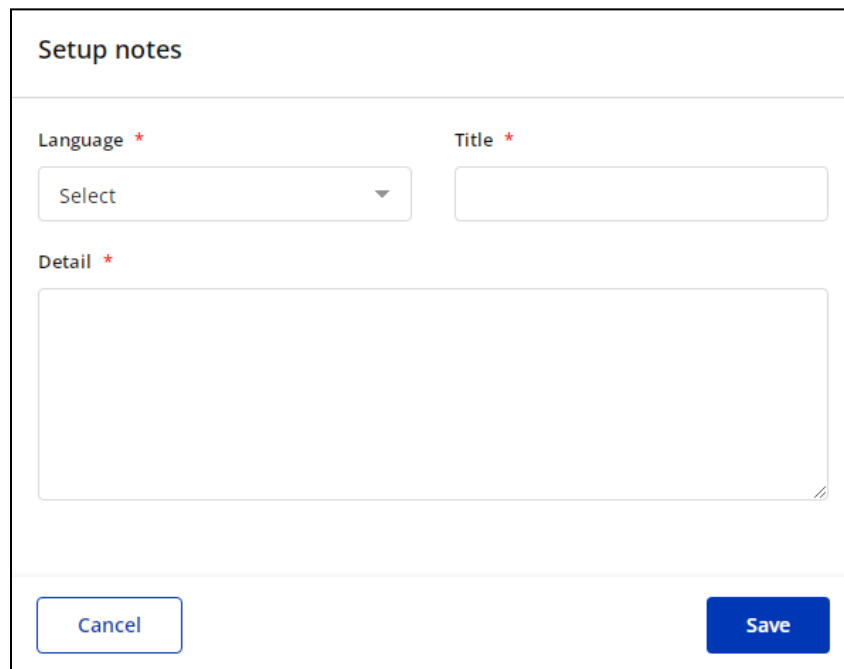
Manage Notes					
				Q Search	+ Add New
Language	Title	Detail	Date	Action	
Portuguese	Revise French Grammar	Revise on your own while i invigilate you.	2022-06-27 08:46:58	 	
Portuguese	Sentence Translations	Translation exercise	2022-06-27 08:20:15	 	
French	Revise French Grammar	Grammar to revise: 1. 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:

Star (*) marked fields are compulsory and can't be left blank.

17.1 Add A New Note

Click on **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 on **Save** to save the note.

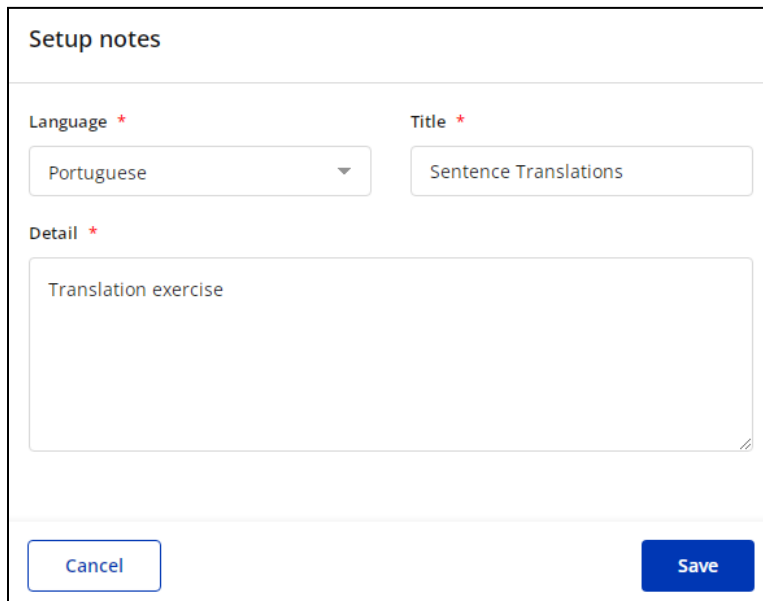
Star (*) marked fields are compulsory and can't be left blank.

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 on the edit icon button to display the **Setup Notes** window. Make the required changes in the provided fields. Once done, click on **Save** to save the changes made.



Setup notes

Language * Title *

Portuguese Sentence Translations

Detail *

Translation exercise

Cancel Save

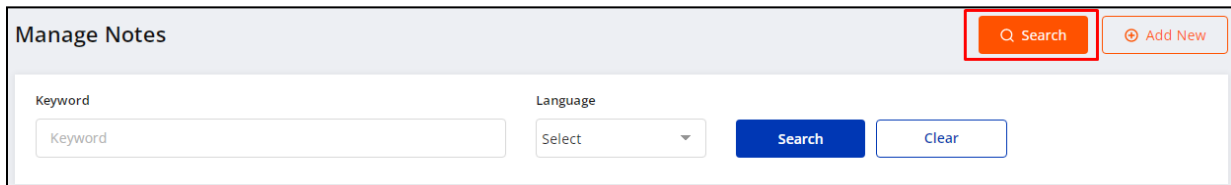
II. Delete

To remove a note from the system, click on the delete icon button and follow the prompts. The note will be successfully deleted from your account.

Star (*) marked fields are compulsory and can't be left blank.

17.3 Search

To perform the search for a specific note, click on **Search** from the top of the page and access the following search filters:



The screenshot shows a 'Manage Notes' interface. At the top right, there is a red-bordered box containing a magnifying glass icon and the text 'Search', and another button with a plus icon and the text 'Add New'. Below this, there is a search form with a 'Keyword' input field containing the placeholder text 'Keyword', a 'Language' dropdown menu with 'Select' as the current selection, a blue 'Search' button, and a 'Clear' button.

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

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.

Star (*) marked fields are compulsory and can't be left blank.

Gift Cards					
Order ID	Code	Amount	Receiver	Date	Status
O001121	62b959804f9f8	\$75.00	Apoorva ap@dummyid.com	2022-06-27 12:47:20	Unused
O000728	6257e794e9be8	\$13.00	TEST test@dummyid.com	2022-04-14 14:51:24	Unused
O000588	624eb3ceeb619	\$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 on **Buy Gift Card** to open the **Purchase Gift Card** pop-up form. The following data fields are available here:

Purchase Gift Card

Enter Amount (USD) *

Receiver Name *

Receiver Email *

Payment Method *

- Wallet Balance (\$3.40)**
- Bank Transfer
- Stripe
- Authorize.net
- PayPal Standard
- PayGate
- Paystack

Send Gift Card

* All Purchases Are In USD. Foreign Transaction Fees
Might Apply. According To Your Bank Policies

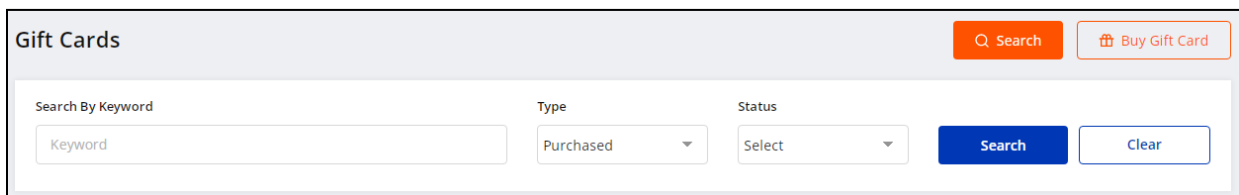
Star (*) marked fields are compulsory and can't be left blank.

- **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 on **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.

18.2 Search

Click on **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 are two buttons: 'Search' (with a magnifying glass icon) and 'Buy Gift Card' (with a gift card icon). Below these, the search filters are organized into three columns: 'Search By Keyword', 'Type', and 'Status'. The 'Search By Keyword' column contains a text input field with the placeholder 'Keyword'. The 'Type' column contains a dropdown menu with 'Purchased' selected. The 'Status' column contains a dropdown menu with 'Select' selected. To the right of these filters are two buttons: 'Search' (in blue) and 'Clear' (in white with a blue border).

- **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**.

Star (*) marked fields are compulsory and can't be left blank.

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

19. Find A Teacher

A teacher profile is also functional as a learner profile. Yo!Coach Plus 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 on **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.

Star (*) marked fields are compulsory and can't be left blank.

Yo!Coach Plus COURSES **NEW** FIND TUTORS GROUP CLASSES APPLY TO TEACH 🔔 ✉ 👤 Josiane

Choose from our experienced teachers to get the best learning experience.

SEARCH By Teacher Name LANGUAGE All Services PRICE All Prices AVAILABILITY Select Timing [More Filters](#)

Found the best 72 teachers for you Sort By: By Popularity

Naomi Sipes 🇻🇺 4.2 (10) 9 Learners - 26 Sessions - 0 Courses

Teaches
German, Hebrew, Finnish

Speaks
Belarusian, Persian, Shona

About
Hello All! I'm Naomi Sipes and I began my work as a banker, but my strong desire to teach languages led me to change careers. I've taught multiple languages like...
[View Profile](#)

Availability Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

[View Full Availability](#)

Wendell Kautzer 🇷🇼 4.58 (12) 6 Learners - 19 Sessions - 0 Courses

Teaches
Russian, Swedish

Speaks
Afar, Corsican, Zulu

Availability Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							

Berneice Mraz 🇧🇪 4.5 (4) 6 Learners - 19 Sessions - 0 Courses

Teaches
Hindi, Arabic, German, Italian

Speaks
Gallician, Sotho, Southern, Chinese

About
I'm Berneice Mraz and I'm from Uruguay, then relocated to Uruguay after college. I have taught Chinese for more than 13 years. I teach in an informal manner and...
[View Profile](#)

Availability Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

Ashlynn Pacocha 🇬🇩 4.56 (16) 5 Learners - 21 Sessions - 0 Courses

Teaches
Chinese, Russian

Speaks
Spanish; Castilian, Telugu, Tonga (Tonga Islands)

About
For over 10 years, I've been training students and working professionals in languages like Chinese, Arabic. I am a qualified teacher trainer and content writer with 10 year...
[View Profile](#)

Availability Introduction

	SUN	MON	TUE	WED	THU	FRI	SAT
00 - 04							
04 - 08							
08 - 12							
12 - 16							
16 - 20							
20 - 24							

[View Full Availability](#)

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.

Star (*) marked fields are compulsory and can't be left blank.