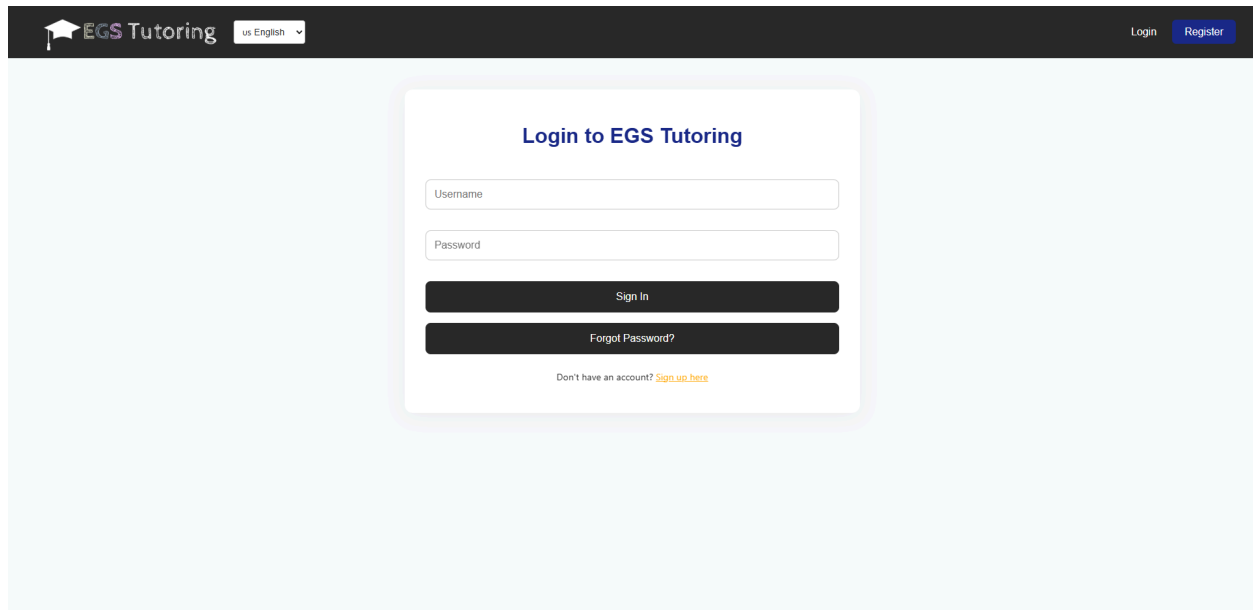1. LANDING PAGE: The first page you will find upon opening our website. Feel free to read a bit of what we offer, and once you are ready head on over to the login page.

2. You should have had your login information given to you in your email. Enter it here.

3. Logged in, you will see a home page with all of your most relevant information, including: Recently logged hours, current students, announcements, scheduled hours, your uploaded documents, monthly reports due, notifications, recent parent tutoring requests, and recent payment transfers.

4. The Parent Dashboard is your most relevant page, it is where all parent requests are found. From here, press the "Reply" button to write a message and send it to the parent. You only get to send one message so make it count! Once the message is sent, your uploaded documents will be automatically sent with it. Parents will accept whoever is best suited for them child, so don't give up if you do not get a response.

5. Here you will find a list of all your students. When a parent accepts your reply, the student is automatically added to this page. You can see total hours worked, and request to leave the student if the fit isn't right for you.
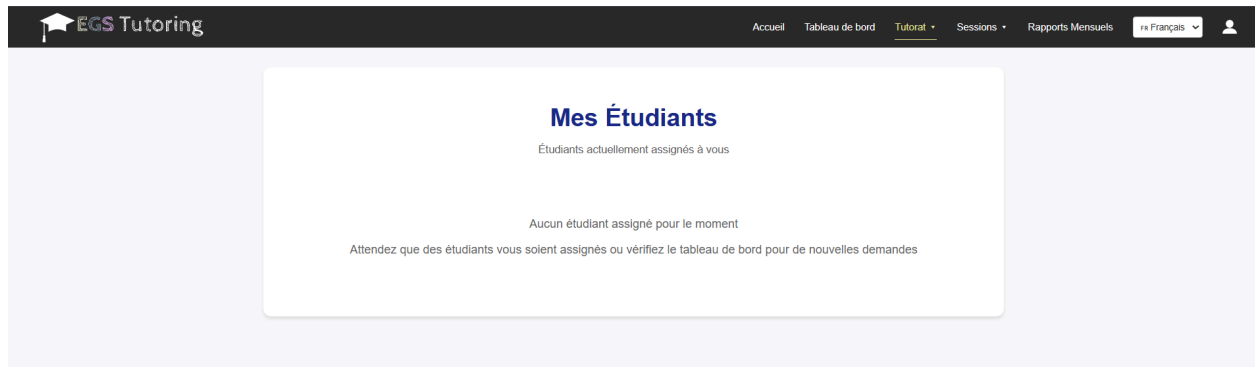
6. Tutoring scheduling and how you want to handle your sessions are entirely up to you. Once you complete a session with a student, you log it here. YOU CAN ONLY LOG HOURS IN THE SAME WEEK. YOU MUST LOG YOUR HOURS IMMEDIATELY AFTER COMPLETING THEM. *Any hours that are not logged WILL NOT count towards your pay (We can't guess how much time you have worked).*

7. Every month, on the first, you will be asked to fill up these tutoring reports, one per child. These are required as we hope to properly communicate tutoring progress to the parents. *Reports are only required if you have worked 3 hours or more with that student.*

Rapports Mensuels

📊 Créer un Rapport Mensuel

Manage all monthly reports for your students. Use the "New Report" button above to create reports for any month where you've taught 3+ hours.

📊 **Aucun rapport disponible**

Create your first monthly report by going to the Home page and clicking the 📊 button next to a student (requires 3+ hours of tutoring in a month).

📊 Select Student & Month for Report   ✕

Color Legend:
🟢 Report Completed   🔴 Missing Report (3+ hours)   ⚫ Insufficient Hours (<3 hours)

No students found. Make sure you have accepted tutoring requests.

Annuler