

Yo!Coach

Teacher Manual

-Version 4.5-

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1. Teacher registration

Yo!Coach supports one account, dual profile functionality, meaning that both teacher and learner profiles can be operated from a single account.

Registering as a teacher on Yo!Coach is simple and can be done using two methods.

1.1 Register directly as a teacher

On the Yo!Coach home page, select **Apply to teach** from the page header.

This will direct you to the user application page, where the **Apply to teach** form appears with the following fields:

Apply to teach
Teach what you are passionate about.

2 Email

3 Password

4 Register with email

By signing up with platform, you agree to [Terms & conditions](#) and [Privacy policy](#)

Past Simple	Past Continuous
S + Ved/V2	I + was/were + V-ing
when	while
Finished action in the past	An activity was in progress for some time
Yesterday, last, ago	From 1980 to 1985, at 5 o'clock, yesterday
I visited my friend in London.	I was visiting my friend in London.
I met her at the party.	I was meeting her at the party.
I saw her when she was young.	I was seeing her when she was young.
I had my first kiss with her.	I was having my first kiss with her.
I lost my keys.	I was losing my keys.
I found my keys.	I was finding my keys.
I broke my leg.	I was breaking my leg.
I was broken.	I was broken.

Update the following:

- **Email:** Enter a valid email address for registration.
- **Password:** Enter a strong password with at least 8 characters.



The password is case-sensitive and should include both letters and numbers for better security.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After completing the form, click **Register with an email** and you will be directed to the **Register as a teacher** page.

Yo!Coach EXIT

1 PERSONAL INFO

Teacher registration

Personal information

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

First name *

Last name

Gender *

Timezone *

Phone code *

Phone number *

Photo id

No file chosen

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

The form has 5 tabs, allowing you to set up your teacher account by filling out all the important information accordingly. You can navigate between the tabs only once they have been filled. Let us begin with the first tab.

1.1.1 Personal info

Update the following:

- **First name*:** Review/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 by choosing either **Male** or **Female** from the available radio button options.

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- **Phone code*:** Click the field and select the valid phone code from the dropdown list of options.
- **Phone number*:** Enter your phone number.
- **Photo ID:** Click Choose file, select your ID from your system and click Open to upload it.

Ensure the ID in any of the applicable formats as listed below the field.

Click **Save**, and then, **Next** to move to the next tab.

1.1.2 Profile media

The screenshot shows the 'Teacher registration' interface on the Yo!Coach platform. On the left is a sidebar with five steps: 1 PERSONAL INFO, 2 PROFILE MEDIA (highlighted in red), 3 SUBJECTS, 4 RESUME, and 5 CONFIRMATION. The main content area is titled 'Teacher registration' and contains the heading 'Add profile photo, video and biography' with a subtext: 'Support your professional profile with a latest profile picture, a self-introduction video and a short biography.' Below this, there is a large rectangular placeholder for a profile picture with a person icon. To its right, the text 'Profile picture*' is followed by an 'Upload' button. A note below the button states: '(Image max size 4.00 MB and allowed ext png, jpg, jpeg, gif, bmp)'. Underneath the main placeholder, the section 'Other Dimensions' shows three circular icons of decreasing size, each with a person icon, representing different profile picture dimensions.

Update the following field to be easily identified on the platform:

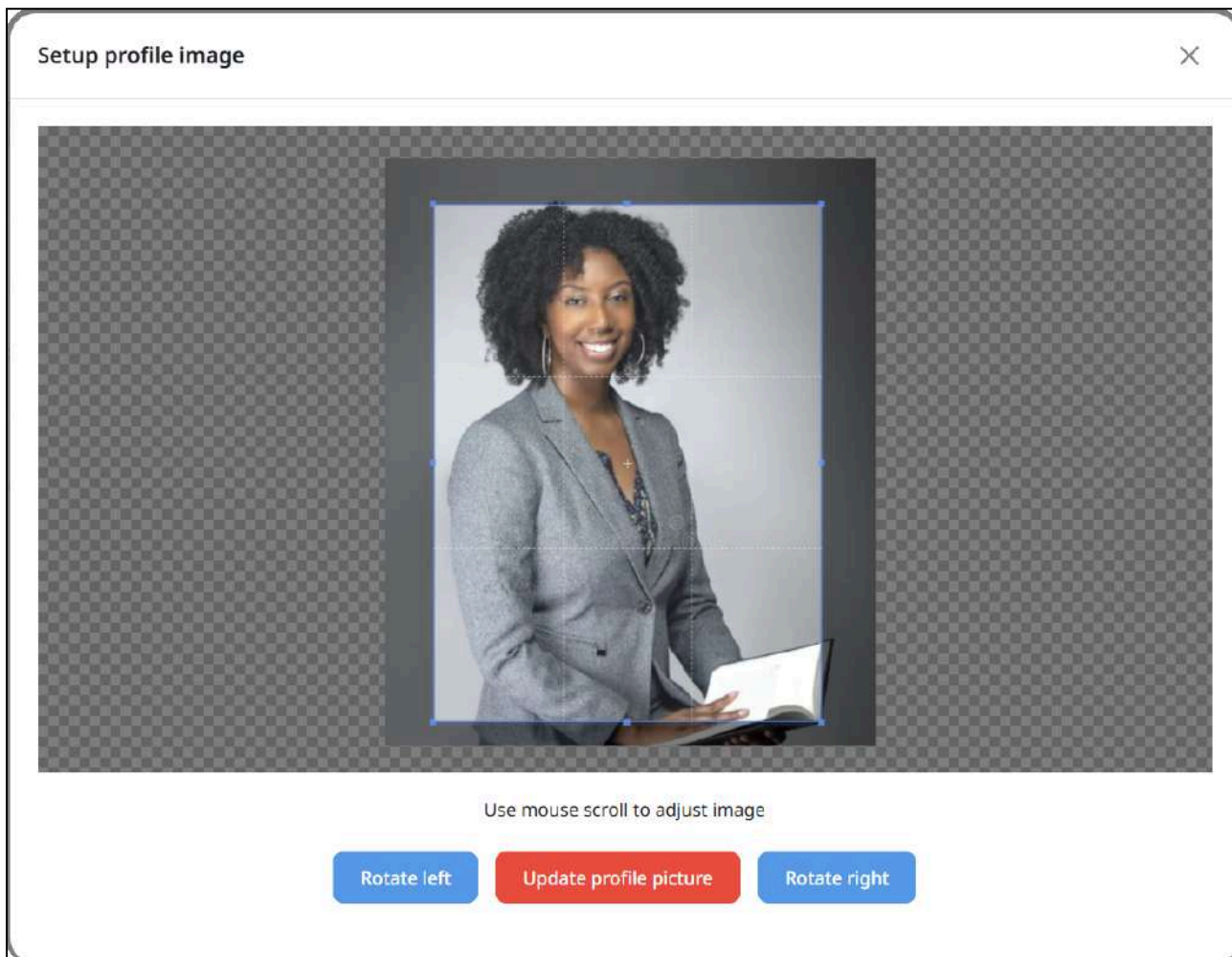
- **Profile picture*:** Click Upload, select the picture from your system and click Open.

The image will open in an image editor pop-up, in the middle of the screen.

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Use the buttons available to make adjustments to the image.

Zoom the image in or out by using the scroll button on your mouse.

To cancel the process, click **X** in the upper-right corner of the pop-up form.

To upload the image, click **Upload profile picture**.

The photo will replace the empty image field beside the **Upload** button on the form.

Under the **Other dimensions** section, the uploaded photo will also be displayed in various aspect ratios to preview how it appears across different formats (shown in the image below).

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Teacher registration

Add profile photo, video and biography

Support your professional profile with a latest profile picture, a self-introduction video and a short biography.



Profile picture*

Upload

(Image max size 4.00 MB and allowed ext png, jpg, jpeg, gif, bmp)

Other Dimensions



Introduction video

Please enter a valid YouTube video link

Biography

A short description of your skillset, work experience and key strengths as a professional.

Save

Next

- **Introduction video:** Paste the YouTube video link where you are giving a brief about your personal information, experience, and teaching skills.
- **Biography:** Enter a brief paragraph stating your experience, skills, and any other information you want to share with the learners on the platform.

Click **Save**, and then click **Next** to move to the next tab.

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1.1.3 Subjects

Yo!Coach EXIT

Teacher registration

Select the subject(s) you teach and language(s) you speak

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

1 PERSONAL INFO
2 PROFILE MEDIA
3 **SUBJECTS**
4 RESUME
5 CONFIRMATION

Subject to teach

- Mathematics
- Science
- History
- Literature
- Social Studies
- Foreign Languages
- Philosophy
- Technology & Computing
- Health & Medicine

Language I speak

- Afar
- Abkhazian
- Avestan
- Afrikaans
- Amharic
- Aragonese
- Arabic
- Assamese
- Avaric

Save **Next**

Select the subjects your will be teaching and the languages you speak:

- **Subject(s) I teach:** From the provided subjects list, select one or more subject categories or subcategories you want to teach on the platform.

Mathematics

- Arithmetic & Basic Math
- Algebra
- Maths

Subjects with subcategories have a list below it.

Click  beside it to view the subcategories and select the applicable ones.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

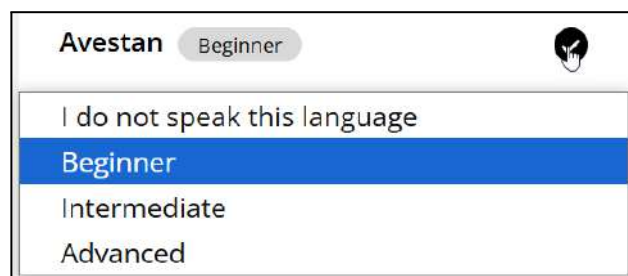
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Language(s) 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.

Do this for as many languages as you can speak or teach in.



Avestan Beginner

I do not speak this language

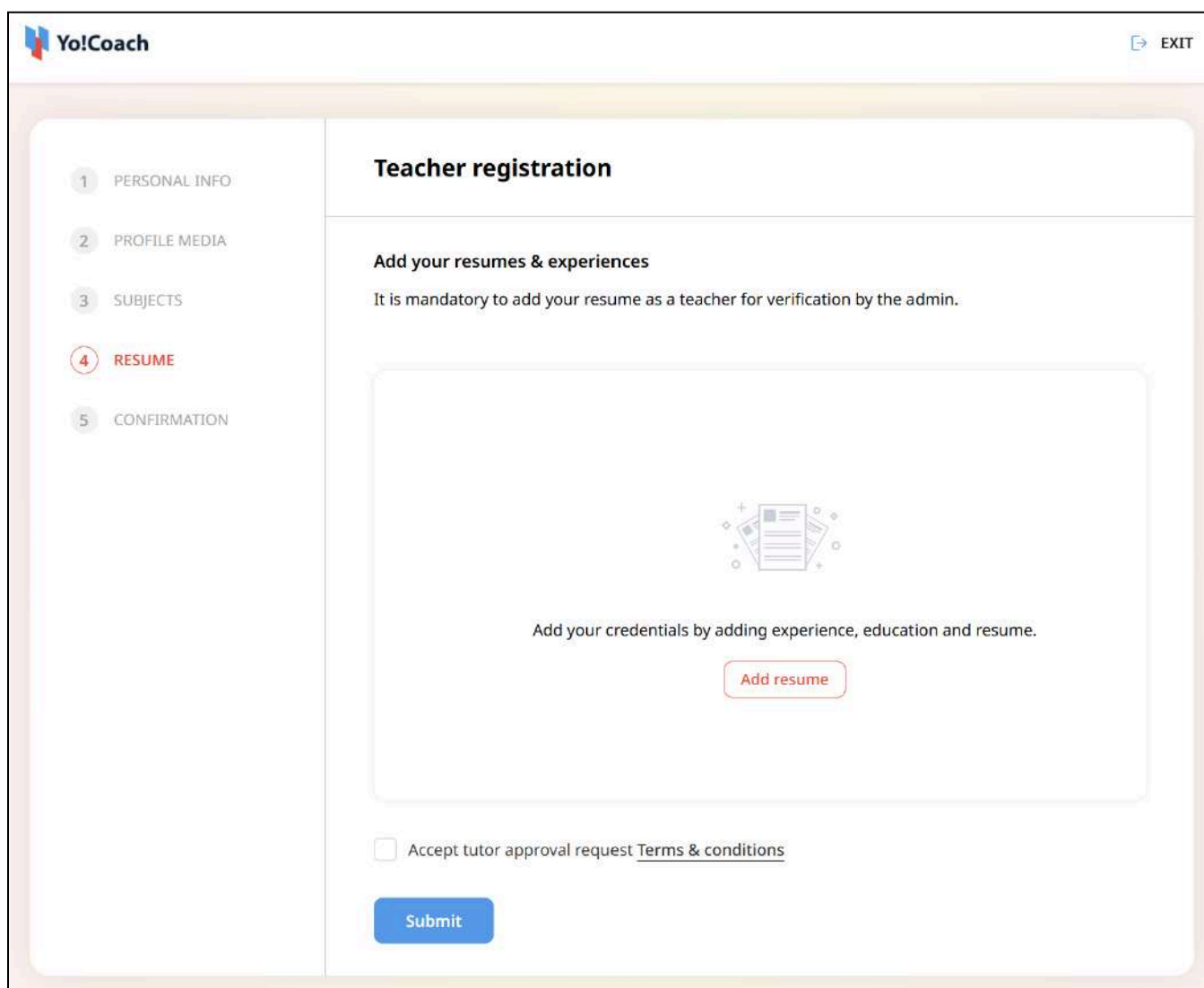
Beginner

Intermediate

Advanced

Click **Save**, and then click **Next** to move to the next tab.

1.1.4 Resume



Yo!Coach EXIT

1 PERSONAL INFO

2 PROFILE MEDIA

3 SUBJECTS

4 RESUME

5 CONFIRMATION

Teacher registration

Add your resumes & experiences

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

Add your credentials by adding experience, education and resume.

[Add resume](#)

☐ Accept tutor approval request [Terms & conditions](#)

[Submit](#)

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Add your qualifications and experience details by clicking **Add**. The **Add your experience** pop-up form will appear.

Update the following information:

- **Experience type*:** Click the field and select your experience type from the list of options—Education, Certification or Work experience.
- **Title*:** Enter the title of the experience you are adding.
- **Institution*:** Enter the name of the institute where you obtained the respective experience.
- **Location*:** Enter the city where the institute is located.
- **Description:** Enter a brief description regarding the experience.
- **Start year*:** Click the field and select the start year from the dropdown list.

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- **End year*:** Click the field and select the end year from the dropdown list.
- **Upload certificate:** Click **Choose file**, select the image from your system, and click **Open**. The image will be added to the field.

Click **Save Changes** and it will be added to the **Resume** tab (as shown in the image below).

Register as a teacher

Add your resume & work experience

Uploading your resume is mandatory for admin verification and approval of your teacher registration request. Add

RESUME	START-END	CERTIFICATE	ACTIONS
BA English London Oxford University	2020-2023	 Scan202506302.pdf	 

☐ I agree to the teacher-related [Terms & conditions](#)

Submit

Add all your education, certifications and work experience details one after another using the **Add** button.

The new experiences are displayed in the form of a list and each entry displays the title of the experience (with the institute and location below it), the start to end year, and the certificate uploaded as proof. Clicking the certificate uploaded from this list will initiate its download.

Additionally, each entry has two action buttons that enable you to perform various actions.

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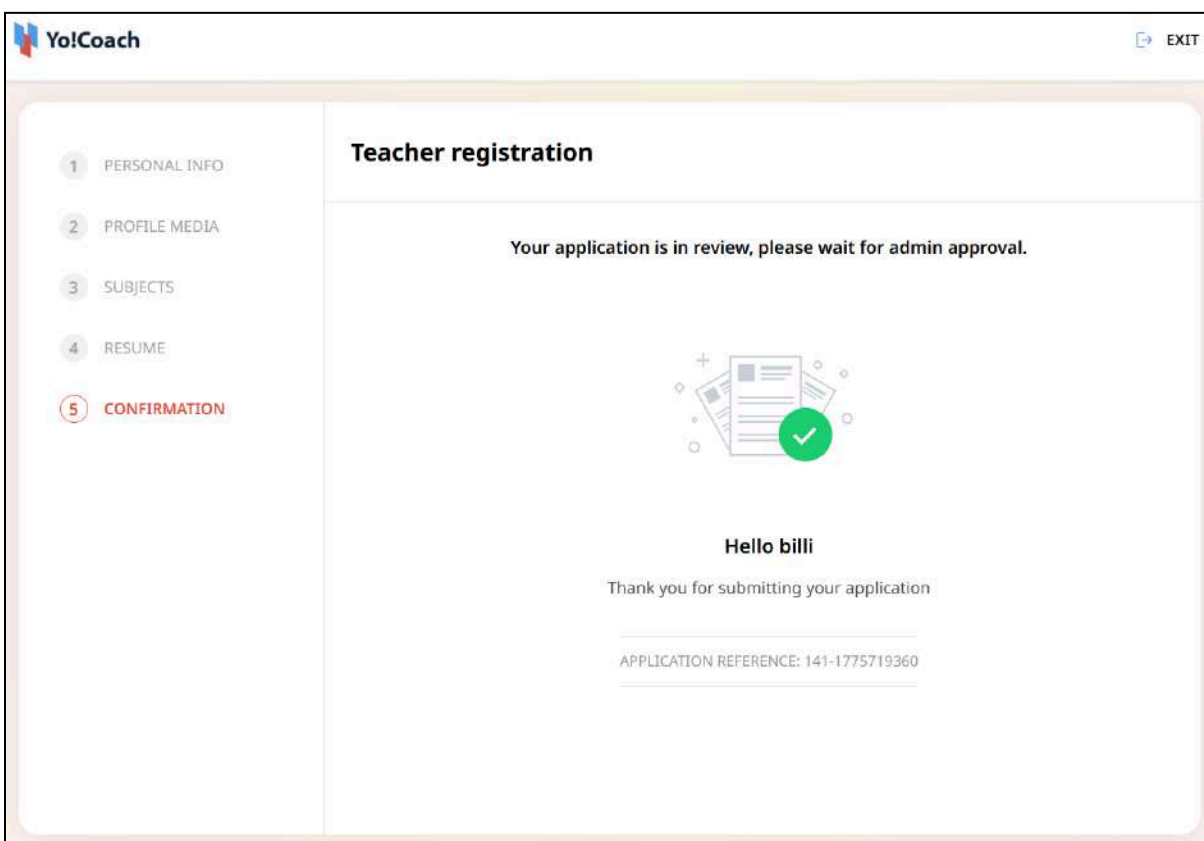
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Edit** : Click this to open the **Edit your experience** pop-up form. This form has the same fields as the **Add your experience** form; the form name is the only thing that is different. Make the required changes and click **Save changes** to update them, or close the form by clicking .
- **Delete** : Click this to delete the experience entry. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

After updating all the details, **complete filling this tab** by selecting the **I agree to the teacher-related Terms & conditions** checkbox. Then, click **Save**, and then click **Next** to move to the next tab.

1.1.5 Confirmation

The last tab displays a confirmation message along with the application reference number.



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Your registration request is first sent to the system admin for approval. Once your request is approved, you are notified on your registered email.



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

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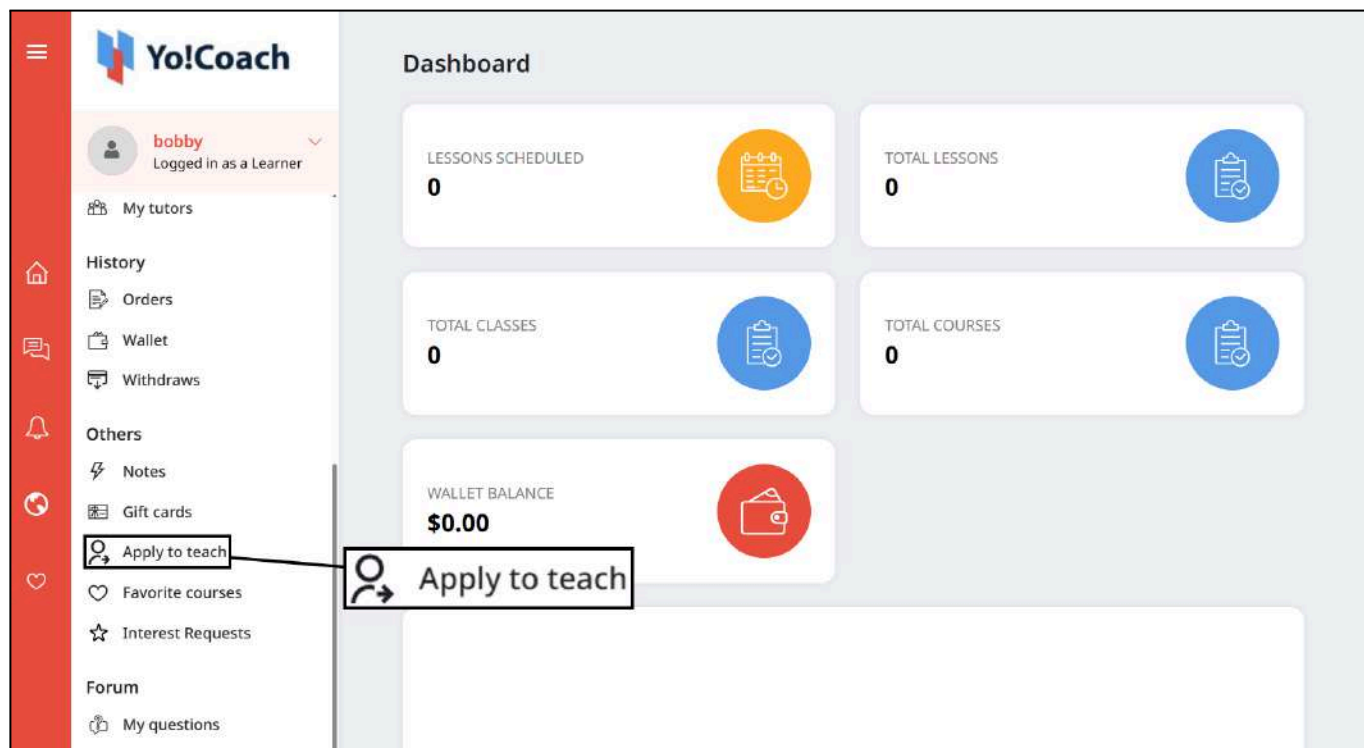
An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

1.2 Already registered as a learner

Once you are formally registered as a learner, Yo!Coach allows you to request the platform admin to register as a teacher through a simple and straightforward process.

From the side navigation menu on your **Learner dashboard**, click **Apply to teach**.

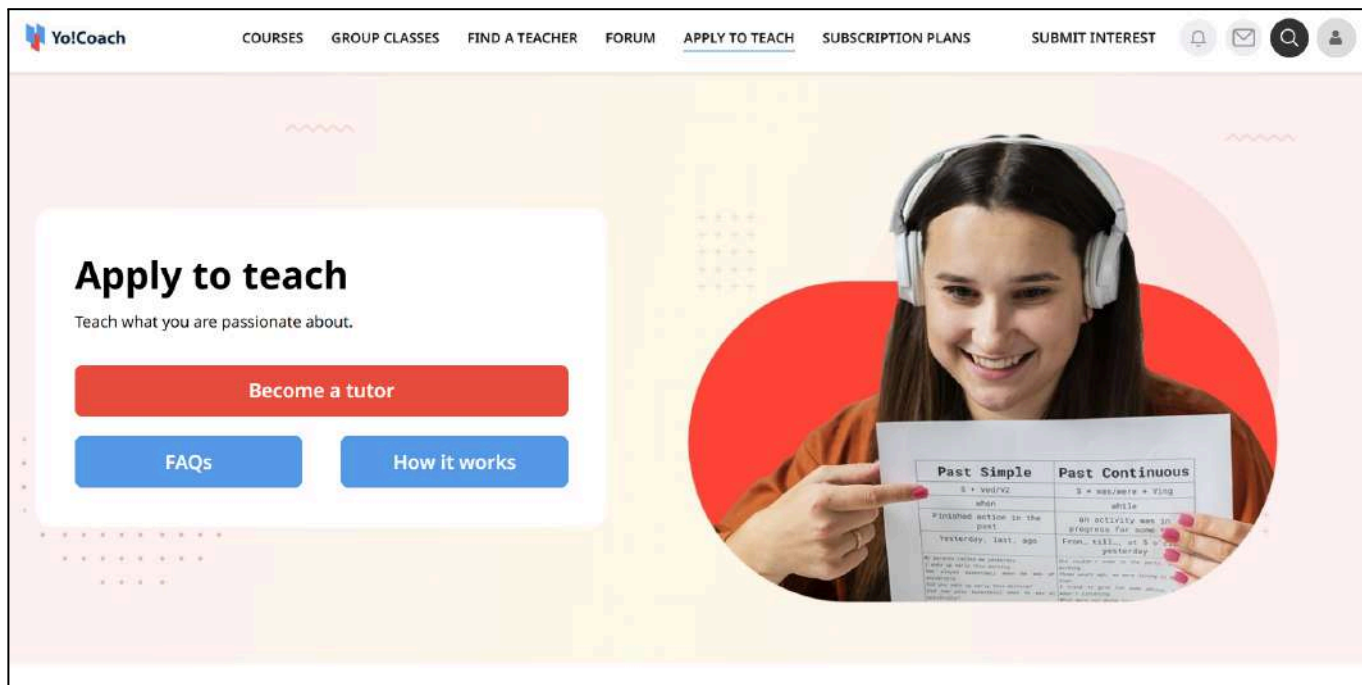


You are redirected to the **Apply to teach** form page. To proceed, click **Become a tutor**.

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An asterisk (*) next to a label indicates that the information is mandatory.

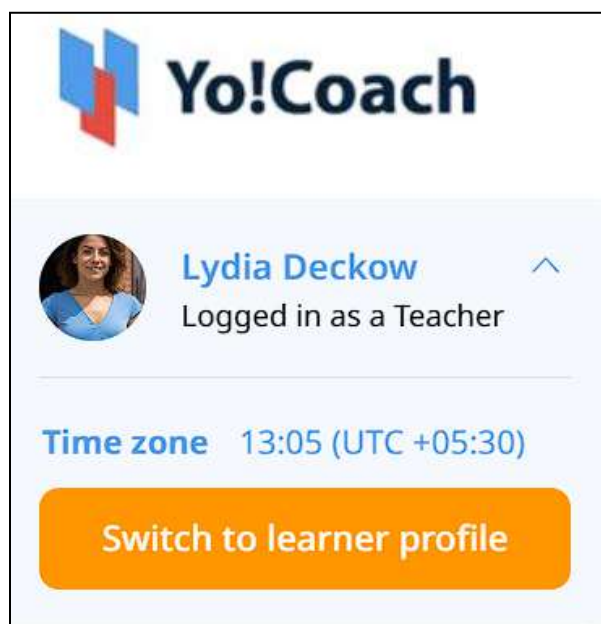
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



You are taken to the [Apply to teach](#) page.

Click [Become a tutor](#), and complete the form to start the application process. The form and steps are the same as described in the previous method. Follow the same process and submit your application.

Once your request is accepted, the **Apply to teach** option is removed from your **Learner dashboard**. Switch between your profiles by hovering over the **Role switcher** section from the left navigation and click **Switch to teacher profile**.



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This directs you to the **Teacher dashboard**.



*If your account has not been approved yet, you will be directed to the [Confirmation](#) tab of the **Register as a teacher** form.*

Once your **account has been approved**, you will receive an email notification for the same.

You can now log in to your account, set it up and begin offering sessions.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

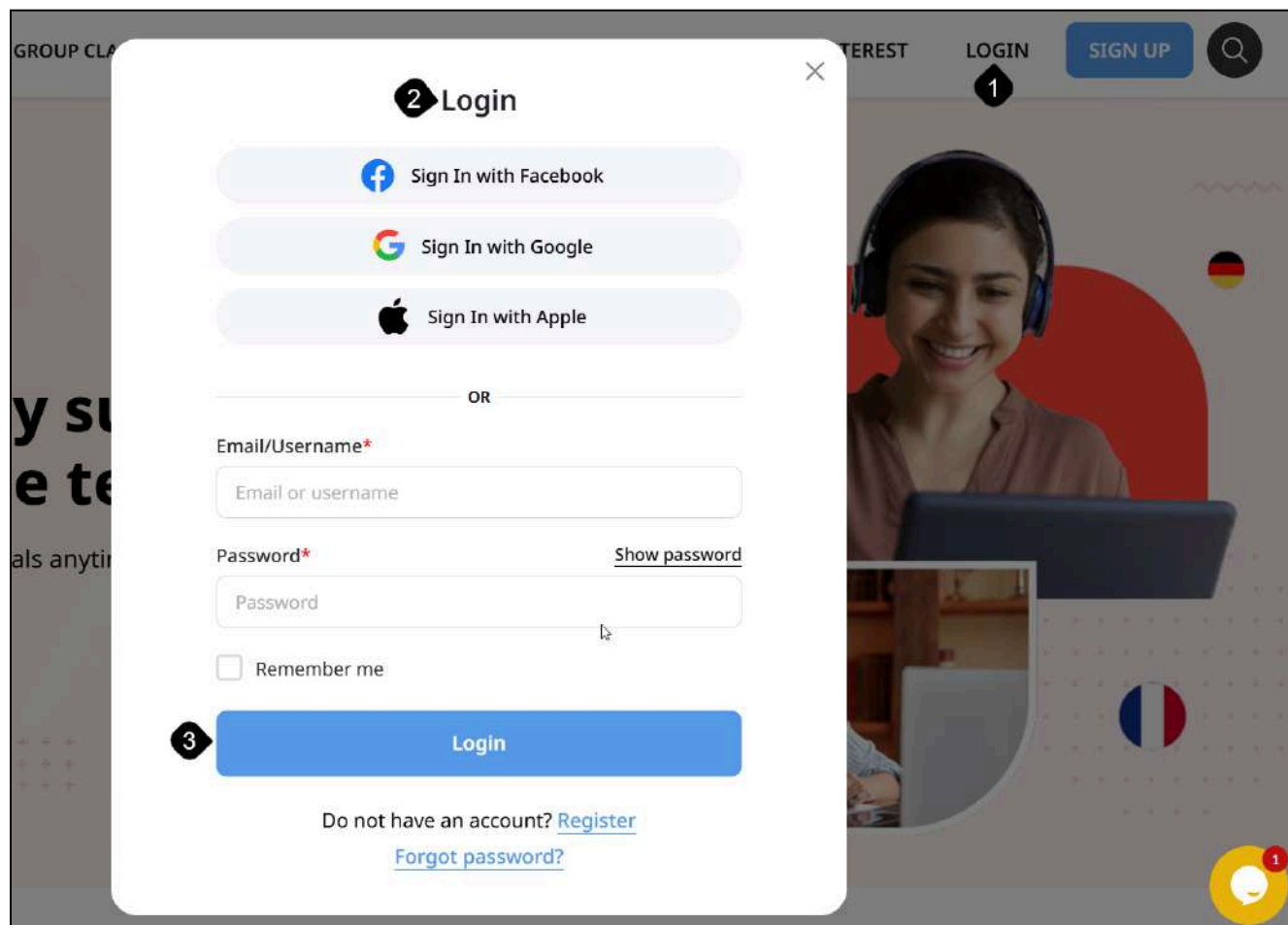
An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

2. Login

To log into your account, click **Login** from the upper right corner of the Yo!Coach home page.

The **Login** pop-up form will appear in the middle of the page.



Depending on the options available, you can log in using your Facebook account, Google account or Apple account. Use these options only if you registered using these options.

Else, log in using your email address and password by filling them in the following fields:

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

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- **Remember me:** Select this checkbox to allow the system to remember your login details.

When enabled, you will remain signed in, even if you close the browser window, and will automatically be signed in upon returning.



*Avoid selecting the **Remember me** option when using a public or shared computer. And refrain from enabling this option on devices that you do not use frequently or cannot lock to secure your browser.*

Once done, click **Login** to log in to your teacher account.

2.1 Forgot password

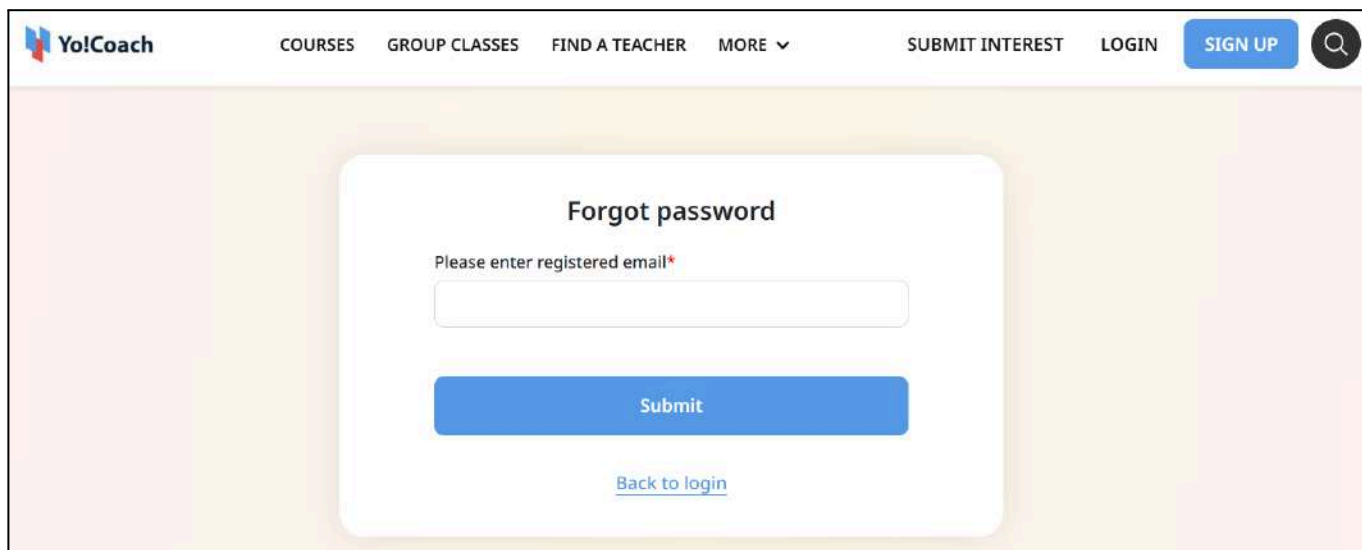
Yo!Coach allows you to reset your profile password if you can't recall it. From the **Login** form, select **Forgot password?**

This will direct you to the **Forgot password** page.

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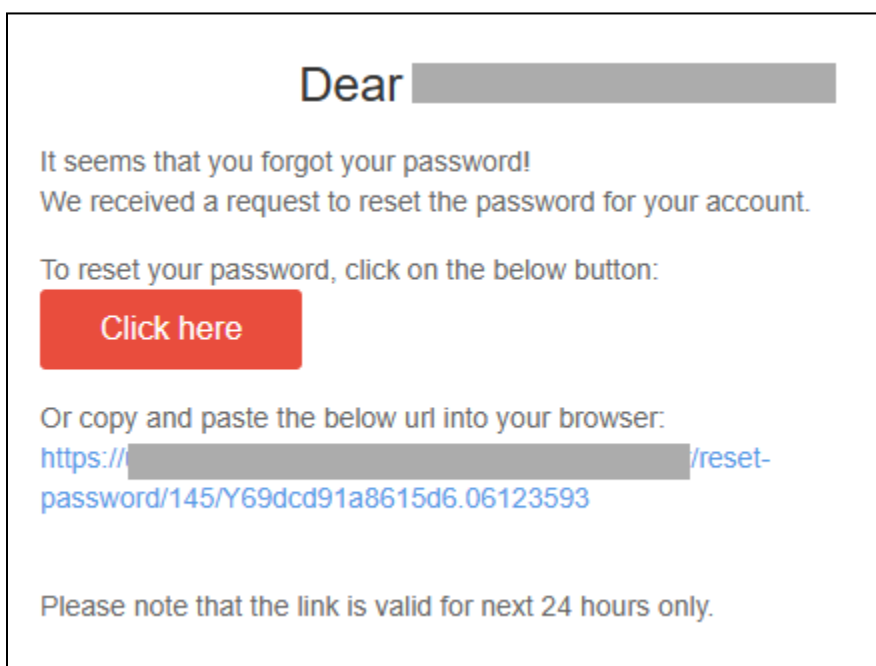


The screenshot shows the Yo!Coach website header with navigation links: COURSES, GROUP CLASSES, FIND A TEACHER, MORE, SUBMIT INTEREST, LOGIN, and a SIGN UP button. Below the header is a 'Forgot password' form. The form has a title 'Forgot password', a label 'Please enter registered email*', a text input field, a blue 'Submit' button, and a 'Back to login' link.

Update the following:

- **Email:** Enter your registered email address.

Once done, click **Submit**. The details to reset your password will be emailed to you on your email address.



The screenshot shows an email template for password reset. It starts with 'Dear [redacted]'. The body text says: 'It seems that you forgot your password! We received a request to reset the password for your account. To reset your password, click on the below button:'. Below this is a red button labeled 'Click here'. Then it says: 'Or copy and paste the below url into your browser:'. Below this is a blue link: 'https://[redacted]/reset-password/145/Y69dcd91a8615d6.06123593'. At the bottom, it says: 'Please note that the link is valid for next 24 hours only.'

2.2 Reset password

Check your email inbox, open the password reset email, and click the reset link provided.

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Reset Password?
Change Or Reset Your Password.

New password* [Show password](#)

Confirm new password*

[Reset Password](#)

[Back to login](#)

Update the following:

- **New password:** Enter your new password, ensuring it is strong and contains at least 8 characters.



The password is case-sensitive, meaning “A” and “a” are treated as different characters.

For better security, use a long password that combines alphanumeric characters, including both letters and numbers.

- **Confirm new password:** Re-enter the new password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

Once both fields are completed, click **Reset password**. This action updates your password and redirects you to the login page. Use your new password to sign in to the teacher panel.

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3. Dashboard

The dashboard gives a complete overview of the teacher profile through various sections.

The top section displays the account summary such as, the total earnings, the number of lessons scheduled, the number of group classes scheduled, and the amount in the digital wallet. A graphical representation of sales revenue and a number of sessions sold on the platform is also displayed.

Your upcoming lessons in the calendar and list view can also be found on the right side of the dashboard.

Yo!Coach

Lydia Deckow
Logged in as a Teacher

Profile

- Dashboard
- Account settings
- Availability calendar

Courses

- All courses
- Course resources
- Course Edit Requests

Booking

- Lessons
- Lesson plan
- Group classes
- Class packages
- Reported issues
- Subscriptions

Dashboard

Complete your profile, Lydia
Complete your profile now to start accepting bookings [Complete profile](#)

SCHEDULED LESSONS
2

SCHEDULED CLASSES
1

COURSES SOLD
8

TOTAL EARNINGS
\$2,046.46

WALLET BALANCE
\$2,475.38

Sales statistics Today

Upcoming lessons [View all](#)

Apr, 2026

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
26	27	28	29	30	1	2
3	4	5	6	7	8	9

No upcoming lessons [View all lessons](#)

3.1 Left navigation

The left side of the dashboard features a vertical navigation bar with a **hamburger menu button**  at the top and a row of icons below. Each has been explored below:

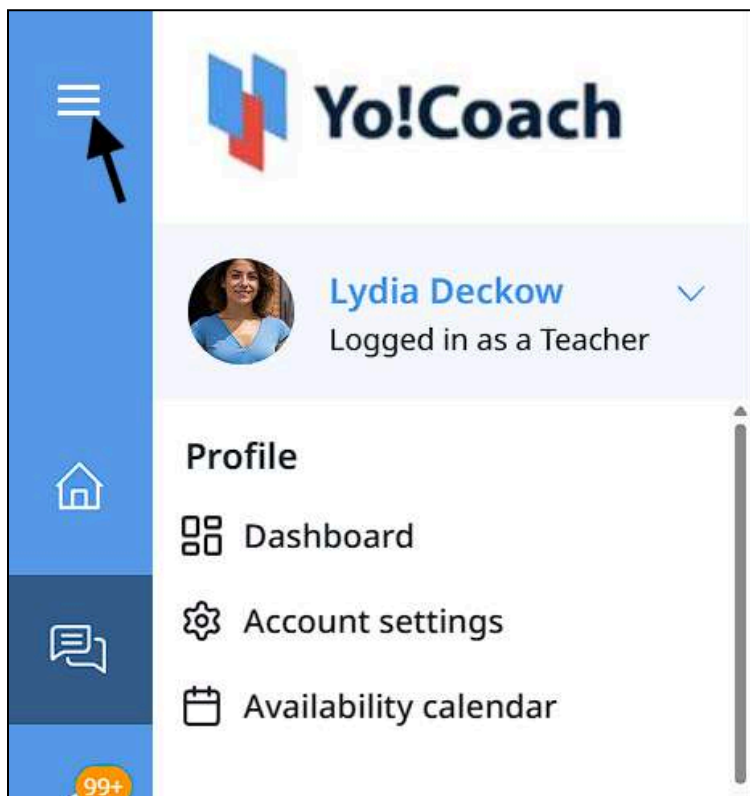
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3.1.1 Hamburger menu

Click this to expand or collapse the dashboard side navigation panel.



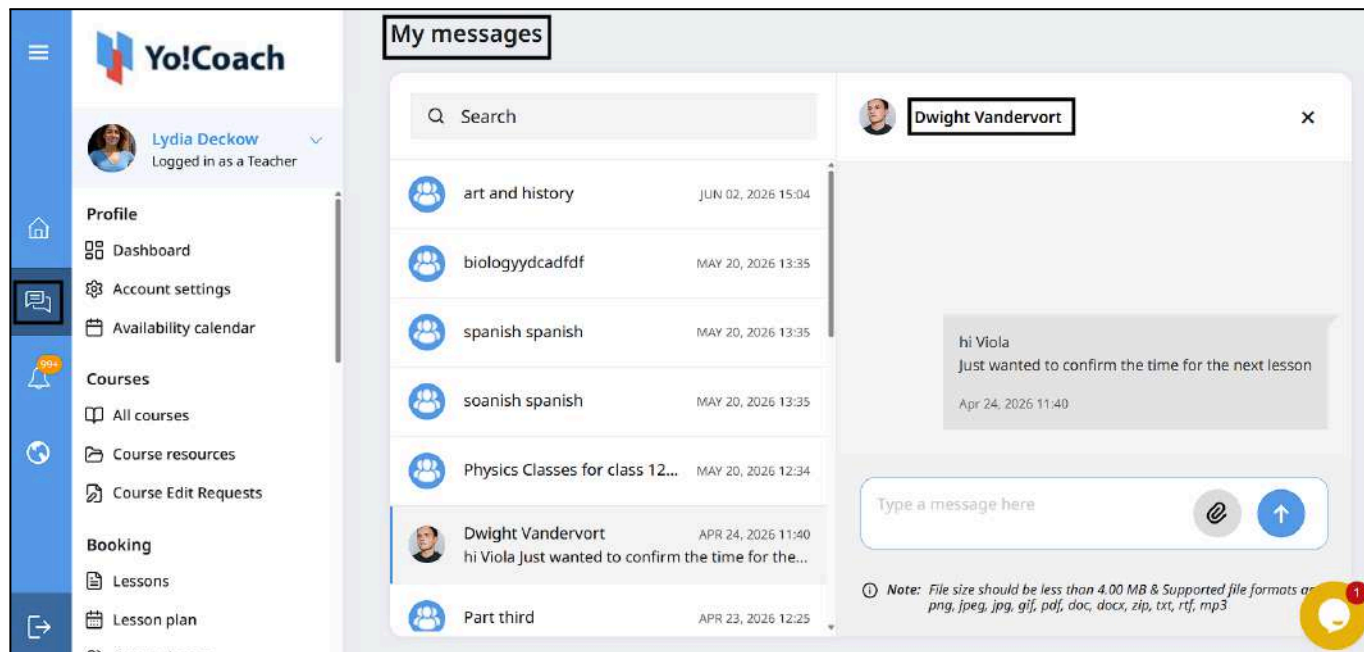
3.1.2 Home

Click this and you will be instantly directed to the [Dashboard](#) page, when you are on any other page of the teacher panel.

3.1.3 Messages

Click this to visit My messages.

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This page displays the ongoing communication threads with other users on the platform. It also includes all the group chats formed as a counterpart of the group classes created by you.

Click the search bar at the top of the message thread list to filter a specific thread from a long list.

Update the following:

- **Search by title and name:** Enter the message thread title or the name of the person who sent the message in this field.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

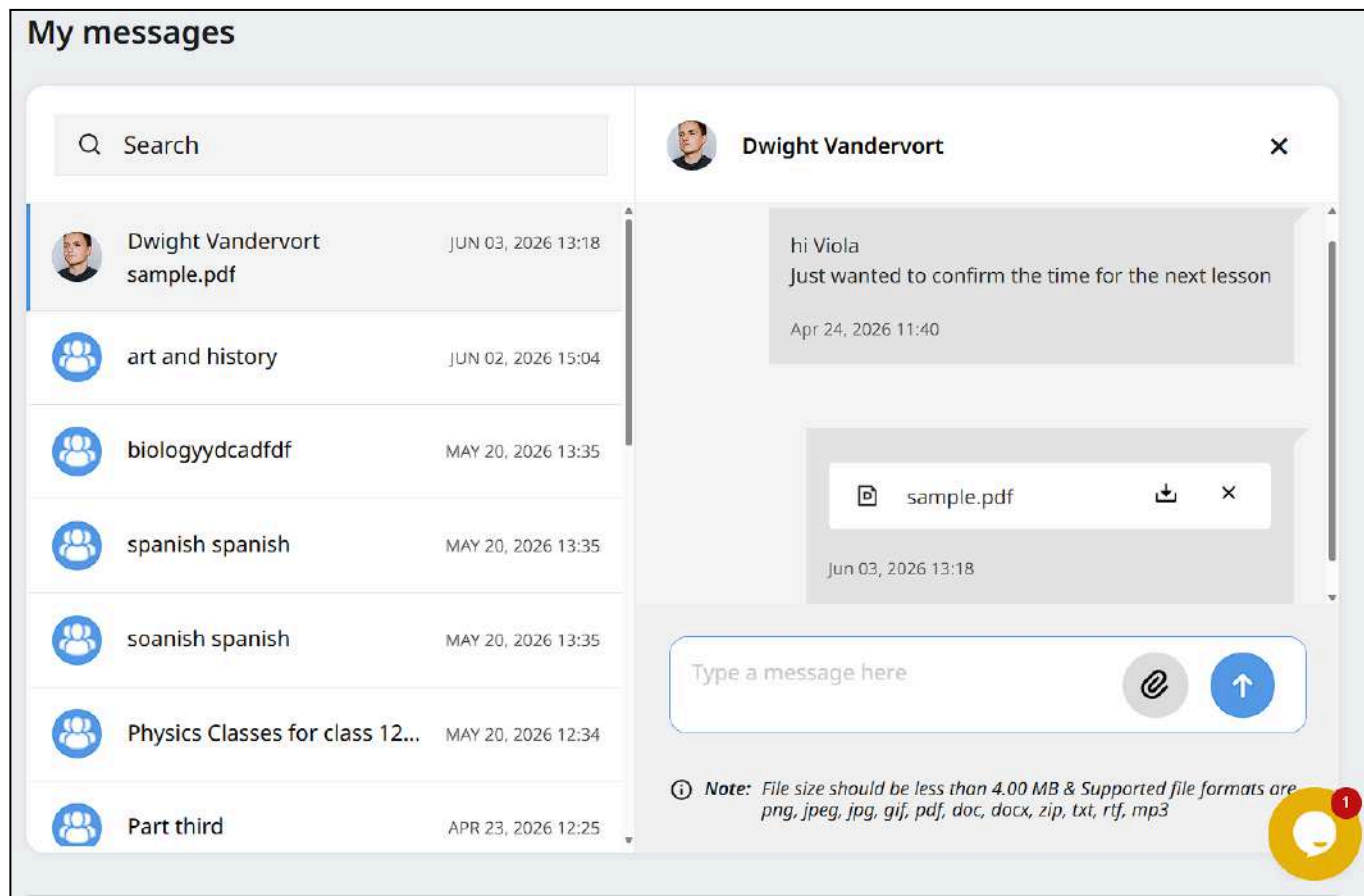
An asterisk (*) next to a label indicates that the information is mandatory.

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- **Select:** Click the field and select if the message(s) is read or unread.

Click **Search** to get the results. Click **Clear** to reset the field and start a new search.

Once you find the message thread you want to view, click it and the thread will appear on the right side of the page.



Perform the following actions in the chat section:

- **Message text box:** Enter your message in the provided text box.
- **Attach document:** Click  to attach a file by selecting one from your internal storage, and send it with the text message.
- **Send:** Click  send a message and/or file attachment.
- **Download document:** Click  beside the file name in a sent or received message to download the file into your system.

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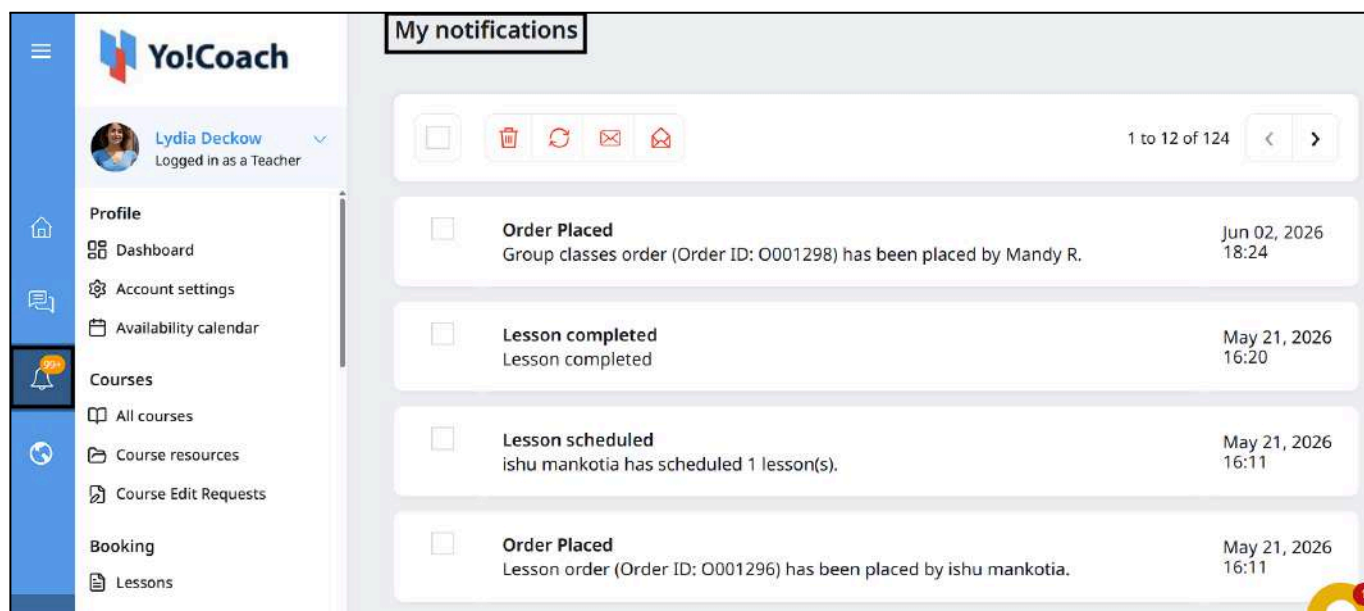
- **Delete attachment:** Click  beside the file name in a sent message to delete the attachment. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

 *The admin sets the time limit for deleting message attachments. After this period, the sender cannot delete them.*

The sender can download or delete one attachment at a time, while the recipient can only download attachments and cannot delete them.

3.1.4 Notifications

Click this to visit [My notifications](#).



The page displays the list of all actions that have an effect on your account. These may include wallet balance revisions, request updates, unread messages, new sessions booked or canceled, and so on and so forth.

You can perform the following actions on this page.

- **Checkbox** ☐: Each notification has a checkbox beside it. Select it to choose individual notifications. To select all at once, use the checkbox at the top of the list.

Once selected, you can perform the following actions:

- **Delete** : Click this to permanently delete the selected notification(s).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

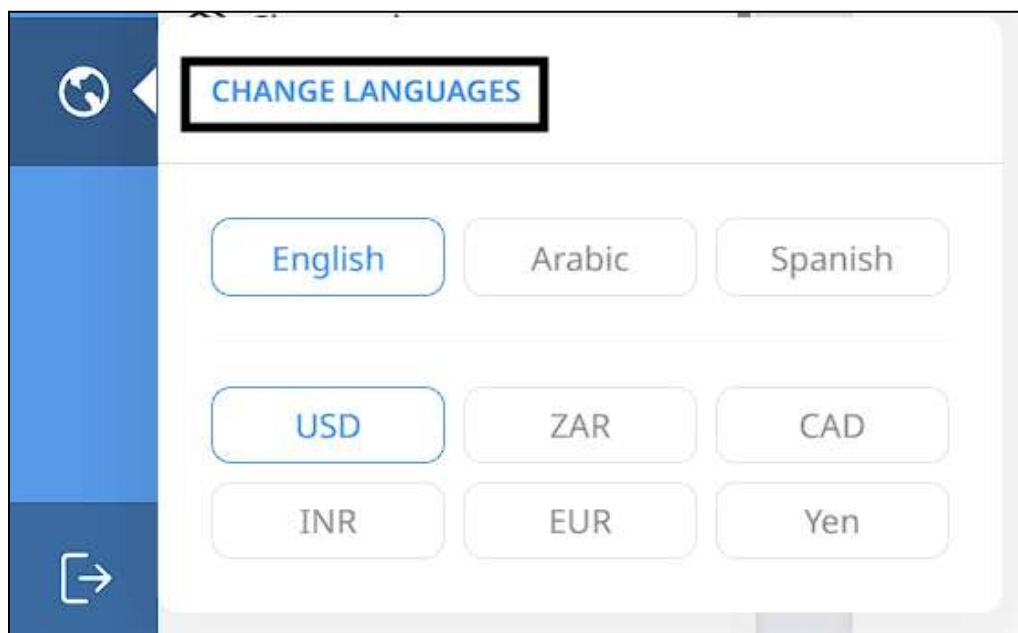
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Refresh**  : Click this to refresh and reload the notifications page.
- **Mark as unread**  : Click this to mark the selected notification(s) as unread.
- **Mark as read**  : Click this to mark the selected notification(s) as read.

3.1.5 Languages/Currencies

Hover over this to display the **Choose languages** section.



Select your default language and currency from the enlisted languages and currencies.

3.1.6 Logout

Click this to log out of your account.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

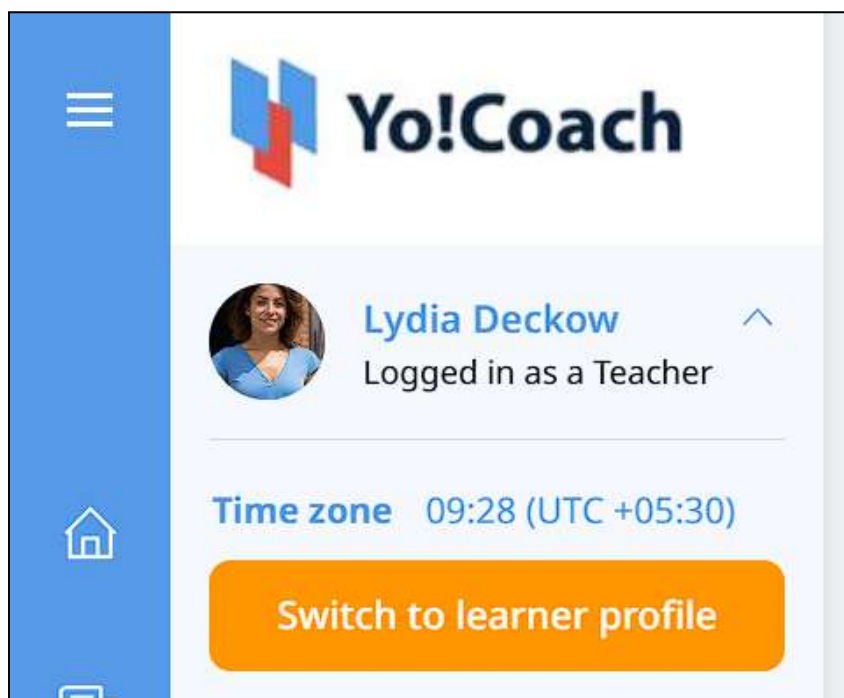
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

3.2 Switch profile

The current profile orientation is displayed under the Yo!Coach logo on the left side above the navigation menu.

Hover over your profile name and image to open a section that shows your current location and time zone, along with the **Switch to learner profile** button.



Click this button to switch to your learner profile and access its respective dashboard and features.

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

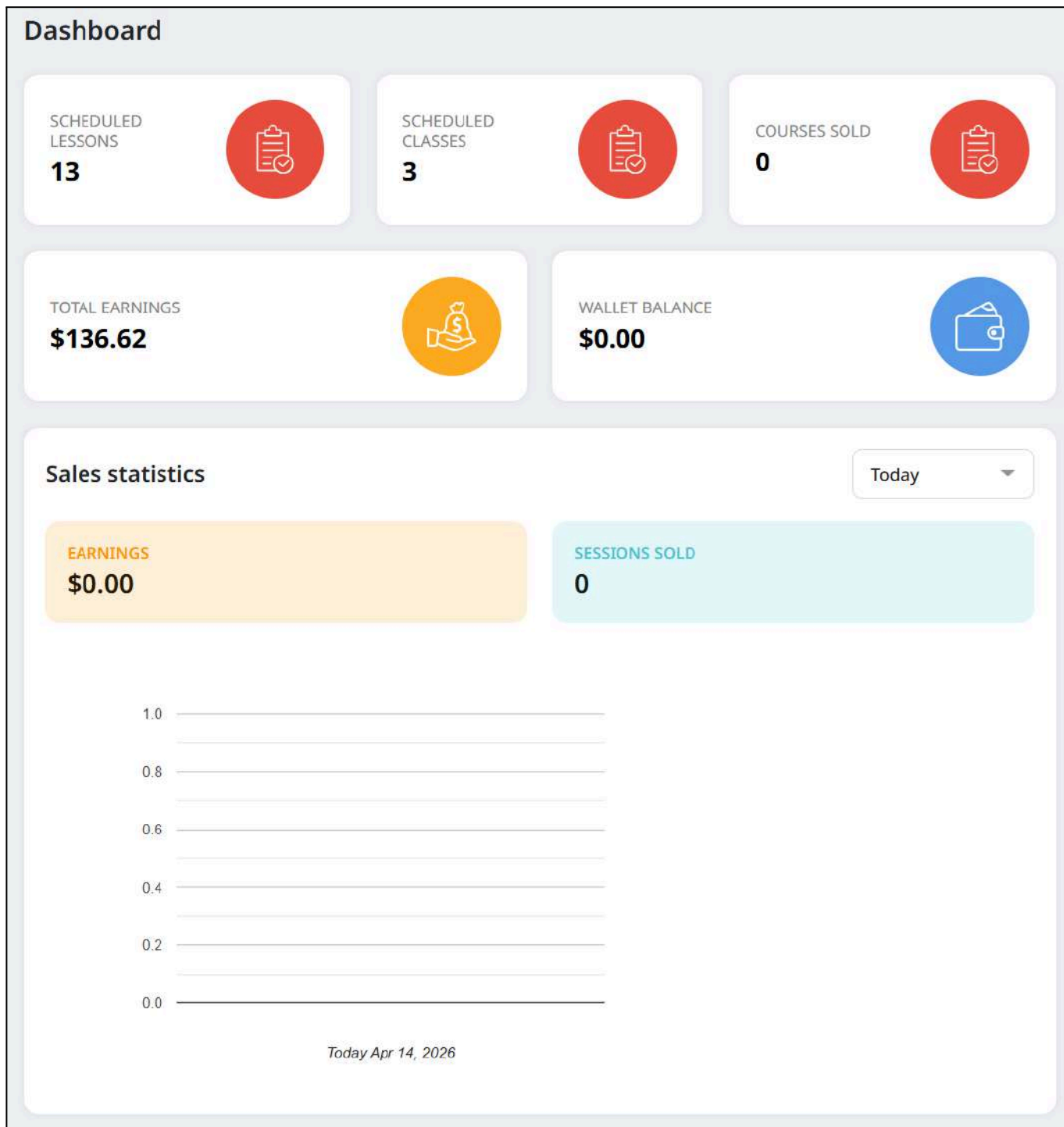
3.3 Dashboard stats

The dashboard displays a brief and regularly updated summary of your activities such as your earnings, scheduled lessons, wallet balance, and sales statistics.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Each widget is explained briefly:

- **Scheduled lessons:** This displays the total number of upcoming scheduled lessons. Click this widget and you will be directed to the **Manage lessons** page where you can manage all the lessons accordingly.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Scheduled classes:** This displays the total number of upcoming scheduled classes. Click this widget and you will be directed to the **Manage classes** page where you can manage all the classes accordingly.
- **Courses sold:** This displays the total pre-recorded courses sold to the learners so far.



*This is visible only if the **Course feature** has been activated by the admin on the platform.*

- **Total earnings:** This displays your total earnings till date. Earnings include the payments received on completed lessons and group classes.
- **Wallet balance:** This displays your current wallet balance. Click this widget and you will be directed to the **My wallet** page, where you can view the complete details of the transactions made so far.
- **Sales statistics:** This widget displays a line graph reflecting the summary of your Earnings and Lessons sold.

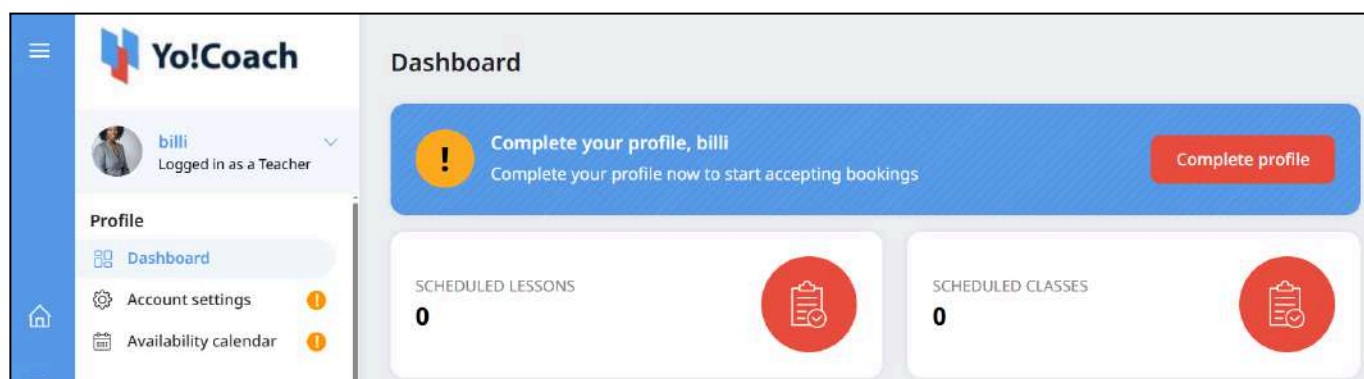
By default, it displays the sales data of today. To view the sales data for a specific time

Today ▼

period, click in the upper right corner of the widget and select from options—today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

Complete your profile prompt

If you have just registered and logged in, a **Complete your profile** prompt appears at the top of the dashboard page.



This prompt indicates that you must update certain required details before you can start offering sessions. Until all required fields are completed, this prompt will continue to appear on the dashboard.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

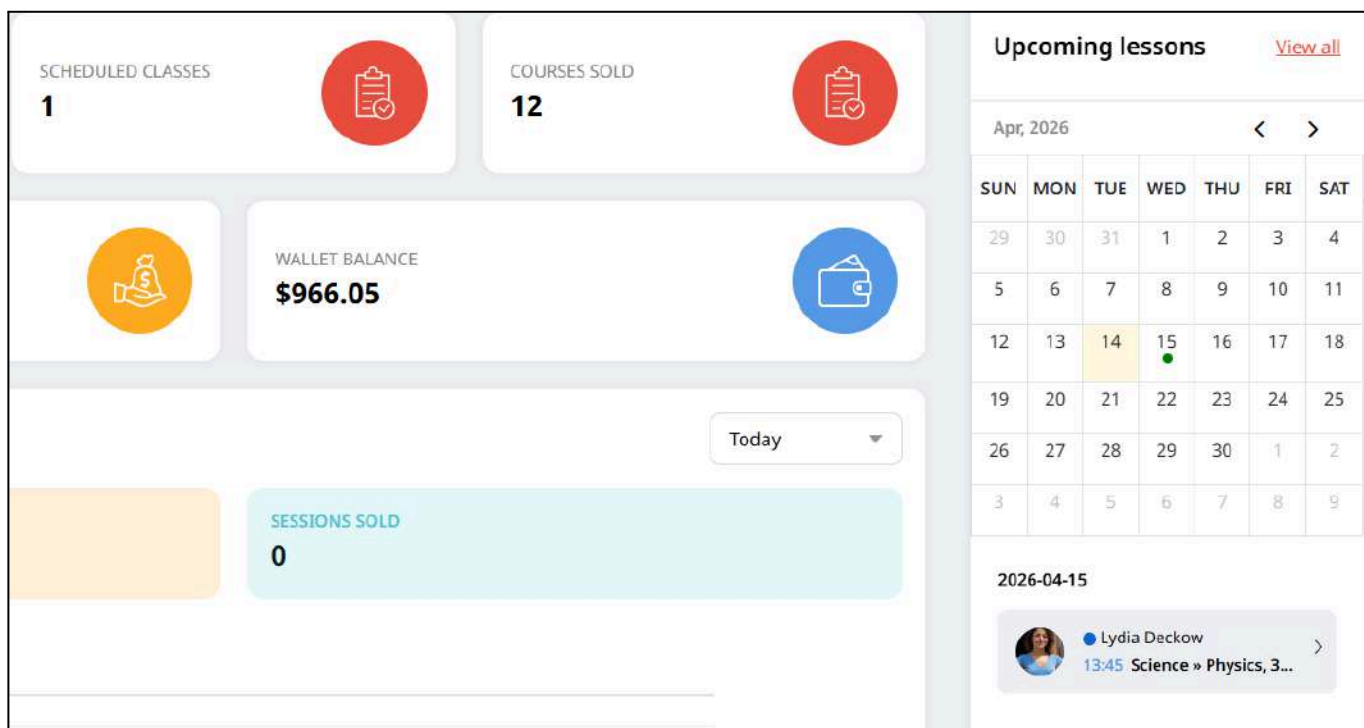
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click **Complete profile** to open the [Account settings](#) page, where you can complete your profile setup. Make sure to fill out all sections marked with  to finish updating your profile.

 *Completing your profile is mandatory to become discoverable by learners on the front end, and activate your ability to offer sessions on the platform.*

3.4 Upcoming lessons

On the right side of the dashboard, a calendar displays the dates on which lessons are scheduled. Below the calendar is a brief list of upcoming lessons, with the most recent one shown first.



The dashboard displays the following metrics and sections:

- SCHEDULED CLASSES:** 1 (with a red clipboard icon)
- COURSES SOLD:** 12 (with a red clipboard icon)
- WALLET BALANCE:** \$966.05 (with a blue wallet icon)
- SESSIONS SOLD:** 0 (with a light blue background)
- Upcoming lessons:** View all (with a red link)
- Calendar:** Apr, 2026. The calendar shows dates from 29 to 4. The 14th and 15th are highlighted in yellow, with a green dot on the 15th.
- Today:** A dropdown menu.
- 2026-04-15:** A list of upcoming lessons, including a session by Lydia Deckow at 13:45, Science » Physics, 3...

Click any lesson in the list to open its corresponding **Lesson schedule** page.

To view all upcoming lessons, click **View all** beside the **Upcoming lessons** heading. This opens the **Manage lessons** page, where you can review each lesson in detail.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

4. Profile

Manage all your profile-related details under this module, including login information, the types of services you offer, and calendar availability. Once this section is updated and completed, your profile will be considered complete.

4.1 Account settings

Select **Account settings** from the left navigation menu to open the submodule.

Yo!Coach

Lydia Deckow
Logged in as a Teacher

Profile

- Dashboard
- Account settings**
- Availability calendar

Courses

- All courses
- Course resources
- Course Edit Requests

Booking

- Lessons
- Lesson plan
- Group classes
- Class packages

Account settings

Complete your profile
Complete your profile to start getting bookings [Learn more](#)
Profile progress: 4/6

Manage profile

General | Photos & videos | English | Arabic | Spanish

To sync with google calendar
Your google calendar is not synced yet
[Sync Google Calendar](#)

Username *
Lydia_Deckow
https://uat.yocoach-demo.4livedemo.com/teachers/view/Lydia_Deckow

Name *
Lydia | Deckow

Gender *
Female

Personal info | Subjects | Price | Experience | Skills | Addresses | Payments | Password/Email | Cookie consent | Delete my account

If you have not yet updated your profile completely, the **Complete your profile** prompt will still be visible. Click **Learn more** to expand the section and read the profile completion instructions.

Complete your profile
Complete your profile to start getting bookings [Learn more](#)
Profile progress: 4/6

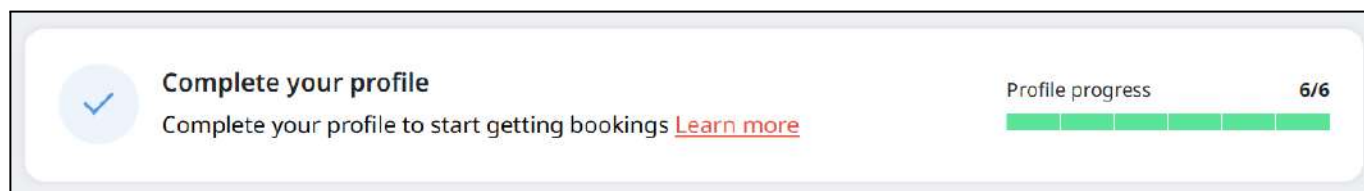
1. Profile needs to be at least 80% completed.
2. Please select the preferred languages and lesson prices.
3. After verifying account settings, mark your availability calendar to start teaching.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once you complete your profile the look of the message will change as shown below:



There are multiple forms under the **Account settings** page, and each form can be accessed from the left side navigation by selecting the respective tab. Each has been explored below:

4.1.1 Personal info

Update all your personal information under this form. This form has multiple tabs: the [General](#) tab, followed by the [Photos & videos](#) tab. Then comes the [Primary language](#) tab, followed by the **Secondary language** tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

General tab

Update the following:

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Sync Google calendar:** Click this option to synchronize your session schedules with your Google Calendar. You will be directed to the Google account page to grant permission for Yo!Coach to share data with Google. Once authorized, all session slots will appear in your Google Calendar along with your Yo!Coach calendar.



The synchronization between Yo!Coach and Google Calendar is two-way. Events scheduled in Yo!Coach are added to your Google Calendar, and meetings scheduled in Google Calendar also appear as booked in the platform calendar. However, the platform calendar does not display the event name for meetings synced from Google Calendar—it only shows the time slot as booked.

To enable synchronization with Google Calendar, the Google Calendar API must be set up by the admin. Contact your admin for assistance.

The Google Calendar synchronization can be disabled at any time after it has been enabled.



Click **Unsync Calendar** to disable the syncing between platform and google calendar.

- **Username*:** Enter a unique username for your teacher profile.
- **Name*:** Enter/Edit your first and last names in the provided fields. The data is pre-filled according to the details entered in the **Teacher registration form**.
- **Gender*:** View/Edit your formerly selected gender.
- **Country*:** Select your country of residence from the dropdown list. If your country is not available in the list, contact your system admin.
- **Phone no.*:** View/Edit your formerly selected country code, and the entered phone number in the provided fields.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Timezone * UTC +05:30 Asia/Kolkata

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.

Meeting Link * https://meet.google.com/cba-axcy-fna

Offline sessions In-active ☐

Lesson booking buffer time * Immediate

Minimum buffer time between lesson purchase and first available slot for a lesson. The learners will be shown the availability slots accordingly.

Notification language * English

Enable trial lesson Active ☒

Save Next

- **Timezone*:** Once you log in to the system, your timezone is automatically detected and will reflect here. You can edit the timezone by clicking the field and select another option from the dropdown list.

 *When the time zone is changed, your existing general and weekly availability is cleared. To continue offering sessions, go to [Availability calendar](#) and set your availability based on the new time zone.*

- **Meeting link*:** Enter a meeting link to use a single link for all lessons and classes. A common link entered here, will be automatically applied across all sessions,, you can also provide separate links for each individual session as needed. The links can also be defined at the session level.

 *The external meeting link option will only be visible if the admin has enabled this option as a meeting tool option.*

- **Offline session:** Turn on  this toggle switch if you are available to offer offline sessions.

If you are new to the platform or have not added any addresses under the [Addresses](#) tab, an error will appear when you click **Save**.

To activate this option, you must first add at least one address using the [Addresses](#) form.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Turn this off  if you are not available for offline sessions.

- **Lesson booking buffer time*:** Click the field and choose the buffer time between when a lesson is purchased and when it can be scheduled from the dropdown list—Immediately, 12 hours, or 24 hours.

For example, if you select 12 hours, learners can book a one-on-one lesson only for time slots that start at least 12 hours after placing the order.

- **Notification language*:** Click the field and select your preferred language for system notifications, from the available system languages in the dropdown list.

All notifications under the [Notifications](#) section will appear in the selected language.

- **Enable trial lesson:** Turn on  this toggle switch if you want to offer free trial lessons to new learners.

Turn this off  if you do not want learners to be able to book one-time free trial lessons with you.

Click **Save**, and then click **Next** to move to the next tab.

Photos & videos tab

Review and update your profile picture and your introduction video under this tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Personal info

Subjects

Price

Experience

Skills

Addresses

Payments

Password/Email

Cookie consent

Delete my account

Manage profile

General Photos & videos English Arabic Spanish

Profile picture

Profile picture info text 4.00 MB png, jpg, jpeg, gif, bmp



Edit

Remove

Other Dimensions



Introduction video link

Please enter a valid YouTube video link.

Save

Next

Update the following:

- **Profile picture:** View or update your profile picture uploaded during registration.

To remove it, click **Remove**—this will hide the **Edit** and **Remove** buttons and show an **Add** button instead.

To add or change your profile picture, click **Add** or **Edit** (whichever is there), then select an image from your system.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The image will open in the editor, where you can make changes if needed. Click **Upload profile picture** to save the updated image.

- **Other dimensions:** It represents the profile picture in different dimensions.
- **Introduction video link:** Review or paste the YouTube video link where you are giving a brief about your personal information, experience, and teaching skills.

Click **Save**, and then click **Next** to move to the next tab.

English tab

This is the primary language tab, and completing this tab is mandatory. Since English is set as the primary language, this tab is labeled **English**.

Update the following:

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

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the **Microsoft translator API** is configured by the admin. Contact your admin for assistance.*

Turn it off  if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab.



*If you have turned on the auto-translate feature, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not turn it on, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab (click **Next**).*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the **Subjects** tab..*

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

4.1.2 Subjects

Review the subjects you selected and language you speak when registering, and edit them as required:

- **Subject(s) I teach:** Review and update the selected subjects you will be teaching from the list.

Subjects can have multiple subcategories under it. Click  beside it to view the subcategories and select the applicable subjects you want to teach under that parent subject.

Click  beside the subject you do not want to teach to deselect it. Click  beside a subject to select it.

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Language(s) I speak:** Review and update the selected languages you speak from the list.

Click  beside a subject to deselect it and select **I do not speak this language** from the dropdown list.

To select a new language, click  beside it and then select your level of fluency from the dropdown list.

Click **Save**, and then click **Next** to move to the next tab.

4.1.3 Price

This form allows you to view and manage lesson slots and subject-wise lesson prices.

However, the admin controls who can manage pricing on the platform—either the admin or teachers (you).

Based on the permissions granted, the relevant settings will be available on this page. Both cases have been explored below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Admin-manageable prices

When the admin manages subject-wise prices, you cannot edit the hourly lesson prices.

The prices set by the admin for the teaching languages you offer are displayed on this page, and the **Hourly price** field is disabled for all languages.

Lesson charges are automatically calculated based on these hourly prices, proportionate to the duration of each selected slot.

Personal info ✓
Subjects ✓
Price ✓
Experience ✓
Skills ✓
Addresses
Payments
Password/Email
Cookie consent
Delete my account

Manage prices

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

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

Subjects	Hourly price	☐ 15 minutes	☐ 30 minutes	☐ 45 minutes	☐ 60 minutes
Algebra	\$35.00	\$8.75	\$17.50	\$26.25	\$35.00
Biology	\$40.00	\$10.00	\$20.00	\$30.00	\$40.00
Calculus	\$55.00	\$13.75	\$27.50	\$41.25	\$55.00
Chemistry	\$110.00	\$27.50	\$55.00	\$82.50	\$110.00
Linear Algebra	\$80.00	\$20.00	\$40.00	\$60.00	\$80.00
Philosophy	\$195.00	\$48.75	\$97.50	\$146.25	\$195.00
Physics	\$155.00	\$38.75	\$77.50	\$116.25	\$155.00
World History	\$115.00	\$28.75	\$57.50	\$86.25	\$115.00

Save
Next

At the top of the page, available lesson time slots are listed.

Select the time slots you want to offer by using the checkboxes next to each option.

For example, to offer 45-minute and 60-minute lessons, select the checkboxes beside both time slots (as shown below).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Manage prices

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

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

Subjects	Hourly price	☐ 15 minutes	☐ 30 minutes	☒ 45 minutes	☒ 60 minutes
Algebra	\$35.00	\$8.75	\$17.50	\$26.25	\$35.00
Biology	\$40.00	\$10.00	\$20.00	\$30.00	\$40.00
Calculus	\$55.00	\$13.75	\$27.50	\$41.25	\$55.00
Chemistry	\$110.00	\$27.50	\$55.00	\$82.50	\$110.00
Linear Algebra	\$80.00	\$20.00	\$40.00	\$60.00	\$80.00
Philosophy	\$195.00	\$48.75	\$97.50	\$146.25	\$195.00
Physics	\$155.00	\$38.75	\$77.50	\$116.25	\$155.00
World History	\$115.00	\$28.75	\$57.50	\$86.25	\$115.00

Save Next

After selecting the slots, click **Save**.

The predefined lesson prices appear on the front end for learners when they book a session with you. Prices are shown based on the selected subject and time slot.

Teacher-manageable prices

When teachers are responsible for managing subject-wise prices, you can set hourly lesson charges at your discretion under this page.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Manage prices

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

Note: Enter all prices in base currency [USD]

Subjects	Hourly price	☐ 15 minutes	☐ 30 minutes	☐ 45 minutes	☐ 60 minutes
Art History (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Biology (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Digital Art (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Earth Sciences (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fine Arts (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Physics (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Select the time slots you want to offer on the platform by using the checkboxes provided for each slot.



The lesson time slots are managed by the admin, and only the time slots defined by the admin appear on this page.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Subjects	Hourly price	☒ 15 minutes	☒ 30 minutes	☒ 45 minutes	☐ 60 minutes
Art History (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Biology (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Digital Art (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Earth Sciences (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fine Arts (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Physics (Price between \$10.00 and \$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Next, specify the hourly prices for the teaching languages you offer. Enter the hourly rate for each language in the fields under the Hourly price header.

Subjects	Hourly price
Art History (Price between \$10.00 and \$200.00)	110
Biology (Price between \$10.00 and \$200.00)	\$0.00
Design (Price between \$10.00 and \$200.00)	\$0.00

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

As you enter the per-hour price, the system automatically calculates and displays the proportional prices for each selected time slot.

Subjects	Hourly price	☒ 15 minutes	☒ 30 minutes	☒ 45 minutes
Art History (Price between \$10.00 and \$200.00)	110	\$27.50	\$55.00	\$82.50
Biology (Price between \$10.00 and \$200.00)	150	\$37.50	\$75.00	\$112.50

The prices entered must fall within the range defined by the admin. The system does not allow saving prices that are outside the permitted range (as shown below).

Subjects	Hourly price	☒ 15 minutes	☒ 30 minutes	☒ 45 minutes
Art History (Price between \$10.00 and \$200.00)	110	\$27.50	\$55.00	\$82.50
Biology (Price between \$10.00 and \$200.00)	210 Value of Biology must be between 10.00 and 200.00.	\$52.50	\$105.00	\$157.50

After entering the prices, click **Save** and then **Next** to proceed to the next tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

4.1.4 Experience

This tab allows you to add, view, and edit your experience and qualification details, displaying the information you entered in the [Resume](#) tab during the teacher registration process.

Resume information	Start-End	Attachment	Actions
Autem aliquid tenetu Location - Eum fugiat do exerci Institution - Christine Diaz	1982 - 1996	NA	Edit Delete

The following functionalities, identical to those in the [Resume](#) tab, are available on this page:

- **Add experience:** Click **Add new** in the upper-right corner to open the **Setup resume** form. This form contains the same fields as the [Add your experience](#) form under the [Resume](#) tab; the form name is the only thing that is different.

Update the required information, then click **Save changes**. All the experiences you add will be listed on this page one after another (as shown in the image above).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Edit** : Click this beside an experience to open the **Setup resume** pop-up form. Make the required changes and click **Save changes** to update them, or close the form by clicking .
- **Delete** : Click this to delete the experience entry. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

After updating all the details, click **Next** to move to the next tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

4.1.5 Skills

This tab allows you to define the various areas and parameters that define your expertise and teaching skills.

These skills will be displayed on your profile page at the front end, allowing learners to better understand your strengths before booking a session.

Manage skills	
Accents	
☒ Acadian French	☒ Levantine Arabic
☒ Libyan Arabic	☒ American English
☒ Andalusian Spanish	☒ Mexican Spanish
☒ Modern Standard Arabic	☐ Bahrani Arabic
☐ Belgian French	☐ Najdi Arabic
☐ Brazilian Portuguese	☐ Omani Arabic
☐ Quebec French	☐ Caribbean Spanish
☒ Castilian Spanish	☒ Saharan Arabic
☐ Spanish Scottish English	☒ Chadian Arabic
☒ Chilean Spanish	☒ Standard German
	☒ Algerian Arabic
	☒ Maghrebi French
	☐ Austrian German
	☒ Moroccan Arabic
	☐ Bokmal Nynorsk
	☐ British English
	☐ Rioplatense Spanish
	☐ Central American
	☒ South African English
	☐ Egyptian Arabic

This form is divided into five sections:

Accents

Select the accents that best represent your pronunciation and language by using the checkboxes beside each accent in the list (as shown below).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Accents

☒ Acadian French	☐ Levantine Arabic	☐ Algerian Arabic
☐ Libyan Arabic	☐ American English	☐ Maghrebi French
☐ Andalusian Spanish	☐ Mexican Spanish	☐ Austrian German
☐ Modern Standard Arabic	☐ Bahraini Arabic	☒ Belgian French

Teaching levels

Teaching levels

☐ (A1) Beginner	☐ (A2) Upper Beginner	☐ (B1) Intermediate
☒ (B2) Upper Intermediate	☒ (C1) Advanced	☐ (C2) Upper Advanced

Select your preferred teaching levels from the list by using the checkboxes beside each level (as shown in the image above).

Learner ages

Learner ages

☐ 4 Years to 11 Years	☐ 12 Years to 18 Years	☒ 18+ Years
--	---	---

Select the learners' age groups you prefer to teach on the platform by using the checkboxes beside each age group listed (as shown in the image above). This helps learners in the selected age groups find you more easily and allows you to specify your preferred audience.

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Lesson components

Lesson components

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

Select the components that will be provided with each lesson you provide by using the checkboxes beside each option listed (as shown in the image above). This helps the learners to know the scope of your sessions.

Test preparations

Test preparations

☒ ACT	☐ AP	☐ APTIS
☐ BEC	☐ CAE	☒ CPE
☐ DELE	☐ EOI	☐ ESOL
☐ FCE	☐ GCSE	☐ GMAT
☐ GRE	☐ ICAS	☐ IELTS

Select one or more tests that you help your learners to prepare for through your sessions by using the checkboxes beside each test listed (as shown in the image above).

After defining all your skills, click **Save**, and then click **Next** to move to the next tab.



You must select at least one skill from the options above to complete your profile. However, it is not necessary to select a skill in every category. Choose only the skills that are relevant to you and leave the rest blank. The preferences you select are not permanent and can be updated at any time.

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4.1.6 Addresses

Add your address under this tab if you offer offline sessions. This helps learners know where the sessions will take place.



You must add at least one address in this section to activate offline sessions under the [Personal info](#) tab.

Furthermore, you can add multiple addresses. However, you must select one as the default address. The default address is used when one-to-one lessons are booked.

For group classes, teachers can select any address from the list of added addresses while creating the class. Learners will be able to choose from these addresses when booking the group class.

Personal info	✓	Manage addresses		Add new
Subjects	✓			
Price	✓			
Experience	✓			
Skills	✓			
Addresses				
Payments				
Password/Email				
Cookie consent				
Delete my account				

Address	Actions
No record found	

Add an address

Click **Add new** in the upper-right corner of the page to open the **Address** form.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Address

Street *

Enter a location*

Enter a location

Phone no. *

City *

State *

Alabama

Type *

Select

Zipcode *

Default

☒ Default

Save

Update the following:

- **Enter a location:** Enter your address as it appears on Google Maps. As you begin typing, suggestions will appear in a pre-populated dropdown list. Select the appropriate location.

Once you add the location, it is displayed on the map (shown in the image below). You can move the pin on the map to change the location (if required).



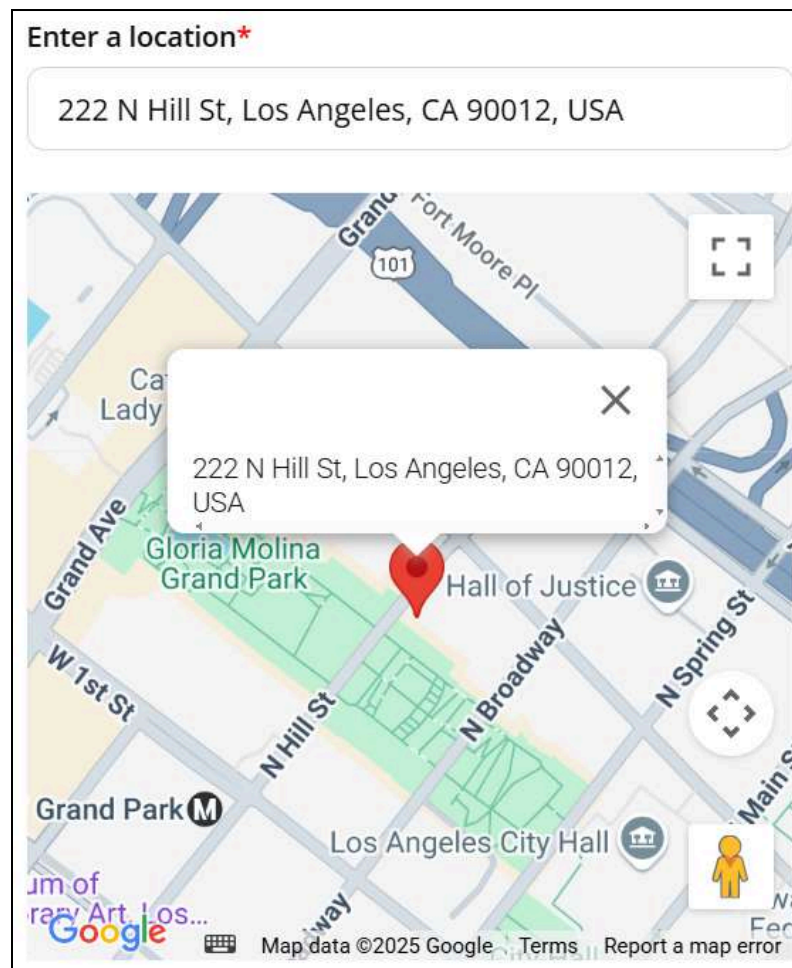
This field functions only if the admin has configured the Google Maps API. Else, you will simply have to add your address in this field.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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Also, when you fill in this field, the **Street**, **City**, and **Zipcode** fields are automatically prefilled with the relevant information. You can either edit these fields or leave them as they are.



- **Street*:** Review/Edit/Enter the street address.
- **Phone no.*:** Enter your phone number, along with the country code.
- **City*:** Review/Edit/Enter the city.
- **State*:** Click the field and select your state from the dropdown list. If a state is not available in the list, contact your admin.
- **Type*:** Click the field and select the type of address you are adding from the dropdown list—Home, Office or Others.
- **Zipcode*:** Review/Edit/Enter the zipcode associated with the address.
- **Default:** Select this checkbox if you want to mark this address as your default address. Kindly note that only one address can be marked as default.

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Click **Save**, and the address will be added.

Manage addresses		Add new
Address	Actions	
Office Default 1036, Valencia Street, Los Angeles, California, 90015, United States of America +1880375498		

Action buttons

Each address in the list has two action buttons beside them, allowing you to take actions on them respectively.

These include:

- Edit** : Click this beside an address to open the [Address](#) form.
 Make the required changes and click **Save changes** to update them, or cancel the process by clicking .
- Delete** : Click this to delete the address.
 A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

After updating all the details, move to the next tab.

4.1.7 Payments

Click this tab to access and set up your preferred payment method for wallet withdrawals.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

When you submit a withdrawal request, the payment details entered here are shared with the admin for processing.

It is not mandatory to set up the payments to start receiving orders since all the session payments are credited to your digital wallet.

You will have to update these details when you are placing a [wallet withdrawal request](#).

You can choose between two methods—[PayPal](#) and [Bank transfer](#)—which are displayed as two separate tabs within this form.

Manage payments Provide payment account details for streamlining withdrawals.

Bank account Paypal email

Bank name * **Beneficiary/Account Holder Name ***

Bank account number * **IFSC Code/Swift Code ***

Bank address

Save

Each tab has been explored below:

Bank account tab

Update the following:

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

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

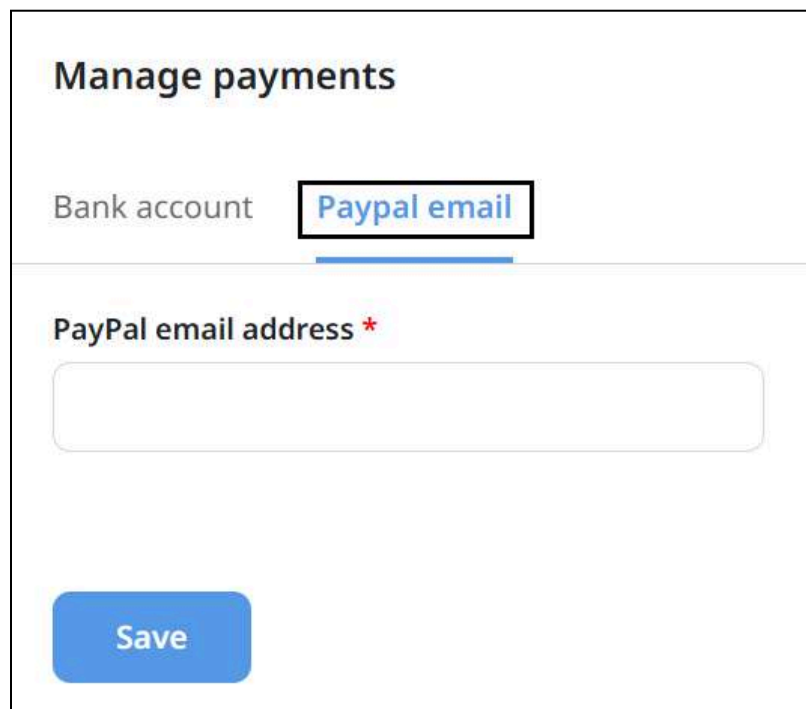
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

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

Click **Save**, and the details will be saved in the system accordingly.

PayPal email tab

Click this tab to access it.



The screenshot shows a web form titled "Manage payments". Below the title, there are two tabs: "Bank account" and "Paypal email". The "Paypal email" tab is currently selected and highlighted with a blue underline. Below the tabs, there is a label "PayPal email address *" followed by a text input field. At the bottom of the form, there is a blue button labeled "Save".

Enter your PayPal email address in the provided field, and click **Save**.

4.1.8 Password/Email

Click this tab to access it and update your registered email address and password accordingly.

There are two tabs under this form:

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The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar contains the following items: Personal info (checked), Subjects (checked), Price (checked), Experience (checked), Skills (checked), Addresses, Payments, Password/Email (selected and highlighted with a red border), 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 *' with a 'Show password' link, 'New password *' with a 'Show password' link, and 'Confirm new password *'. A blue 'Save' button is at the bottom.

Password tab

Update the following under this tab:

- **Current password:** Enter your current password.
- **New password:** Enter your new password, ensuring it is strong and contains at least 8 characters.



The password is case-sensitive, meaning “A” and “a” are treated as different characters.

For better security, use a long password that combines alphanumeric characters, including both letters and numbers.



*Use the **Show password/Hide password** link above the Current password and New password to view or hide the password behind the dots accordingly.*

- **Confirm new password:** Re-enter the new password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

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Click **Save**.

Email tab

Click this tab to access it, to change your registered email on the platform.

The screenshot shows the 'Change password or email' section of the Yo!Coach account settings. On the left, a sidebar lists various settings: Personal info, Subjects, Price, Experience, Skills, Addresses, Payments, Password/Email (which is highlighted with a blue border), Cookie consent, and Delete my account. The main area is titled 'Change password or email' and contains three input fields: 'Current email *', 'New email *', and 'Current password *'. A blue 'Save' button is located at the bottom of the form.

Update the following:

- **Current email*:** This field will be pre-filled with your current email address linked to this account.
- **New email*:** Enter the new email address to be linked to your account.
- **Current password*:** Enter your account password. This is required for authentication during the email address change process.

Click **Save**.

The newly added email address will now be considered your official email and all the system-generated emails will be routed to this new email address.

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4.1.9 Cookie consent

Click this tab to access and manage your cookie permissions and preferences.

Cookies are small data files generated by a web server and sent to a web browser. They collect information about users' preferences and search habits to help improve the online experience.

Allow or limit cookies for your account in this section, which includes three tabs representing the types of cookies active on the Yo!Coach platform—**Necessary**, **Preferences**, and **Statistics**.

Each tab provides information about the purpose of the respective cookie type and includes a checkbox in the upper-right corner. Select the checkbox to allow the cookies, then click **Save** to apply your settings. The cookie preferences are saved automatically.



*By default, **Necessary** cookies are selected. These cannot be cleared, as they are essential for the platform to function properly.*

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4.1.10 Delete my account

Click this tab to access it and place a request to the admin to have your account and data deleted from the platform.

The screenshot shows a user profile settings page. On the left is a sidebar menu with the following items: 'Personal info' (with a green checkmark), 'Subjects' (with a green checkmark), 'Price' (with a green checkmark), 'Experience' (with a green checkmark), 'Skills' (with a green checkmark), 'Addresses', 'Payments', 'Password/Email', and 'Cookie consent'. At the bottom of the sidebar is a button labeled 'Delete my account'. The main content area is titled 'Delete account' (highlighted with a black box). Below the title, it asks 'Are you sure you want to delete your account?' and provides a warning: 'We're sorry to hear that you want to delete your account. Once deleted, your account data will be lost permanently. We recommend you maintain a backup before proceeding to delete the account.' A blue button labeled 'Delete my account' is positioned below the text.

Click **Delete my account** and follow the prompts to proceed with the account deletion process.

A GDPR request is generated to remove your user account data from the system and is escalated to the admin. If the request is approved, your account is permanently removed from the platform.

Once deleted, your account will no longer be visible to learners, and your data cannot be restored.

To access the platform again, you must register as a new user. It is recommended that you consider this action carefully before submitting the deletion request.

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4.2 Availability calendar

Set up your availability for taking sessions and accepting lesson bookings through this module.

 To complete your profile, make it appear on the platform's front end, and start receiving lesson bookings, it is mandatory to configure your availability.

Manage calendar



Complete your profile

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

Profile progress

6/6

GENERAL

WEEKLY

Save

My current time :- 13:51:55 (Timezone string +05:30)

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

There are two ways to manage your availability—**General availability** and **Weekly availability**.

General availability

Manage and update your day-wise availability through this tab, which is the first tab that opens by default when you access the **Availability calendar** module.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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GENERAL
WEEKLY

My current time :- 13:54:07 (Timezone string +05:30)

The page displays a half-hourly calendar for each day of the week. To mark your available time, click and drag (hold and stretch) across the desired time slots for a given day.

	SUN	MON	TUE	WED
00:00				
00:30				
01:00				
01:30				
02:00				
02:30				
03:00				
03:30				
04:00				
04:30				

Once you release the mouse button, the slot will be added as shown below.

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

	SUN	MON	TUE
00:00			
00:30			
01:00			
01:30		X	
02:00		01:30 - 04:45	
02:30			
03:00			
03:30			
04:00			
04:30			

Leave a day blank if you are unavailable.

To remove a selected time slot, click  in the selected area.

Once all the slots have been selected, click **Save** from the upper-right corner of the page to save your selected timings.

Your availability is then displayed on the front end, and learners can book sessions accordingly.



*General availability applies universally to all weeks unless a specific weekly schedule is set using the **Weekly availability** tab.*

Weekly availability

Set up date-specific availability through the **Weekly** tab.

This tab displays dates in a weekly format. The general availability configured earlier is also visible here.

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

My current time :- 14:40:16 (Timezone string +05:30) Apr 12 - 18, 2026 < > TODAY

	SUN 4/12	MON 4/13	TUE 4/14	WED 4/15	THU 4/16	FRI 4/17	SAT 4/18
00:00							00:00 - 11:45
00:30							
01:00							
01:30							
02:00							
02:30							
03:00							
03:30							
04:00							
04:30							
05:00							
05:30							
06:00							
06:30							
07:00				X 06:45 - 08:00			
07:30							

Use < > at the upper-right corner of the calendar to navigate between weeks. To define availability for a specific date, use the hold and stretch action. And to remove a selected time slot, click . Once done, click **Save** to confirm the weekly availability.

If both general and weekly availability are defined, the system prioritizes the weekly availability for that day. Learners will see the time slots according to the weekly schedule you set.

If you update your timezone from the [Personal info](#) section under [Account settings](#), both general and weekly availability settings will be reset. Revisit this module to reconfigure your availability in such a case.

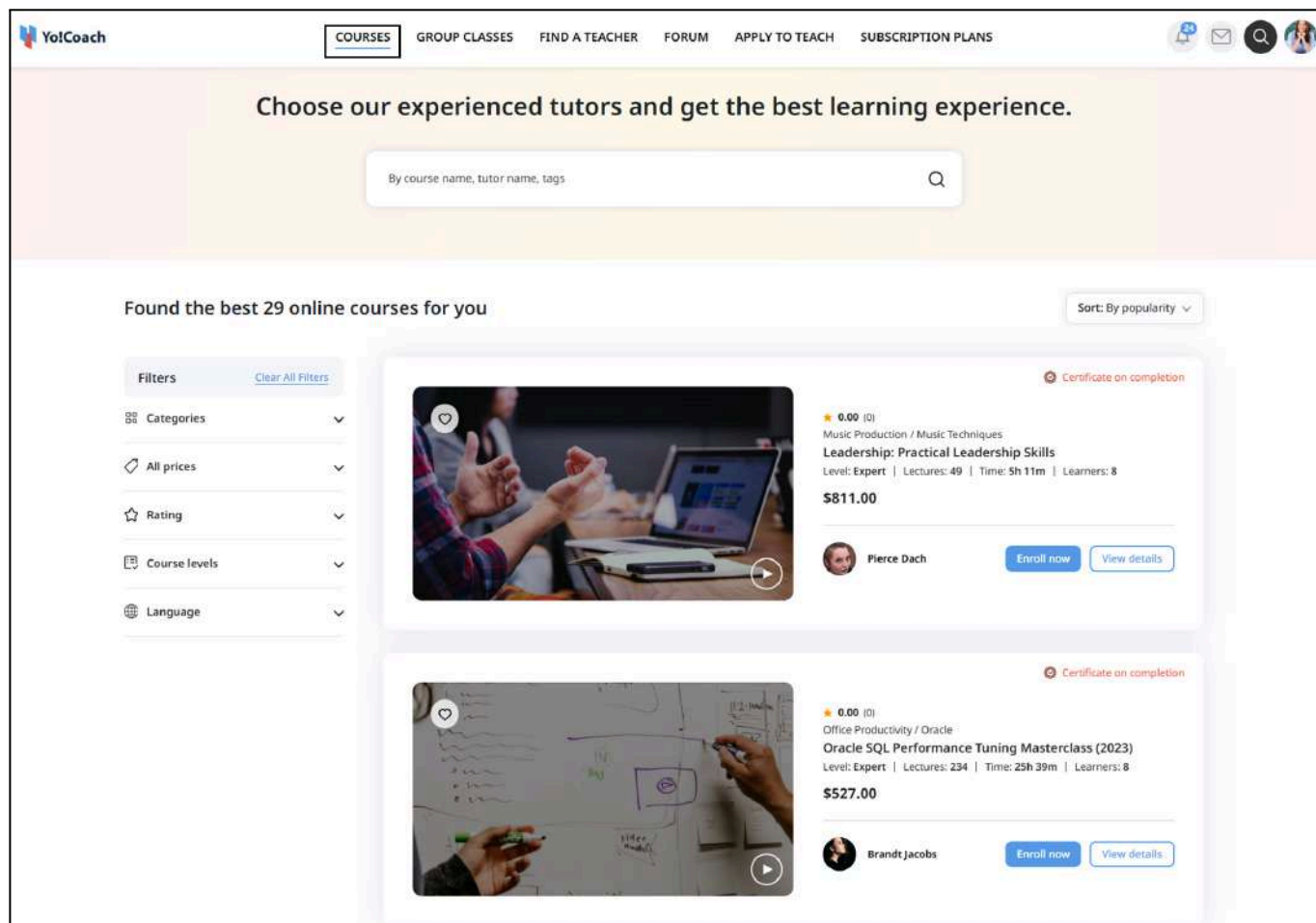
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

5. All courses

Yo!Coach allows you to create courses and add multiple pre-recorded lectures. Once a course is created and approved by the admin, it is published on the course listing page.



Learners can purchase your course for a course fee set by you and gain access to all associated resources.

Create and manage your courses under this module.



*The **Course functionality** is available only if it has been activated by the admin. Contact your admin for more information.*

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

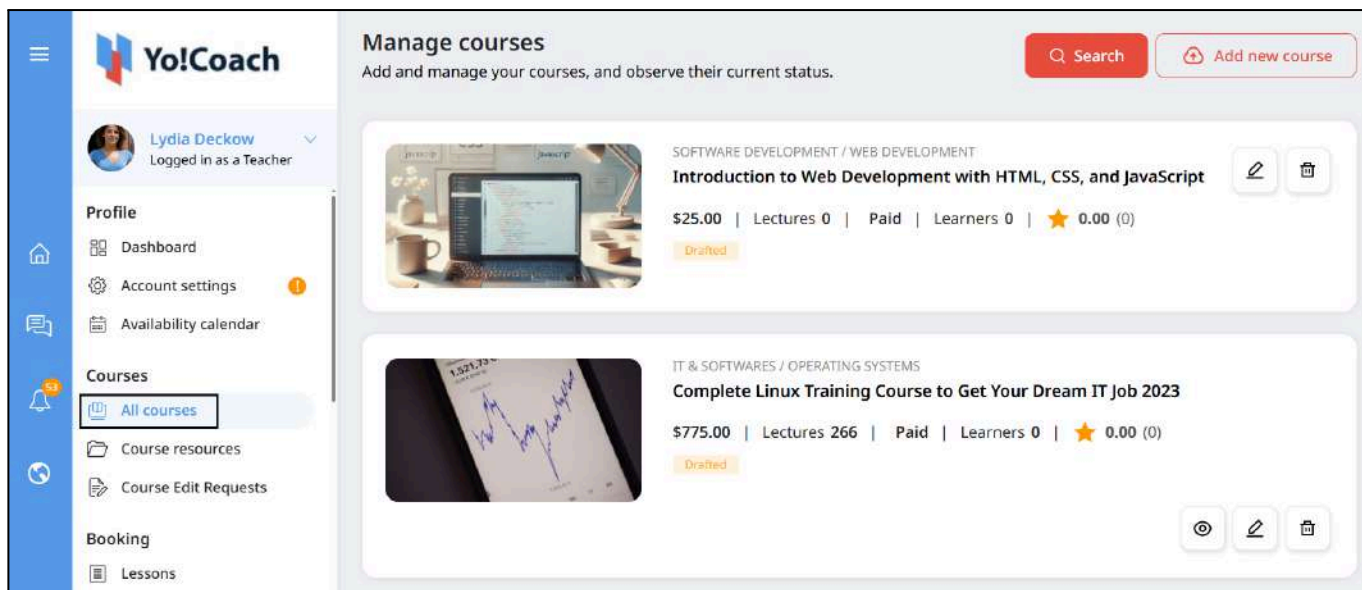
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

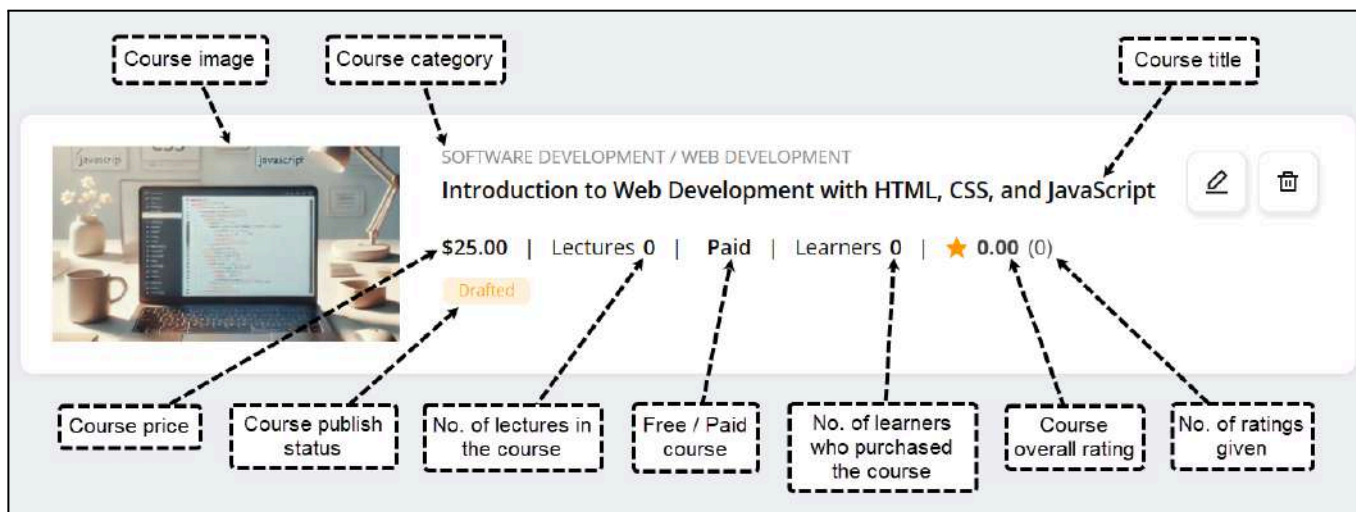
5.1 All courses

Click this submodule to access the **Courses** page. This page displays a list of all courses you have created along with their details.

Add, manage, and track all your courses from this section.



Each course is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:



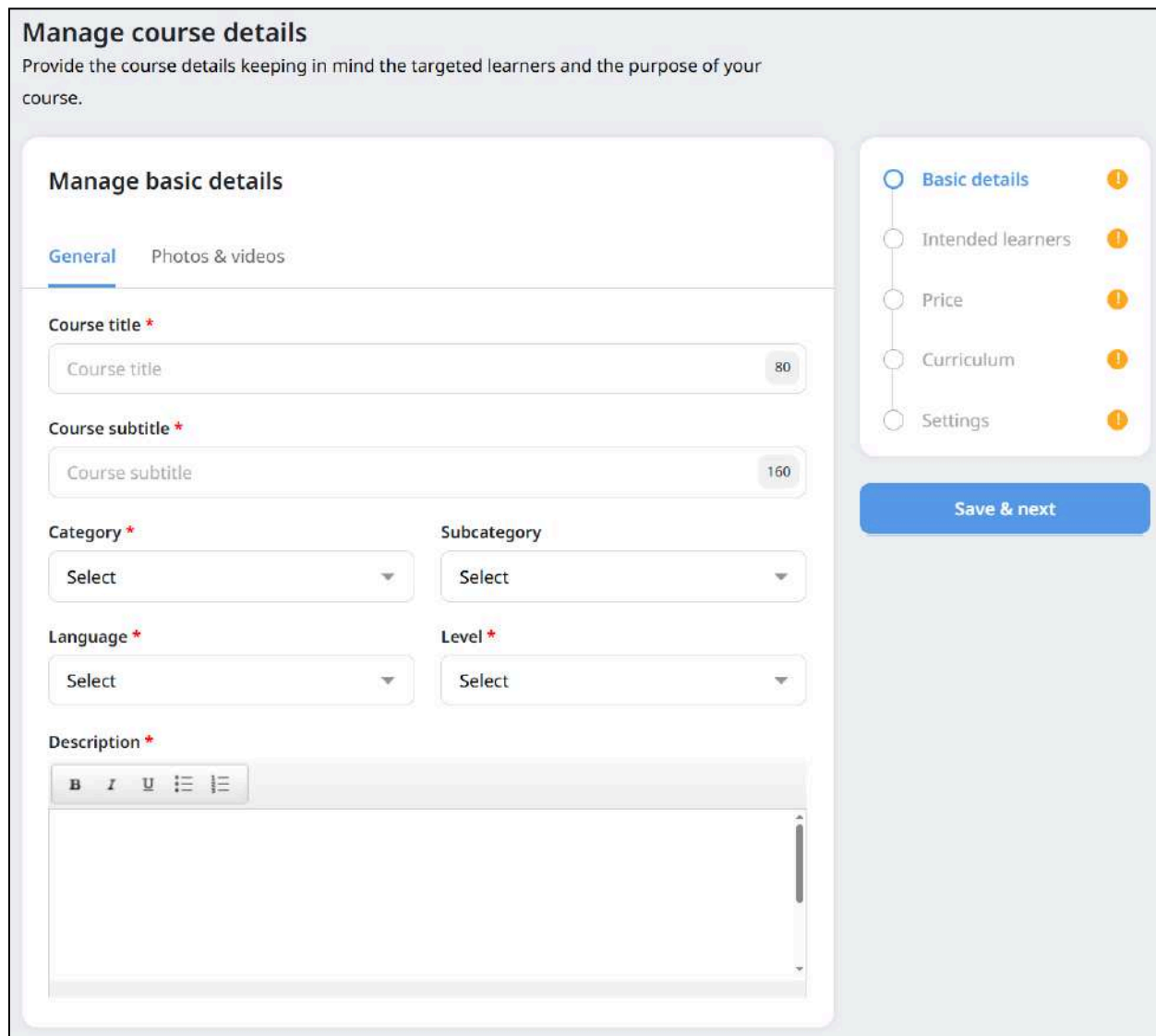
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Add a course

To add a new course, click  from the upper-right corner of the page. You will be redirected to the **Manage course details** form page.



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

Manage basic details

[General](#) [Photos & videos](#)

Course title *
Course title 80

Course subtitle *
Course subtitle 160

Category * **Subcategory**
Select Select

Language * **Level ***
Select Select

Description *

Basic details **Intended learners** **Price** **Curriculum** **Settings**

Save & next

The form is divided into five tabs—[Basic details](#), [Intended learners](#), [Price](#), [Curriculum](#), and [Settings](#). Navigate between the tabs by clicking them accordingly.

Let us begin with the **Basic details** tab.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

i. Basic details

This tab is further divided into two tabs—[General](#) and [Photos & videos](#).

General

By default, this is the first tab that appears when the form is opened. Update the following under this tab:

- **Course title***: Enter a title for the course. The maximum character limit is displayed on the right side of the field.



- **Course subtitle***: Enter a subtitle for the course. The maximum character limit is displayed on the right side of the field.
- **Category***: Click the field and select the category that best represents the course subject from the dropdown list.

The list is populated with categories added by the admin. If a category is not available, contact your admin.

- **Subcategory**: If required, click this field, and based on the selected category, select a relevant subcategory from the dropdown list.

This list is also populated by the admin. If a subcategory is not available, contact your admin.

- **Course language***: Click the field and select the language in which the study material will be delivered.

The list is populated with languages added by the admin. If a language is not available, contact your admin.

- **Level***: Click the field and select the course level—**Beginner**, **Intermediate**, or **Expert**—from the dropdown list.
- **Description***: Enter a brief description of the course, including its content and key takeaways for learners, in the designated description box.

Use the editor tools shared to structure the description as well.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Click **Save & next** from the right-side to save the details and move to the next tab.

Photos & videos

Python

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

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; 4.00MB size; png, jpeg, jpg, gif. No text on the image.





Course preview video *

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. Important guidelines: 50.00MB size; mp4.





Basic details

Intended learners

Price

Curriculum

Settings



Update the following:

- **Course image*:** Upload the image is displayed on the course listing page along with the course details.

To do this, click **Upload file**, select the image from your system storage, click Open and the image will be uploaded in the image field on the right.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Course image *

Upload your course image here. It must meet our course image quality standards to be accepted. Important guidelines: 1000x563 pixels; 4.00MB size; png, jpeg, jpg, gif. No text on the image.

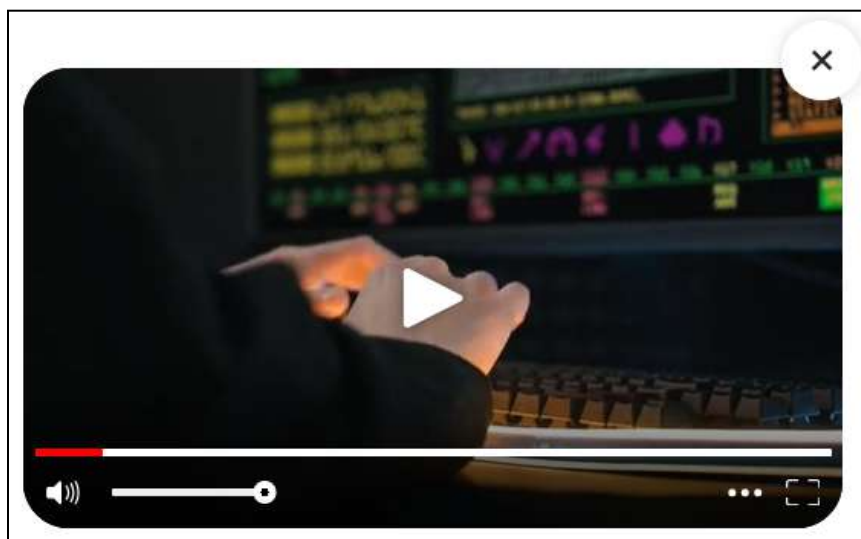
 Upload file



Click  from the upper-right corner of the image field to delete the image.

- **Course preview video*:** Click **Upload video**, and select the video from your system storage.

Then, click **Open**, and the video will be uploaded.



Click the **Play** button to preview the uploaded video.

 *You can preview the video only if the admin has configured a third-party API for hosting course videos.*

If you encounter any issues, contact the platform admin.

Click  from the upper-right corner of the video field to delete the video.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Click **Save & next** from the right-side to save the details and move to the next tab.

ii. Intended learners

Answer the listed questions to provide additional details about the course.

Learners refer to this information to understand the course scope and decide whether to enroll.

Python

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

Intended learners

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

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

155

+ Add more to your response

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

155

+ Add more to your response

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

155

+ Add more to your response

- Basic details
- Intended learners**
- Price
- Curriculum
- Settings

Save & next

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Enter relevant answers in the provided fields. The maximum character limit for each field is displayed on the right side of the field.

The following functionalities are available for each question:

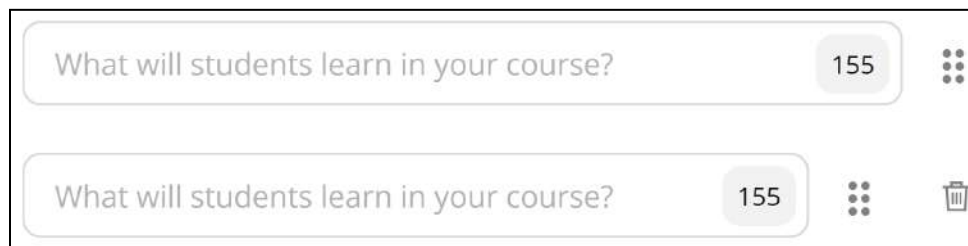
- **Add more to your response:** Click this to add an additional answer field. Use this to provide extra details or supporting comments.



- **Drag-and-drop** : Click this next to a field to move it up or down, and rearrange the answer sequence. The same sequence is displayed on the course details page.

- **Delete** : Click this button beside a field to remove that part of a response.

This button is available only from the second field onward— the first field in each response cannot be deleted.



Once all questions are answered, click **Save & next** on the right side. Your entries are saved, and you are redirected to the next section.

iii. Price

Set the price for the course and choose the default display currency.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Python

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

Manage pricing

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

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

Type *

☐ Free ☒ Paid

Currency *

Select ▼

Price *

0

Save & next

- Basic details
- Intended learners
- Price**
- Curriculum
- Settings

The following input fields are available:

- **Type*:** Select the course type—Free or Paid.
 - Select **Free** to offer the course at no cost. In this case, the total course duration must not exceed 2 hours.
 - Select **Paid** if learners must pay a fee to enroll.



The following fields appear only when Paid is selected:

- **Currency*:** Click the field and select your preferred display currency from the dropdown list of options.
- **Price*:** Enter the course fee to be charged from learners.

Click **Save & next** from the right-side to save the details and move to the next tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

iv. Curriculum

Add study material, videos, and the complete content of your course under this tab.

Python

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

Manage curriculum

⊕ Add section

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

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

○ Basic details

○ Intended learners

○ Price

○ Curriculum

○ Settings

Save & next

Lectures can be organized into Sections, each covering a specific topic.

These sections and their associated resources are displayed to learners on the **Course details** page (as shown in the image below).

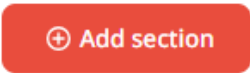
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The screenshot displays the 'Course content' tab of a course on the Yo!Coach platform. The main area lists seven sections: 'What to Expect' (13m, 2 Lectures), 'What is a Leader?' (40m, 7 Lectures), 'Motivation' (1h 01m, 9 Lectures), 'Leadership Styles Part 1' (30m, 5 Lectures), 'Delegating' (56m, 9 Lectures), 'Leadership Styles Part 2' (1h 34m, 13 Lectures), and 'Wrap Up' (14m, 4 Lectures). Each section has a dropdown arrow. The sidebar on the right provides summary information: 5h 11m total duration, 49 lectures, 96 downloadable assets, full lifetime access, mobile and TV access, and a certificate on completion. The price is listed as \$811.00 with an 'Enroll now' button and a 'Favorite' button. Social sharing options for Facebook, Twitter, Pinterest, and Email are also present.

Add a section

Click  to add a section and set up the curriculum of the course.

A form will appear below the information area.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform. An asterisk (*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Manage curriculum

⊕ Add section

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

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

⋮ Section

Add section title

80

Add section description

300

Save

Cancel

Update the following:

- **Add section title:** Enter a title for the section being added. The maximum character limit is displayed on the right side of the field.
- **Add section description:** Enter a brief description for the section, defining its contents and any additional details for the learners. The maximum character limit is displayed on the right side of the field.

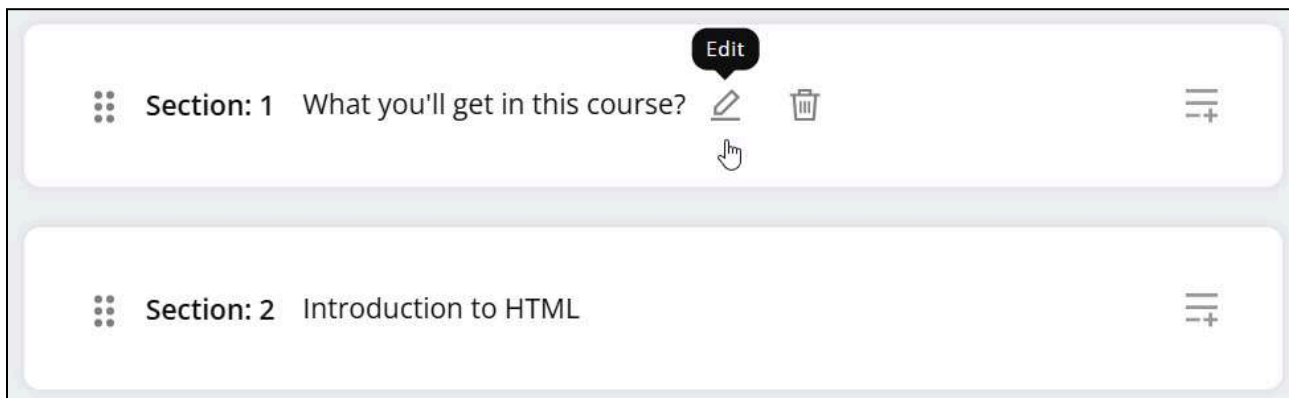
Click **Save** to add the section.

With this, the section is saved and the widget collapses, as shown in the image below.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Use the **Add section** button to add as many sections as required to the curriculum, and they will be listed one after another as shown above.

Manage the sections

Each section added includes management options such as:

- 
Drag-and-drop: Click this next to the section heading to move it up or down, and rearrange the section sequence. The same sequence is displayed on the course details page.
- 
Edit: Hover over the section widget to reveal this button (shown in the image above). Click it to edit the section title and description details. The section widget will expand, displaying the [Section form](#). Make the changes and click **Save**. Or click **Cancel** to abort the action.
- 
Delete: Hover over the section's widget to reveal this button (shown in the image above). Click this button to delete the section. A confirmation message will appear. Click **OK** to confirm, or **Cancel** to abort the action.

Add a lecture

Each course is supposed to be structured by dividing the subject matter into sections, with lectures added under each section to cover specific topics.

Click  located on the left side of the section's widget to add lectures to a section.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The section's widget expands and a lecture form appears as shown in the image below:

Section: 1 What will you learn from this course?

Lecture

Description Media Resources

Title *

Add lecture title 255

Description *

B I U [List Icon] [Table Icon]

☐ For preview

Save **Cancel**

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

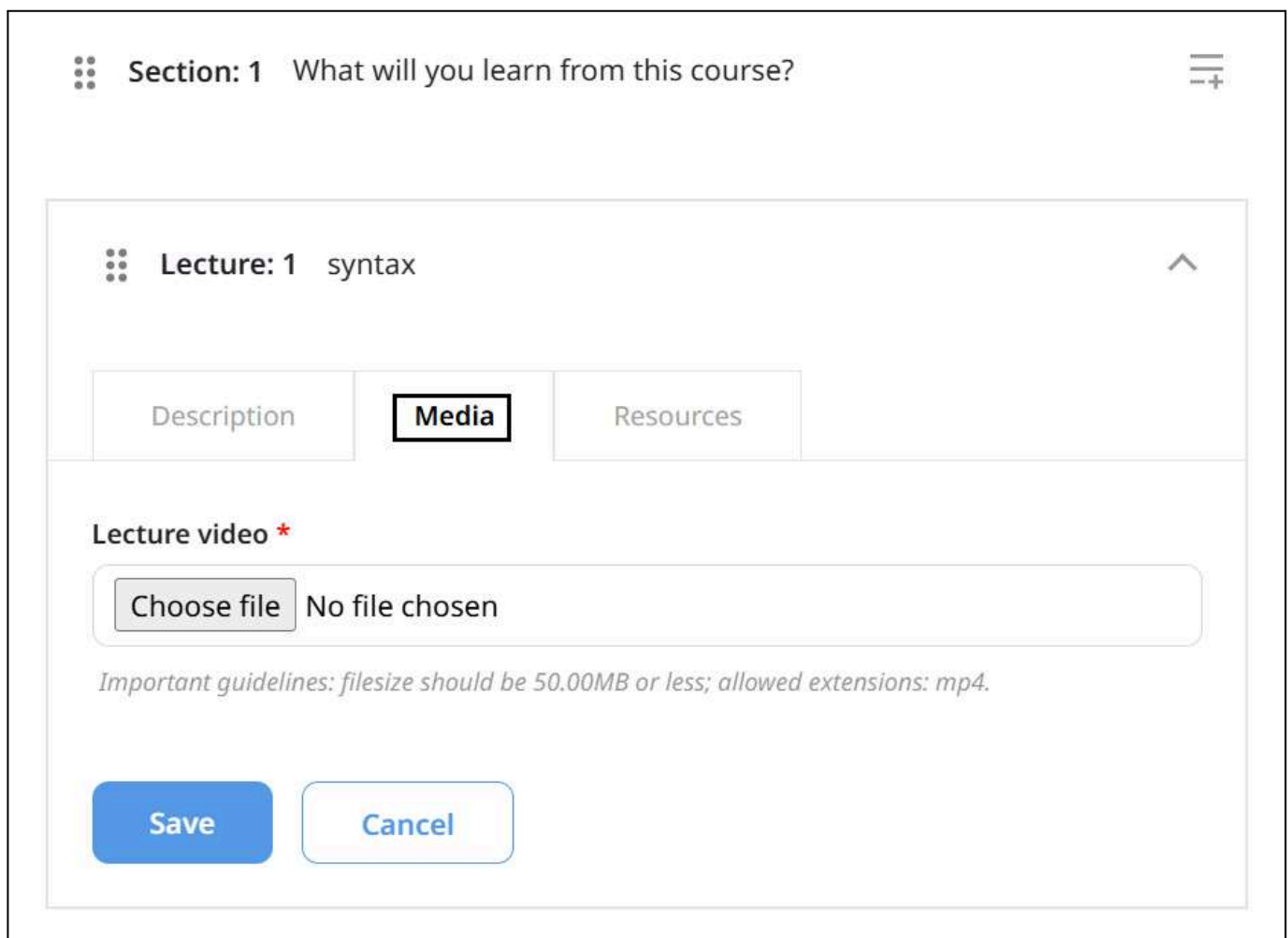
There are 3 tabs under this form—Description, Media and Resources.

Description: Update the following under this tab:

- **Title:** Enter the lecture title. The maximum character limit is displayed on the right side of the field.
- **Description:** Enter a brief description and additional information about the lecture in the provided content editor. Use the editor tools to format it as well.
- **For preview:** Turn on  the toggle switch to mark the lecture as available for preview. This allows learners to view the resources and media attached to the lecture without enrolling in the course.

Turn off  the toggle switch to restrict access— the lecture will not appear as a preview on the **Course details** page.

Click **Save**, and the next tab will appear.



The screenshot shows a web interface for editing a lecture. At the top, there's a header bar with a menu icon, the text 'Section: 1 What will you learn from this course?', and a plus icon. Below this is a sub-header for 'Lecture: 1 syntax' with an upward arrow icon. The main content area has three tabs: 'Description', 'Media' (which is selected and highlighted with a black border), and 'Resources'. Under the 'Media' tab, there's a section titled 'Lecture video *' with a red asterisk. Below this title is a file upload area with a 'Choose file' button and the text 'No file chosen'. A note below the upload area states: 'Important guidelines: filesize should be 50.00MB or less; allowed extensions: mp4.' At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (light blue).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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Media: Update the following:

- **Title:** Click Choose file and select the video lecture file from your system storage to upload it.



*The video uploaded with a lecture will be visible on the platform only if the **VdoCipher API** or **MUX API** has been successfully configured by the admin. For further assistance, contact your platform admin.*

Click **Save**, and the next tab will appear.

The screenshot shows the 'Resources' tab for a lecture titled 'syntax' under 'Section: 1 What will you learn from this course?'. The interface includes tabs for 'Description', 'Media', and 'Resources', with 'Resources' being the active tab. Below the tabs, there is an 'Upload resource' section with a 'Choose file' button (labeled 'No file chosen') and an 'Add from library' button. A note specifies: 'Allowed size 4.00 MB. supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt'. Below this is a table with columns 'File name', 'Type', and 'Action'. The table currently displays 'No resource uploaded'.

Resources: Upload the course resources under this tab. There are two ways to do it:

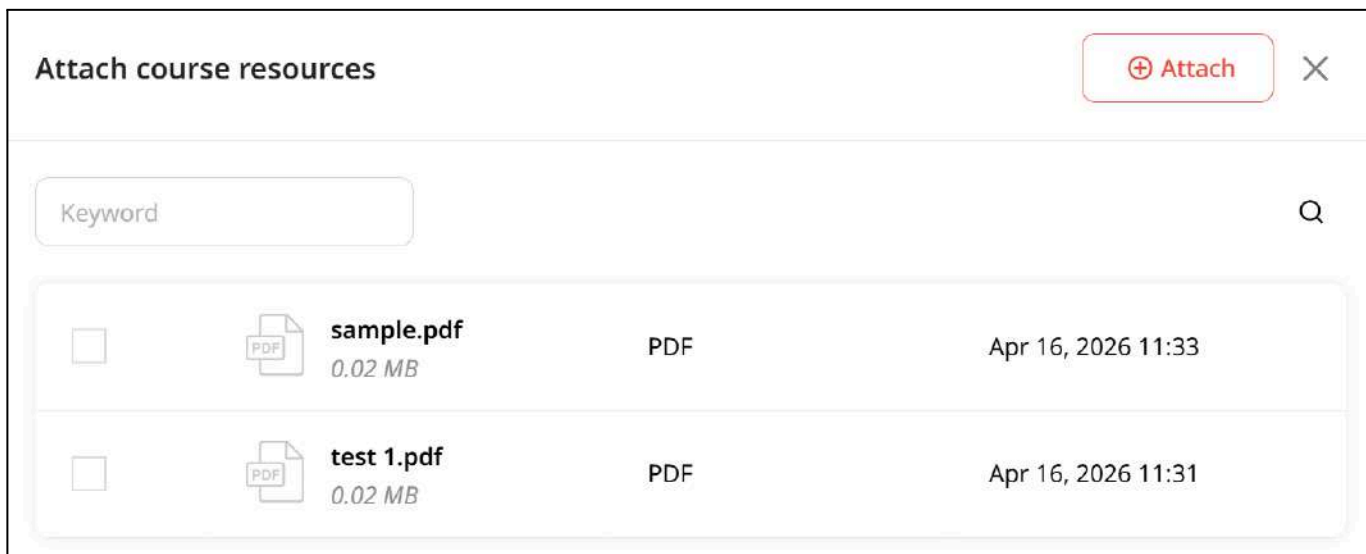
1. **Choose file:** Click this button, select the resource video from your system and click Open to upload it.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

2. **Add from library:** Click  beside the field to attach an already uploaded resource file from your [Course resources](#) library. The **Attach course resources** window appears.



The following actions can be taken here (mostly one after another):

- Search:** Use the search bar at the top to search for a file by typing the file name as a keyword. Then, click  or press **Enter** on your keyboard to get the results.
- Checkbox:** Select the checkbox beside each resource to select the respective file to attach it to the lecture.
- Attach:** After selecting the files you want to attach to the lecture, click  to complete the attachment process and the window will close automatically.

To abort the process, click .



The list of files displayed in this window is populated with files uploaded through the [Course resources](#) module, which is explained later in this document.

The attached files are displayed in a table format as shown in the image below.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Upload resource

Choose file No file chosen Add from library

Allowed size 4.00 MB. supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

File name	Type	Action
 test 1.pdf 0.02 MB	PDF	
 sample.pdf 0.02 MB	PDF	

Click  under the **Action** column beside a resource to delete it. A confirmation message will appear. Click **Ok** to confirm or **Cancel** to abort it.

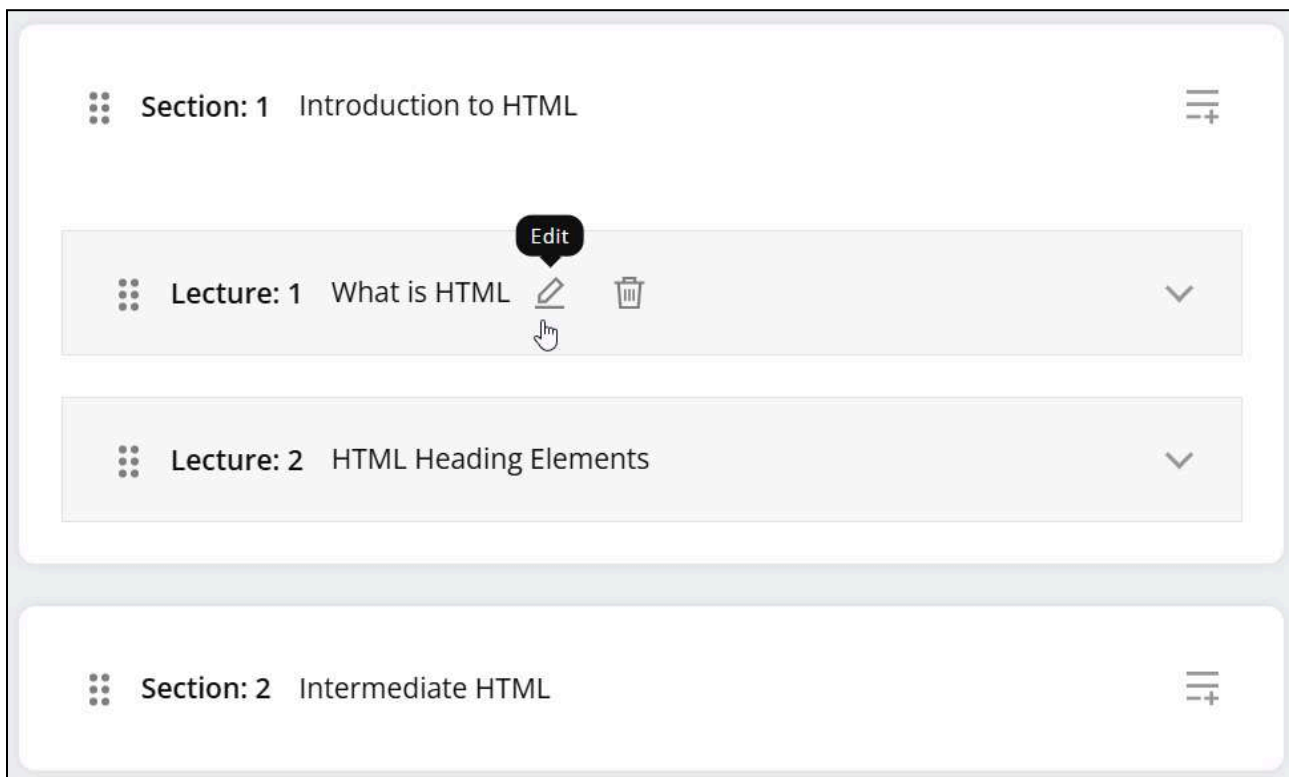
The lecture is saved automatically. To collapse the lecture widget, click  beside the heading.

You can add as many lectures as needed under a section, as shown in the image below.

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Manage the lectures

Each lecture added includes management options such as:

- **Drag-and-drop** : Click this next to the lecture heading to move it up or down, and rearrange the section sequence. The same sequence is displayed on the course details page.
- **Edit** : Hover over the lecture widget to reveal this button (shown in the image above). Click it to edit the lecture details. The lecture widget will expand, displaying the [Lecture form](#). Make the changes and click **Save**. Or click **Cancel** to abort the action.
- **Delete** : Hover over the lecture widget to reveal this button (shown in the image above). Click this button to delete the lecture. A confirmation message will appear. Click **OK** to confirm, or **Cancel** to abort the action.

Once all the curriculum details have been added, click **Save & next** from the right-side to save the details and move to the next tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

v. Settings

Finally, specify whether the course will offer a certificate and define the basis for issuing it—performance or completion.

You can also update the course tags to help users find the course more easily.

Update the following:

- **Offer certificate*:** Select **No** if you do not want to offer a certificate upon course completion.

Select **Yes** to offer certificates to learners. When selected, an additional field appears:

- **Certificate*:** Click the field and select the type of certificate from the dropdown list

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Certificate *

Select

Select

Course Completion

Course Evaluation

- **Course completion:** Select to offer this when a learner completes the course.
- **Course evaluation:** Select to offer this when a learner successfully passes a quiz attached to the course. If this is selected, a link appears below the field allowing you to attach a quiz.

Certificate *

Course Evaluation

 Attach Quiz

- **Attach quiz:** Click this to open the **Attach quizzes** window.

Attach Quizzes Q Search ×

Title	Type	Action
Tempor et irure aliq	Auto Graded	

Use the search feature to narrow down your search. Click **Search** and the search bar will appear.

Attach Quizzes Q Search ×

Title

Search Clear

Enter the quiz title and click **Search** to view results.

Click **Clear** to reset the search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform. An asterisk (*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



Once you locate the quiz, click  beside it to link it to the course. The quiz will be attached, and the window will close automatically.



If no quiz appears in the list, it means you have not yet created one. In that case, go to the [Quiz module](#) to create the quiz and return here to attach it.

The attached quiz is displayed below the field.



Certificate *

Course Evaluation

 Attach Quiz

 Tempor et irure aliquam 

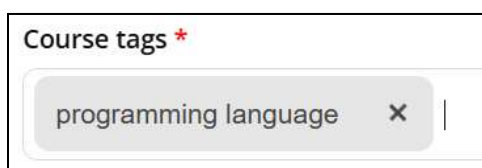
You can attach multiple quizzes to a course. However, you will have to repeat the same process to attach each quiz.



To remove an attached quiz, click  beside the quiz name.

- **Course tags*:** Add one or more tags (these improve course discoverability on the platform) for the course.

To do this, enter the tag word or phrase (e.g., programming language) and press **Enter** on your keyboard to mark it as a tag (as shown in the image below).



Course tags *

programming language  |

Add as many tags as necessary using the same process.

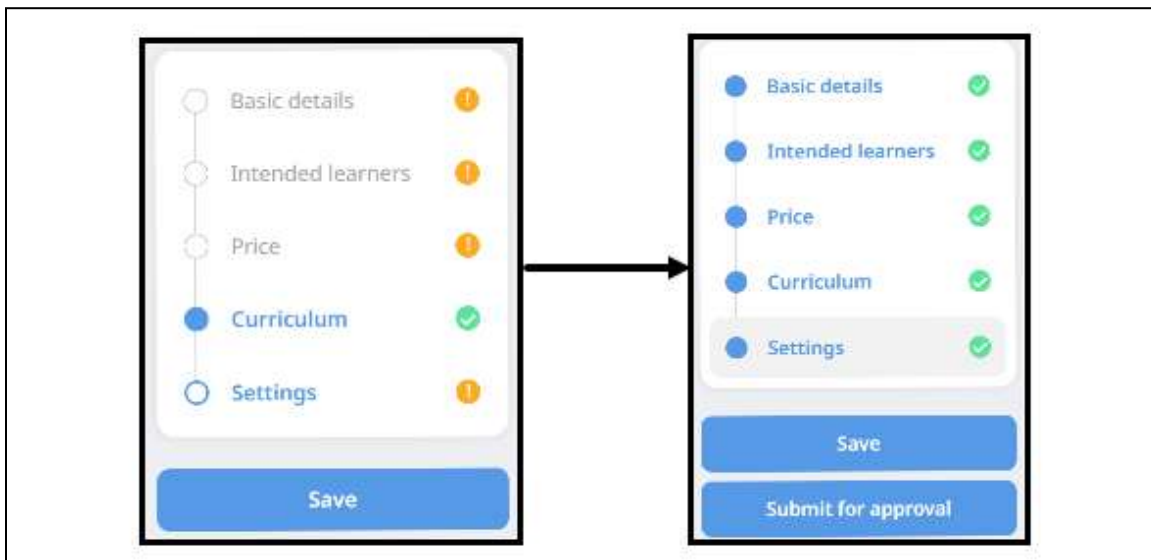
Once everything has been updated, click **Save**.

View the status of all the tabs under the form from the right-side tab navigation section. A green tick mark  is displayed beside the tabs that have been completed, and a  beside the tabs that have not been completed yet.

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Ensure all the tabs are completed and then click **Save**.

A **Submit for approval** button appears. Click it. A confirmation message appears. Click **OK** to confirm the action or **Cancel** to abort it.

The course is added to the list, with the status as **Submitted for approval**.

Manage courses

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

Search



IT & SOFTWARES / IT CERTIFICATIONS

AZ-900: Microsoft Azure Fundamentals Exam Prep 2023

\$604.00 | Lectures 71 | Paid | Learners 0 | ★ 0.00 (0)

Submitted for approval

Action buttons

Each course includes three action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- Preview** : Click this to view the course as a learner.

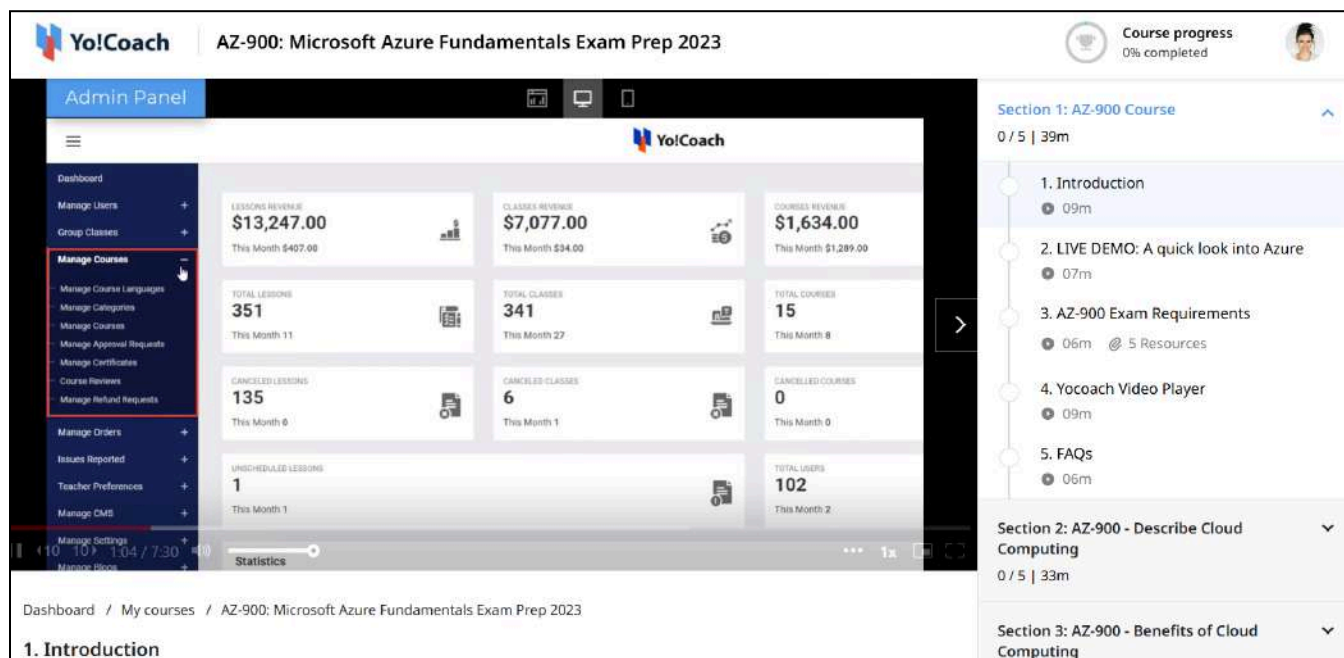


This button is available only for courses having one or more lectures added with them.

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

Click the back button from your browser to go back to the [All courses](#) page.

- **Edit** : Click this to edit the course details.

This will direct you to the [Course form](#). Update the details in all the tabs as required and click **Save**.

 *This button is not available for courses that are either submitted for admin approval or already published.*

It becomes visible only after the admin approves your course edit request for a published course.

- **Delete** : Click this to delete the course. A confirmation message will appear. Click OK to confirm the action or **Cancel** to abort it.

 *This button is not available for the courses that have been submitted for admin's approval or that have already been published.*

- **Send edit request** : Click this to request the admin to allow you to make some edits to the course. The **Edit course** pop-up form will appear.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Edit Course

Important instructions:

- ✓ Editing will be allowed for a limited time period. More details will be shared via email.
- ✓ Your updates will be instantly visible to learners on their tutorial page, so please make changes carefully.
- ✓ If the updates are not submitted within the allowed time, they will be automatically published after the deadline.

Request Reason*

Please Add The Reason For The Edit Request.

Send

Enter your reason for making this request and click **Send**.



*All course edit requests can be reviewed under the [Course edit requests](#) submodule.
You can submit a course edit request only once.*

Once your request is approved, the **Edit** button appears beside the corresponding course on this page, allowing you to make changes.



There is a limited time window to complete your edits after approval. This duration is managed by the admin and will be communicated to you by email at the time of approval.

Search for a course

Use the search functionality at the top of the list to find a specific course. Click



to expand the search bar (also used to collapse it).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

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

Search Add new course

Keyword Category Sub category

Search by course title Select Select

Type Status

Select Select Search Reset

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the course you are searching for.
- **Category:** Click the field and select the course category from the dropdown list.
- **Subcategory:** Click the field and select the relevant subcategory from the dropdown list based on the selected category.
- **Type:** Click the field and select whether the course is **Paid** or **Free** from the dropdown list.
- **Status:** Click the field and select the platform status of the course from the dropdown list—**Drafted**, **Submitted for approval**, or **Published**.

Search for a course by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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5.2 Course resources

Upload multiple course resources in bulk and manage them via this submodule. These files can be attached directly to a course (via the [Add lecture form](#) > Media tab), so you do not need to upload new files each time a course is created.

Filename	Type	Date	Actions
Tools.jpg 0.10 MB	JPG	Sep 27, 2023 10:19	
Teaching.jpg 0.02 MB	JPG	Sep 27, 2023 10:19	
Software Development.png 0.01 MB	PNG	Sep 27, 2023 10:19	
SDLC.png 0.03 MB	PNG	Sep 27, 2023 10:19	

Bulk uploader

Click  to upload many course resources together in one go, and the Upload resources pop-up form appears.

Upload resources [X]

Resource files *

No file chosen

Note: Allowed size 4.00 MB. Supported file formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform. An asterisk (*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click **Choose files**, select one or more files together from your system, and click **Open**. Then, click **Submit**.

The new files will be displayed in the list of the **Manage course resources** page.

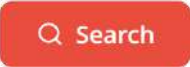
Action button

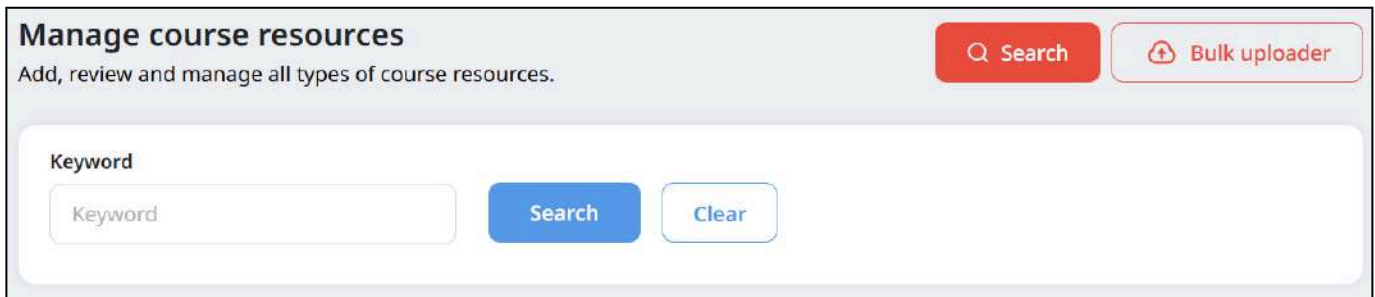
There is a single action button next to each entry—Delete .

Click this button to delete the course resource. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Search for a course resource

Use the search functionality at the top of the list to find a specific course resource.

Click  to expand the search bar (also used to collapse it).



Enter the course resource name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

5.3 Course edit requests

Use this submodule to track the status of your course edit requests.

Yo!Coach allows you to submit a [course edit request](#) (which can only be done via the [All courses](#) submodule) if you need to update course content after it has been published and/or purchased by learners.

Once submitted, your request appears in this submodule, where you can review its status—pending, approved, or declined.

Course title	Created Date	Expiry Date	Request status	Actions
Accounting & Financial Statement Analysis: Complete Training	Apr 16, 2026 01:24	NA	Pending	

If the admin approves your request, you will be granted a limited time to make the necessary updates.

The duration of this edit window is defined by the admin and will be communicated to you by email at the time of approval.

Action button

There is a single action button next to each entry—**View request**

Click this button to view the course edit request details.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The **Request information** pop-up window will appear displaying the date and time the request was made, the current status of the request and the reason for placing the request.

Request information	
Requested on	Jul 17, 2025 14:48
Status	Approved
Request reason	Need to change something.

Once you are done reviewing the information, close the window by clicking **X**.

Search for a course edit request

Use the search functionality at the top of the list to find a specific course edit request. Click **Q Search** to expand the search bar (also used to collapse it).

Edit Requests

Q Search

Course title

Status

Select

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Course title:** Enter the name of the course you are searching for.
- **Status:** Click the field and select the status of the request from the dropdown list—Pending, Approved, or Declined.

Search for a course edit request by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

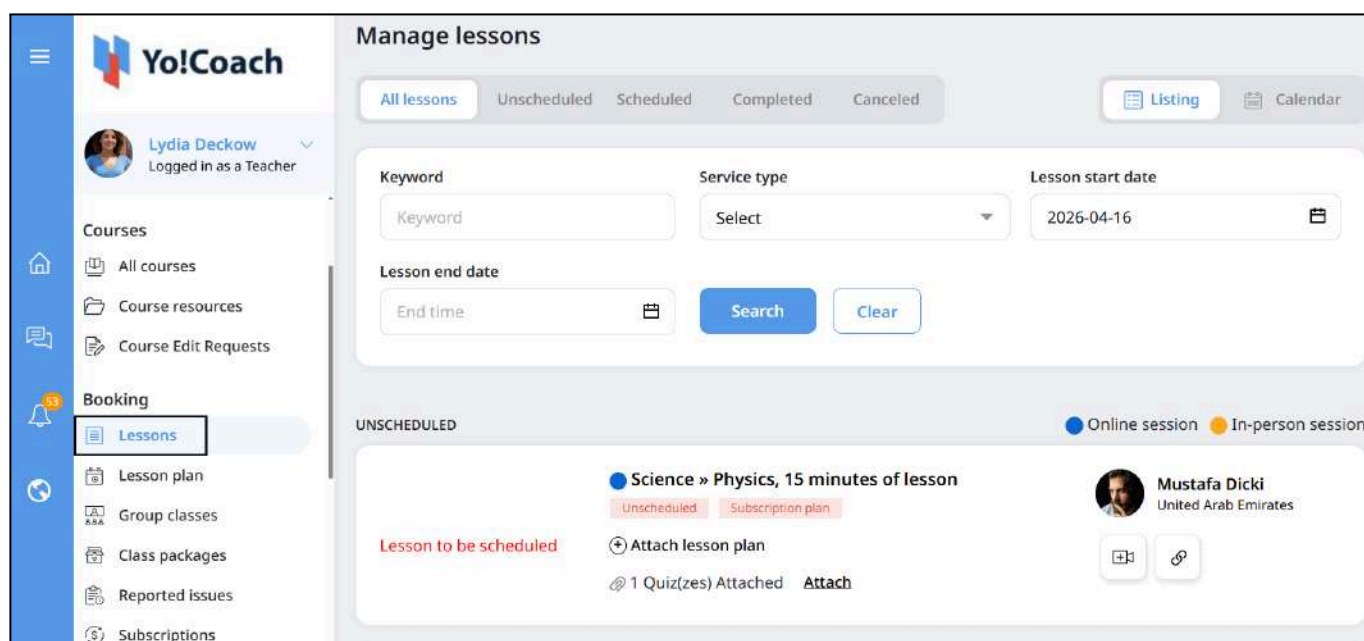
6. Bookings

Use this module to manage all types of learning sessions with your learners. This module provides access to individual lessons, structured lesson plans, group classes, class packages, and recurring lessons. You can also view and respond to reported issues and track your learners from a central location.

In short, this module allows streamlined scheduling and resource attachment to ensure structured and effective learning delivery.

6.1 Lessons

Once your account and availability settings are complete, your teacher profile becomes visible to learners. They can view your expertise, check your availability, and book lessons. All booked lessons appear under this submodule.

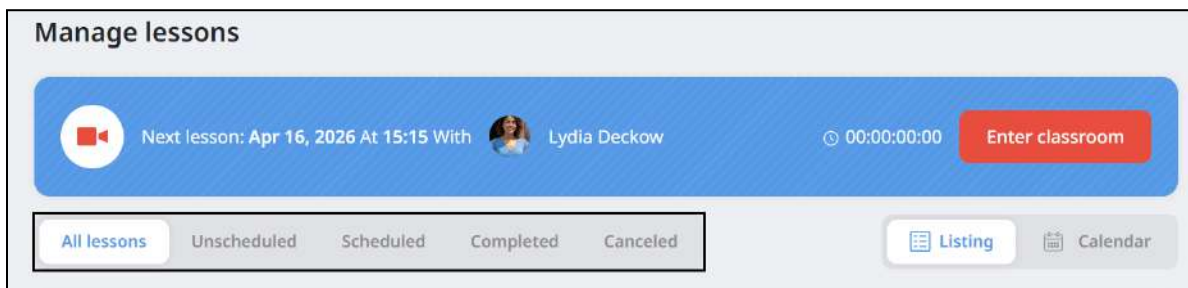


At the top of the page, a countdown section shows the date and time of your next lesson along with the learner's details.

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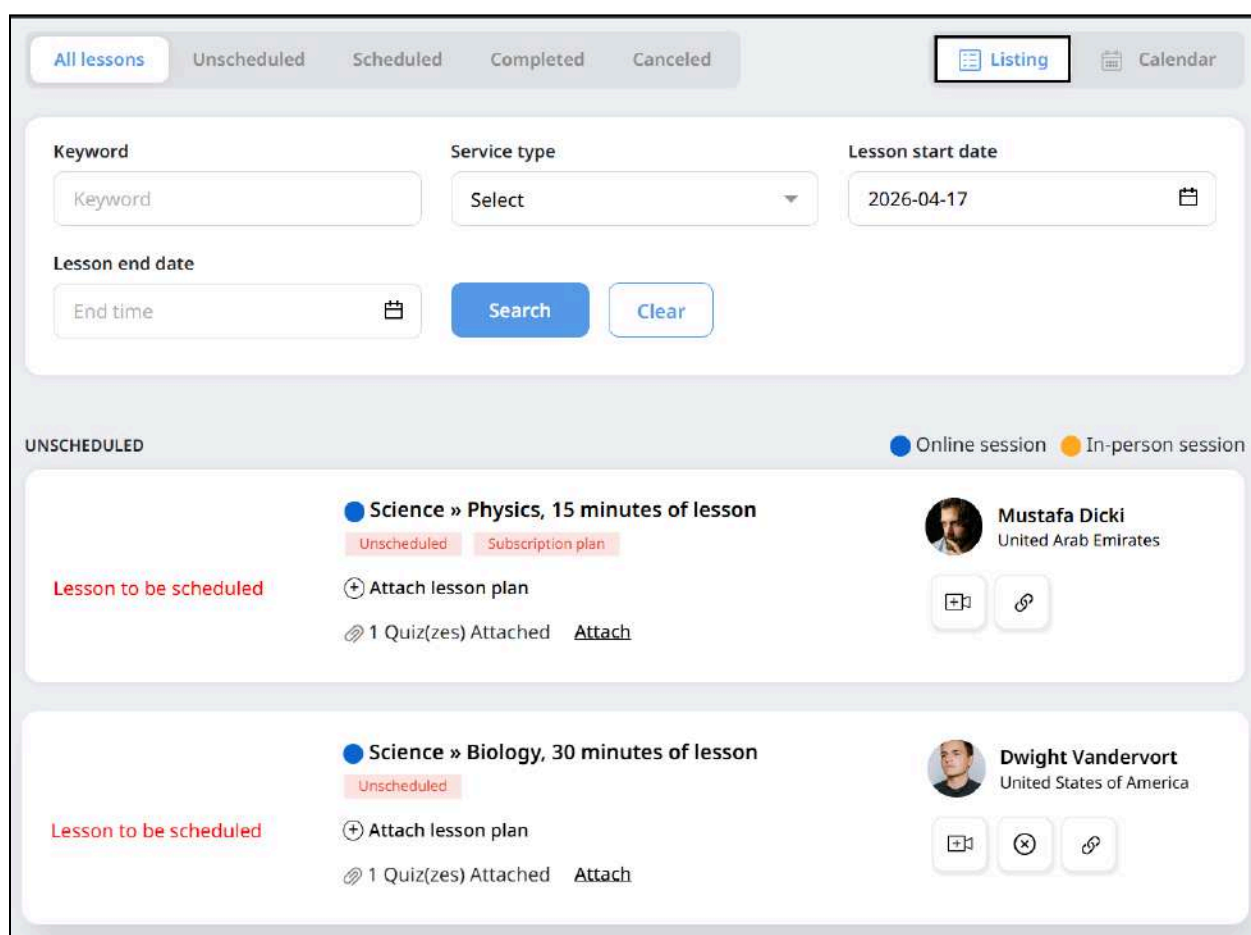
When it is time, click **Enter classroom** to begin the session.

Furthermore, lessons are organized into five tabs based on their current status.

Each tab displays only the classes that match its respective status. The layout and information within each tab remain the same. Use the top navigation on the **Manage lessons** page to access each tab.

Each tab supports two display views:

- Listing view: Default view showing lessons in a chronological list.



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- **Calendar view:** Shows a month-wise calendar with lessons marked by date (only for scheduled, completed, or canceled lessons).

All lessons | Unscheduled | Scheduled | Completed | Canceled | Listing | **Calendar**

Keyword: | Service type: | Lesson start date:

Lesson end date: | |

● Online session ● In-person session

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
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Use in the upper-right corner to switch between months in calendar view.

Manage the lessons list

Each lesson is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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UNSCHEDULED

Online session ● In-person session ●

Online/Offline lesson → Lesson name Lesson duration

Science » Physics, 15 minutes of lesson

Unscheduled Subscription plan

Lesson to be scheduled

Attach lesson plan

1 Quiz(zes) Attached Attach

Lesson order type

Name, picture and location of the student

Mustafa Dicki
United Arab Emirates

Science » Biology, 30 minutes of lesson

Unscheduled

Lesson to be scheduled

Attach lesson plan

1 Quiz(zes) Attached Attach

Lesson status

Cancel lesson

Science » Biology, 30 minutes of lesson

Unscheduled

Science Plan Change Remove

1 Quiz(zes) Attached Attach

Date and Time of the lesson

APR 18, 2026

15:30 - 16:00
Apr 18, 2026

01:01:14:54

Countdown to scheduled lesson time

Click to attach lesson plan

Click to attach quiz

Click to reschedule the lesson

Enter classroom

Enter the meeting link button

Art & Design » Art History, 30 minutes of lesson

Scheduled

Attach lesson plan Attach Quiz

Jacklyn Reichel
Israel

Child's name

Parent's name

Riyaal (Mandy R)
India

Social Studies » Political Science, 30 minutes of lesson

Canceled

Jacklyn Reichel
Israel

JUN 25, 2026

19:15 - 19:45
Jun 25, 2026

00:02:32:01

Art & Design » Art History, 30 minutes of lesson

Scheduled

Attach lesson plan Attach Quiz

Excluding the other specific lesson status tab pages (which display only the respective lesson status bookings), the **All lessons** tab shows all lessons in the following order: **Unscheduled** → **Scheduled** → **Completed** → **Canceled**.

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- **Unscheduled:** Lessons that have been booked but are not yet scheduled by the learners. In the list view, the most recently purchased lesson appears at the top.
- **Scheduled:** Lessons that have been booked and scheduled by the learners. The list is arranged in chronological order based on the scheduled dates.
- **Completed:** Lessons that you have successfully delivered. The list is displayed in chronological order based on the scheduled dates.
- **Canceled:** Lessons that were booked but have since been canceled, either by you or the learners. The list is displayed in chronological order based on the original scheduled dates.

This consolidated view of all booking types allows you to track and manage all booked sessions from one place.

The information shown in each lesson widget varies depending on its current status.

As illustrated in the image above, the widget includes different elements such as lesson name, duration, order type, session type (online or offline), learner details, and relevant actions (like attaching a lesson plan or entering the classroom) according to the lesson's status.

Action buttons

Each lesson widget includes one to four buttons ([Enter classroom](#), [Cancel](#), [Reschedule](#), [Add meeting link](#) and [Reported issue](#)) and one to two links ([Attach lesson plan](#) and [Attach quiz](#)), depending on the type and status of the booking. The available actions are described in detail below:

i. Attach lesson plan



*This link is displayed below the lesson booking status only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also available for lessons marked as **Completed**, allowing teachers to share assignments or plans with learners even after the lesson ends.*

Click  to link a lesson plan to the selected lesson booking. The **Attach lesson plans** window will appear. All the lesson plans you added under the [Lesson plan](#) sub-module are listed here.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Attach lessons plans			
Search X			
Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	
Homework - Science	Please use the attached file for the homework to be done.	Beginner	
Science Plan	This plan is for the science sessions.	Beginner	
Let's Learn Step by Step	Let's Learn Step by Step	Upper beginner	

Use the search feature to narrow down your search. Click and the search bar will appear.

Attach lessons plans

Search

Keyword

Level

Select

There are two filters that help narrow down the search. Each field is explained below:

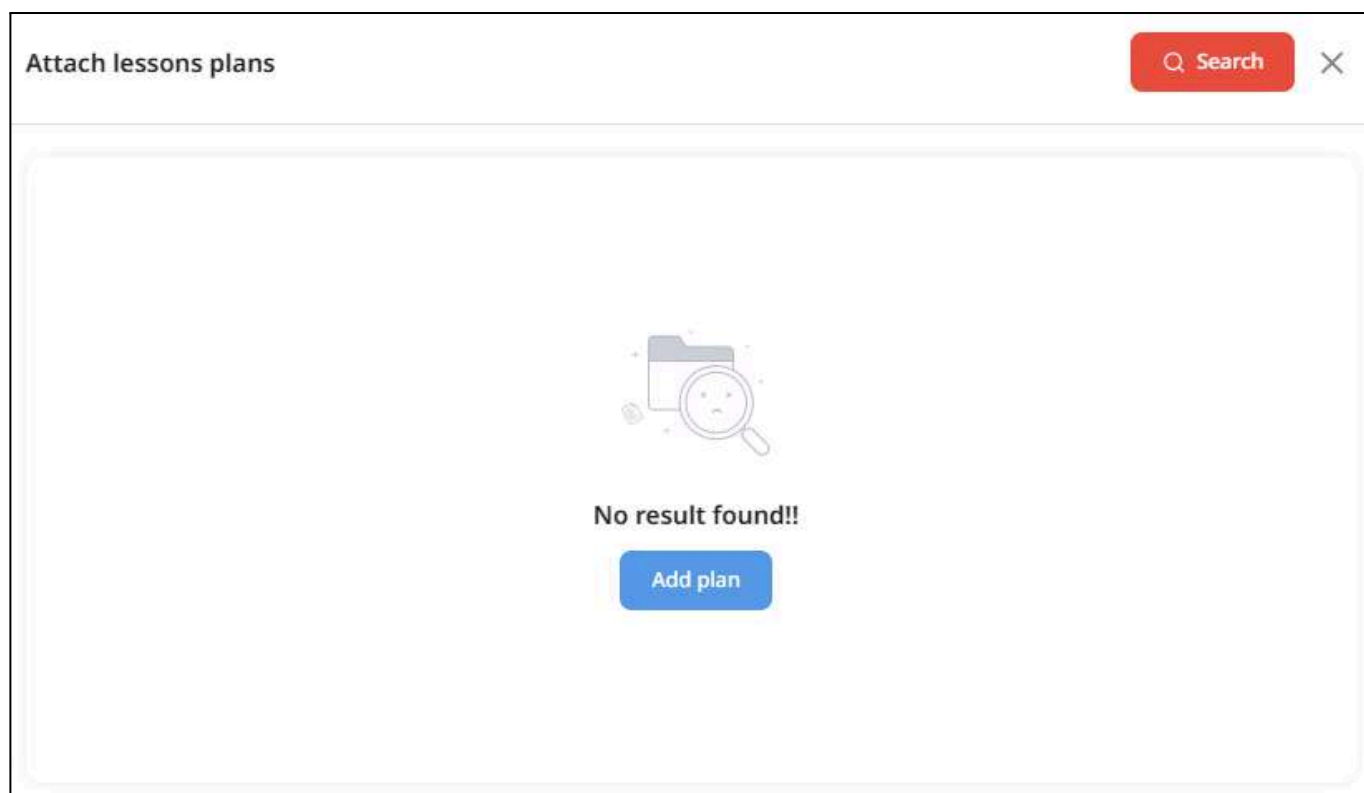
- **Keyword:** Enter the title of the lesson plan you are searching for in this field.
- **Level:** Click the field and select the level of the lesson plan from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the lesson plan, click beside it to link it to the lesson. The lesson plan will be attached, and the window will close automatically.

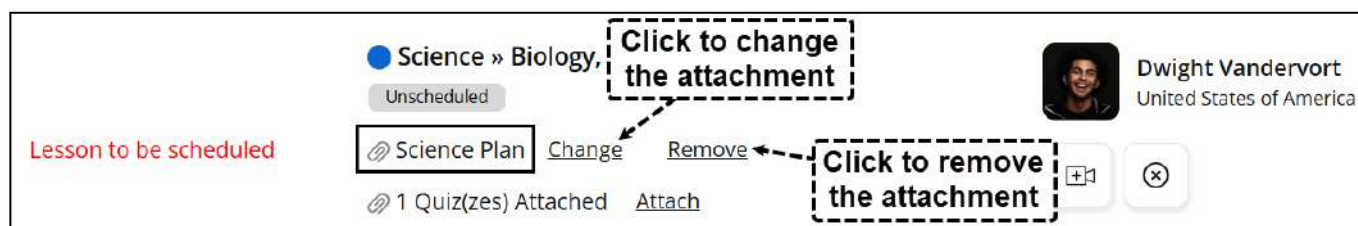
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform. An asterisk (*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

i If no lesson plan appears in the list, it means you have not yet created one. In this case, the [Add plan](#) button is displayed on the page (as shown in the image below). Refer to the [Lesson plan](#) submodule to learn how to add a plan.



i Additionally, if the lesson plan you are looking for is not listed in the window, it may not have been added yet. You must first create it through the [Lesson plan](#) submodule. After adding the lesson plan, return to this window and link it to the lesson booking.

The attached lesson plan is displayed below lesson status on the **Manage lessons** page.



You can attach only one lesson plan to a lesson booking. Click **Change** beside the linked lesson plan to change the lesson plan. Click **Remove** to delete the lesson plan. Click the attached lesson plan. The **View lesson plan** pop-up window appears, displaying the details of the attached lesson plan (as shown below).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

View Lesson Plan

Title	Genetics and Evolution
Description	Understand the concepts of genetics and heredity. Explain Mendel's laws of inheritance. Identify dominant and recessive traits. Understand evolution and natural selection.
Level	Upper beginner
Attachments	Class12BiologyLessonPlan.pdf Class12BiologyHomeworkSheet.pdf

Homework Submissions

Mustafa Dicki

The upper section presents the lesson plan information, including the title, description and difficulty level. Any files attached to the lesson plan are listed under Attachments including reference and learning materials provided by the teacher itself.

The Homework submission section displays the name of the student who has submitted the homework assignments for this plan. The entry can be expanded to view the submitted file.

Homework Submissions

Mustafa Dicki

Comment: Homework submitted
May 21, 2026 14:06

[BiologyHomeworkSubmissionSheetDoc.pdf](#)

Click the file name to download and view the submitted homework assignment by the student.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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To know more about the homework feature refer to the [Lesson plan](#) sub-module.

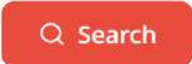
ii. Attach quiz

 This link is displayed below the lesson booking status only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also available for lessons marked as **Completed**, allowing teachers to share quizzes with learners even after the lesson ends.

Click  to link a quiz to the selected lesson booking. The **Attach quizzes** window will appear.

All the quizzes you added under the [Quiz](#) module are listed here.

Attach Quizzes		
Search Attach X		
☐	Title	Type
☐	Literary Movements	Auto Graded
☐	Skills and Problem Solving Test	Auto Graded
☐	Critical Thinking in Mathematics Exam	Auto Graded
☐	Numbers and Operations Examination	Auto Graded
☐	Advanced Mathematical Theorem Test	Non Graded

Use the search feature to narrow down your search. Click  and the search bar will appear.

Attach Quizzes		
Search Attach X		
Title	Type	
	Select Search Clear	

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the quiz you are searching for in this field.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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- **Type:** Click the field, and select the quiz type—Auto graded or Non graded—from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the quiz, select the checkbox next to it. To select all quizzes at once, select the checkbox at the top of the list.

Then, click  **Attach** to link the selected quizzes to the lesson. The quizzes will be attached, and the window will close automatically.

 *If no quizzes appear in the list, or if the quiz you want to attach is not listed, it means you have not created it yet. In this case, go to the [Quiz](#) module to create the required quiz. After creating it, return to this window and link it to the lesson booking.*

The attached quiz(zes) is displayed below the attached lesson plan (or the [Attach lesson plan](#) link) on the **Manage lessons** page.



To attach more quizzes, click **Attach** next to the desired quiz, and follow the same process to attach additional quizzes.

To view or remove attached quizzes, click the {no.} quiz(zes) attached link. The **Attached quizzes** window will appear, displaying a list of quizzes currently linked to the lesson booking.

ID	Title	Type	Learner	Valid Till	Action
QZ001-23	Advanced Mathematical Theorem Test	Manually-graded	Dwight Vandervort	Expired	 
QZ003-22	Critical Thinking in Mathematics Exam	Auto-graded	Dwight Vandervort	Expired	 

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Each quiz entry in the list displays the following information: ID, title, quiz type, name of the learner assigned to the quiz, and validity period.

Additionally, there are two action buttons available for each quiz entry:

- **View** : Click this to view the quiz results.
-  *This button is accessible only if the quiz has been attempted and completed by the learner.*

The quiz page, including its details and results, opens in a new tab, as shown below.

General Science Knowledge Exam

General Science Knowledge Exam

This quiz is to test your knowledge and understanding of key concepts.

- You have a limited amount of time to complete the quiz. Ensure you manage your time effectively and pace yourself to answer all questions.
- This quiz includes a variety of question types, such as multiple-choice, true/false, and short answer questions.
- You can move between questions using the 'Next' and 'Previous' buttons.
- You can also review and change your answers before submitting the quiz, as long as time remains.
- If you encounter any technical issues during the quiz, please report them to the administrator.

Quiz Score	Achieved Percent	Time Spent
14.29 Of 65	21.98%	50s
Attempts	Evaluation Status	
1/5	Fail	

Review

- **Remove** : Click this to remove the attached quiz from the lesson booking.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Once finished, click  to exit the **Attached quizzes** window.

iii. Enter classroom

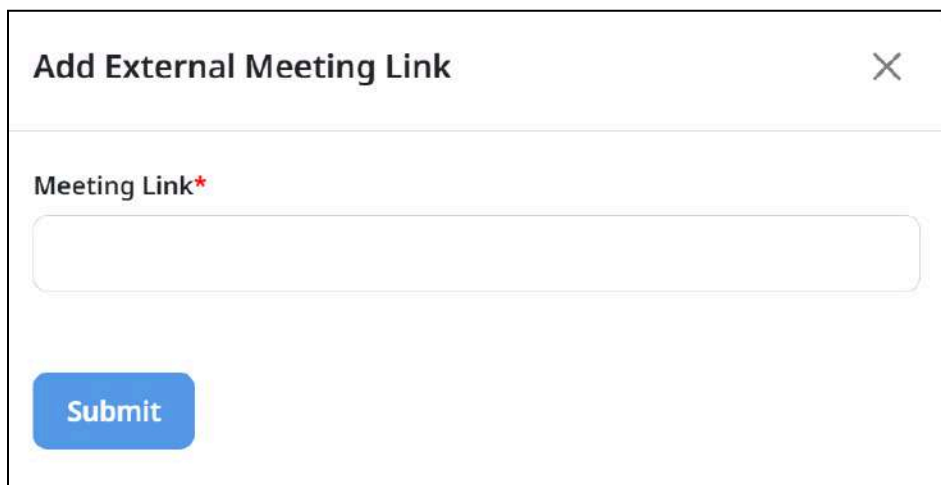
 This button is displayed on the left side of the lesson booking widget, and only for lessons whose booking statuses are either **Scheduled** or **Unscheduled**. It is also visible for **Completed** lessons, allowing users to return to the classroom and review the notes created during the lesson.

When it is time for the lesson, click this button to start the session. You will be directed to the lesson page, where you can conduct the lesson.

iv. Add meeting link

 This button is available only for lesson bookings with the **Scheduled** or **Unscheduled** status. However, this button will not be displayed if the admin has not enabled the external meeting link option.

To add a separate link for the scheduled lesson, click , a pop-up will appear in the middle of the screen. This link will override the meeting link present in your [Personal info](#) tab under Account settings.



Enter the Meeting link for the lesson.

The students will be redirected to this separate link when joining this particular class or lesson.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

These links are session-specific.

Click **Submit** to upload the link.

Click  to close the form.

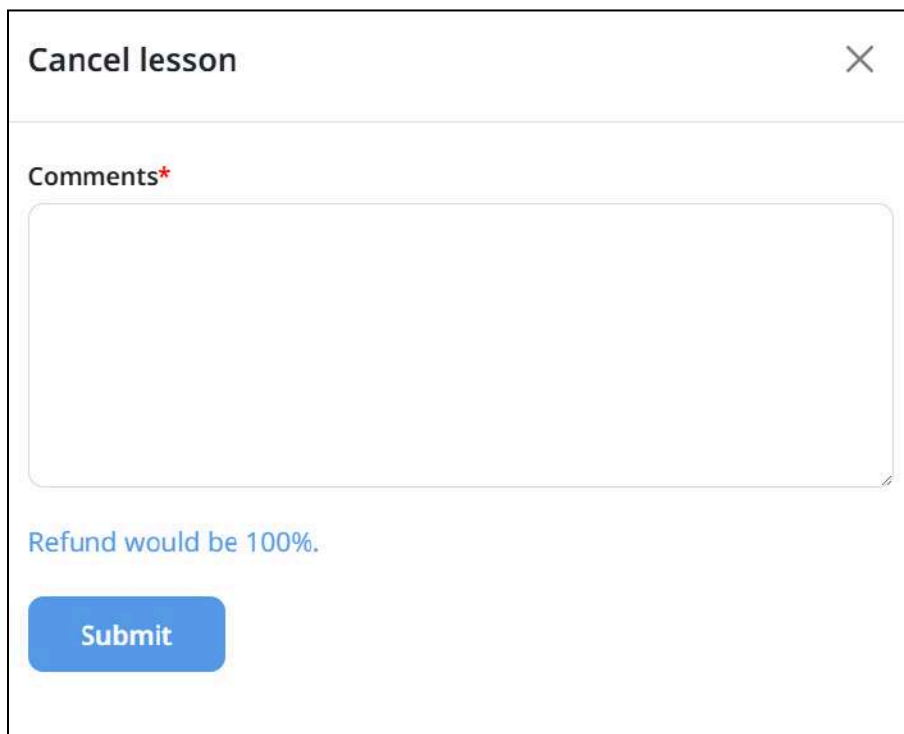
v. Cancel



*This button is available only for lesson bookings with the **Scheduled** or **Unscheduled** status. However, if the lesson was purchased through a subscription plan, the button is not available—even if the lesson has the **Scheduled** or **Unscheduled** status.*

*The lesson cancellation feature is managed by the admin, where the admin gets to define the allowed cancellation window. After this time has passed, the **Cancel** button is no longer displayed for you and the learner.*

To cancel a booked lesson, click this button provided beside the [Enter classroom](#) button. The **Cancel lesson** pop-up form appears on the screen.



A message indicating the refund percentage offered upon cancellation is displayed below the field. This refund amount is managed by the administrator.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

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Enter the cancellation reason or related comments in the **Comments** field, and click **Submit** to proceed.

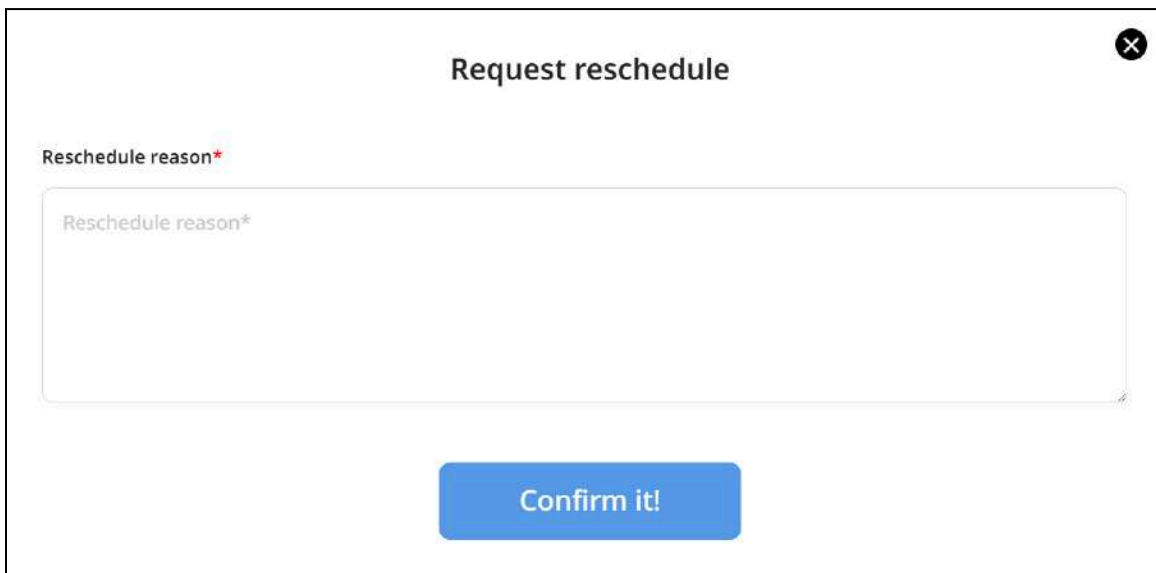
Cancelled lessons appear at the end of the list in the **All lessons** tab.

vi. Reschedule

 *This button is visible only for lesson bookings with the **Scheduled** status.*

To request the learner to reschedule a scheduled lesson to another time, click this button provided beside the [Cancel](#) button.

The **Request reschedule** pop-up form appears.



Enter the reason for the reschedule request in the **Reschedule reason** field, and click **Confirm it!**

The lesson status is then updated to **Unscheduled** for both you and the learner. The learner can reschedule the lesson from their learner dashboard accordingly.

 *The lesson reschedule feature is admin-managed. The admin defines the time window during which a reschedule request can be made. After this period, the **Reschedule** button is no longer displayed.*

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vii. Reported issue

 This button is available only for lessons with a **Completed** status and only if the learner has reported an issue.

After a lesson has ended, the learner has the option to report an issue with the teacher regarding any difficulties or discrepancies experienced during the session.

Click this button and the **Reported issues details** pop-up window will appear displaying all the details of the report.

Reported issue details

In progress

Reported issue

Teacher left early

Was posted by

Jul 02, 2025 14:11

Tina Jacobs

Issue logs

Tina Jacobs [Learner] Take action

Teacher left early

Jul 02, 2025 14:11

Comment:

Teacher left and did not return

Lesson details

Lesson

Order ID O001278 Lesson ID 422 Lesson price \$30.00 Ended by Tina Jacobs

Lydia Deckow [Teacher]

Join time Jul 02, 2025 14:02 End time Jul 02, 2025 14:10

Tina Jacobs [Learner]

Join time Jul 02, 2025 14:02 End time Jul 02, 2025 14:10

You can only review the details here. To take action against a reported issue that is **In progress**, visit the [Reported issues](#) page.

Once you have reviewed everything, click  to close the window.

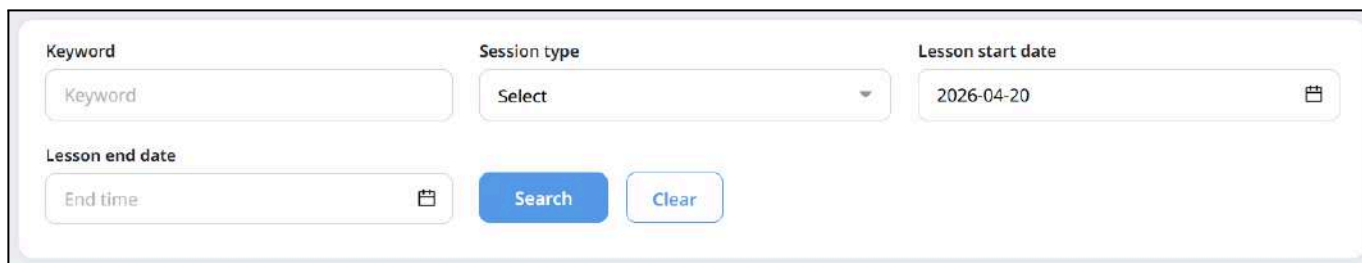
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a lesson booking

Use the search functionality at the top of the listing view page (same search bar is there for each tab) to find a specific lesson booking.

The screenshot shows a search form with four input fields: 'Keyword' (containing the placeholder text 'Keyword'), 'Session type' (a dropdown menu with 'Select' as the current selection), 'Lesson start date' (containing '2026-04-20' and a calendar icon), and 'Lesson end date' (containing the placeholder text 'End time' and a calendar icon). Below these fields are two buttons: a blue 'Search' button and a light blue 'Clear' button.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the learner's name or the subject's name to search for a lesson booking.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.
- **Lesson start date:** Click the field and select the start date (the date when the lesson is starting on or after) from the calendar.
- **Lesson end date:** Click the field and select the end date (the date when the lesson is ending on or before) from the calendar.



*Use both fields to get the exact lessons whose start and end dates fall before a date range. Also, the **Lesson start date** value must be later than the date selected in the **Lesson end date** field.*

Search for a lesson booking by filling in a single field or multiple fields. To view bookings within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.2 Lesson plan

Yo!Coach allows teachers to create lesson plans and attach them to individual lessons and group classes.

These lesson plans help guide learners by outlining the objectives, content, and scope of each session.

This submodule enables you to add new lesson plans as well as search for and edit existing ones.

Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	
Homework - Science	Please use the attached file for the homework to be done.	Beginner	
Science Plan	This plan is for the science sessions.	Beginner	
Let's Learn Step by Step	Let's Learn Step by Step	Upper beginner	

In addition, the platform includes a **Homework** feature within the lesson plan module. Teachers can attach homework to the respective topic, which students are required to complete either before or after the lesson.

Homework can be uploaded by the teacher in the supported file format.

When attempting the assignment, students must submit their homework in the same supported file format through the platform. Teacher can then access and view the submitted files on the platform.

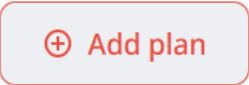
This list displays the plan title, description, and associated teaching level.

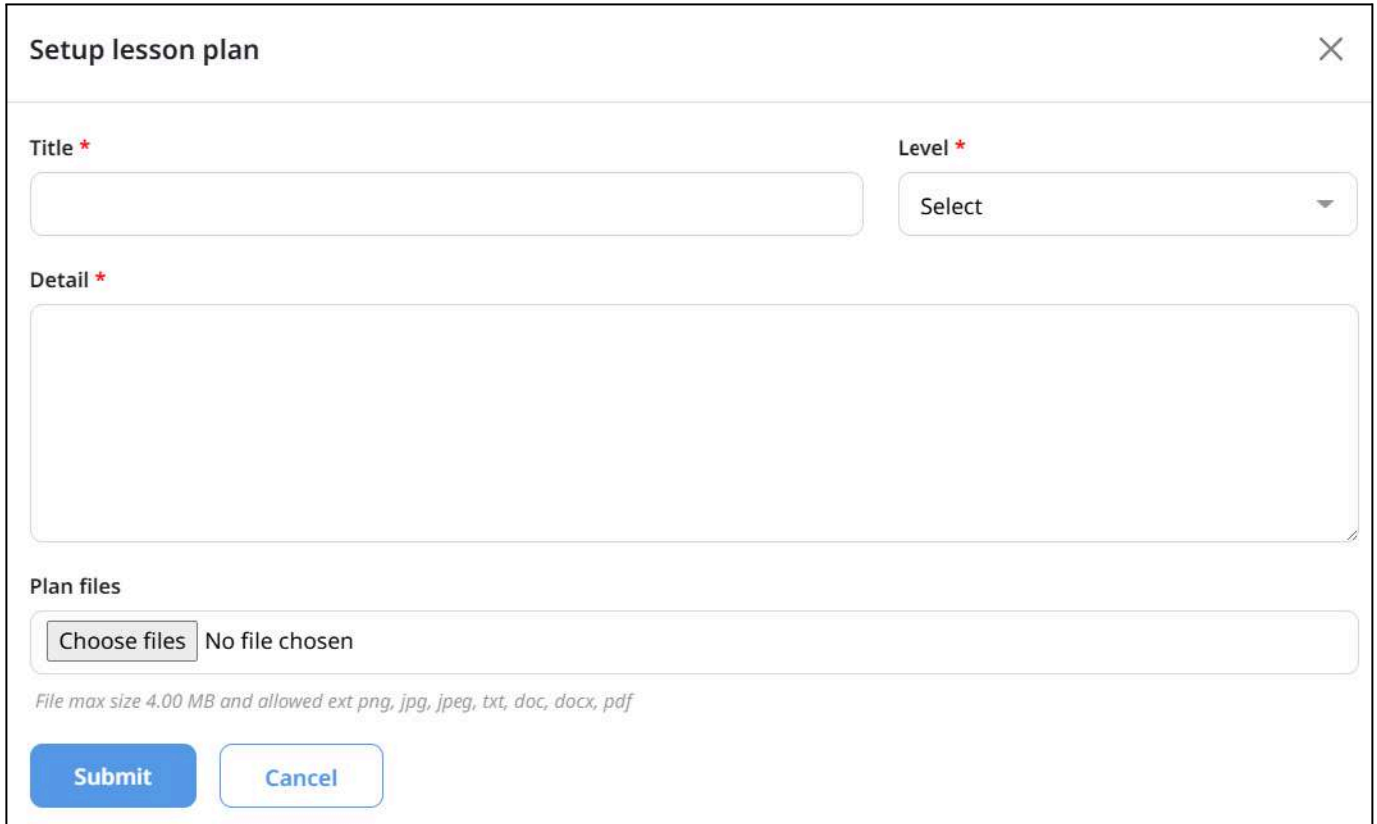
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Add a plan

Click  from the upper-right corner of the page to open the **Setup lesson plan** form.



Setup lesson plan

Title *

Level *

Select

Detail *

Plan files

Choose files No file chosen

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

Submit Cancel

Update the following:

- **Title*:** Enter the title of the lesson plan you are adding.
- **Level*:** Click the field and select the appropriate level for the lesson plan from the dropdown list.
- **Detail*:** Enter the content or description of the lesson plan that you want to share with your learners.
- **Plan files:** Click **Choose file**, select the reference file or image for the lesson plan from your system, and click **Open** to add it here.

Similarly, for homework assignments, teachers can upload assignments files in a supported document format and associate them with the respective lesson topic.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

i The teacher can attach multiple files with one lesson plan. It can be a file related to the lesson plan, learning material of the lesson topic and the homework assignment files.

Click **Submit** to save the plan details, and add it to the list.

i You can assign a lesson plan to a session by clicking [Attach lesson plan](#) from the respective session in the [Lessons](#) submodule. All the plans added under this submodule will be visible and can be selected accordingly.

Click **Cancel** to discard the process.

Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions:

- **Edit** : Click this to edit the lesson plan's details. The [Setup lesson plan](#) form will appear. Update the fields, then click **Submit**. To close the form, click  in the upper-right corner.
- **Delete** : Click this to delete the lesson plan from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Search for a lesson plan

Use the search functionality at the top of the list to find a specific course resource.

Click  to expand the search bar (also used to collapse it).



The screenshot shows a web interface titled "Manage lessons plans". At the top right, there is a red "Search" button and a red "Add plan" button. Below these, there is a search form with two input fields: "Keyword" and "Level". The "Keyword" field has a placeholder text "Keyword". The "Level" field has a placeholder text "Select" and a dropdown arrow. To the right of these fields are two buttons: a blue "Search" button and a light blue "Clear" button.

There are several filters that help narrow down the search. Each field is explained below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Keyword:** Enter the plan title or description in the field.
- **Level:** Click the field and select the lesson plan level from the dropdown list.

Search for a lesson plan by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

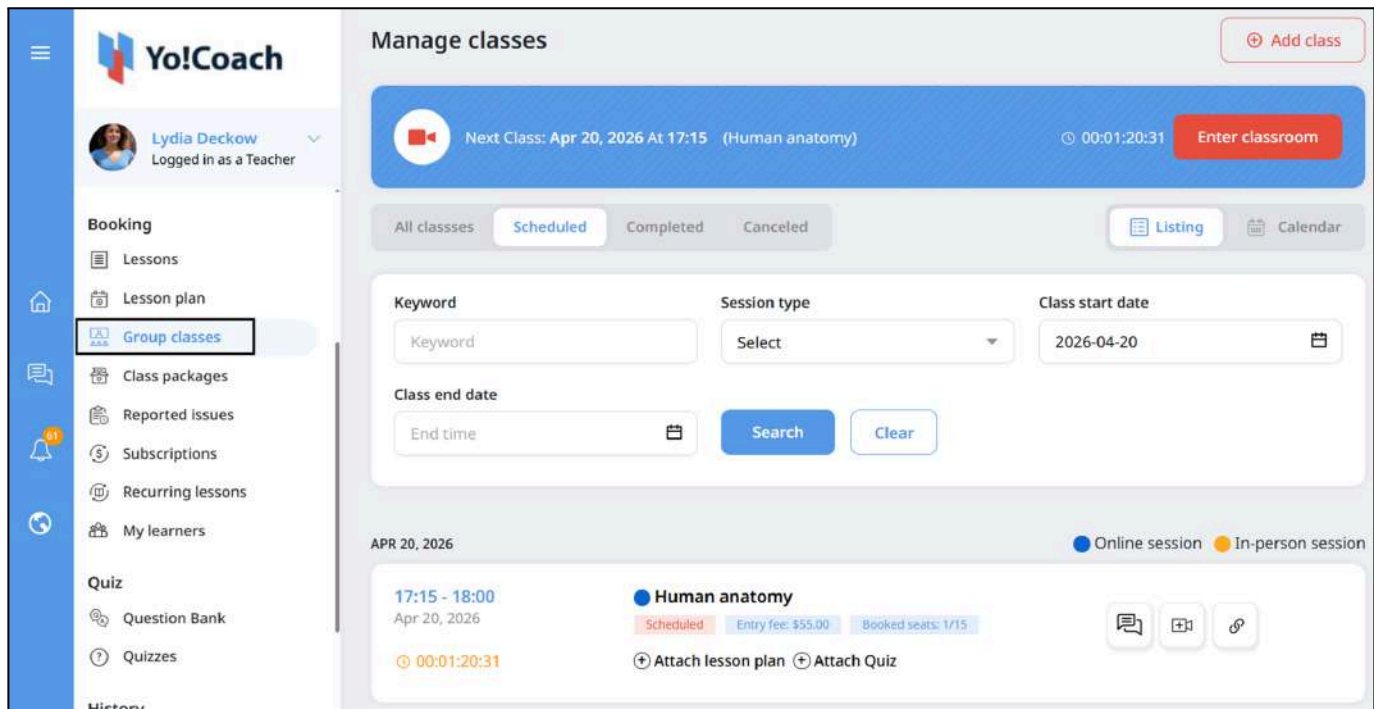
An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.3 Group classes

Yo!Coach allows you to pre-schedule and conduct teaching sessions with multiple learners in the form of group classes. Learners can join a group class by paying a one-time entry fee and attending the session at the scheduled time.

You can manage these group classes through this submodule.



This list displays all classes created by you, including both individual group classes and those created as part of a group class package.

At the top of the page, a countdown section shows the date and time of your next class along with the learner's details.

When it is time, click [Enter classroom](#) to begin the session.

Furthermore, classes are organized into four tabs based on their current status. Each tab displays only the classes that match its respective status. The layout and information within each tab remain the same.

By default, the **Scheduled** tab appears when you visit this page. Use the top navigation on the **Manage classes** page to access each tab.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Manage classes ⊕ Add class

Next Class: Apr 20, 2026 At 17:15 (Human anatomy) ⌚ 00:01:14:33 Enter classroom

All classes Scheduled Completed Canceled Listing Calendar

Each tab supports two display views:

- **Listing view:** Default view showing classes in a chronological list.

Manage classes ⊕ Add class

Next Class: Apr 20, 2026 At 17:15 (Human anatomy) ⌚ 00:01:11:56 Enter classroom

All classes Scheduled Completed Canceled Listing Calendar

Keyword:
 Session type:
 Class start date:

Class end date:
Search Clear

APR 20, 2026 ● Online session ● In-person session

17:15 - 18:00
 Apr 20, 2026

● **Human anatomy**
 Scheduled Entry fee: \$55.00 Booked seats: 1/15

⌚ 00:01:11:56 ⊕ Attach lesson plan ⊕ Attach Quiz

- **Calendar view:** Shows a month-wise calendar with classes marked by date—for all the scheduled, completed, or cancelled classes.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Manage classes




Next Class: Apr 20, 2026 At 17:15 (Human anatomy)
00:01:07:46
Enter classroom

All classes
Scheduled
Completed
Canceled

Listing
Calendar

Keyword

Session type
Select

Class start date
2026-04-20

Class end date

Search
Clear

Online session
In-person session

Apr, 2026
<
>

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 ● 17:15 Hum...	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Use < > in the upper-right corner to switch between months in calendar view.

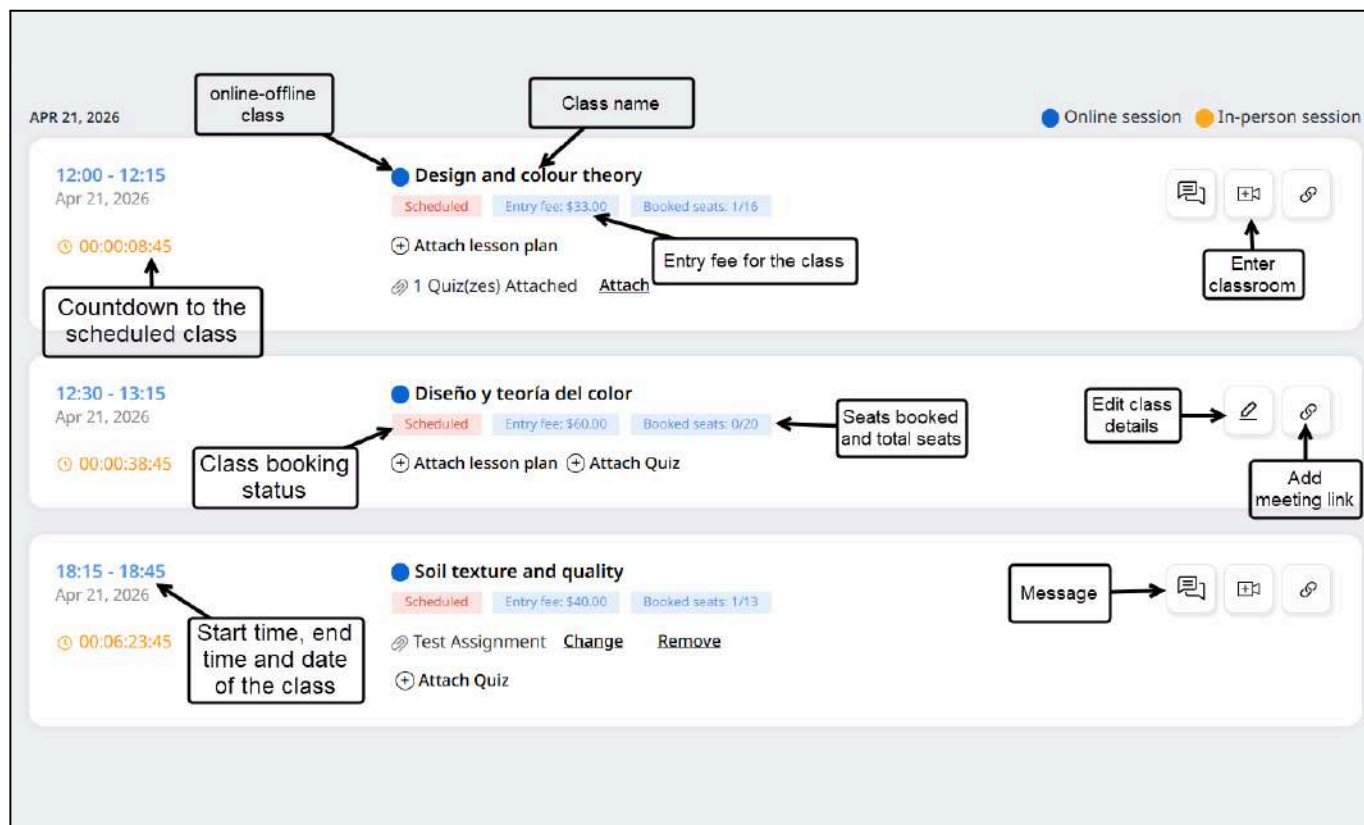
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Manage the group classes list

Each group class is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:



Excluding the other specific class status tab pages (which display only the respective class status bookings), the **All classes** tab shows all classes in a chronological order according to the start date of the class.

The next tabs display the following:

- **Scheduled:** The upcoming classes. The list is displayed in a chronological order according to the start date of the group classes.
- **Completed:** Classes that have already been completed. The list is displayed in a chronological order according to the start date of the group classes.
- **Canceled:** The canceled classes. The list is displayed in a chronological order according to the start date of the group classes.

This consolidated view of all booking types allows you to track and manage all booked sessions from one place.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

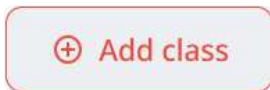
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The information displayed in each class widget varies based on the class status.

As shown in the image above, the widget includes details such as the class name, start and end time, date, session type (online or offline), entry fee, seats booked, class booking status, and countdown to the scheduled time.

It also shows whether the class is part of a package, reported issues, and allows relevant actions such as attaching a lesson plan or quiz, entering the classroom, sending a message, or canceling the class.

Add a group class



Click from the upper-right corner of the page to open the **Setup group class** form.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Setup group class

General
English
Arabic
Spanish

Title *

Teach subject *

Slug *

Class banner

Description *

Service type *

Addresses

Entry fee [USD] *

Max learners *

Start time *

Duration *

Save & next

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Let's start with the **General** tab.

General

Update the following:

- **Title***: Enter a title for the group class.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Subjects*:** Click the field and select the subject for the group class from the dropdown list. The subjects available in this list are managed by the admin. If the subject you are looking for is not listed, contact your admin.
- **Slug*:** Enter the URL slug that is not bulky and is SEO-friendly.



A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.

- **Class banner:** Click **Choose file**, select a banner image from your system, and click **Open** to upload it in this field.
- **Description*:** Enter a brief description of the group class, its components, or any other relevant information for learners.
- **Session type*:** Click the field and select whether the group class will be conducted Online or Offline from the dropdown list.



This field appears only if the teacher has enabled offline sessions under [Account settings](#) > [Personal info](#) tab.

- **Addresses:** Click the field and select the address where the offline class will be held.



*This field is accessible only if you selected **Offline** in the previous field.*

- **Entry fee [default currency]*:** Enter the fee to be charged per learner for enrolling in the group class.
- **Max learners*:** Enter the maximum number of learners allowed to enroll in the group class.
- **Start time*:** Click the field and a calendar will appear. Select the start date and time for the group class from here.
- **Duration*:** Click the field and select the class duration from the dropdown list.



The list is populated with durations allowed by the system administrator.

Once done, click **Save & next**. This will direct you to the next tab, which is the primary language tab (English tab).

English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Since English is set as the primary language, this tab is labeled **English**.

Setup group class

General **English** Arabic Spanish

Title *

Soil texture and quality

Description *

Soil texture

☐ Auto translate for other languages

Save changes

Update the following:

- **Title*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.
- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the **Microsoft translator API** is configured by the admin.*



Turn off this toggle switch if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

The group class is added to the list and published on the front end under the **Group class** page.

Action buttons

Each class widget includes one to five buttons ([Enter classroom](#), [Cancel](#), [Edit](#), [Message](#) and [Reported issue details](#)) and one to two links ([Attach lesson plan](#) and [Attach quiz](#)), depending on the type and status of the booking.

The available actions are described in detail below:

i. Attach lesson plan

 This link is displayed below the group class booking status only for classes whose booking status is **Scheduled**. It is also available for group classes marked as **Completed**, allowing teachers to share assignments or plans with learners even after the class ends.

Click  **Attach lesson plan** to link the lesson plan to the selected class booking. The **Attach lesson plans** window will appear.

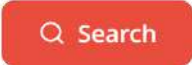
All the lesson plans you added under the [Lesson plan](#) submodule are listed here.

Title	Description	Level	Actions
Test Assignment	Please perform the test assignment after the module session is delivered.	Intermediate	
Homework - Science	Please use the attached file for the homework to be done.	Beginner	
Science Plan	This plan is for the science sessions.	Beginner	

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Use the search feature to narrow down your search. Click  and the search bar will appear.



Attach lessons plans

Q Search X

Keyword

Level

Keyword

Select

Search

Clear

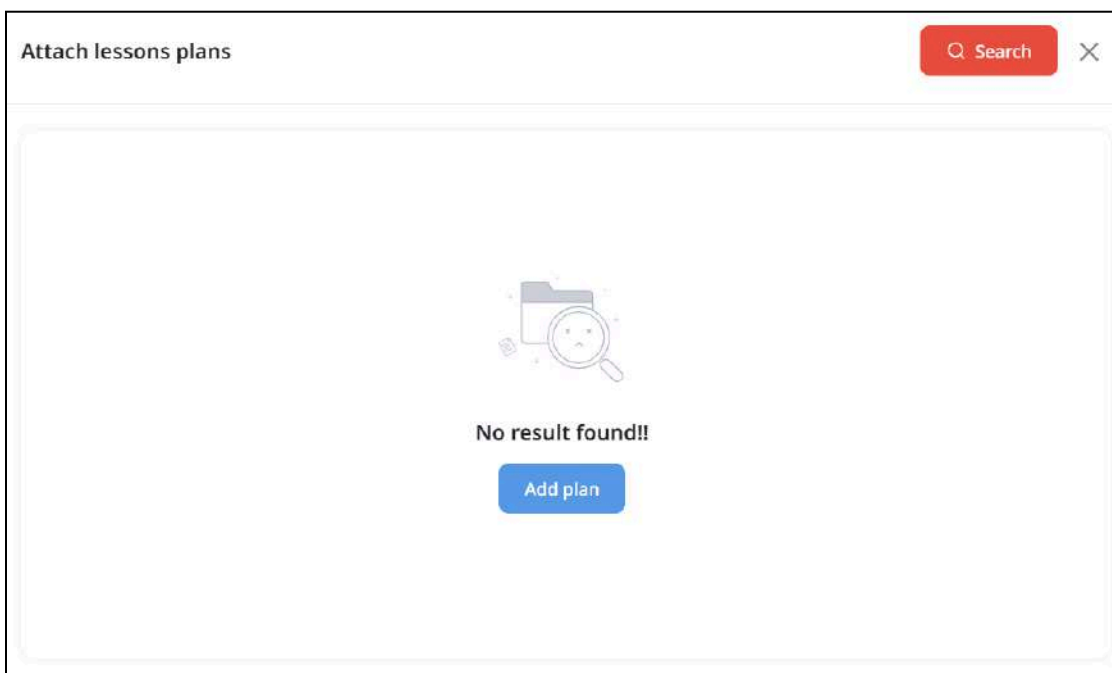
There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the lesson plan you are searching for in this field.
- **Level:** Click the field and select the level of the lesson plan from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the lesson plan, click  beside it to link it to the group class. The lesson plan will be attached, and the window will close automatically.

 If no lesson plan appears in the list, it means you have not yet created one. In this case, the [Add plan](#) button is displayed on the page (as shown in the image below). Refer to the [Lesson plan](#) submodule to learn how to add a plan.



Attach lessons plans

Q Search X

No result found!!

Add plan

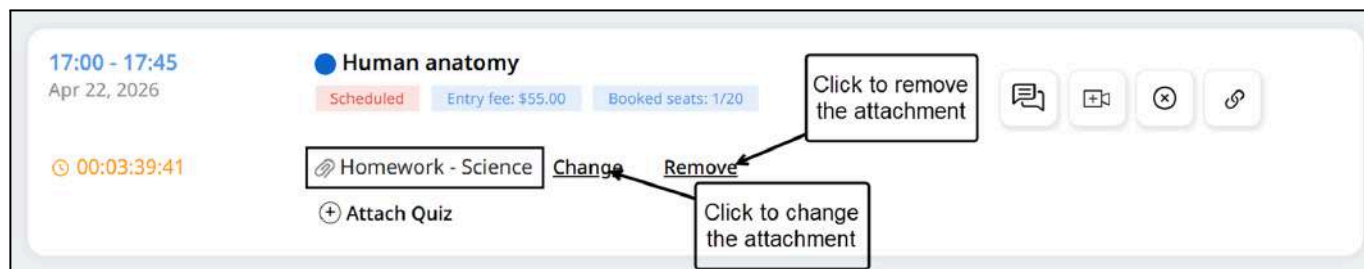
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

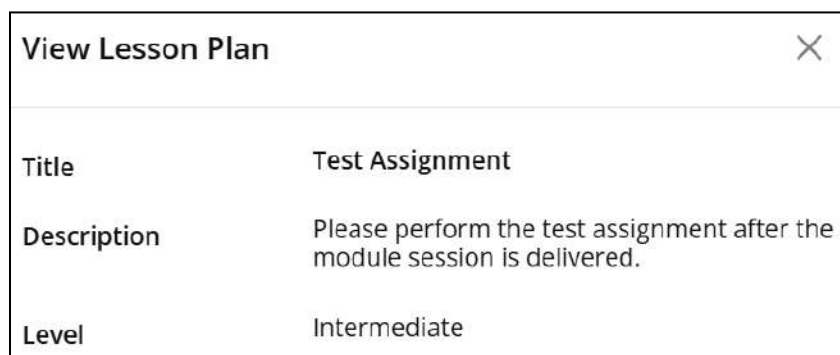
Additionally, if the lesson plan you are looking for is not listed in the window, it may not have been added yet. You must first create it through the [Lesson plan](#) submodule. After adding the lesson plan, return to this window and link it to the group class booking.

The attached lesson plan is displayed below group class status on the **Manage classes** page.



You can attach only one lesson plan to a group class booking. Click **Change** beside the linked lesson plan to change the lesson plan. Click **Remove** to delete the lesson plan.

Click the attached lesson plan. The **View lesson plan** pop-up window appears, displaying the details of the attached lesson plan (as shown below).



ii. Attach quiz



*This link is displayed below the group class booking status only for classes whose booking status is **Scheduled**. It is also available for group classes marked as **Completed**, allowing teachers to share assignments or plans with learners even after the class ends.*

Click **+ Attach Quiz** to link a quiz to the selected group class booking. The **Attach quizzes** window will appear.

All the quizzes you added under the [Quiz](#) module are listed here.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Attach Quizzes Q Search ⊕ Attach ×

☐	Title	Type
☐	Literary Movements	Auto Graded
☐	General Science Knowledge Exam	Auto Graded
☐	Skills and Problem Solving Test	Auto Graded
☐	Critical Thinking in Mathematics Exam	Auto Graded

Use the search feature to narrow down your search. Click Q Search and the search bar will appear.

Attach Quizzes Q Search ⊕ Attach ×

Title

Type

Search Clear

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title of the quiz you are searching for in this field.
- **Type:** Click the field, and select the quiz type—Auto graded or Non graded—from the dropdown list.

Click **Search** to view results. Click **Clear** to reset the search.

Once you locate the quiz, select the checkbox next to it. To select all quizzes at once, select the checkbox at the top of the list.

⊕ Attach

Then, click ⊕ Attach to link the selected quizzes to the group class. The quizzes will be attached, and the window will close automatically.



If no quizzes appear in the list, or if the quiz you want to attach is not listed, it means you have not created it yet. In this case, go to the [Quiz](#) module to create the required quiz. After creating it, return to this window and link it to the group class booking.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The attached quiz(zes) is displayed below the attached lesson plan (or the [Attach lesson plan](#) link) on the **Manage classes** page.



To attach more quizzes, click **Attach** next to the desired quiz, and follow the same process to attach additional quizzes.

To view or remove attached quizzes, click the **{no.} quiz(zes) attached** link. The **Attached quizzes** window will appear, displaying a list of quizzes currently linked to the lesson booking.

Title	Type	Valid Till	Action
General Science Knowledge Exam	Auto Graded	Apr 24, 2026 14:06	
Skills and Problem Solving Test	Auto Graded	Apr 23, 2026 07:56	

Each quiz entry in the list displays the **title**, **type**, and **valid till** date. Click beside a quiz to remove it from the class booking. Since multiple learners are enrolled in a group class, each quiz entry can be expanded to view individual learner details.

Click beside the quiz name to view the list of learners who have booked the class. Each learner entry displays the quiz ID, learner name, and quiz status (whether the quiz has been completed).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Attached Quizzes			
Title	Type	Valid Till	Action
 General Science Knowledge Exam	Auto Graded	Apr 24, 2026 14:06	
ID	Learner	Status	Action
QZ005-24	Wayne Alexander	Completed	

To view a learner's quiz results, click  beside the respective learner's entry under the quiz.

 This button is available only if the learner has attempted and completed the quiz.

The quiz page, including its details and results, opens in a new tab. Once finished, click  to exit the **Attached quizzes** window.

iii. Edit

 This button is visible only for group classes with the **Scheduled** status that have not been booked by any learners. Once the class is booked by at least one learner, the button is no longer displayed.

Click this to edit the group class' details. The [Setup group class](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

iv. Enter classroom

 This button is displayed on the left side of the class booking widget, and only for classes whose booking status is **Scheduled**. It is also visible for **Completed** classes, allowing users to return to the classroom and review the notes created during the class.

When it is time for the class, click this button to start the session. You will be directed to the class page, where you can conduct the session.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

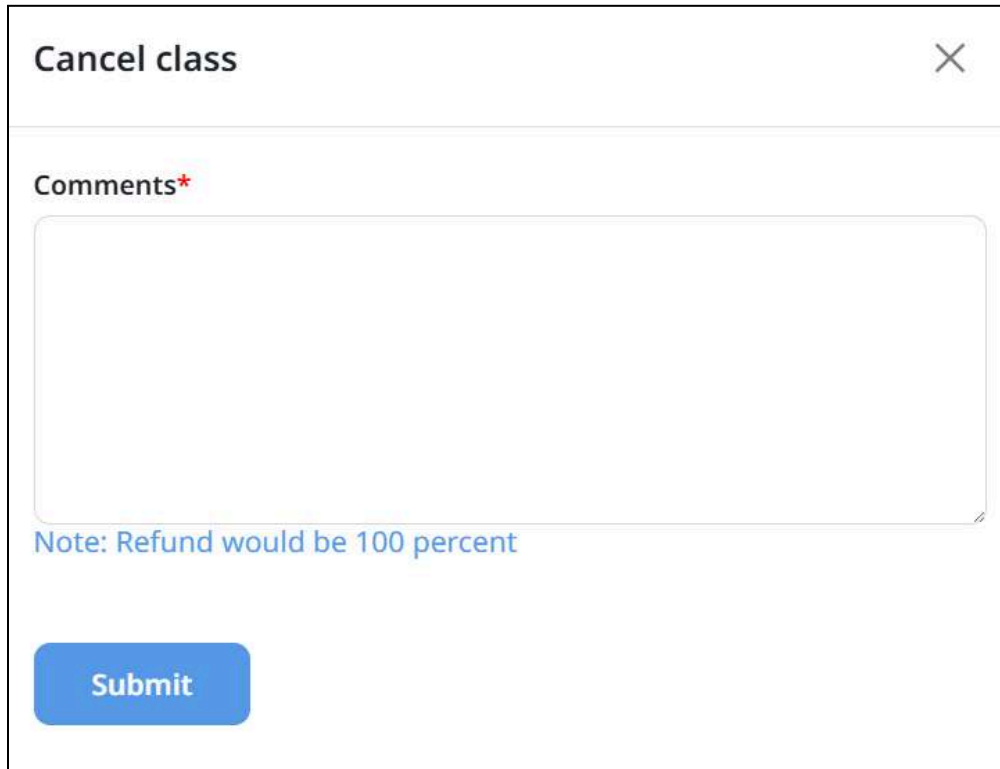
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

v. Cancel



*This button is available only for class bookings with the **Scheduled** status. However, the class cancellation feature is managed by the admin, where the admin gets to define the allowed cancellation window. After this time has passed, the **Cancel** button is no longer displayed for you and the learner.*

To cancel a group class, click this button and the **Cancel class** pop-up form appears on the screen.



Enter the cancellation reason or related comments in the **Comments** field, and click **Submit** to proceed.

vi. Message



*This button is visible only for class bookings with the **Scheduled** or **Completed** status. For **Scheduled** classes, it appears only if at least one learner has booked the class.*

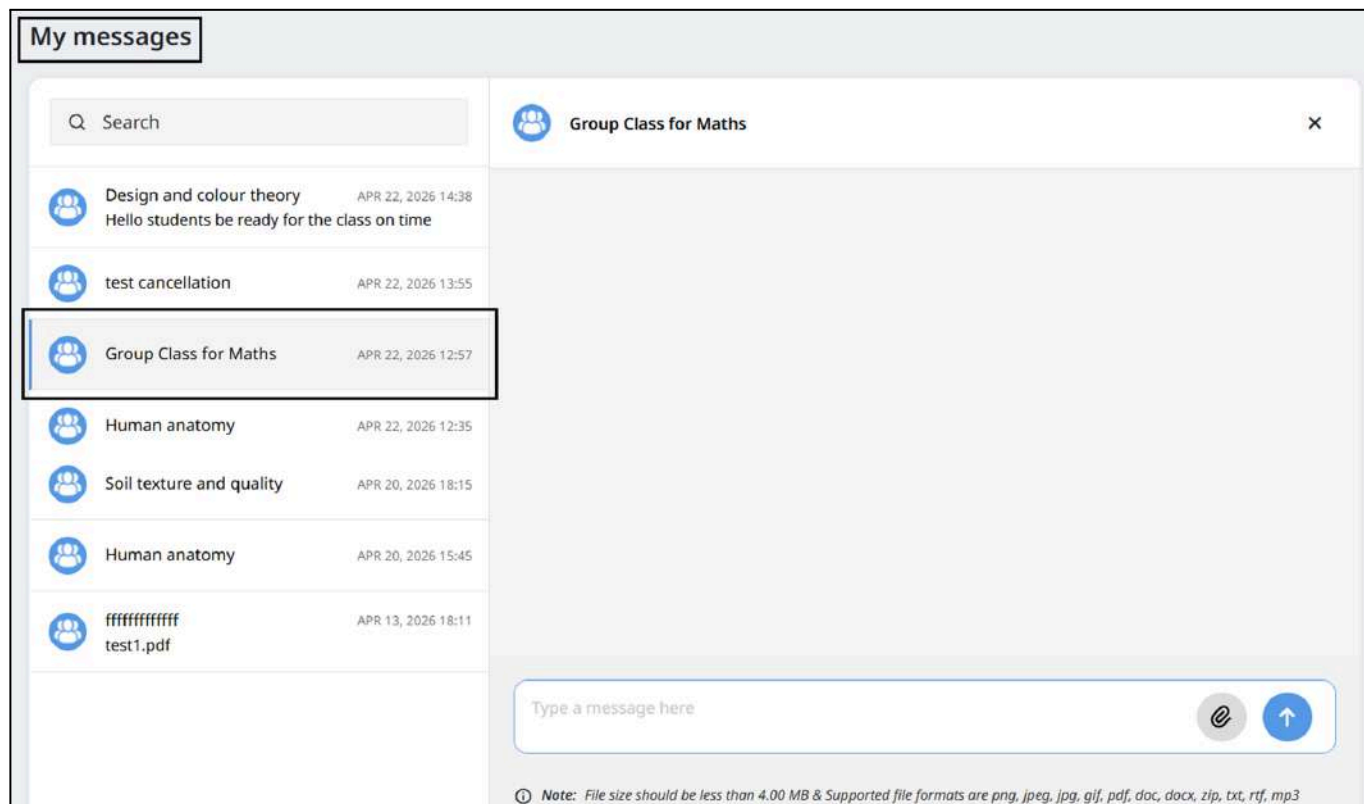
Once a group class is created and a learner enrolls, a class-specific group chat is automatically generated in the [Messages](#) section.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Additionally, a button () also appears in the group class widget on the **Manage classes** page. Clicking this button directs you to the class group chat on the **My messages** page.



As more learners enroll, they are automatically added to the same group chat. You can use this chat to share updates or announcements with all enrolled learners.

 Refer to the [Messages](#) section of this manual to learn more about the available actions on that page.

vii. Reported issue details

 This button is available only for classes with a **Completed** status and only if the learner has reported an issue.

After a class has ended, the learner can report an issue with the teacher regarding any difficulties or discrepancies experienced during the session.

Click this button to open the [Reported issues](#) page in a new tab. The specific issue will be listed and highlighted in the view.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Reported issues							
Search							
Learner	Child	Subjects	Session time	Session status	Issue reason	Issue status	Actions
 Jarod Dach United States of America	-	Biology	Aug 27, 2024 10:45	Completed	Teacher was absent	In progress	 

Refer to the [Reported issues](#) submodule to learn about the available actions for handling a reported issue.

Search for a group class

Use the search functionality at the top of the listing view page (same search bar is there for each tab) to find a specific group class.

Keyword Keyword	Session type Select	Class start date 2026-04-23
Class end date End time	Search Clear	

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the group class name you are searching for in this field.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.
- **Class start date:** Click the field and select the start date (the date when the class is starting on or after) from the calendar.
- **Class end date:** Click the field and select the end date (the date when the class is ending on or before) from the calendar.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.



*Use both fields to get the exact classes, whose start and end dates fall before a date range. Also, the **Class start date** value must be later than the date selected in the **Class end date** field.*

Search for a group class by filling in a single field or multiple fields. To view bookings within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

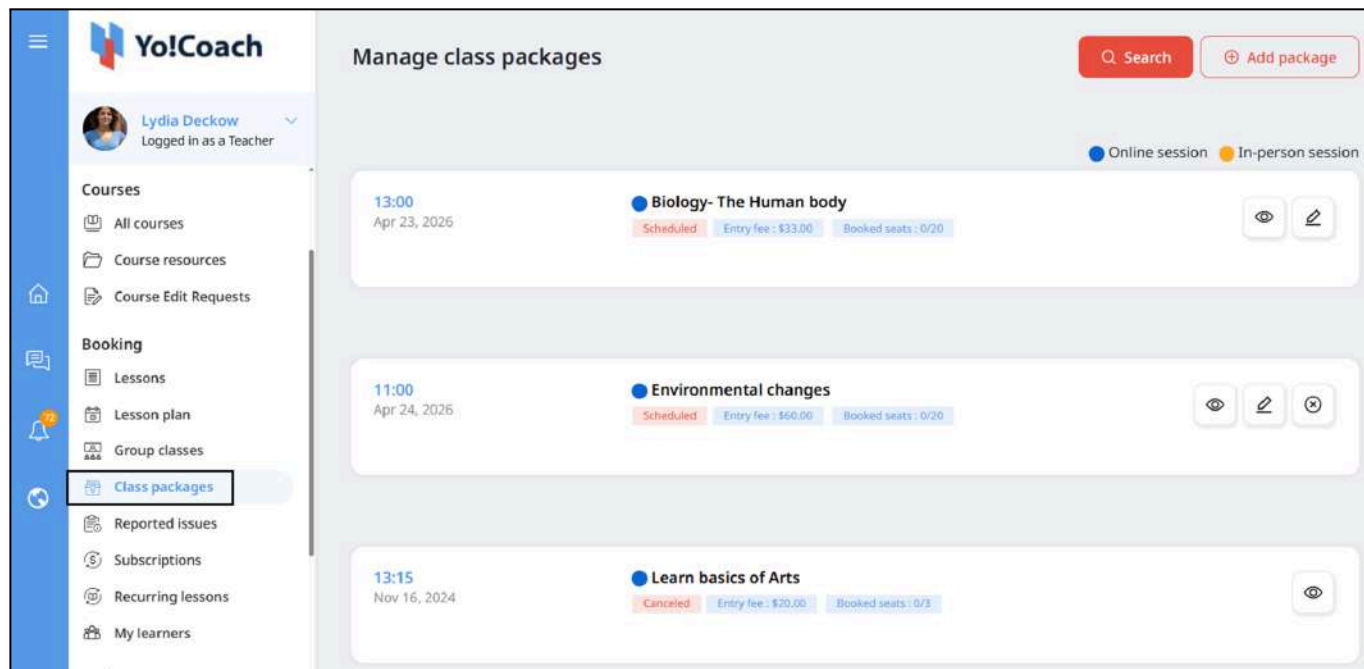
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.4 Class packages

Manage your group class packages through this submodule.



As a teacher, you can bundle multiple group classes into a single package and set a one-time package or entry fee.

Learners can purchase the package from the **Group classes** page on the front end and make a single payment.

The total entry fee is divided equally across all classes in the package. You receive payment for each class upon its successful completion.

Manage the group class packages list

Each group class package is displayed as a widget arranged in a list format. Each widget shows the following information, as highlighted in the image below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot displays a list of class packages in the Yo!Coach system. At the top right, there are legends for 'Online session' (blue dot) and 'In-person session' (orange dot). The packages are listed as follows:

- Package 1:**
 - Class Name:** Biology- The Human body
 - Status:** Scheduled
 - Entry fee:** \$33.00
 - Booked seats:** 0/20
 - Session Type:** Online session (blue dot)
 - Annotations:**
 - 'Online / Offline class' points to the session type indicator.
 - 'Date & Time of the first class in the package' points to the time '13:00'.
 - 'Click to edit the class' points to the edit icon (pencil).
- Package 2:**
 - Class Name:** Environmental changes
 - Status:** Scheduled
 - Entry fee:** \$60.00
 - Booked seats:** 0/20
 - Session Type:** Online session (blue dot)
 - Annotations:**
 - 'Group class package name' points to the class name.
 - 'Group class status' points to the status 'Scheduled'.
 - 'Entry fee to the class package' points to the entry fee.
 - 'Seats booked and remaining' points to the booked seats.
 - 'Click to delete the class' points to the delete icon (X).
- Package 3:**
 - Class Name:** Learn basics of Arts
 - Status:** Canceled
 - Entry fee:** \$20.00
 - Booked seats:** 0/3
 - Session Type:** Online session (blue dot)
 - Annotations:**
 - 'Click to view all the classes under this package' points to the view icon (eye).

As shown in the image above, the widget displays details such as the package name, start date and time of the first class, session type (online or offline), entry fee, seats booked, and package booking status.

Add a package

Click  from the upper-right corner of the page to open the Setup class package form.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

General

Update the following:

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

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Subjects*:** Click the field and select the subject for the group class package from the dropdown list. The subjects available in this list are managed by the admin. If the subject you are looking for is not listed, contact your admin.
- **Slug*:** Enter the URL slug that is not bulky and is SEO-friendly.



A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is yo-coach.com/group-classes/view/Art_History, the slug is [Art_History](#). You need to enter this part of the URL in this field.

- **Class banner:** Click **Choose file**, select a banner image from your system, and click **Open** to upload it in this field.
- **Description*:** Enter a brief description of the group class package, its components, or any other relevant information for learners.
- **Max learners*:** Enter the maximum number of learners allowed to enroll in the group class package.
- **Entry fee [default currency]*:** Enter the fee to be charged per learner for enrolling in the group class package.
- **Each class (minutes)*:** Click the field and select the duration for each class in the package from the dropdown list.

For example, if you are offering two classes and select 30 mins, each class in the package will be 30 minutes long.



The list is populated with durations allowed by the system administrator.

- **Session type*:** Click the field and select whether the group classes (under this package) will be conducted **Online** or **Offline** from the dropdown list.



*This field appears only if the teacher has enabled offline sessions under **Account settings** > [Personal info](#) tab.*

- **Addresses:** Click the field and select the address where the offline class will be held.



*This field is accessible only if you selected **Offline** in the previous field.*

The last two fields allow you to add the classes (one by one) that will be included in the group class package:

- **Class title-{class number}*:** Enter the class title in this field.
- **Start time*:** Click the field to open a calendar and select the start date and time for the class.

To add more classes, click **+Add more** from the bottom-right corner of the form.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Class title-1 *	Start time *
Part 1	2026-04-24 10:45
Class title-2 * Remove class	Start time *
Part 2	2026-04-25 10:45
Class title-3 * Remove class	Start time *
Part 3	2026-04-26 10:45
+Add more	
Save & next	

A new set of fields will appear (as shown in the image above), where you can enter the title and start time for the next class. Repeat the process to add all the classes under this package.

Starting from the second class, each additional class will display a **Remove class** link beside the field name. Click this link to remove that class.



You cannot remove the first (and only) class, as the system requires at least one class in the package.

After adding all classes, click **Save & next** to proceed to the next tab, which is the **Primary language** (English) tab.

English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

Since English is set as the primary language, this tab is labeled **English**.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Setup class package

General

English

Arabic

Spanish

Title *

Environmental changes

Description *

Class title-1 *

Part one- The environment

Class title-2 *

Part second

Class title-3 *

Part third

☐

Auto translate for other languages

Save changes

Update the following:

- **Title*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.
- **Class title-{class number}*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the class title in the primary language.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Turn on  this toggle switch to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the **Microsoft translator API** is configured by the admin.*

Turn off  this toggle switch if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The group class package is added to the list and published on the front end under the **Group class** page.

Additionally, all the individual group classes under the package are also listed on the [Group classes](#) page.

 *Once a class package is created, you cannot add new classes to it or remove existing ones. However, you can edit certain package details such as the class titles, class dates and timings, and the package title.*

Action buttons

Each package widget includes one to three buttons ([Edit](#), [Cancel](#), and [View](#)) depending on whether learners have booked the package or not. The available actions are described in detail below:

i. View classes

Click this to open the [Manage classes](#) page, which displays a detailed list of the classes included in the package.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This page is a replica of the [Group classes](#) module but shows only the classes that belong to the selected package. You can perform the same actions as described in the [Group classes](#) submodule section earlier in this manual.

 *New classes cannot be added to the package using the **Add class** button on the upper-right corner of the [Manage classes](#) page.*

ii. Edit

 *This button is visible only for group class packages that have not been booked by any learners. Once the class is booked by at least one learner, the button is no longer displayed.*

Click this to edit the package's details. The [Setup class package](#) form will appear.

 *You cannot edit the number of classes in a package once it has been created. However, you can edit all other details, such as class titles, dates, timings, and the package title.*

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

iii. Cancel

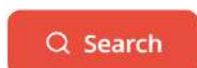
 *This button is available only for packages that have not been booked by any learners. In addition, the admin sets a time limit for canceling the package before the first group class begins. Once this cancellation window has passed, this button is no longer visible to you or the learner.*

To cancel a package, click this button.

A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Search for a package

Use the search functionality at the top of the list to find a specific package. Click

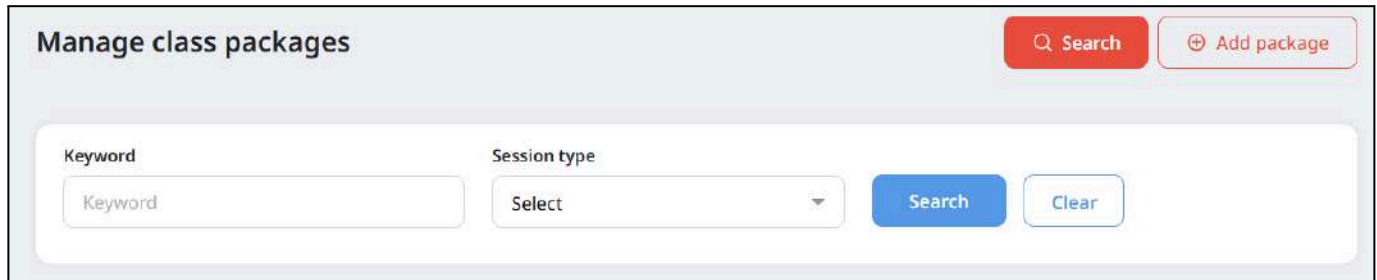


to expand the search bar (also used to collapse it).

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the package name you are searching for in this field.
- **Session type:** Click the field and select the session type—**offline** or **online**—from the dropdown list.

Search for a class package by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.5 Reported issues

Once a session is successfully delivered and completed, learners can report issues related to that session.

Reported issues are escalated to you for resolution and are displayed on this page. Payment for a session is received only after the reported issue has been resolved.

Learner	Child	Subjects	Session time	Session status	Issue reason	Issue status	Actions
Jarod Dach United States of America	-	Biology	Aug 27, 2024 10:45	Completed	Teacher was absent	In progress	

Issues reported for both one-on-one lessons and group classes are displayed as a widget arranged in a list format.

And the list is sorted by issue status, with **in-progress issues** appearing at the top, followed by **resolved issues**, **issues escalated to the admin**, and **closed issues**.

The list displays the following information:

- **Learner:** The profile picture, name and location of the learner who reported the issue.
- **Subjects:** The name of the subject selected for the lesson or class for which the issue was reported.
- **Session time:** The date and time of the session for which the report was made.
- **Session status:** The status of the session.
- **Issue reason:** The report issue reason selected by the learner.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

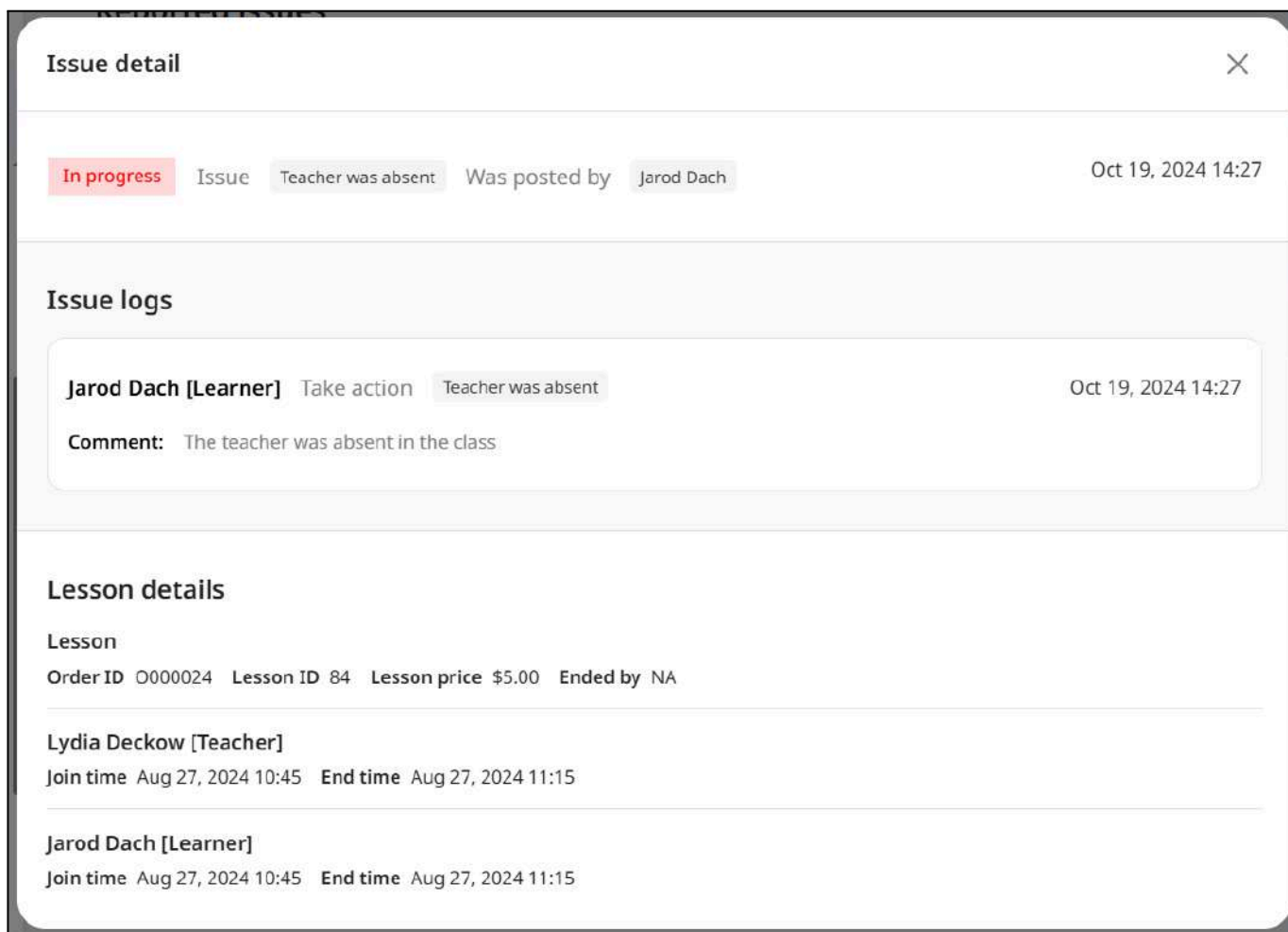
- **Issue status:** The status of the reported issue, which can be—In progress, Escalated, Resolved, or Closed.

Action buttons

Each entry in the list includes one to two buttons ([View details](#) and [Resolve issue](#)) depending on whether learners have booked the package or not. The available actions are described in detail below:

i. View details

Click this button to open the **Reported issue details** window.



The screenshot shows a modal window titled "Issue detail" with a close button (X) in the top right corner. The window is divided into three main sections:

- Issue status:** A red "In progress" label is followed by "Issue", "Teacher was absent", "Was posted by Jarod Dach", and the timestamp "Oct 19, 2024 14:27".
- Issue logs:** A log entry for "Jarod Dach [Learner]" includes a "Take action" button, the label "Teacher was absent", and the timestamp "Oct 19, 2024 14:27". Below this is a comment: "Comment: The teacher was absent in the class".
- Lesson details:** This section contains two parts:
 - Lesson:** Displays "Order ID 0000024", "Lesson ID 84", "Lesson price \$5.00", and "Ended by NA".
 - Lydia Deckow [Teacher]:** Shows "Join time Aug 27, 2024 10:45" and "End time Aug 27, 2024 11:15".
 - Jarod Dach [Learner]:** Shows "Join time Aug 27, 2024 10:45" and "End time Aug 27, 2024 11:15".

The complete information about the reported issue is organized into the following sections:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

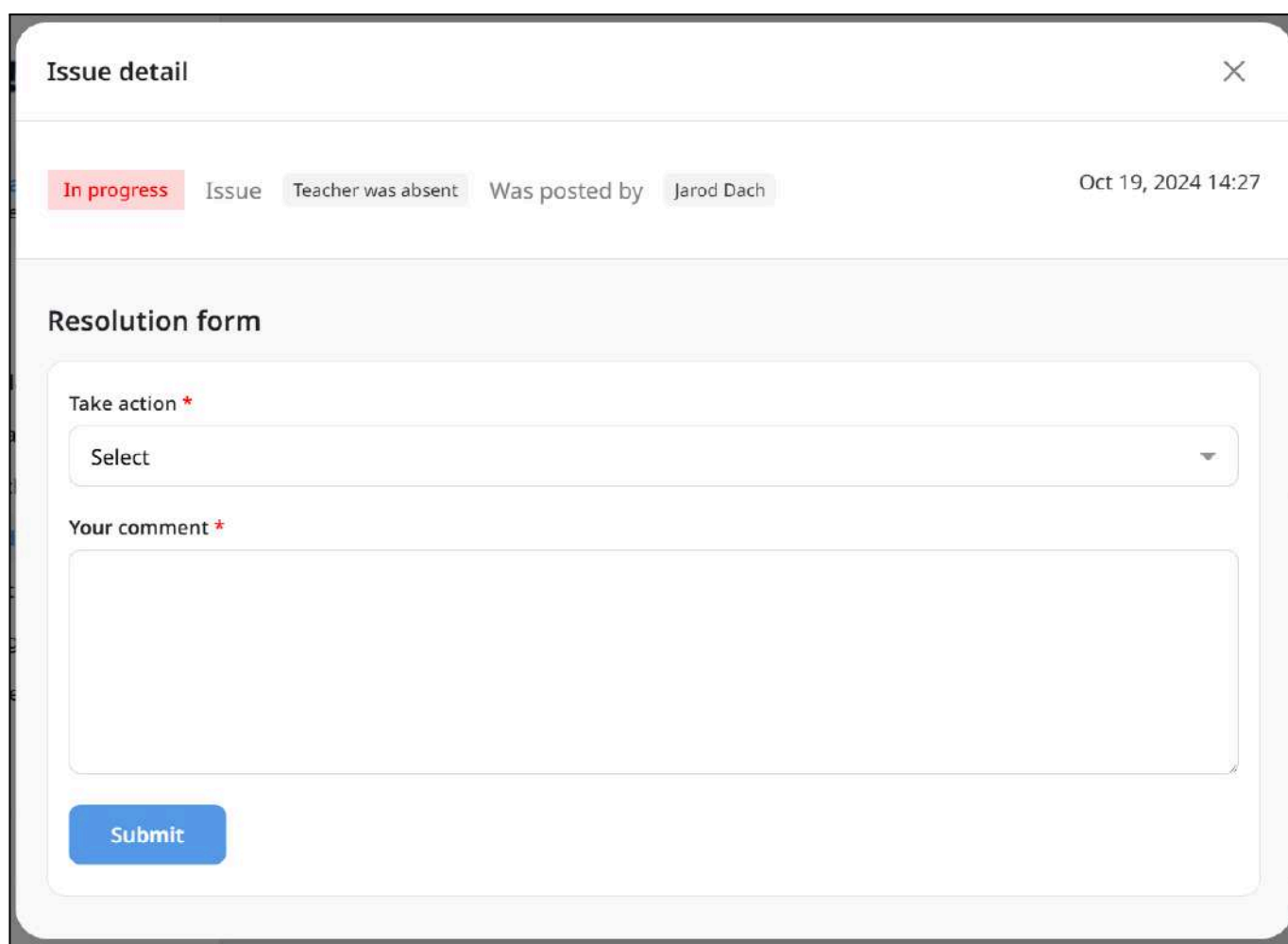
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Issue details:** Displays the current issue status, the reported issue, the name of the learner who posted it, and the date and time it was submitted. The action taken by the learner is also shown in this section.
- **Issue logs:** Shows the timeline of actions taken by users related to the issue. Each entry includes the user's name and role, the action taken, the date and time of the action, and any associated comments.
- **Session details:** Displays key session information, including Order ID, Lesson ID, Lesson price, and the name of the user who ended the session. It also displays the teacher's and learner's names along with their respective join and end times.

ii. Resolve issue

This button is displayed only for reported issues that are still **in progress**. Click this button to open the **Reported issue details** window, containing the **Resolution form**.



The screenshot shows a modal window titled "Issue detail" with a close button (X) in the top right corner. Below the title bar, there is a status bar with the following information: a red "In progress" label, the word "Issue", a grey box containing "Teacher was absent", a grey box containing "Was posted by", another grey box containing "Jarod Dach", and a timestamp "Oct 19, 2024 14:27". Below this is a section titled "Resolution form". Inside this section, there is a label "Take action *" followed by a dropdown menu with the text "Select". Below the dropdown is a label "Your comment *" followed by a large text input area. At the bottom left of the form is a blue "Submit" button.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

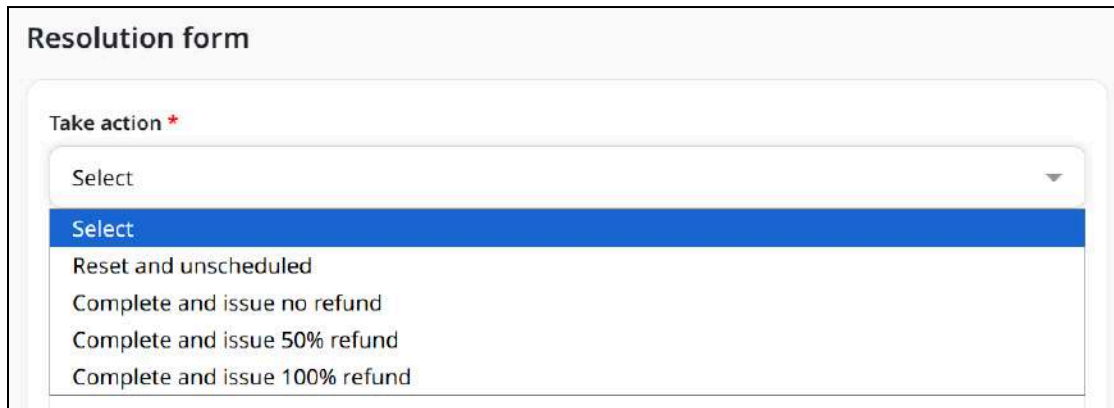
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

In this window, you can view the issue status, the reported issue, the name of the learner who posted it, and the date and time the issue was submitted.

Update the following fields to take action against the reported issue:

- **Take action***: Click the field and select the most appropriate resolution from the dropdown list.



The screenshot shows a 'Resolution form' with a section titled 'Take action *'. Below this is a dropdown menu. The menu is open, showing the following options: 'Select' (highlighted in blue), 'Reset and unscheduled', 'Complete and issue no refund', 'Complete and issue 50% refund', and 'Complete and issue 100% refund'.



The available actions are defined by the administrator.

- **Your comment***: Enter any supporting details or comments you want to share with the learner regarding the resolution.

Once the form is completed, click **Submit**.

The issue status is updated on the **Reported issues** page, and a system-generated email notification is sent to the learner.

Learners can escalate the issue to the admin if they are not satisfied with the resolution. In such cases, you will no longer be able to take any action on the issue, but you can still review its details on the **Reported issues** page.

Search for a reported issue

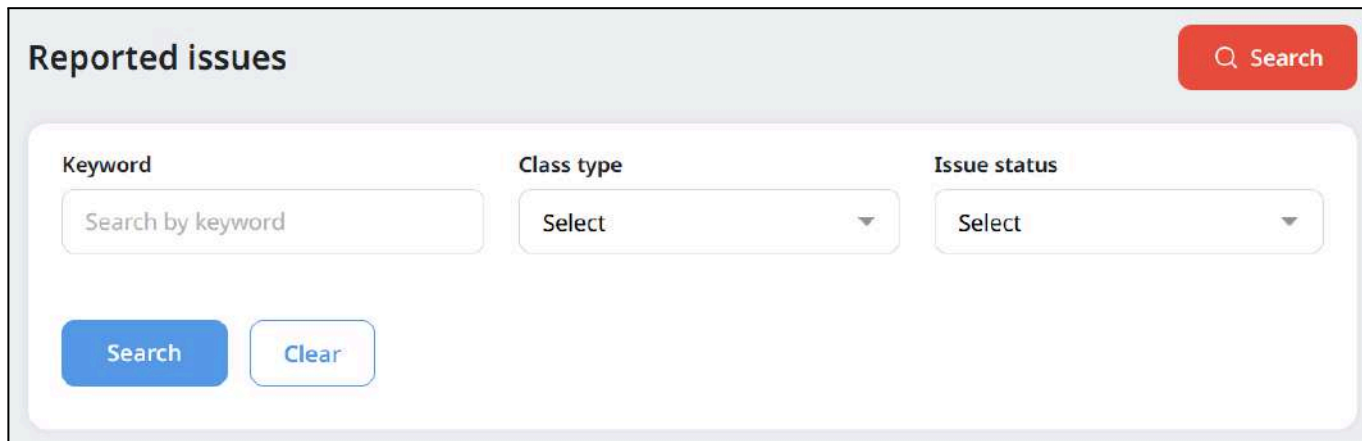
Use the search functionality at the top of the list to find a specific reported issue.

Click  to expand the search bar (also used to collapse it).

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the learner who reported the issue.
- **Class type:** Click the field and select the session type—One-to-one lessons or Group classes/packages—from the dropdown list.
- **Issue status:** Click the field and select the status of the issue from the dropdown list—In progress, Resolved, Escalated, or Closed.

Search for a reported issue by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

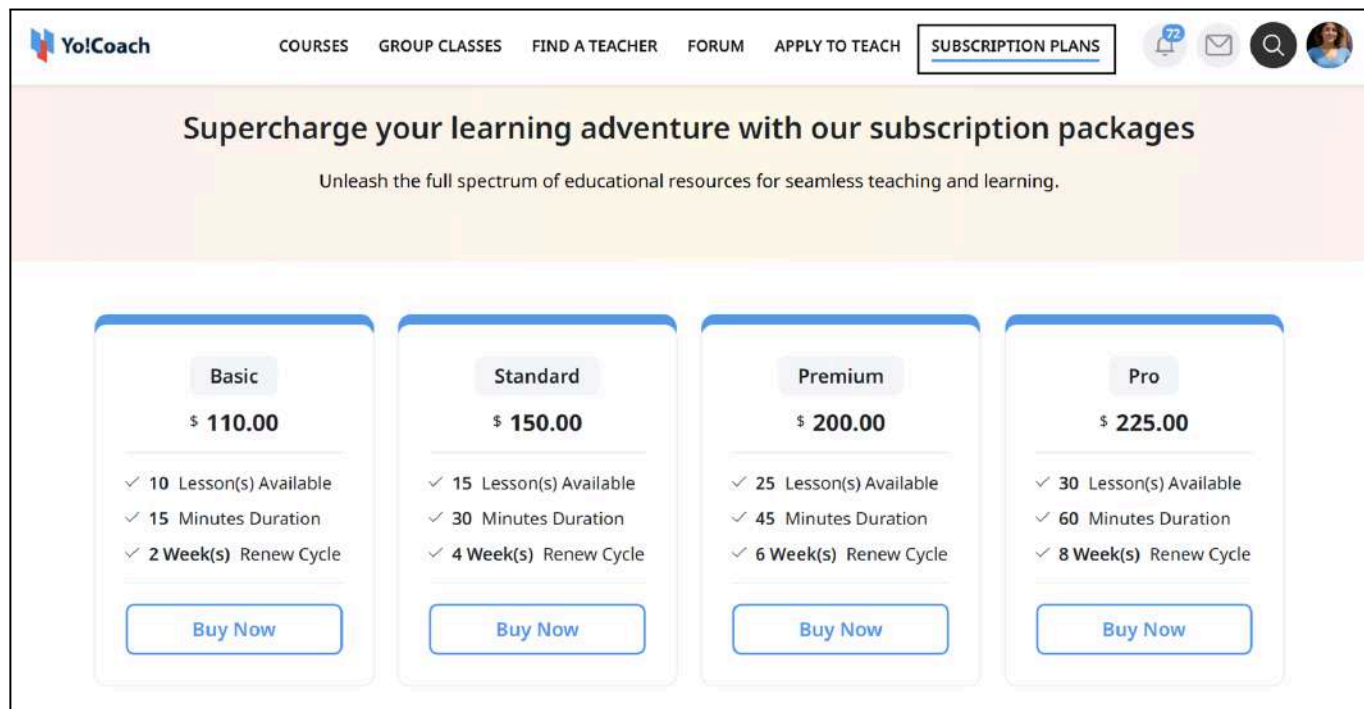
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.6 Subscriptions

If the subscription feature is enabled on the platform, learners can purchase lesson-based subscription plans from the **Subscription plans** page on the front end.



These plans allow learners to book one-on-one lessons with teachers without making a separate payment for each session, as the subscription covers the cost.

Each subscription plan includes a fixed number of lessons that must be booked within a defined validity period—such as 2 weeks, 1 month, or 6 weeks. For example, a learner may purchase a plan with 10 lessons, each 15 minutes long, valid for 2 weeks. After the plan expires, any unused lessons are forfeited, and the plan automatically renews if applicable.

The process to book a lesson under a subscription plan is the same as for regular lesson bookings. The only differences are:

- No payment is required during booking, as the subscription covers it.
- The recurring lesson option is not available.

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Learners can book lessons for different subjects, provided the total number of booked lessons stays within the plan's limit and the bookings are made before the plan expires.

You can access and manage lessons booked under subscription plans through this submodule.

Learner name	Plan Name	Lesson price	Lessons	Subscription Status	Actions
Keith Ferguson	Standard	\$10.00	2	Active	
Dante Lindsey	Premium	\$8.00	1	Active	

It displays a list of subscriptions purchased by your learners, arranged chronologically by subscription start date.

The list displays the following information:

- **Learner name:** The name of the learner who booked one or more lessons with you as part of a subscription.
- **Plan name:** The name of the subscription plan used by the learner to book the lessons.
- **Lesson price:** The price of each lesson booked through the subscription plan.
- **Lessons:** The number of lessons booked within a single subscription cycle. This is the number of lessons you are expected to deliver to the learner during each subscription cycle.
- **Subscription status:** The current status of the learner's subscription plan.

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Action button

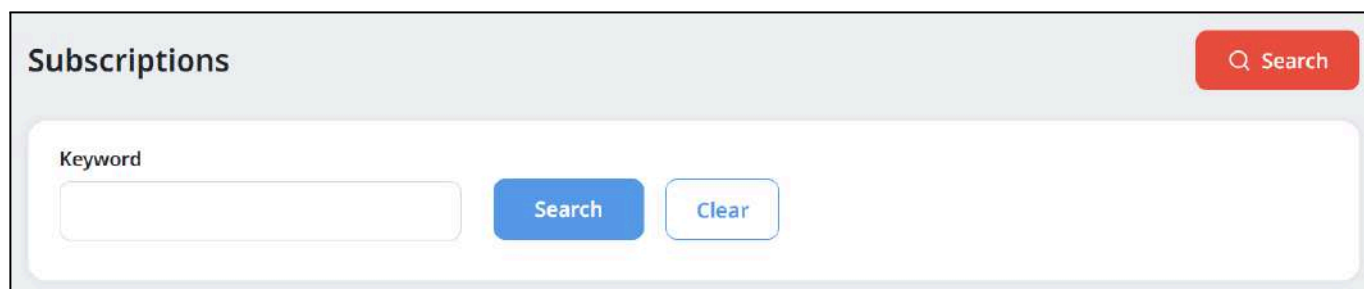
There is a single action button next to each entry—**View lessons** .

You are directed to the [Manage lessons](#) page, which displays the lessons scheduled in the current subscription.

This page is a replica of the [Lessons](#) module, and similar functionalities are available. Refer to the [Lessons](#) module section earlier in this manual for more information.

Search for a subscription booking

Use the search functionality at the top of the list to find a specific subscription booking. Click  to expand the search bar (also used to collapse it).



The screenshot shows a search interface for subscriptions. At the top left, the word "Subscriptions" is displayed. At the top right, there is a red button with a magnifying glass icon and the text "Search". Below this, there is a search bar with the label "Keyword" above it. Inside the search bar, there is a text input field. To the right of the input field, there are two buttons: a blue "Search" button and a light blue "Clear" button.

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

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An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

6.7 Recurring lessons

Yo!Coach allows learners to book recurring one-on-one lessons with teachers by enabling the **Recurring buy** option during checkout.

Select subject and duration

Art History ▼ 15 minutes lesson ▼

– 1 +

Recurring buy ☒ Repeat on Every 4 weeks ⓘ

Offline lesson ☐ See address info ⓘ

Total price : **\$27.50**

Next

When a learner activates this option, the selected schedule is repeated every four weeks. For example, if a learner purchases four lessons and enables the recurring buy feature, they must schedule four time slots within the next four weeks. Time slots beyond the four-week window cannot be selected.

Schedule your lessons

April 2026

MON	TUE	WED	THU	FRI	SAT	SUN
		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			

1 Lesson(s) To Schedule

Apr 23, 2026

- 18:30
- 18:45
- 19:00
- 19:15
- 19:30
- 19:45
- 20:00
- 20:15

Total price: **\$27.50**

Next

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

At the end of each 4-week period, the order automatically renews with the same number of lessons and the same scheduled time slots. This cycle continues until the learner cancels the subscription or you discontinue offering the respective subject lessons.

As a teacher, you can view your recurring lesson bookings through this submodule. The page displays a list of recurring lessons booked with you, arranged chronologically by the start date of each recurring order.

Recurring lessons							
Learner	Child	Start date	End date	Subjects	Lessons	Status	Actions
Keith Ferguson	-	Apr 23, 2026	May 21, 2026	Art History	1	Active	
Ezequiel Heaney	-	Oct 27, 2024	Nov 24, 2024	Literature	3	Expired	

The list displays the following information:

- **Learner:** The learner's profile picture and name.
- **Start date:** The date on which the recurring lesson booking begins.
- **End date:** The date on which the recurring lesson booking ends.
- **Subjects:** The subject selected for the recurring lesson booking.
- **Lessons:** The number of lessons booked per 28 days. This is the number of lessons you are expected to deliver during each cycle.
- **Status:** The current status of the recurring lesson booking.

Action button

There is a single action button next to each entry—**View lessons**

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

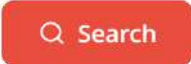
An asterisk (*) next to a label indicates that the information is mandatory.

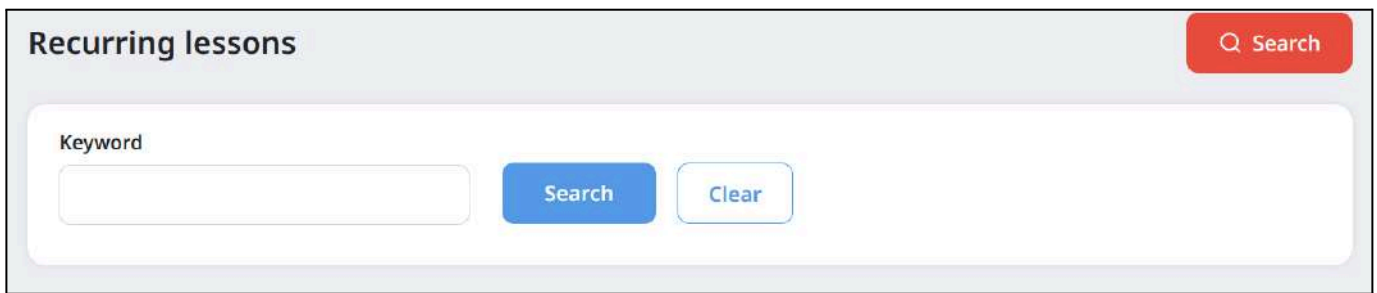
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

You are directed to the [Manage lessons](#) page, which displays the lessons scheduled in the current recurring lesson booking for the 28-day period.

This page is a replica of the [Lessons](#) module, and similar functionalities are available. Refer to the [Lessons](#) module section earlier in this manual for more information.

Search for a recurring lesson booking

Use the search functionality at the top of the list to find a specific recurring lesson booking. Click  to expand the search bar (also used to collapse it).



The screenshot displays a search interface for recurring lessons. At the top, the title "Recurring lessons" is shown on the left, and a red "Search" button is on the right. Below this is a large white search area containing a "Keyword" label, a text input field, and two buttons: "Search" (blue) and "Clear" (light blue).

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

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6.8 My learners

This submodule displays a list of all learners who have ever booked a session with you—whether a one-on-one lesson or a group class.

This list also displays the learners to whom you are assigned as a teacher, if the teacher assignment feature is enabled by the admin on the platform.

Learner/Parent	Lessons	Classes	Lessons offer	Classes offer	Package offer	Actions
Viola Medhurst	1	0	NA	NA	NA	[Message] [Settings]
Akeem Sawayn	3	0	NA	NA	NA	[Message] [Settings]
Dwight Vandervort	2	0	NA	NA	NA	[Message] [Settings]

For each learner, the page shows the total number of lessons and classes they have booked with you to date.

This section also allows you to create learner-specific discount offers. These personalized discounts can help you promote your sessions, encourage repeat bookings, and strengthen learner retention.

Action buttons

Each learner entry includes two action buttons. The functions of these buttons are explained below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

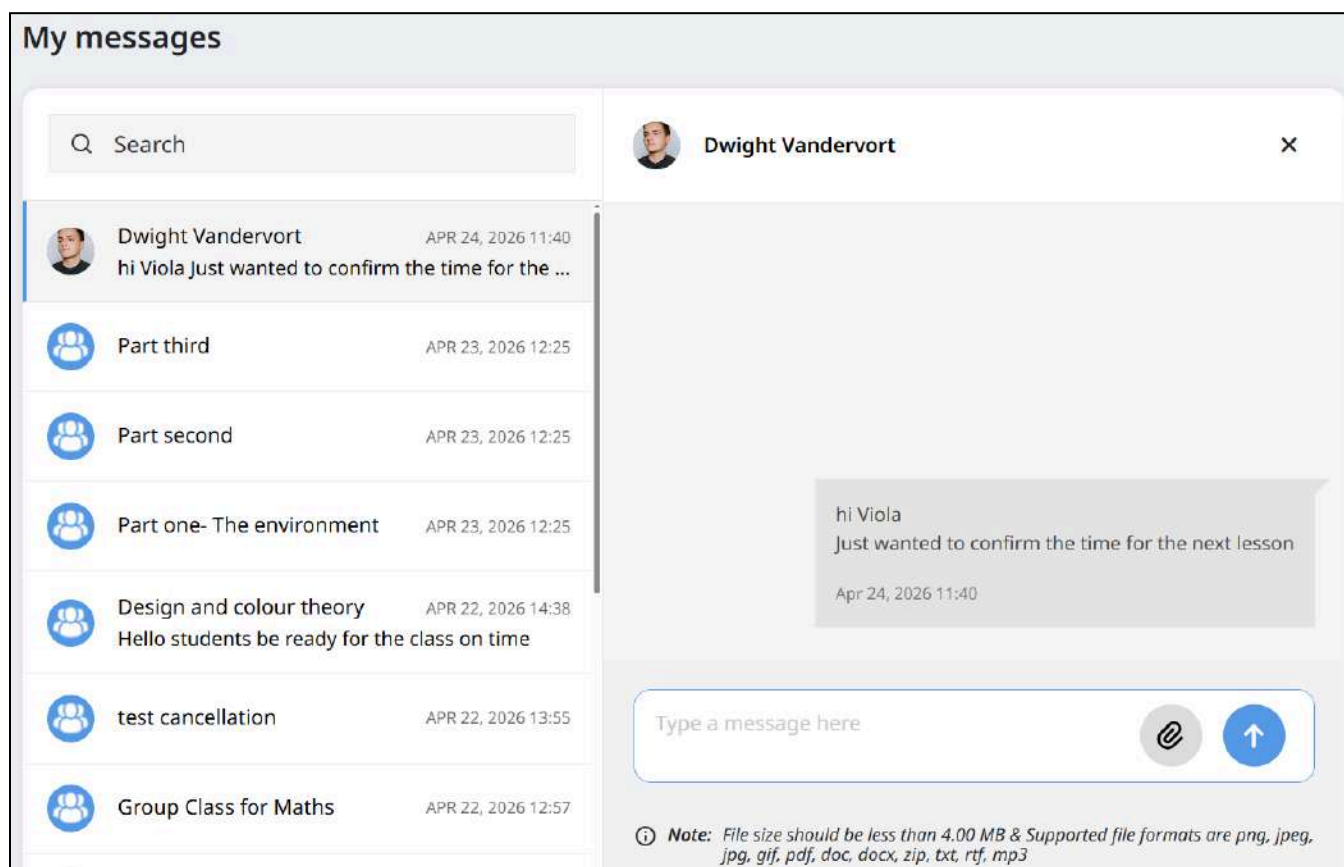
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

i. Message

Click this to contact a learner directly through messages, and the messaging interface will appear. Based on your message history with the learner, one of the following scenarios will occur:

1. If you have previously interacted with the learner, you will be redirected to the existing conversation window under the [My messages](#) page.



 Refer to the [My messages](#) section of this manual to learn more about the available actions and features on that page.

2. If you have not interacted with the learner before, the Start conversation window appears.

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Start conversation ✕

Message*

Choose files No file chosen

File size should be less than 4.00 MB & Supported file formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt, rtf, mp3

Send

Update the following:

- **Message*:** Enter your message in the description box.
- **Choose file:** Click this to upload a supporting media file, select the file from your system storage, and click **Open** to add it to this field.

Click **Send** to deliver the message.

A new conversation thread will be created, which can be accessed from the [My messages](#) section.

ii. Offer price

Click this to offer learner-specific discounts on your one-on-one lessons, group classes, and class packages.

The **Offer percentage for [Learner]** window opens, where you can define custom discount values for the selected learner.

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Offer percentage for Viola Medhurst
✕

Lesson offer

Discount (%) for 15 minutes Lesson

Discount (%) for 30 minutes Lesson

Discount (%) for 45 minutes Lesson

Class offer

Discount (%) for 15 minutes Class

Discount (%) for 30 minutes Class

Discount (%) for 45 minutes Class

Discount (%) for 60 minutes Class

Class package offer

Class packages offer(%)

Save

The form includes the following three sections:

- **Lesson offer:** Enter the discount percentage for each available lesson time slot. Leave a field blank if no discount applies to that time slot.
- **Class offer:** Enter the discount percentage for each available group class time slot. Leave a field blank if no discount applies.

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An asterisk (*) next to a label indicates that the information is mandatory.

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- **Class package offer:** Enter the discount percentage for group class packages. Leave the field blank if no offer applies.

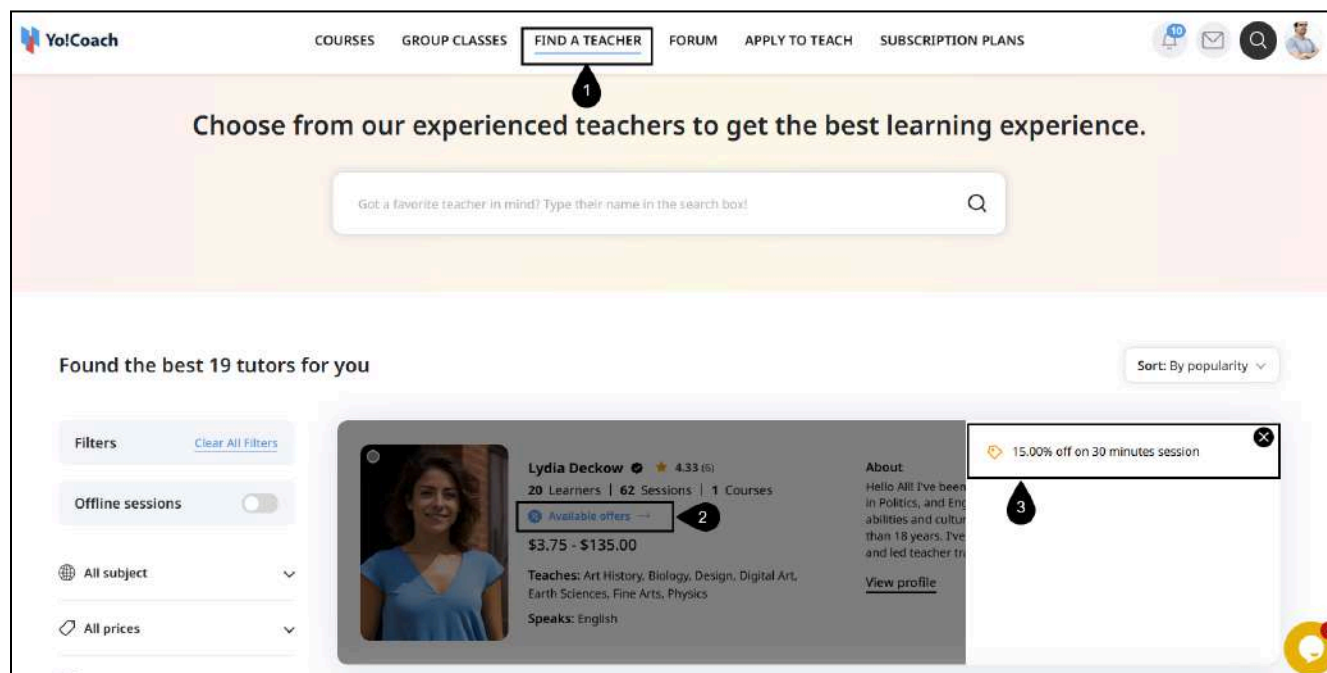
Once done, click **Save** to apply the offers and the form will close automatically.

The defined discounts appear under the Lessons offer, Classes offer, and **Package offer** headers for the respective learner (as shown in the image below).

My learners						
Search						
Learner/Parent	Lessons	Classes	Lessons offer	Classes offer	Package offer	Actions
 Viola Medhurst	1	0	15.00% off on 30 minutes session	55.00% off on 45 minutes session	40.00% off	 

The lesson and class time slot fields displayed in the form depend on the slots you have activated in the Account settings > [Price](#) tab.

The discounts are visible only to the selected learner on the front end, under your teacher profile. For example, the added lesson offers are displayed as shown in the image below.



The screenshot shows the 'Find a Teacher' page on the Yo!Coach platform. The header includes navigation links: COURSES, GROUP CLASSES, FIND A TEACHER (highlighted with a callout 1), FORUM, APPLY TO TEACH, and SUBSCRIPTION PLANS. The main heading is 'Choose from our experienced teachers to get the best learning experience.' Below this is a search bar with the placeholder text 'Got a favorite teacher in mind? Type their name in the search box!'. The section 'Found the best 19 tutors for you' displays a list of tutors. A callout box (2) highlights the 'Available offers' section for a tutor named Lydia Deckow, showing a discount of 15.00% off on 30 minutes session (callout 3). The tutor's profile includes a photo, name, ratings, and a list of subjects taught.

At checkout, the system automatically applies the defined percentage to calculate the discounted price.

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An asterisk (*) next to a label indicates that the information is mandatory.

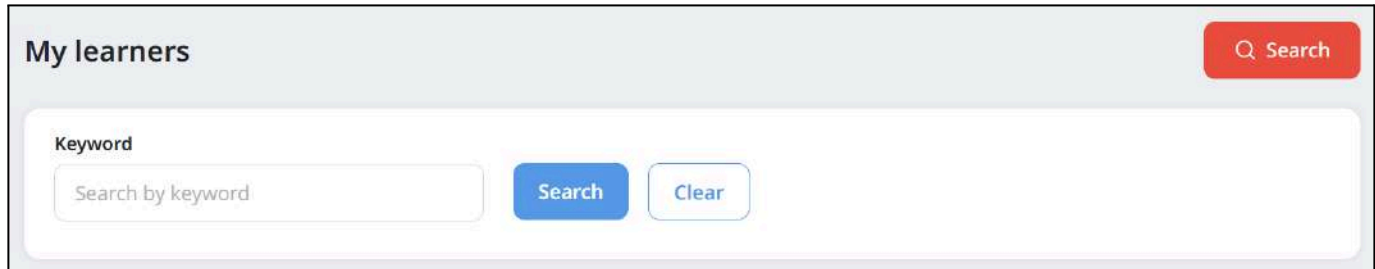
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a learner

Use the search functionality at the top of the list to find a specific learner. Click

 Search

to expand the search bar (also used to collapse it).



My learners

Keyword

Search by keyword

Search

Clear

Enter the learner name in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

7. Quiz

Quizzes are interactive tools that help assess learners' understanding across a variety of contexts, including standalone classes, group class packages, one-on-one lessons, and courses. They not only engage learners but also allow you to track learning outcomes effectively.

As a teacher, you are responsible for creating and managing quizzes on the platform. This process involves two steps:

1. **Create questions:** Begin by adding individual questions under the [Quiz questions](#) submodule.
2. **Create quizzes:** Next, build quizzes by selecting and linking the questions you have created.

You can then attach the quizzes to relevant [lessons](#), [classes](#), or [courses](#), depending on your teaching structure.

Quizzes can only be linked to bookings that have already been made—they cannot be associated with unbooked classes or lessons. For courses, quizzes are typically added as the final step of the structure and are available only to learners who have purchased the course. Use this module to create and manage all your quizzes.

7.1 Question Bank

Use this submodule to create and manage your quiz questions.

Title	Type	Category	Subcategory	Status	Added on	Actions
The human body has how many bones in total?	Multiple choice	Science	Concept Checks	☒	Feb 02, 2025 06:31	Edit Delete
Which of these animals is a mammal?	Multiple choice	Science	Concept Checks	☒	Feb 02, 2025 06:30	Edit Delete
Which of the following is the largest planet in our solar system?	Single Choice	Science	Concept Checks	☒	Feb 02, 2025 06:29	Edit Delete

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

These questions form the foundation of your quizzes and can be reused across lessons, group classes, and courses.

The question repository supports multiple formats, including multiple-choice, single-choice, and text-based questions, allowing for flexible quiz design to match different learning needs.

Manage the quiz questions list

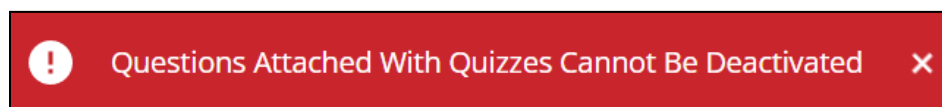
Each entry in the list includes the following details and provides options for management including:

- **Title:** The title of the quiz question.
- **Type:** The type of question, which can be Multiple choice, Single choice, or Text-based.
- **Category:** The main category to which the quiz question belongs.
- **Subcategory:** The subcategory under the selected category, if applicable.
- **Status:** Edit the status (activate or deactivate) of a quiz question as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the quiz question to activate it. Turn off  the toggle switch to deactivate it.

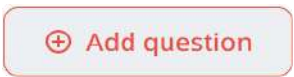
A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **OK** to delete it or **Cancel** to abort the action.

 *If the quiz question is linked to at least one quiz, an error message will appear, preventing the action.*



- **Added on:** The date and time the quiz question was added on.

Add a question

Click  from the upper-right corner of the page to open the **Setup question form**.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Setup Question

×

Title *

Type *

Select

Description

Category *

Select

Subcategory

Select

Marks *

Hint

Save

Update the following:

- **Title*:** Enter a clear and concise title for the question. This helps you identify the question later when linking it to a quiz.
- **Type*:** Click the dropdown and select the type of question you want to create. The available options include Multiple choice, Single choice, and Text.
- **Description:** Enter the full question text and additional context for the learner. This field can also include supporting information or instructions, if necessary.
- **Category*:** Click the dropdown and select the relevant quiz category under which the question will be classified. Categories are managed by the admin and help organize questions.
- **Subcategory:** If applicable, select a subcategory related to the selected category. This helps further classify the question for easier search and reuse.
- **Marks*:** Enter the number of marks the question carries. This value contributes to the total score when the quiz is evaluated.

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- **Hint:** Optionally, enter a hint to assist the learner in answering the question. Hints are visible during the quiz, depending on how the quiz is configured.

After filling in the required details, click **Save** to create the question and add it to the question repository.

Action buttons

Each question entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the quiz question details.

This will direct you to the [Setup question](#) form. Update the details as required and click **Save**.

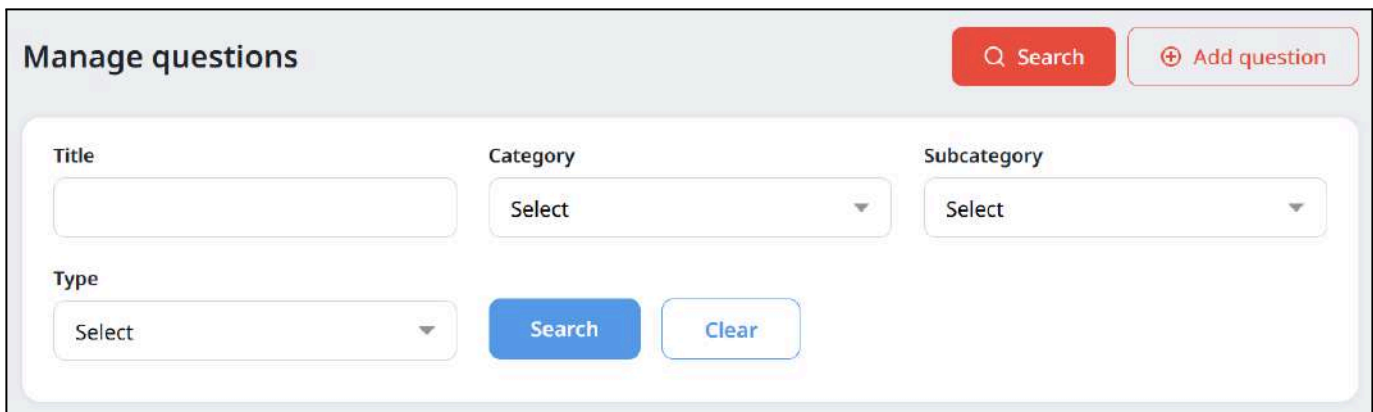
- **Delete** : Click this to delete the quiz question.

A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Search for a quiz question

Use the search functionality at the top of the list to find a specific quiz question.

Click  to expand the search bar (also used to collapse it).



There are several filters that help narrow down the search. Each field is explained below:

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Title:** Enter the title of the quiz question.
- **Category:** Click the field and select the quiz category from the dropdown list.
- **Subcategory:** Click the field and select the quiz subcategory from the dropdown list.
- **Type:** Click the field and select the type of question from the dropdown list—Multiple choice, Single choice, or Text.

Search for a quiz question by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

7.2 Quizzes

Use this submodule to create and manage quizzes for your one-on-one lessons, group classes, and courses.

Title	Type	No. Of Questions	Duration	Attempts	Pass Percent	Status	Active	Date	Actions
Literary Movements	Auto Graded	3	30m	5	80%	Published	☒	Feb 02, 2025 06:35	
General Science Knowledge Exam	Auto Graded	4	45m	5	45%	Published	☒	Feb 02, 2025 06:26	
Skills and Problem Solving Test	Auto Graded	8	50m	5	81%	Published	☒	Feb 02, 2025 06:25	
Critical Thinking in Mathematics Exam	Auto Graded	9	1h	4	60%	Published	☒	Feb 02, 2025 06:23	

Quizzes help assess learner understanding and can be customized using different question types linked from your personal question bank.

Only teachers can create quizzes on the platform.

Each quiz consists of one or more questions that you can select from the **Quiz questions** repository.

Manage the quizzes list

Each entry in the list includes the following details and provides options for management including:

- **Title:** The title of the quiz.
- **Type:** The quiz type, which can be Auto-graded or Manually-graded.
- **No. of questions:** The number of questions linked to the quiz.
- **Duration:** The duration of the quiz.
- **Attempts:** The number of attempts learners are allowed for the quiz.

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- **Pass percent:** The percentage required to pass the quiz, after which it will be marked as complete.
- **Status:** This defines the published status of the quiz, which can be either published or draft.



A quiz with a published status is visible to learners, provided it is also marked as active.

A quiz in draft status has not yet been published and will not be visible to learners.

- **Active:** Edit the status (activate or deactivate) of a quiz as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the quiz to activate it. Turn off  the toggle switch to deactivate it.

A warning dialog box will appear for both actions, asking if you want to update the status or not.

Click OK to delete it or Cancel to abort the action.

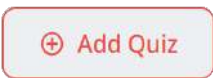


This feature allows you to hide a published quiz from the platform without deleting it.

To ensure a quiz is visible on the platform, it must be both active and published (as defined in the previous column).

- **Added on:** The date and time when the quiz was added.

Add a quiz

Click  from the upper-right corner of the page.

This will direct you to the **Setup quiz**.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The form is divided into three tabs—**General**, **Quiz questions**, and **Settings**.

Navigate between the tabs by clicking them as needed. You can return to any tab you have already filled. However, you cannot proceed to the next tab in a new form until all mandatory fields in the current tab are completed and saved.

Let us begin with the **General** tab.

i. General

Update the following:

- **Title*:** Enter the title of the quiz in this field.
- **Type*:** Click the field and select the type of quiz you are creating from the options:
 - **Auto-graded:** The system automatically assigns grades based on scoring criteria set by you for each question under **Quiz > [Quiz questions](#)**.
 - **Manually-graded:** You review and assign grades manually.

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- **Instructions*:** Enter the quiz instructions in this text box. These instructions appear before the quiz begins.

Use the available editor tools to format the content as needed. The same formatting and instructions will be displayed on the front end when the learner clicks to attempt the quiz.

Click **Save & next** from the right-side to save the details and move to the next tab.

ii. Quiz questions

Use this tab to attach questions to the quiz you are creating. You can select one or more questions from your existing question bank.

When you arrive at this tab, the form header updates to **Add quiz** to reflect the current step in the process.

← Back To Quizzes

Manage quizzes

Setup Quiz

General Question Bank Settings

Save & next

ⓘ Add Questions

≡	Title	Type	Category	Sub category	Action
No Questions Found					

To attach questions to the quiz, click  to open the **Attach questions** window.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Attach Questions				
Q Search ⊕ Attach				
Note: Didn't Find Question? Click To Add new				
☐	Title	Type	Category	Sub category
☐	The human body has how many bones in total?	Multiple choice	Science	Concept Checks
☐	Which of these animals is a mammal?	Multiple choice	Science	Concept Checks
☐	Understanding Percussion Instruments	Multiple choice	Music	Musical Instruments
☐	Origins of Rock Music	Single Choice	Music	Genres and Styles
☐	Recognizing Intervals	Single Choice	Music	Theory
☐	In Harry Potter and the Sorcerer's Stone, put the following events in the correct order:	Single Choice	Literature	Plot Sequencing
Show more				

In the **Attach questions** window, the following actions are available:

- **Search:** Click

Q Search

 to open the search bar and use it to search for a question.

Attach Questions

Q Search

⊕ Attach

×

Title

Keyword

Category

Select

Subcategory

Select

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Title:** Enter a keyword from the question title.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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- **Category:** Click the field and select the relevant category from the dropdown list.
- **Subcategory:** Click the field and select the appropriate subcategory from the dropdown list.

Click **Search** to apply the filters and view the matching questions. To reset the filters and display all available questions again, click **Clear**.

- **Checkbox:** Select the checkbox beside each question to include it in the quiz. You can select multiple questions at once by selecting the first checkbox in the heading section.

☒	Title	Type	Category	Sub category
☒	The human body has how many bones in total?	Multiple choice	Science	Concept Checks
☒	Which of these animals is a mammal?	Multiple choice	Science	Concept Checks
☒	Which of the following is the largest planet in our solar system?	Single Choice	Science	Concept Checks
☒	Which of the following are properties of real numbers?	Multiple choice	Mathematics	Numbers and Equations

- **Add new:** If you cannot find the required question, click **Add new** at the top of the window to create a new quiz question from scratch.

Attach Questions

Note: Didn't Find Question? Click To [Add new](#)

☐	Title	Type	Category	Sub category
☐	The human body has how many bones in total?	Multiple choice	Science	Concept Checks

This will redirect you to the [Setup question](#) form.

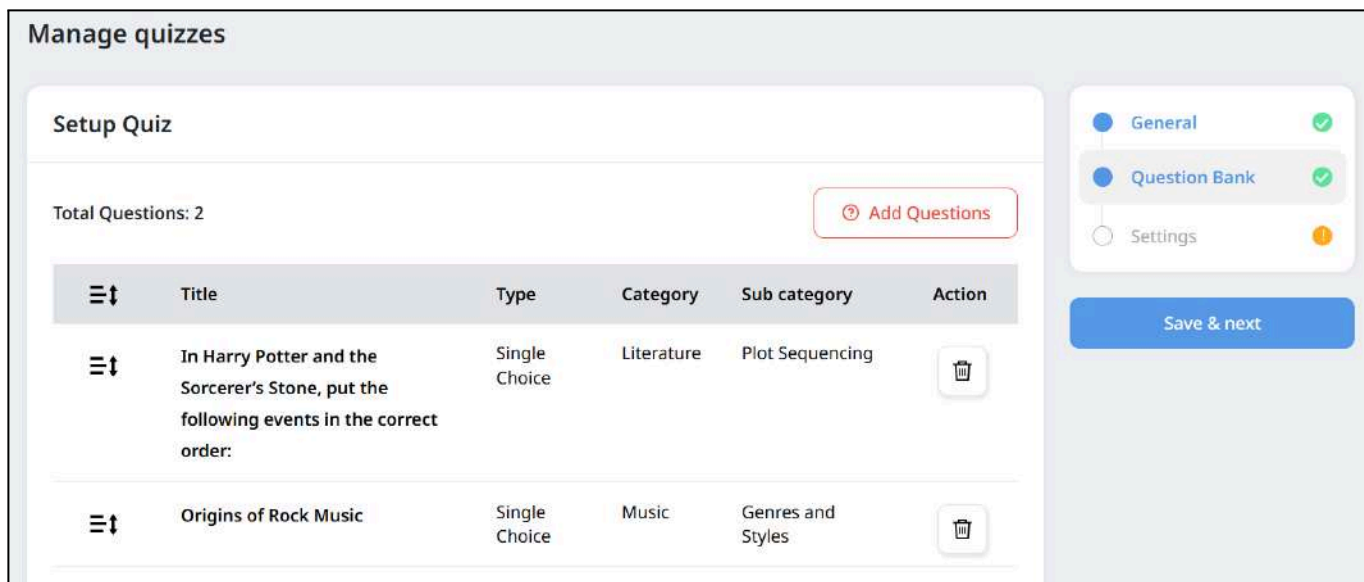
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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- **Attach:** After selecting the required questions, click  to add them to the quiz. The window will close automatically, and the selected questions will appear in a table on the **Quiz questions** tab.

To abort the process, click .



Manage quizzes

Setup Quiz

Total Questions: 2 

	Title	Type	Category	Sub category	Action
	In Harry Potter and the Sorcerer's Stone, put the following events in the correct order:	Single Choice	Literature	Plot Sequencing	
	Origins of Rock Music	Single Choice	Music	Genres and Styles	

Settings:

- General 
- Question Bank 
- Settings 

Save & next

The questions added to the quiz are displayed in a table format with the following columns:

- **Drag-and drop** : Click and hold this beside a question to move the question up or down in the list and reorder them.
The serial numbers update automatically to reflect the new order, and the same order is preserved when the quiz is presented to learners.
- **Title:** The title of the quiz question.
- **Type:** The type of question, which can be Multiple choice, Single choice, or Text-based.
- **Category:** The main category to which the quiz question belongs.
- **Subcategory:** The subcategory under the selected category, if applicable.
- **Action:** There is only one action button beside each question—**Delete**.

Click  beside any listed question to remove it from the quiz.

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A confirmation message will appear.

Click OK to confirm or Cancel to abort.

Once you have added all the required questions, click **Save & next** to proceed to the **Settings** tab.

iii. Settings

Use this tab to define the evaluation rules and success criteria for the quiz. This is the final step of the quiz creation form.

The screenshot shows the 'Manage quizzes' interface. At the top left is a 'Back To Quizzes' link. The main section is titled 'Manage quizzes' and contains a 'Setup Quiz' form. The form has four input fields: 'Duration (in mins)' with a value of 0, 'No Of Attempts Allowed' with an asterisk, 'Pass Percentage' with an asterisk, and 'Validity (in hours)' with a value of 0. Below the 'Duration' field is a note: 'Leave Empty In Case Of No Time Limit'. Below the 'Validity' field is a note: 'The validity of the quiz will be counted from the day of attachment.' There are two text areas for 'Fail Message' and 'Pass Message', both with asterisks. At the bottom, there is a section for 'Offer certificate' with 'Yes' and 'No' radio buttons, where 'No' is selected. A note at the bottom states: 'Note: Validity & Offer Certificate Settings are not applicable for courses.' On the right side, there is a sidebar with three tabs: 'General' (checked), 'Question Bank' (checked), and 'Settings' (selected and highlighted with a red box). Below the tabs is a blue 'Save' button.

Update the following fields:

- **Duration (in mins):** Enter the time limit in minutes for attempting the quiz. Leave the field blank or enter 0 if there is no time restriction.

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- **No. of attempts allowed*:** Enter the number of attempts the learner is allowed to make for this quiz.
- **Pass percentage*:** Enter the minimum percentage score required to pass the quiz.
- **Validity (in hours)*:** Enter the time period (in hours) during which the quiz remains valid after it is attached to a class or lesson. The validity starts from the moment the quiz is attached. Enter 0 for no expiration.



Validity settings are not applicable for quizzes attached to courses.

- **Fail message*:** Enter the message that will be shown to learners if they fail the quiz. Use this space to guide or encourage learners.
- **Pass message*:** Enter the message that will be displayed to learners who pass the quiz. This can include congratulatory text or next steps.
- **Offer certificate*:** Click the field and select **Yes** to issue a certificate automatically to learners who pass the quiz. Select **No** if you do not want to offer a certificate.



This feature is not applicable when the quiz is attached to a course. In that case, no certificate is issued upon quiz completion.

Once all required fields are filled out, click **Save** to complete the quiz creation process.

Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the quiz details.

This will direct you to the [Setup quiz](#) form. Update the details as required and click **Save**.

- **Delete** : Click this to delete the quiz.

A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

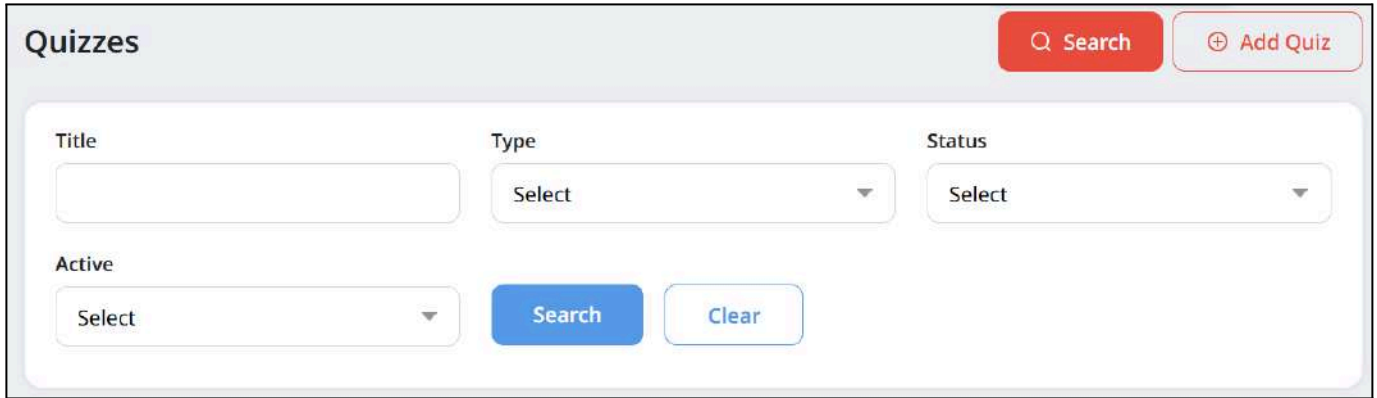
The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Search for a quiz

Use the search functionality at the top of the list to find a specific quiz. Click

 Search

to expand the search bar (also used to collapse it).



The screenshot shows a search interface for quizzes. At the top left is the label "Quizzes". To the right are two buttons: "Search" with a magnifying glass icon and "Add Quiz" with a plus icon. Below these is a search form with four input fields: "Title" (a text box), "Type" (a dropdown menu with "Select" as the placeholder), "Status" (a dropdown menu with "Select" as the placeholder), and "Active" (a dropdown menu with "Select" as the placeholder). At the bottom of the form are two buttons: "Search" in blue and "Clear" in light blue.

There are several filters that help narrow down the search. Each field is explained below:

- **Title:** Enter the title of the quiz.
- **Type:** Click the field and select the type of quiz from the dropdown list of options—Auto-graded or Manually-graded.
- **Status:** Click the field and select the publish status of the quiz from the dropdown list of options—Drafted or Published.
- **Active:** Click the field and select platform status of the quiz. Select **Yes** if the quiz is active, and **No** if it is inactive.

Search for a quiz by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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8. History

This module allows you to conveniently track your financial and transactional activities on the platform.

It includes access to three key submodules—My orders, Wallet, and Withdrawals—each designed to help you manage purchases, monitor your balance, and keep track of withdrawal requests.

8.1 My orders

Use this submodule to view and manage all the orders you have placed on the platform. This includes purchases made for group classes, courses, and other paid services.

Order ID	Type	Items	Net amount	Payment method	Payment	Status	Date time	Action
0001265	Subscription plan	1	\$200.00	Wallet	Is paid	Completed	Apr 23, 2026 14:14	
0001263	Group classes	1	\$20.00	Wallet	Is paid	Completed	Apr 22, 2026 13:56	
0001262	Group classes	1	\$20.00	Wallet	Is paid	Completed	Apr 22, 2026 12:57	
0001246	Lesson	1	\$77.50	Wallet	Is paid	Completed	Apr 16, 2026 15:03	
0001226	Purchased courses	1	\$824.00	Paypal standard	Is paid	Completed	Apr 23, 2024 19:59	
0001222	Purchased courses	1	\$846.00	PayGate	Unpaid	Canceled	Feb 03, 2024 21:17	

The page displays a complete list of your orders in reverse chronological order—showing the most recent one at the top for easy tracking.

This list is unified across your teacher and learner profiles, meaning all transactions appear in one place regardless of the role under which the order was made.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Manage the orders list

Each entry in the list includes the following details and provides options for management including:

- **Order ID:** The unique identifier for each order.

Click  beside the number to view additional order details, including order type, teacher details, order item breakdown, and payment history.

This same section appears when you click [View](#) (explained under action buttons - refer it to know more).

0001263
Group classes
1
\$20.00
Wallet
Is paid
Completed
Apr 22, 2026 13:56

ORDER DETAIL

Order ID: 0001263
Order date: Apr 22, 2026 13:56
Total amount: \$20.00
Coupon discount: \$0.00
Reward discount: \$0.00
Net amount: \$20.00
Pay method: Wallet

TEACHER DETAIL

Teacher: Wayne Alexander
From: United States of America
Timezone: Asia/Kolkata

ORDER TYPE

Type: Group classes
test cancellation
Physics, 15 Minutes
Quantity: 1
Price: \$20.00/ Class

ITEMS IN ORDER

Class ID	Order date	Name	Class start time	Class end time	Status
33	Apr 22, 2026 13:56	Self	Apr 22, 2026 14:00	Apr 22, 2026 14:15	Completed

PAYMENT HISTORY

Date	Txn ID	Payment method	Amount
Apr 22, 2026 13:56	1273	Wallet	\$20.00

- **Type:** The type of order placed. Supported order types include Group classes, Course, Class packages, Lesson, Recurring lessons, Wallet recharge, Gift card, and Subscription plan.
- **Items:** The total number of items included in the order.
- **Net amount:** The final amount payable after applying discounts. It is calculated as Total – Discount.

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- **Payment method:** The method used to pay for the order.

If **Bank transfer** is selected during the checkout, the learner is directed to a form displaying the bank account details where the payment needs to be made.

Payable amount : \$232.50
Order number: 0001282

Complete your order by providing below details

Bank code (Bankleitzahl): 20811008
domestic account number: 1039531801
IBAN: AL90208110080000001039531801

Transaction ID*

Transaction detail*

Transaction receipt

Choose File
No file chosen

Supported file formats are png, jpg, jpeg, txt, doc, docx, pdf

Submit detail

Once the payment is made, they need to add the details of the transaction in this form and submit it. The admin will review the information and add the payment to your wallet, once it is verified.

- **Payment status:** Indicates whether the payment has been **completed (Paid)** or is still pending (**Unpaid**).
- **Status:** The current progress status of the order, such as **Completed** or **Pending**.
- **Date & time:** The exact date and time when the order was placed.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

i. View



Click this button beside an entry (or  beside the **Order ID**), the order expands to display detailed information grouped under three sections—Order detail, Teacher detail, and Order type—along with two supporting tables: Items in order and Payment history.

0001263 

Group classes

1

\$20.00

Wallet

Is paid

Completed

Apr 22, 2026 13:56




ORDER DETAIL

Order ID: 0001263

Order date: Apr 22, 2026 13:56

Total amount: \$20.00

Coupon discount: \$0.00

Reward discount: \$0.00

Net amount: \$20.00

Pay method: Wallet

TEACHER DETAIL

Teacher: Wayne Alexander

From: United States of America

Timezone: Asia/Kolkata

ORDER TYPE

Type: Group classes

test cancellation

Physics, 15 Minutes

Quantity: 1

Price: \$20.00/ Class

ITEMS IN ORDER

Class ID	Order date	Name	Class start time	Class end time	Status
33	Apr 22, 2026 13:56	Self	Apr 22, 2026 14:00	Apr 22, 2026 14:15	Completed

PAYMENT HISTORY

Date	Txn ID	Payment method	Amount
Apr 22, 2026 13:56	1273	Wallet	\$20.00

- **Order detail:** Displays the order ID, order date and time, total amount, applied discounts, net amount paid, and the payment method used.
- **Teacher detail:** Displays the teacher's name, country, and timezone associated with the order.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Order type:** Displays the type of order (for example, group classes), the class topic, subject, duration, and price per class.
- **Items in order:** Lists each class booked in the order along with its class ID, order date, class start and end times, and current class status.
- **Payment history:** Lists the date of payment, transaction ID, payment method, and the amount paid.

Click  or  again to close the section.

ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.

Yo!Coach		Order Receipt		
Bill To Name: Lydia Deckow Email: Lydia.deckow@dummyid.com Order ID: 0000030 Order date: Oct 21, 2024 12:14 Pay method: Wallet		Order detail Type: Recurring lessons Name: Literature Duration: 30 Minutes Teacher: Dwight Vandervort Session type: Offline Quantity: 3 Payment status: Is paid Status: Completed		
Lesson ID	Name	Lesson starttime	Lesson endtime	Status
92	Self	Feb 18, 2025 17:30	Feb 18, 2025 18:00	Completed
93	Self	Nov 18, 2024 01:45	Nov 18, 2024 02:15	Canceled
94	Self	Feb 11, 2025 11:00	Feb 11, 2025 11:30	Scheduled
Total Order Amount:				\$40.02
Order discount:				\$0.00
Order Reward:				\$0.00
Net amount:				\$40.02

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

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An asterisk (*) next to a label indicates that the information is mandatory.

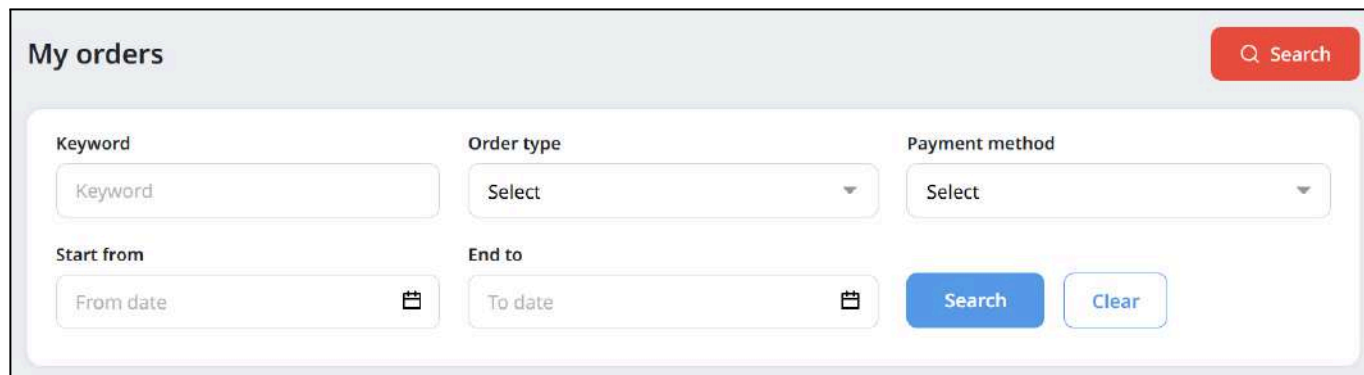
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for an order

Use the search functionality at the top of the list to find a specific order. Click

 Search

to expand the search bar (also used to collapse it).



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID in this field.
- **Order type:** Click the field and select the session type—lesson, recurring lesson, group classes, class packages, course, wallet recharge, gift card or subscription plans—from the dropdown list.
- **Payment method:** Click the field and select the payment method from the dropdown list of options. Only the payment methods active on the platform will be displayed here.
- **Start From:** To view orders that were placed on a specific date, select the desired date in this field.

To filter orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End To:** Click the field and select the ending date of the range in this field.



*The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field.*

*For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Search for an order by filling in a single field or multiple fields. To view orders within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

8.2 Wallet

This submodule provides a summary of your current wallet balance along with a detailed record of all wallet transactions, including payments, refunds, recharges, and redemptions. It acts as your personal digital wallet on the platform.

Txn ID	Type	Amount	Date	Comments
TXN-0001277	Subscription Plan Ordered	-\$200.00	Apr 23, 2026 14:14	Subscription Plan Ordered: ID 0001265
TXN-0001275	Learner refund	\$10.00	Apr 22, 2026 18:02	تم استلام استرداد (50%) للحصة test cancellation (888 - Lydia Deckow)
TXN-0001273	Group class ordered	-\$20.00	Apr 22, 2026 13:56	Group class ordered: ID 0001263

All refunds and received payments are credited directly to your wallet, and charges for upcoming lesson subscription cycles are automatically deducted from it.

On the very top of the page, your current wallet balance is displayed along with these options—recharge your wallet and redeem any gift cards received from other users.

Manage the transactions list

The list displays the following information:

- **Txn ID:** The unique identifier assigned to the transaction.
- **Type:** The type of transaction executed, such as teacher payment, learner refund, package ordered, subscription ordered, gift card ordered, lesson ordered, or group class ordered.
- **Amount:** The exact amount involved in the transaction.
- **Date:** The date and time when the transaction was processed.
- **Comments:** Any supporting notes or information related to the transaction.

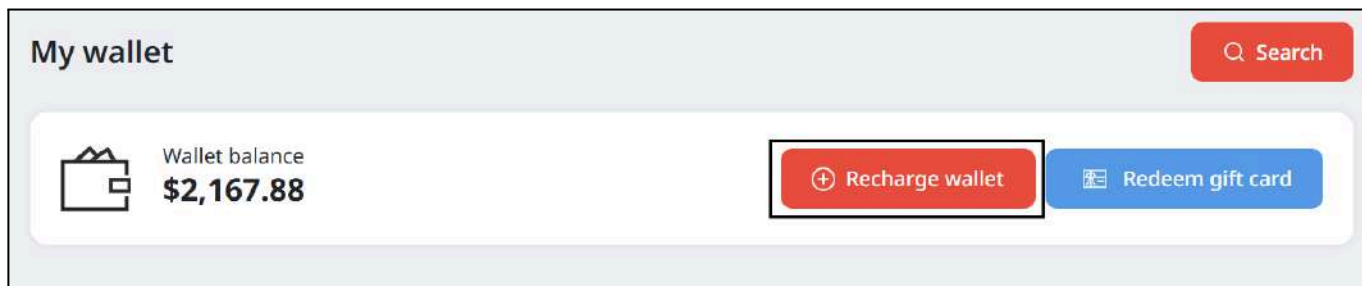
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Recharge wallet

Click this button from the upper-right side on the header section of the page.



When you do this, the **Add money to the wallet** pop-up form appears.

Add money to the wallet

Amount to be added [USD] *

\$0

Payment method *

Bank transfer

* All purchases are in USD. Foreign transaction fees might apply, according to your bank policies

The order will automatically be cancelled if it isn't paid within 10 minutes.

Submit

Update the following fields:

- **Amount to be added [default currency]*:** Enter the amount you want to add to your digital wallet. This value is entered in the platform's default transaction currency.

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- **Payment method*:** Click the field and select the payment method you want to use for recharging your wallet.



The list of available payment methods is managed by the admin and may vary depending on the platform configuration.

Once both fields are filled, click **Submit** to proceed.

Points to note

1. If **Bank transfer** is selected as the payment method, you will be directed to a form displaying the bank account details where the payment needs to be made.

The screenshot shows a payment form for Yo!Coach. At the top is the Yo!Coach logo. Below it, a light blue box contains the text: "Complete your order by providing below details". Under this box, the following bank details are listed: "Bank code (Bankleitzahl): 20811008", "domestic account number: 1039531801", and "IBAN: AL90208110080000001039531801". Below the bank details, there are two columns: "Payable amount" showing "\$1,000.00" and "Order number" showing "0001275". Further down, there are three input fields: "Transaction ID*" (with a red asterisk), "Transaction detail*" (with a red asterisk), and "Transaction receipt". The "Transaction receipt" field has a "Choose file" button and the text "No file chosen". Below these fields, a note states: "File size should be less than 4.00 MB & Supported file formats are png, jpg, jpeg, txt, doc, docx, pdf". At the bottom center is a blue button labeled "Submit detail".

After making the payment through your bank, fill out the required transaction details in the form and click **Submit detail**. The admin will review the information and update your wallet balance once the payment is verified.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

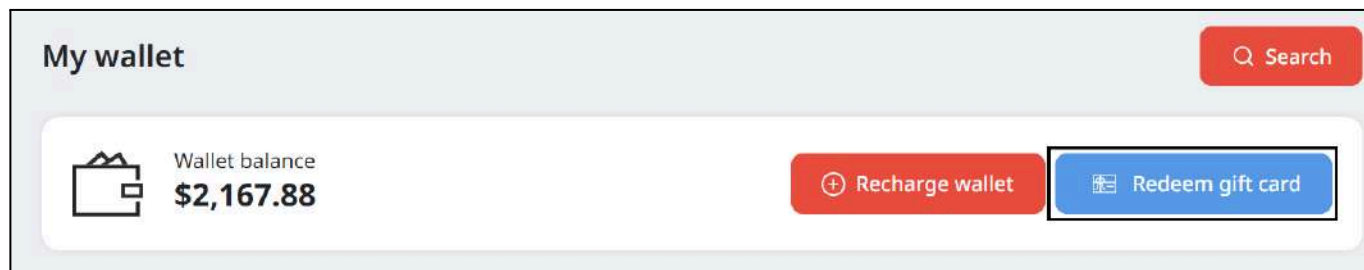
An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

2. If any **other payment method** (such as Stripe, PayPal, or any gateway) is selected, the wallet will be recharged immediately after the transaction is successfully processed. No manual verification is required for these methods.

Redeem gift card

Click this button from the upper-right side on the header section of the page.



When you do this, the **Redeem gift card** pop-up form appears.

A screenshot of a 'Redeem giftcard' pop-up form. The title 'Redeem giftcard' is at the top left, and a close 'X' button is at the top right. Below the title is a label 'Gift card code *' with a red asterisk. Underneath is a text input field with the placeholder text 'Enter gift card code'. At the bottom of the form are two buttons: a solid blue 'Redeem' button and a white 'Cancel' button with a blue border.

Enter the **Gift card code** in the field provided, and click **Redeem**.

The card will be redeemed and the amount will be added to your wallet instantly and you will be directed back to the Wallet page (as shown in the image below).

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

My wallet
Search



Wallet balance
\$2,117.88

Recharge wallet
Redeem gift card

Txn ID	Type	Amount	Date	Comments
TXN-0001288	Redeem gift card	\$150.00	Apr 27, 2026 19:02	Giftcard redeem to wallet \$150.00 by gift code 69ef65400274a

Search for a transaction

Use the search functionality at the top of the list to find a specific transaction. Click

Search to expand the search bar (also used to collapse it).

My wallet
Search

Keyword

Start from


End to


Search
Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the transaction ID, or a keyword or phrase from the comments associated with the transaction, in this field.
- **Date range: From:** To view transactions that were made on a specific date, select the desired date in this field.

To filter transactions made within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Click the field and select the ending date of the range in this field.



*The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field.*

*For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a transaction by filling in a single field or multiple fields. To view transactions made within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

8.3 Withdraws

This submodule allows you to request a transfer of funds from your Yo!Coach digital wallet to your personal account.

All withdrawal requests submitted through this section are sent to the admin for review and approval.

Once a request is approved, the specified amount is deducted from your wallet balance and processed for transfer.

You can view and manage your withdrawal requests under this page.

Withdrawal ID	Amount	Txn fee	Comments	Date	Status
#0000002	\$456.00	\$45.60		Apr 27, 2026 16:38	Payout sent
#0000001	\$120.00	\$10.00		Sep 25, 2023 10:34	Pending
#0000001	\$120.00	\$10.00		Sep 25, 2023 10:34	Declined

Each request is listed with its unique withdrawal ID, requested amount, applicable transaction fee, any added comments (by you), request date, and current status.

Request withdrawal

Click  to place a wallet withdrawal request.

The **Request withdrawal** pop-up form appears.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Request withdrawal
×

Payout type

☒ Paypal payout

☐ Bank payout

Amount to be added [USD] *
Paypal email *

Current wallet balance \$2,167.88
Transaction fee 10%

Kindly add any additional supporting information if required.

Send request
Cancel

Update the following fields:

- Payout type:** Select your preferred payout method by clicking one of the available radio buttons. The platform supports the following two payout options:
 - PayPal payout:** Select this to withdraw funds using your PayPal account. The following fields are displayed:
 - Amount to be added [Default currency]*:** Enter the amount you want to withdraw from your currently available wallet balance.
 - PayPal email*:** Enter the email address associated with your PayPal account.
 - Bank payout:** Select this to withdraw funds directly to your bank account. The following fields are displayed:

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Request withdrawal
×

Payout type

☐ Paypal payout

☒ Bank payout

Amount to be added [USD] *

Bank name *

Current wallet balance \$2,167.88

Transaction fee \$10.00

Account holder name *

Account number *

IFSC/Swift Code *

Bank address

Kindly add any additional supporting information if required.

Send request
Cancel

- **Amount to be added [Default currency]*:** Enter the amount you want to withdraw from your currently available wallet balance.
- **Bank name*:** Enter the name of your bank.
- **Account holder name*:** Enter the full name of the account holder.
- **Account number*:** Enter a valid bank account number.
- **IFSC/Swift code*:** Enter the correct IFSC or SWIFT code for your bank branch.
- **Bank address:** Enter the full address of your bank branch.
- **Kindly add any additional supporting information if required:** Enter any optional comments or supporting details for the withdrawal request.

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An asterisk (*) next to a label indicates that the information is mandatory.

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Once all the required fields are completed, click **Send request**. Your withdrawal request is sent to the admin for approval and added to the list on the [Withdrawal requests](#) page with a **Pending** status.

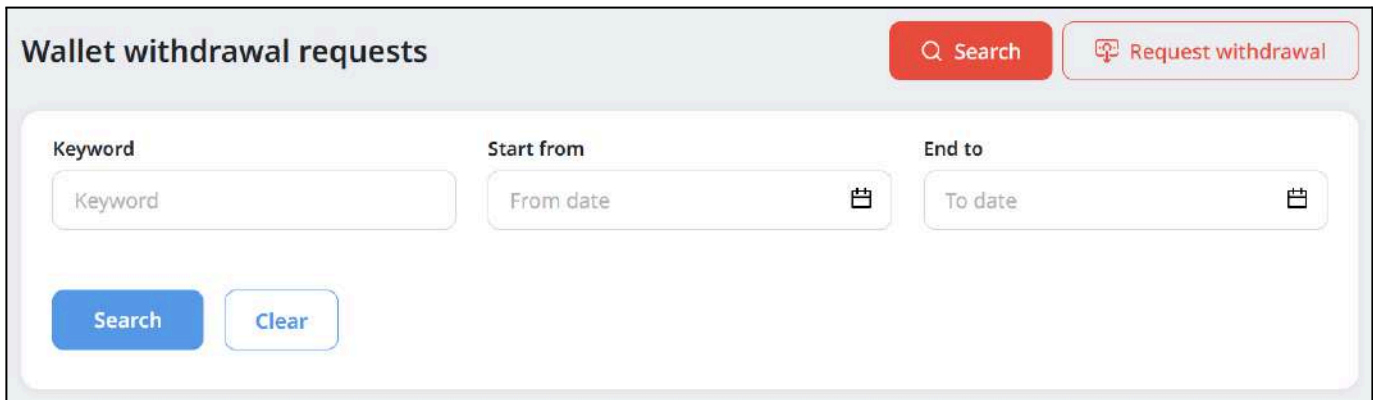
After the admin reviews and approves or rejects the request, you will receive an email notification. The updated request status is also reflected under this submodule.

Search for a withdrawal request

Use the search functionality at the top of the list to find a specific transaction. Click

 **Search**

to expand the search bar (also used to collapse it).



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the withdrawal request ID, or a keyword or phrase from the comments associated with the request, in this field.
- **Date range: From:** To view requests placed on a specific date, select the desired date in this field. To filter requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.
- **Date range: To:** Click the field and select the ending date of the range in this field.



*The **Date range :From** value must always be an earlier date, and the **Date range :To** value must be later than the date selected in the **Date range :From** field. For example, if the **Date range :From** is 09/24/2020, the **Date range :To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

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An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a request by filling in a single field or multiple fields. To view requests placed within a date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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9. Others

This module provides access to a set of additional features that enhance your overall experience on the platform.

These include Notes, Gift cards, Refer and earn, and Find a tutor, each designed to support administrative convenience, engagement, and collaboration.

From storing subject-specific content in notes to redeeming or sending gift cards, this module consolidates frequently used utilities in one place.

9.1 Notes

Use this submodule to create, view, and manage help notes related to your classes. Whether you are in a group class or a one-on-one lesson, you can record subject-related observations or supporting details during or after the session. All saved notes appear on this page, where they can be reviewed or edited later.

Subjects	Title	Detail	Date	Action
Physics	Amet tenetur ea vol	Deserunt ut doloremq	Sep 25, 2023 10:35	[Edit] [Delete]
Geography	Reprehenderit tempor	Debitis temporibus u	Sep 25, 2023 10:35	[Edit] [Delete]
History	Sapiente saepe labor	Mollitia omnis neque	Sep 25, 2023 10:35	[Edit] [Delete]
Geography	Rerum odit voluptas	Incididunt eaue qui	Sep 25, 2023 10:34	[Edit] [Delete]

You can also add new notes directly from this page, even if no session is currently in progress.



*This submodule is also available on the learner panel. Any note you add for a session is automatically listed under the **Notes** submodule for those learners who are part of the session. This creates a shared, collaborative space for reviewing and referencing session-related content.*

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

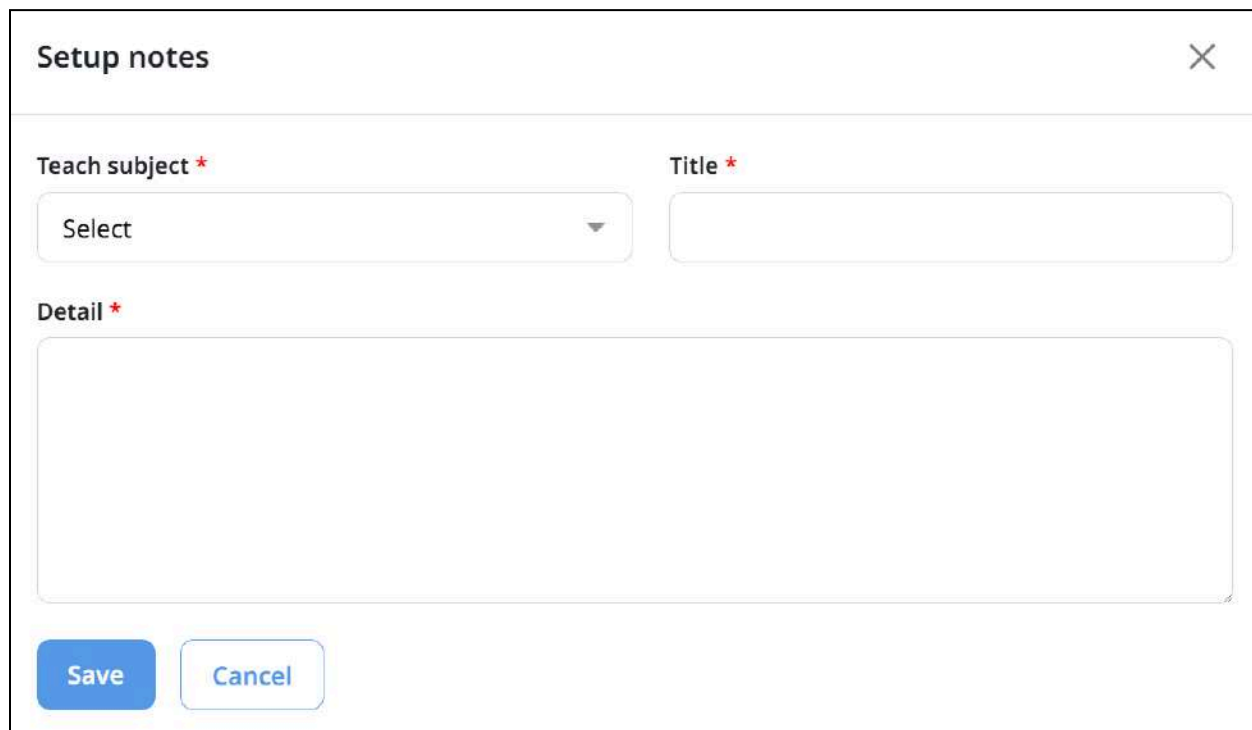
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Each entry in the list displays the subject name, note title, full note details, and the date and time when the note was created.

Add a note

Click  from the upper-right corner of the page, and the **Setup notes** pop-up form will appear.



The 'Setup notes' pop-up form is a modal window with a title bar 'Setup notes' and a close button 'X'. It contains three input fields: 'Teach subject *' (a dropdown menu with 'Select' as the placeholder), 'Title *' (a text input field), and 'Detail *' (a large text area). At the bottom, there are two buttons: 'Save' (blue) and 'Cancel' (light blue).

Update the following:

- **Subject*:** Click the field and select the subject for which you want to add the note.
- **Title*:** Enter the title of the note.
- **Detail*:** Enter the details of the note and supporting information.

Click **Save**.

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Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the note details. This will direct you to the [Setup notes](#) form. Update the details as required and click **Save**.
- **Delete** : Click this to delete the note. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Search for a note

Use the search functionality at the top of the list to find a specific note. Click

 **Search**

to expand the search bar (also used to collapse it).



There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter any word or phrase from the note title or note details in this field.
- **Subject:** Click the field and select the subject associated with the note from the dropdown list.

Search for a note by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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9.2 Gift cards

Access and manage all the gift cards you have purchased or received through this submodule.

Gift cards act as wallet credits that can be used to pay for lessons, classes, or other services on the platform. These cards can be gifted by other users or purchased by you to share with someone else.

This page displays the gift cards you have purchased.

Order ID	Code	Amount	Receiver	Date	Status
O000052	64a6ae1d7eccc	\$144.00	Dorian Cabrera nepuwog@dummyid.com	Oct 21, 2024 12:35	Unused
O000051	64a6ae145b357	\$268.00	Quentin Campos sepytywuda@dummyid.com	Oct 21, 2024 12:35	Unused
O000050	64a6ae02efa41	\$117.00	Malcolm Wade jytazuhu@dummyid.com	Oct 21, 2024 12:35	Unused

However, you can also use the [Search](#) function to view gift cards received from other users. [Redeem your gift card](#) under the [Wallet](#) submodule.

Each entry displays the order ID, gift card code, gift card amount, recipient's name, and the date and time the gift card was received.

Buy gift card

Click [Buy gift card](#) from the upper-right corner of the page, and the Purchase gift card pop-up form will appear.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Purchase gift card

Enter amount (USD) *

\$0

Receiver name *

Receiver name

Receiver email *

Receiver email

The order will automatically be cancelled if it isn't paid within 10 minutes.

Payment method *

✓ Wallet balance (\$2,167.88)

✓ 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

Update the following:

- **Enter amount [Default currency]*:** Enter the value of the gift card you want to purchase.
- **Receiver name*:** Enter the full name of the person who will receive the gift card.
- **Receiver email*:** Enter the email address of the gift card recipient.
- **Payment method*:** Select the payment method from the available options.

Click **Send gift card** to proceed.

- If **Bank transfer** is selected, the system displays the bank account details. After making the payment, submit the transaction details using the provided form. The gift card will be activated once the admin approves the transaction.
- If any other payment method is selected, the gift card is added instantly to the **Gift cards** list. The receiver also gets an email notification with the gift card code for redemption.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

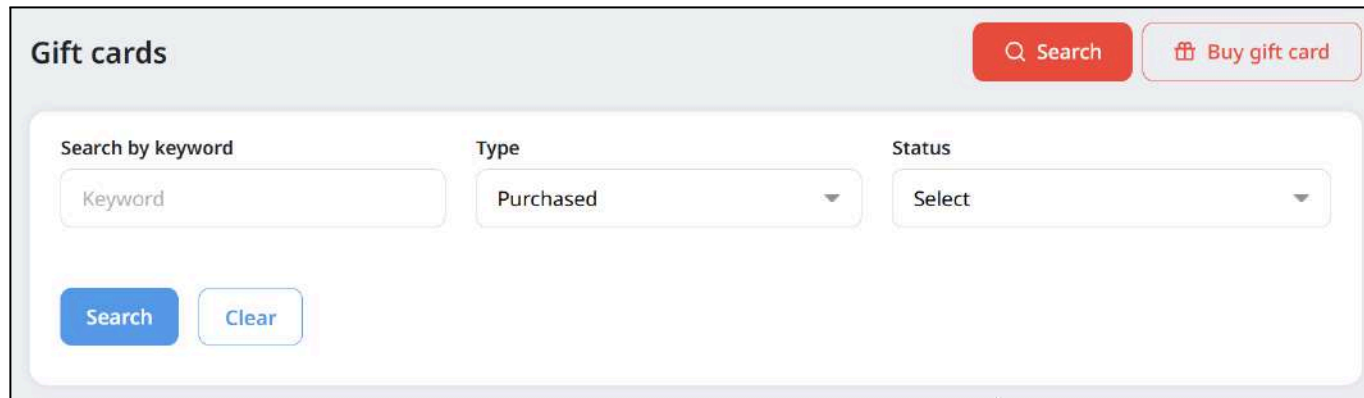
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Search for a gift card

Use the search functionality at the top of the list to find a specific gift card. Click

 Search

to expand the search bar (also used to collapse it).



The screenshot shows a search interface for gift cards. At the top left is the title "Gift cards". To the right are two buttons: a red "Search" button with a magnifying glass icon and a light blue "Buy gift card" button with a gift icon. Below these is a search form with three sections: "Search by keyword" with a text input field containing the placeholder "Keyword"; "Type" with a dropdown menu showing "Purchased"; and "Status" with a dropdown menu showing "Select". At the bottom of the form are two buttons: a blue "Search" button and a light blue "Clear" button.

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID, gift card code, or sender's name in this field.
- **Type:** Click the field and select the gift card type—**Received** or **Purchased**.
By default, the list shows the gift cards you purchased. To view gift cards received from others, select **Received**.
- **Status:** Click the field and select the status of the gift card from the dropdown list of options—**Used** or **Unused**.

Search for a gift card by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

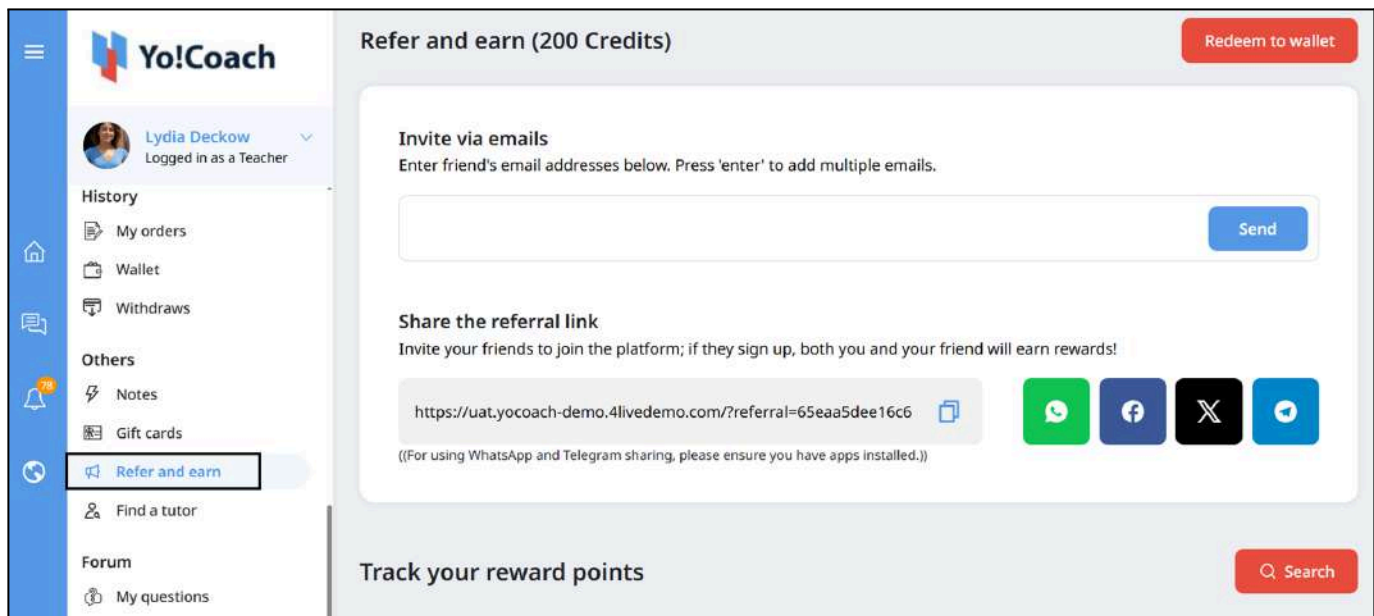
An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

9.3 Refer and earn

Use this submodule to promote the platform and earn rewards. This feature allows you to access your personalized referral link, which can be shared with friends, colleagues, or across your social media platforms.

Whenever a new user registers using your link or makes their first purchase, you earn reward points.



This page is divided into two sections. The first section displays your unique referral link, which you can copy and share.

The second section allows you to view the list of referral transactions and track the reward points earned. Each entry in this section provides key details such as the transaction type, associated user, and the number of points credited to your account.

Invite via emails

To refer the platform to users via email, enter one or more email addresses in the provided input field.

Press **Enter** after typing each email address to add it to the list.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Refer and earn (200 Credits)
Redeem to wallet

Invite via emails

Enter friend's email addresses below. Press 'enter' to add multiple emails.

josh@dummyid.com

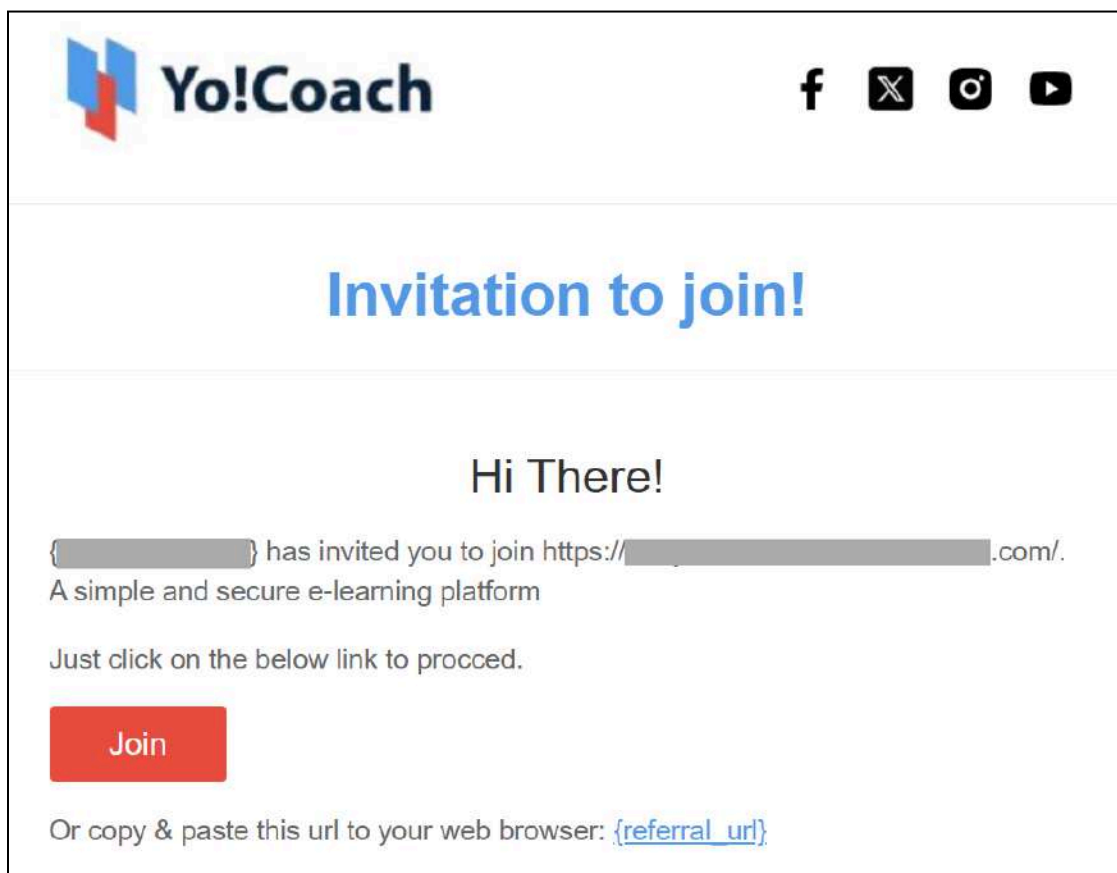
Merlin@dummyid.com

tress@dummyid.com

Send

Click  to remove the email address from the list.

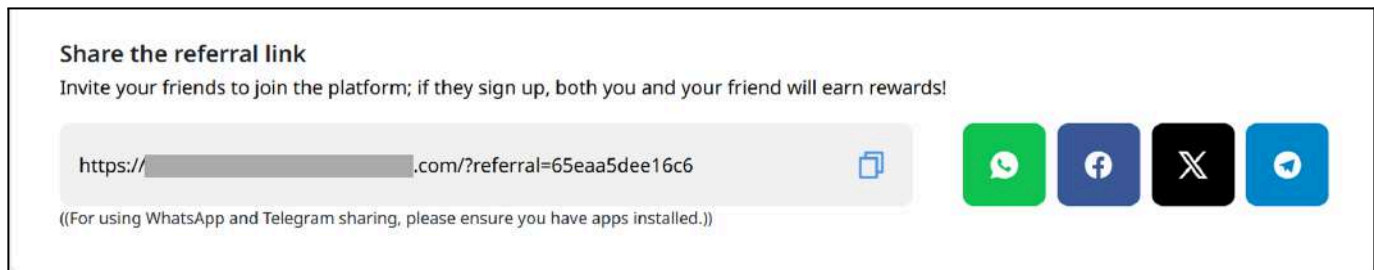
Once all the desired email addresses are entered, click **Send** displayed on the right side of the field. A system-generated email containing your referral link will be sent to the specified users.



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Share the referral link

This section displays your unique referral link and allows you to share it with users outside the platform using the available sharing options

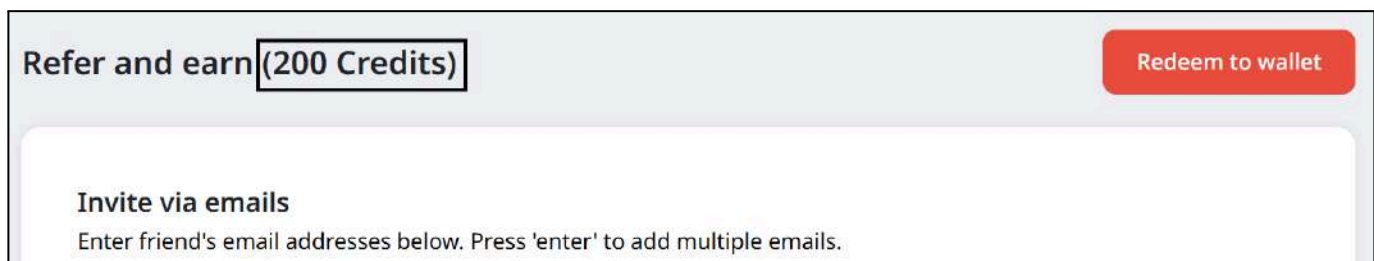


- **Copy to clipboard** : Click this to copy the referral link. You can then paste and share it through any medium of your choice.
- **Social media platforms:** Click the icon of a supported social media platform to share your referral link directly through that platform.



Redeem to wallet

The reward points currently available in your account are displayed at the top of this page. These points can be used to make purchases on the platform as part of the checkout process.

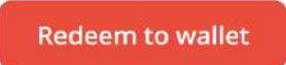


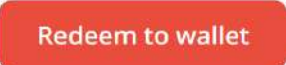
Alternatively, you can choose to redeem these points into your digital wallet. The system converts your reward points into the platform's default currency based on the conversion rate configured by the admin.

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To proceed, click  from the upper-right corner of the page. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

Once confirmed, the reward points are reset to 0, and the equivalent amount in the default currency is credited to your wallet balance. You can check the same on the [Wallet](#) page.

Track your reward points

The transactions performed with your reward points are listed in the **Track your reward points** section.

Track your reward points  Search				
Sr. No.	Type	Rewards	Description	Date time
1	Purchase	50	Purchase By Mustafa Dicki	Sep 12, 2023 19:45
2	Purchase	50	Purchase By Jarod Dach	May 28, 2023 05:54
3	Purchase	50	Purchase By Maximillian Metz	May 08, 2023 01:14
4	Purchase	50	Purchase By Viola Medhurst	Mar 05, 2023 10:13

Each entry in the list displays the transaction history, type of transaction (earned or redeemed), the number of reward points involved, a brief description, and the date and time of the transaction. This section helps you monitor how your reward points were earned or used over time.

Search for a reward points transaction

Use the search functionality at the top of the list to find a specific transaction. Click

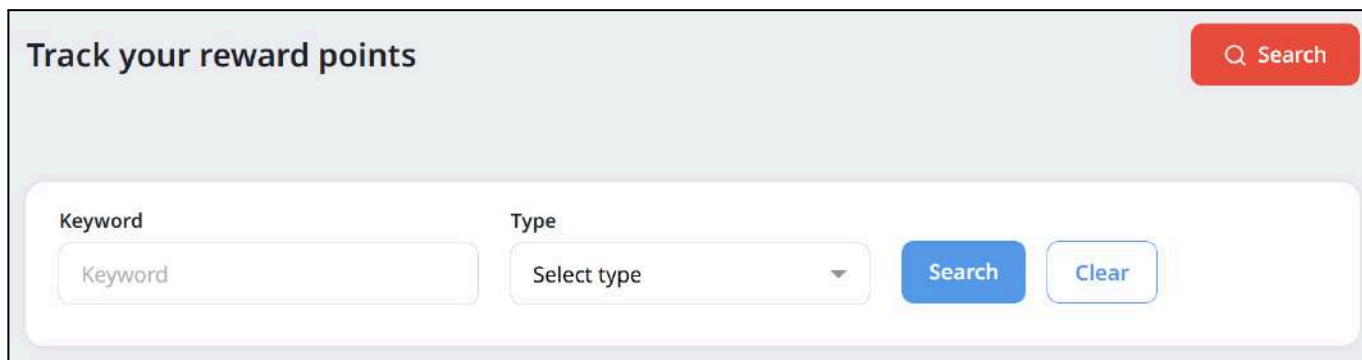
 Search

to expand the search bar (also used to collapse it).

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the transaction description in this field.
- **Type:** Click the field and select one of the following types of transactions:
 - **Register:** Select to view reward points credit transactions earned when a new user registers using your referral link.
 - **Purchase:** Select to view reward points credit transactions earned when a referred user makes their first purchase.
 - **Points used:** Select to view reward points debit transactions where reward points were used—such as while making a purchase or when points were redeemed to your wallet.

Search for a transaction by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

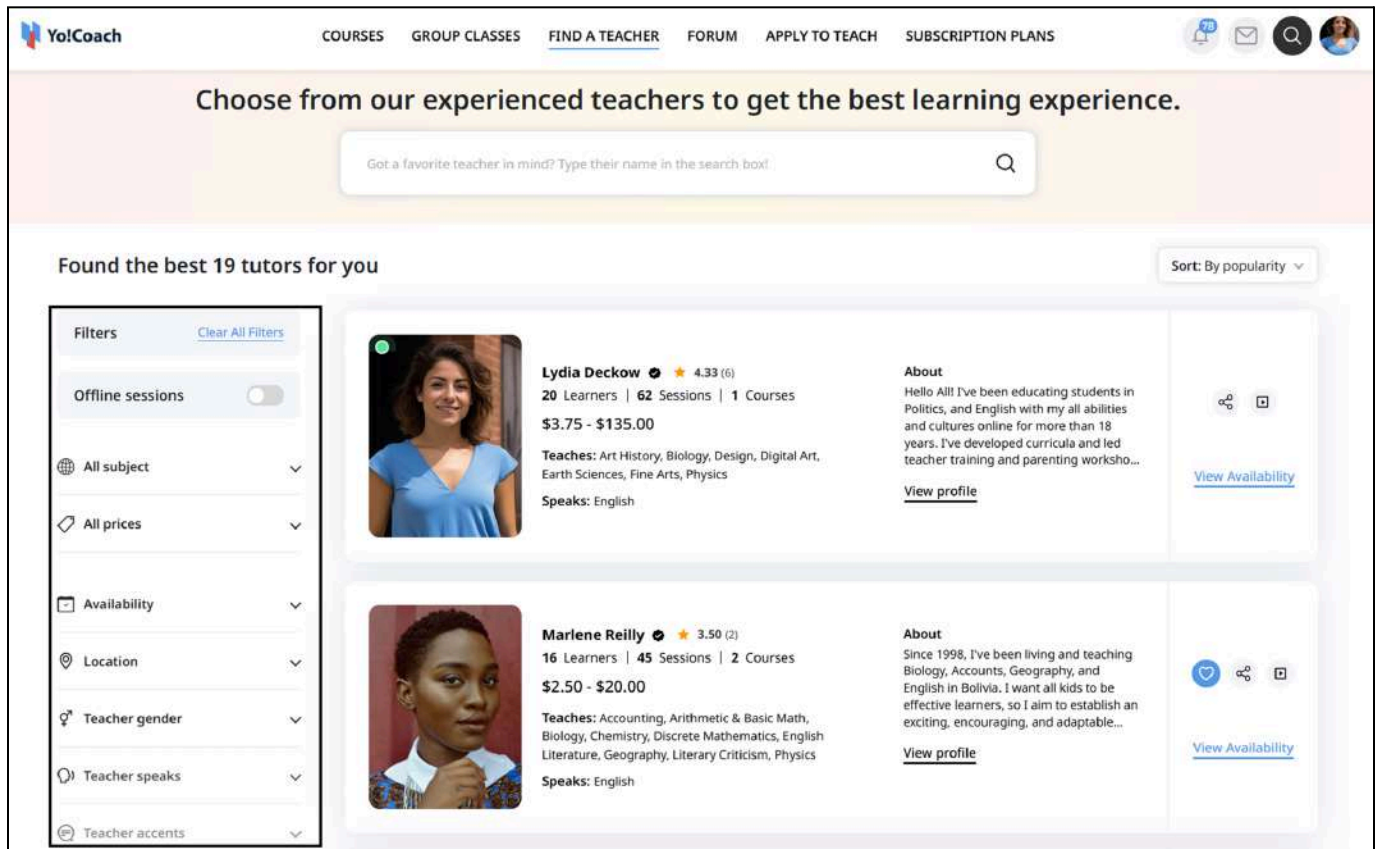
An asterisk (*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

9.4 Find a tutor

A teacher profile on Yo!Coach also functions as a learner profile. This means, while conducting sessions as a teacher, you can also book one-on-one sessions with other teachers on the platform as a learner. This dual functionality helps you learn new languages, skills, or subjects while continuing to teach your own.

When you click this submodule, you will be redirected to the front-end of the platform, where all active teachers are displayed in a searchable list.



Use the available quick filters—such as Teacher name, Language, price, and Availability—or apply sorting options like popularity or price to refine your search.

View each teacher's profile to explore their offerings, check their weekly availability, and contact them if needed. Once you find a suitable teacher, proceed to book a session directly from their profile.

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10. Forum

This module allows teachers to actively participate in community discussions by asking questions, subscribing to tags of interest, and requesting new tags for better topic categorization.

It helps promote collaborative learning by enabling teachers to share insights, clarify doubts, and engage with other users.

Use the [My questions](#) submodule to track all your posted questions, the [Subscribed tags](#) submodule to manage topics you follow, and the [Requested tags](#) submodule to view or manage your tag requests.

10.1 My questions

Use this submodule to create, publish, and manage your contributions to the platform's discussion forum. Yo!Coach allows all users to post questions and receive responses from others, encouraging collaborative learning. Other users can comment on and react to your questions by liking or disliking them.

My questions
Add new questions for the forum and start a meaningful discussion.

Search Ask question

Sr. No.	Title	Status	Added	Actions
1	What are the amazing fact to learn about geology? Comments 1	Published	Sep 11, 2023 16:37	
2	Which subject is most difficult physics or chemistry?	Published	Sep 11, 2023 16:34	
3	Explain 5 advantages of learning Civics? Comments 1	Published	Sep 11, 2023 16:33	

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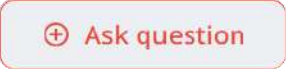
This page displays a list of all the questions you have added, along with their status, date, and interaction details. You can edit, view, or manage each question using the action buttons available with every entry.

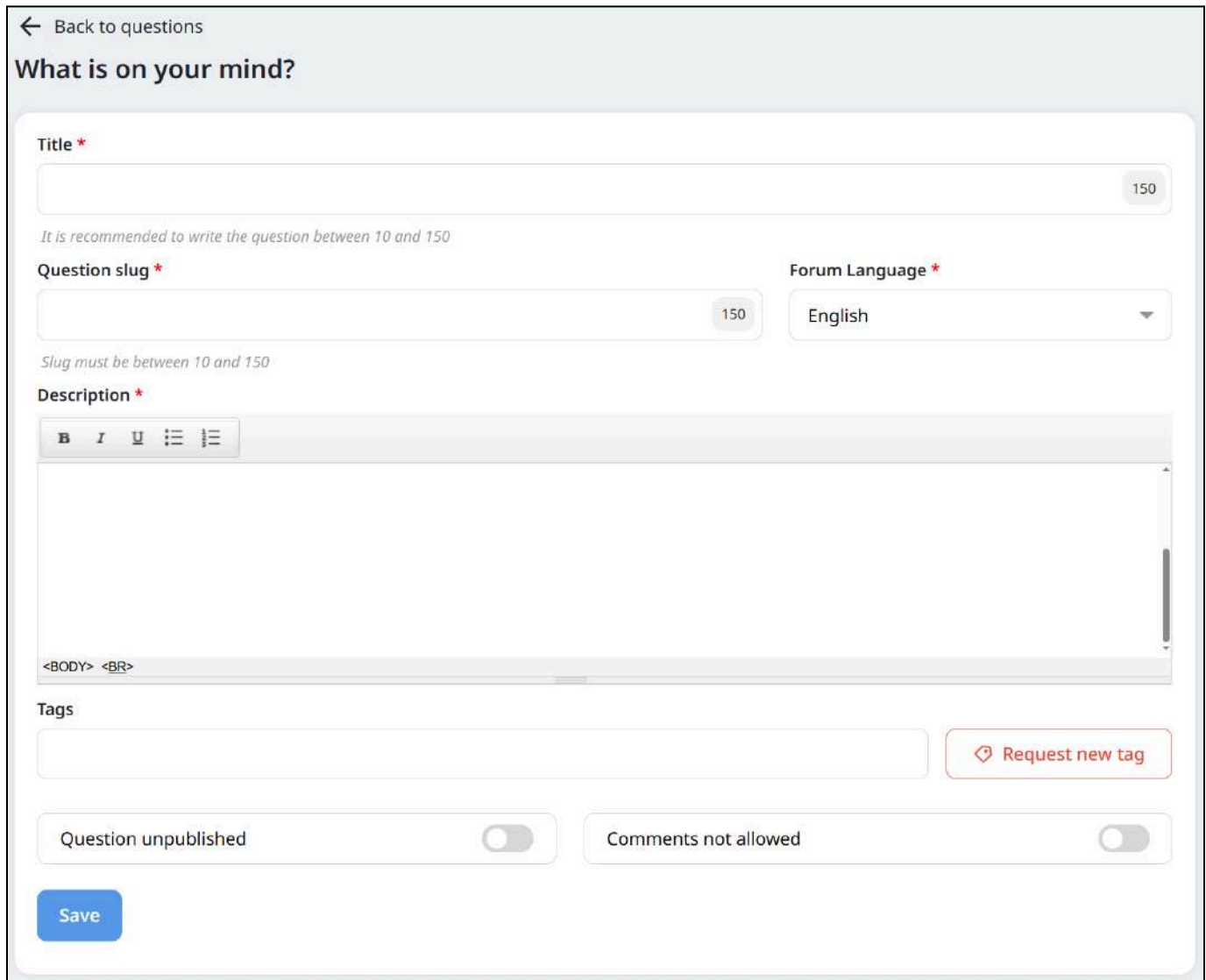
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Ask question

Click  to ask a question on the community forum. The **What is on your mind** form appears.



← Back to questions

What is on your mind?

Title *

150

It is recommended to write the question between 10 and 150

Question slug *

150

Slug must be between 10 and 150

Forum Language *

English

Description *

B I U  

<BODY>

Tags



Question unpublished ☐

Comments not allowed ☐

Save

Update the following fields:

- **Title*:** Enter the title of the question.
The maximum character limit is displayed on the right side of the field.
- **Question slug*:** Enter the URL slug that is not bulky and is SEO-friendly.

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A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/forum/view/most_difficult_physics_or_chemistry`, the slug is `most_difficult_physics_or_chemistry`. You need to enter this part of the URL in this field.

- **Subjects:** Click the field and select the subject that the question is for. The question will be posted only for the selected subject.
- **Description*:** Enter a brief description of the question in the content text box, and use the editor tools to format it as needed—the same formatting will be displayed on the front end.

Explain the problem statement in detail or include any additional specifications to provide complete context.

- **Tags:** Place the cursor in the field and start typing to search for relevant tags associated with your question. A pre-populated list of tags defined by the admin will appear. Select one or more tags to associate with your question.

If the required tag is not available, you can request a new tag by clicking

 Request new tag

beside the field. The Request new tag pop-up form will appear.

Request new tag

Tag*

Forum Language*

English

Request tag

Update the following fields under this form:

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The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Tag*:** Enter the name of the tag you want to request.
- **Subject*:** Click the field and select the subject the tag will be associated with from the dropdown list.

Click **Request tag**. And the tag request will be sent to the admin, who will review the same and share their approval accordingly.



Once approved, return to this form and click  beside the question to add the newly approved tag.

- **Publish question:** Turn on  this toggle switch to publish the question. The question is displayed on the forum's question listing pages.

Turn off  the toggle switch to save the question as a draft. In this case, the question will only be displayed on the **My questions** page and not on the front end.

- **Allow comments:** Turn on  this toggle switch to allow comments. Turn off  the toggle switch to disable commenting.

Click **Save** to save the question and return to the **My questions** page.

- If published, the question is immediately posted on the discussion forum.
- If unpublished, it is saved as a draft and listed with a status of **Drafted**, visible only on the [My questions](#) page.

Action buttons

Each entry has two action buttons, allowing you to perform specific actions on them. The functions of each button are explained in detail below:

- **Edit** : Click this to edit the question details.

This will direct you to the "[What is on your mind?](#)" form. Update the details as required and click **Save**.



This button is not displayed for questions that are already marked as resolved.

- **View comments** : Click this to view comments posted on a question. The Question comments pop-up window will appear.

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The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

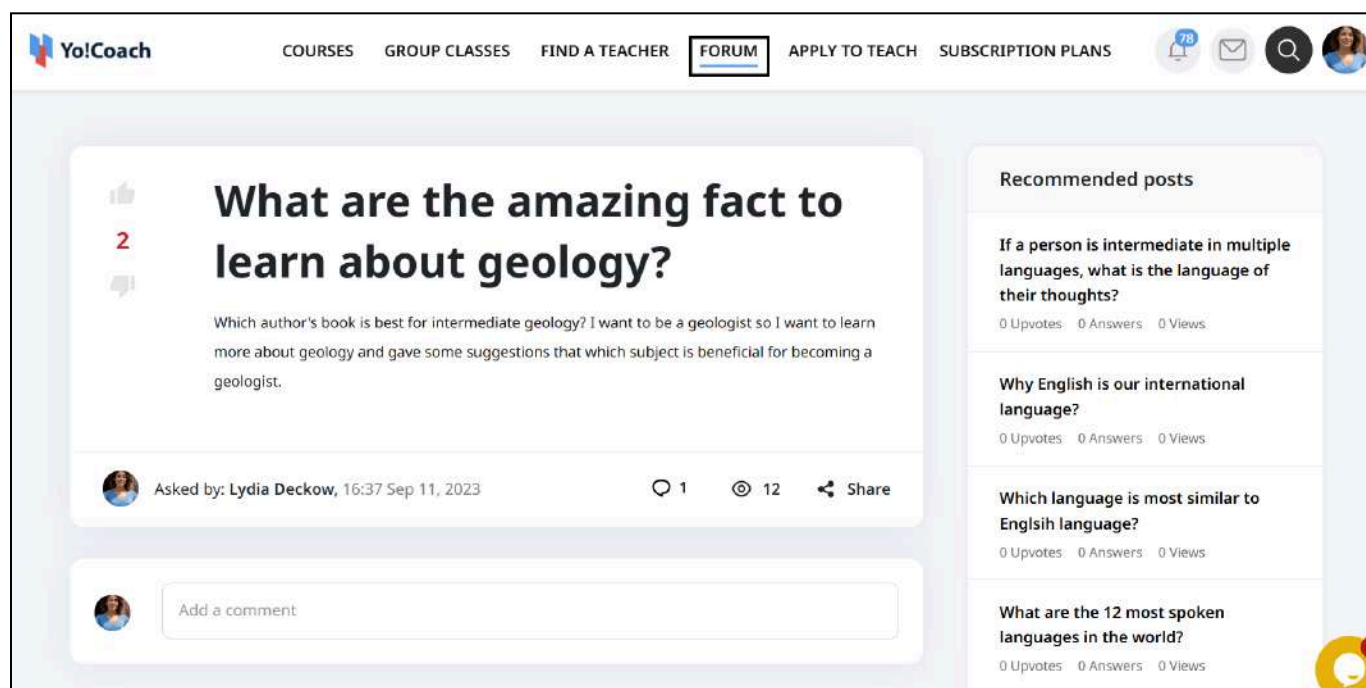
Question comments							✕
Posted By	Comment	Likes	Dislikes	Accepted	Added On	Action	
Pascale Baumbach	Not quite sure about this one	0	0	-	Jun 22, 2023 23:40		

This window will display the comment details, including the user who posted the comment, the time of posting, the number of likes and dislikes, and the content of the comment.



This button is displayed only for questions where comments are allowed.

- **View** : Click this to preview how the question appears on the discussion forum. You are redirected to the front-end question page.



The screenshot shows the Yo!Coach forum interface. At the top, there's a navigation bar with links: COURSES, GROUP CLASSES, FIND A TEACHER, **FORUM** (highlighted), APPLY TO TEACH, and SUBSCRIPTION PLANS. On the right, there are icons for notifications (78), messages, search, and a user profile.

The main content area features a question titled "What are the amazing fact to learn about geology?". The question text is: "Which author's book is best for intermediate geology? I want to be a geologist so I want to learn more about geology and gave some suggestions that which subject is beneficial for becoming a geologist." It was asked by Lydia Deckow on 16:37 Sep 11, 2023. Below the question, there's a comment input field with the placeholder "Add a comment".

On the right side, there's a "Recommended posts" section with four posts:

- "If a person is intermediate in multiple languages, what is the language of their thoughts?" (0 Upvotes, 0 Answers, 0 Views)
- "Why English is our international language?" (0 Upvotes, 0 Answers, 0 Views)
- "Which language is most similar to English language?" (0 Upvotes, 0 Answers, 0 Views)
- "What are the 12 most spoken languages in the world?" (0 Upvotes, 0 Answers, 0 Views)

View additional information such as comments posted on the question, likes and dislikes, recommended posts, popular tags, and more.



This button is not displayed for unpublished questions.

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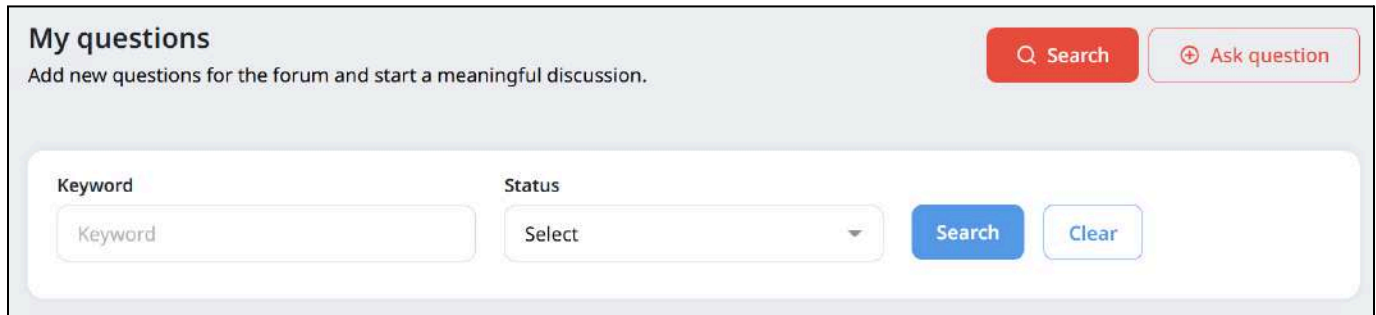
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a question

Use the search functionality at the top of the list to find a specific question. Click

 Search

to expand the search bar (also used to collapse it).



My questions
Add new questions for the forum and start a meaningful discussion.

Search Ask question

Keyword Status

Keyword Select Search Clear

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the question title in this field.
- **Status:** Click the field and select the status of the question—Drafted, Published, Resolved, or Spammed—from the dropdown list.

Search for a question by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

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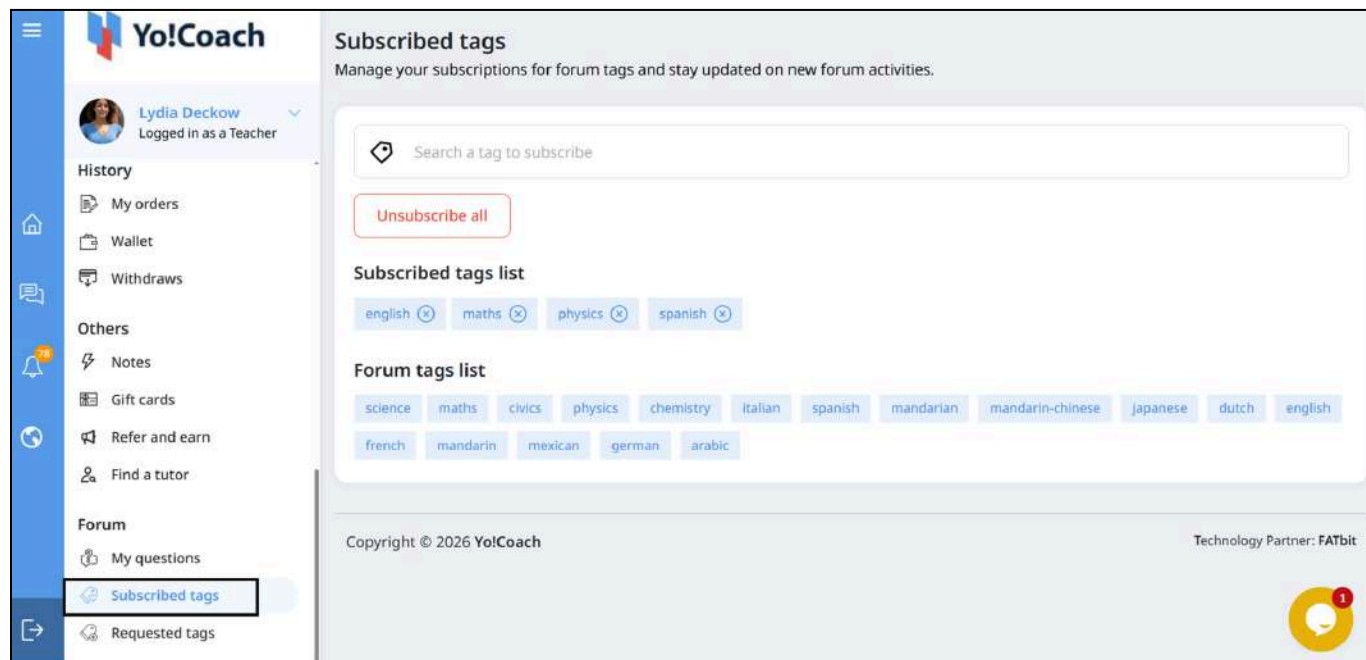
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

10.2 Subscribed tags

Yo!Coach allows you to subscribe to question tags.

This helps you stay informed about new questions or comments posted under the tags you follow.

You can subscribe to tags and manage your preferences from this submodule.



Subscribe to a tag

To subscribe to a question tag:

1. Under the **Forum tags list**, at the bottom of the page, click one or more tags from this list to subscribe to them.
2. You can also use the **search bar** at the top by typing in the tag name. As you type, a pre-populated list will appear.



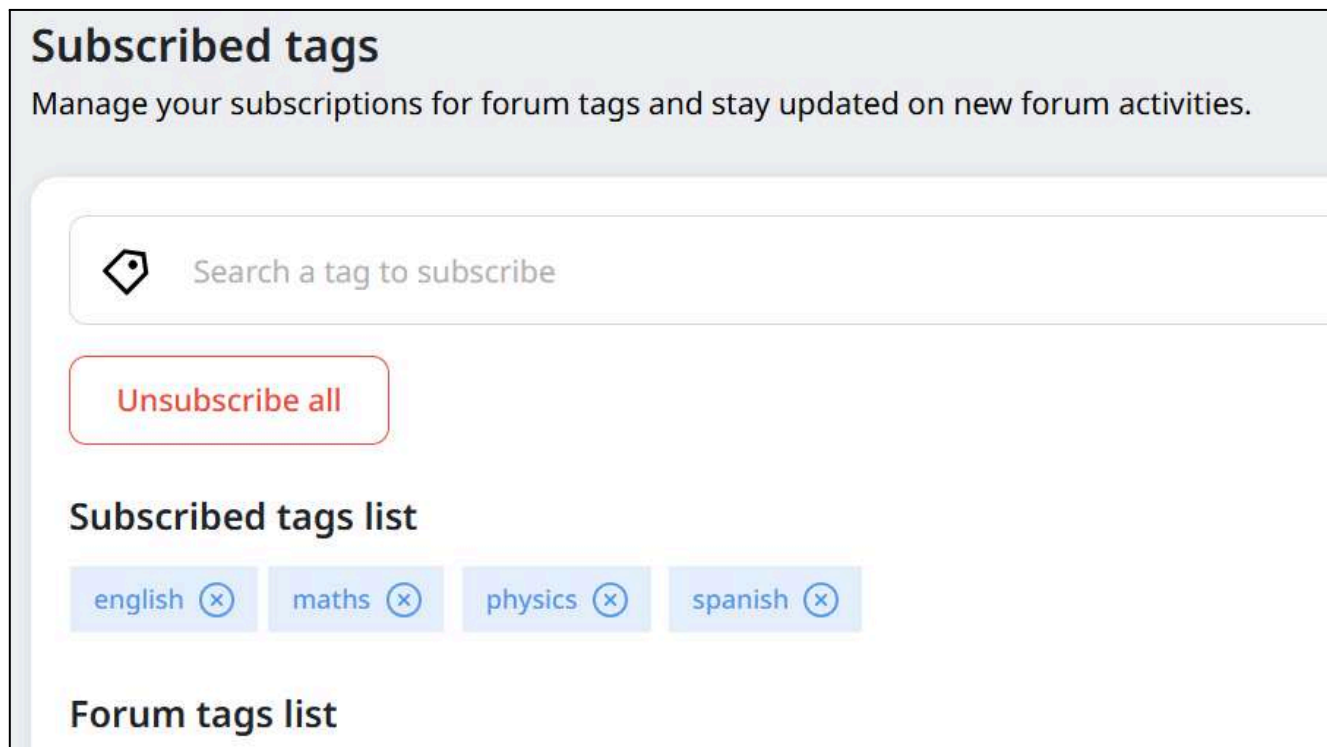
DISCLAIMER: The color theme and labels may differ in the screenshots compared to those on the platform.

An asterisk (*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Select the appropriate tag from the list to subscribe for it.

- The subscribed tags are added under the **Subscribed tags list** (above the Forum tags list, as shown in the image above).



Unsubscribe a tag

To unsubscribe from a question tag:

- Under the **Subscribed tags list**, below the search field, click  beside the tag to remove it.

- To unsubscribe from all tags at once, click

Unsubscribe all

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The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

10.3 Requested tags

Access the tag requests you submitted to the admin from this submodule.

Requested tags
Manage your requested tags listing and status under this section.

Search Request new tag

Sr. No.	Tag name	Forum Language	Status	Actions
1	chemistry	English	Pending	

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On this page, all your submitted tag requests are listed. Tags with a **Pending** status appear at the top, followed by **Approved** and **Rejected** tags.

You can only review the status of these requests on this page—new tag requests cannot be submitted here. To request a new tag, use the [Ask question](#) form.

Action button

For tags that are still pending approval, one button is visible beside them—**Edit** . Click this to open the **Request new tag** pop-up form, similar to the form used for submitting a new tag request. Update the fields and click **Request tag** to submit it.

- If the admin approves the request, the tag status updates to **Approved** and the tag becomes available on the platform.
- If the admin rejects the request, the status updates to **Rejected**.

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www.fatbit.com | sales@fatbit.com

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+91 95555 96666 / +91 73075 70707

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