User Manual

For pupils:

Login: To log in, please enter your login credentials from the school.

Homepage: If you want to search tutors for a certain subject, choose the subject and the sort property in the “filter” area of the homepage and press “Sortieren und Filtern”. All Tutors who offer that subject will appear sorted. To get further information of a tutor, click on the name of the tutor. A page with more details will appear. If you are interested in a tutor, you can send him/her a tutoring request by clicking on the “Anfrage senden”. A pre-built message will be sent to the tutor’s email-address with your personal details, when you enter them. You can also review the tutor in case you know him/her. This review will then be accepted or rejected by the admin.

Become a tutor: If you are not a tutor yet and also not a teacher of the school, you can create a tutoring profile. The name, class and the department are already selected for you. You need to enter an email-address, a time (when you can tutor other pupils, for example “Monday 1 pm – 3pm”) and your subjects and your gender. Additionally you can provide a telephone number (if interested pupils want to call you), your date of birth, your hourly wage, a description of yourself and an image. Others can see your profile, when the admin accepts your profile. You will receive an email when this happens.  
Of course you can edit and delete your profile at any time. Just click on “Profil bearbeiten” on the homepage. You can also delete your tutoring profile, if you do not want to be a tutor anymore.

Contact the admin: If you have problems using the website or other wishes/problems you can send an e-mail to the administrator. Just click on “Kontaktiere uns” in the navigation bar.

For admins:

Login: To log in, please enter your login credentials from the school (e.g. “p.bauer” or “inxxxxxx”).

Homepage: If you want to search tutors for a certain subject, choose the subject and the sort property in the “filter” area of the homepage and press “Sortieren und Filtern”. All Tutors who offer that subject will appear sorted. To get further information of a tutor, click on the name of the tutor. A page with more details will appear.

Administration area: You can access the administration area in the left upper corner of the homepage. You can add or delete other admins and you can see all classes, where no student has registered as a tutor.  
When you click on “Metadaten bearbeiten” you can see a list of all available subjects. You can add new subjects or delete some.   
By clicking on “Tutoren bearbeiten” you can see all tutors who have not been accepted or rejected yet (Heading “Ausstehende Tutoren”). You can accept them by clicking “Akzeptieren” (all student can see the tutor now) or you can reject the tutor, if he entered inappropriate information or he is not good enough (click “Ablehnen” underneath the tutor). To make a good decision, all comments of teachers are also listed underneath the tutor. (Teachers can comment on a tutor before they are accepted or rejected to help you to make a better decision). At the top of the page there is a link which will lead you to a page where you can send an email to all accepted tutors. Just enter a subject and a message and send the email. In the lower section of the website you can see all tutors who are published. If a tutor behaves inappropriate or failed in a subject, you can delete his profile by clicking on “Löschen” next to the tutor. If you want to remove him from a subject click “Fach löschen” next to the subject. Additionally you can send an email to a tutor if you wish to communicate with him/her. Just click on “Kontakt” underneath a tutoring profile.

The section ‘Bewertungen bearbeiten’ gives you an overview of all reviews. In the upper section of the page all reviews are shown which have not been accepted or rejected yet. You can accept a review by clicking ‘Akzeptieren’, then it will be shown on the tutor’s detail page. If you click ‘Ablehnen’ the review will be deleted. In the lower section of the page all accepted reviews are shown. You can delete a review there in case you have accidentally accepted an inappropriate review.

The tab ‘Statistiken’ shows sixteen different statistics of the website.

For teachers:

Login: To log in, please enter your login credentials from the school (e.g. “p.bauer”).

Homepage: If you want to search tutors for a certain subject, choose the subject and the sort property in the “filter” area of the homepage and press “Sortieren und Filtern”. All Tutors who offer that subject will appear sorted. To get further information of a tutor, click on the name of the tutor. A page with more details will appear.

Comment tutors: As a teacher you can judge best if a student is qualified enough to become a tutor. Just click on “Tutoren kommentieren” and scroll through the tutors who are not accepted/rejected yet. Additionally you can filter the tutors by subject. You can see all comments of the tutor from other teachers and you will find a textbox in each tutor box where you can enter your comment. You can give hints like “This student is not good at maths, he should not be a maths teacher” or “This student is highly qualified”. Before the administrator decides if the tutor will be accepted, she can see all comments which help her to make a better decision.