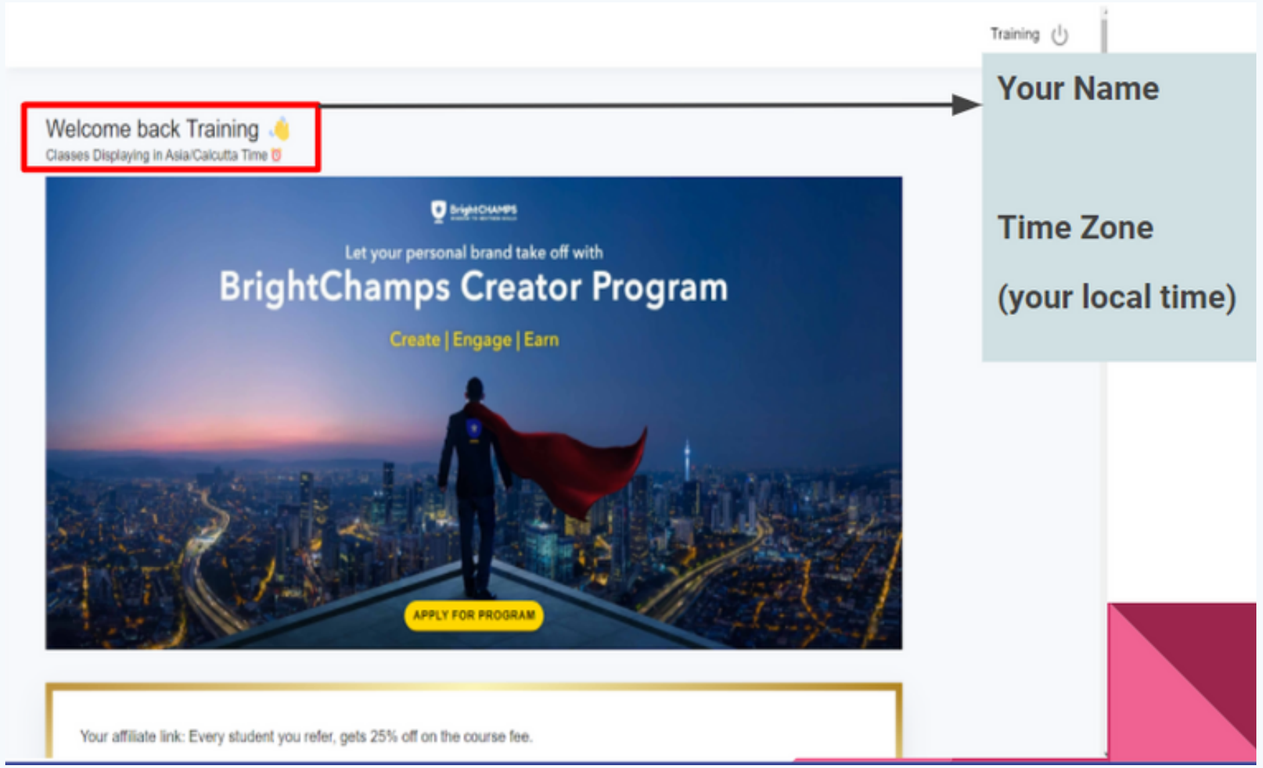
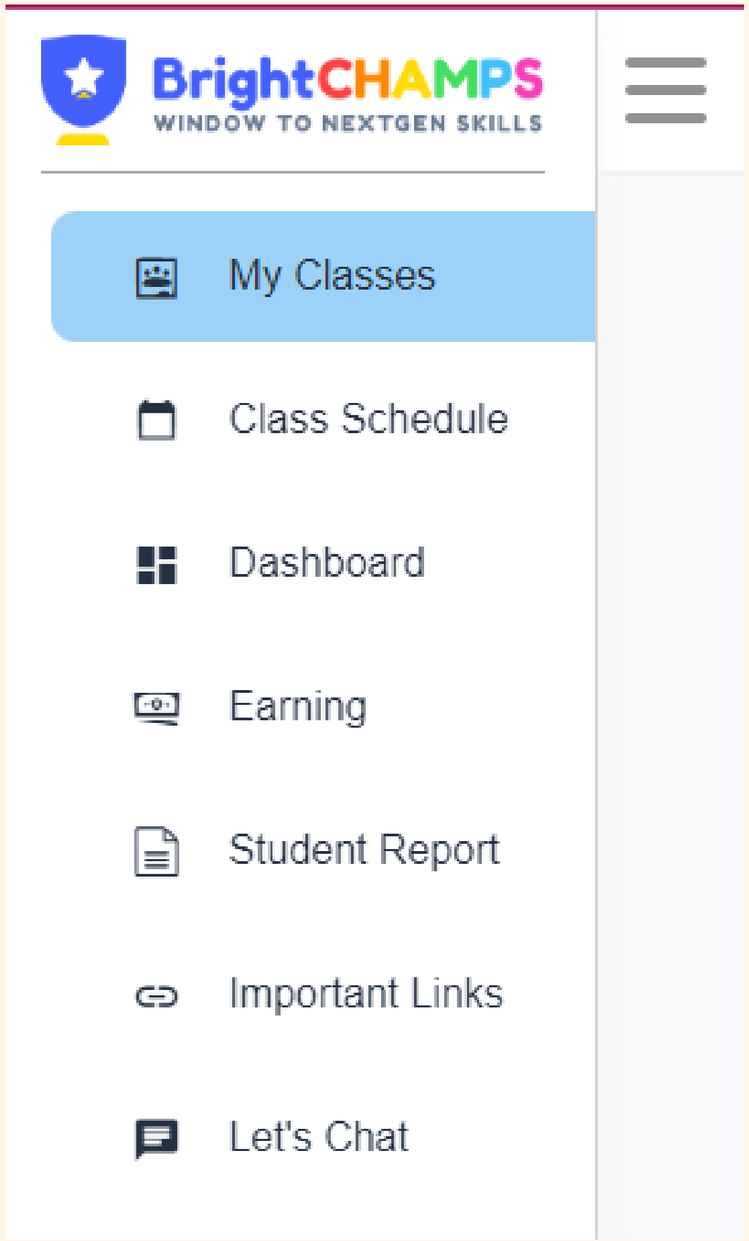
Dashboard Rules

What is dashboard?

A dashboard usually sits on its own page and receives information from a linked database. allowing you the ability to choose which data you want to see and whether you want to see t
he class count , student count , your session data etc ; You can confirm or cancel your classes ,also you can see demographics , graphs to visualise the numbers from the teacher's dashboard.



CONTROL AND ACCESSIBILITY :



- **To join the classes of the day**
- **To book demos and provide availability for paid classes, check calender**
- **Visualize your performance , progress and session data of each class.**
- **Check class count and earnings everyday**
- **To check the data related to student joining, their assignment scores etc.**
- **Link to apply leave, see curriculum, academy website**
- **To converse with the students or the parents**

Common Rules

- Join 10 minutes before
- Always leave after the Student Leaves
- USE DASHBOARD ONLY, FOR REPORTING ISSUES
- Always REPORT ISSUE once visible/occur
- Camera ON throughout the class, Once Student enters the class.
- Look Presentable
- Have Proper Lightning & Background
- Be active
- If a student joins between the 30th and the 40th minute of the demo session

CASE1:No scheduled demo class for the next slot

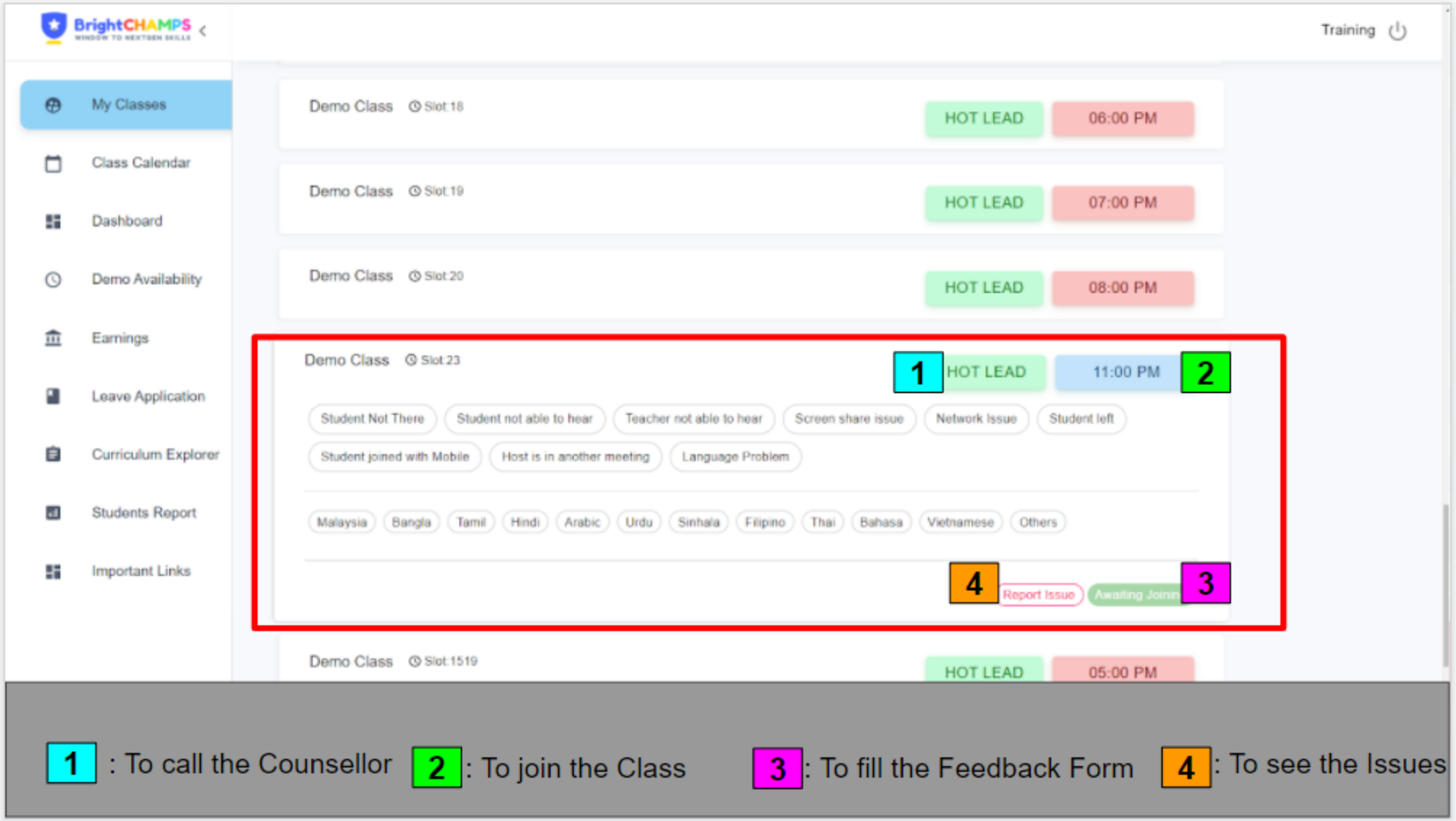
Teach the kid, you can extend the session a little

CASE2: you have a demo class for the next slot

Teach the kid, you can extend the session till the 10th minute of the next session, join the next slot immediately after this session ends

Ex: Student joins around 1:32 for a 1PM slot, you can extend this session till 2:10, join the next 2PM slot immediately

WHAT TO DO WHEN I FACE A CERTAIN ISSUE IN THE DEMO CLASS



STUDENT NOT THERE

1. **Wait 5 minutes from Start time (Eg: 3:05 or 10:05)**
2. **Click on STUDENT NOT THERE**
3. **Wait till 40th minutes of Class time (Eg: 4:40 or 11:40)**
4. **IF Student joins :**

Click on ISSUE RESOLVED

Teach

ELSE:

Leave after 40th minute

Fill Feedback as STUDENT NOT THERE

STUDENT NOT ABLE TO HEAR ||
TEACHER NOT ABLE TO HEAR || NETWORK ISSUE || SCREEN SHARE ISSUE

1. **Try to rectify the issue yourself**
2. **If not solved at your end**
3. **Click on STUDENT NOT ABLE TO HEAR || TEACHER NOT ABLE TO HEAR**
4. **Wait for a few minutes.**
5. **Technical Team will join and resolve your issue.**
6. **Once issue is resolved, Click on Issue Resolved & Continue.**
7. **If Technical Team does not join, Try to continue yourself .**

IF exceptionally difficult to continue :
RESCHEDULE (EMERGENCY RARE SITUATION)

STUDENT LEFT

- **Wait 5 minutes after Student Leaves**
- **Click on STUDENT LEFT**

1. **IF Student joins :**

Click on ISSUE RESOLVED
Teach & COMPLETE the Class
ELSE:
Wait Till 40-45th minute
Fill Feedback as STUDENT LEFT

STUDENT JOIN WITH MOBILE

- **Follow the Mobile Demo Curriculum**
- **Have a Successful Class**

HOST IS IN ANOTHER MEETING

- **Click on the Issue**
- **Wait for 1-2 minutes**
- **Refresh the Dashboard**
- **Re-join**

LANGUAGE ISSUE

- Ask for the language they want
- Click on the required Language Button
- Wait for 10 minutes for the New language teacher to join.

IF Teacher joins :

- Take a Screenshot of Zoom Meeting
- Handover the class to new teacher
- Leave the class
- Click Issue Resolved
- Refresh Dashboard 5-6 times, Rejoin the Same class
- Follow the same procedure as normal demo class

ELSE :

- Apologize to parent for 10 minute wait time.
- Take RESCHEDULE timings
- Wait till 40th minute, leave the session.
- Fill the feedback form

HOT LEAD

ONLY After Parents agree to talk with the AC || Counsellor || Academic Counsellor

- **Click on HOT LEAD**
- **Wait for Counsellor to join for 7-8 minutes**
- **Use the Parent PPT in the meantime, to share IMPORTANCE OF CODING**

IF Counsellor joins :

- **Introduce the AC to parent**
- **Introduce AC to Parent & Student**
- **Leave**

ELSE:

Take the Reschedule Timings for AC chat

CLASS SCHEDULE

Demo Availability: To book demos

Class Calendar: To see scheduled classes

Mark LTA: To provide availability for Paid classes student

Demo Availability:

BASIC IDEAS

- **You can mark your availability for 3 consecutive days.**
- **Once marked, You have to Fill Leave Application Form, No UNDO feature.**
- **If Purple, It can get confirmed anytime.**
- **If Yellow, It may get confirmed 1-2 hours before start time.**
- **If Blue, It will display in My Classes Tab on the day of Demo**
- **You have to Open Dashboard, & Check the page**
- **Notifications are sent only for slots confirming during last 4-6 hours, not all confirmations.**
- **Your Availability (YELLOW) | DOES NOT MEAN | you actually have a Class.**
- **Confirmed (BLUE) class means, You have a Class.**

Legends

This slot is open. You can mark your availability here

This slot is open and needs more teachers!

You've marked your availability for this slot.

You're on the waiting list for this slot.

You have a demo during this slot.

You have a paid class during this slot.

This slot is full.

IMPORTANT NOTICE

Email and Slack notifications will only be sent for confirmations that occur upto six hours before the demo. All confirmations prior to that will only be visible on your dashboard.

The earlier you mark your availability for a slot, the better your chances are of getting a confirmation for that slot.

Mark LTA

DEMO AVAILABILITY | CLASS CALENDAR | MARK LTA

Time Slot	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 AM - 01:00 AM	☐	☐	☐	☐	☐	☐	☐
01:00 AM - 02:00 AM	☐	☐	☐	☐	☐	☐	☐
02:00 AM - 03:00 AM	☐	☐	☐	☐	☐	☐	☐
03:00 AM - 04:00 AM	☐	☐	☐	☐	☐	☐	☐
04:00 AM - 05:00 AM	☐	☐	☐	☐	☐	☐	☐
05:00 AM - 06:00 AM	☐	☐	☐	☐	☐	☐	☐
06:00 AM - 07:00 AM	☐	☐	☐	☐	☐	☐	☐
07:00 AM - 08:00 AM	☐	☐	☐	☐	☐	☐	☐
08:00 AM - 09:00 AM	☐	☐	☐	☐	☐	☐	☐
09:00 AM - 10:00 AM	☐	☐	☐	☐	☐	☐	☐
10:00 AM - 11:00 AM	☐	☐	☐	☐	☐	☐	☐
11:00 AM - 12:00 PM	☐	☐	☐	☐	☐	☑	☑
12:00 PM - 01:00 PM	☑	☐	☑	☑	☐	☑	☑
01:00 PM - 02:00 PM	☑	☐	☑	☐	☑	☑	☑
02:00 PM - 03:00 PM	☑	☐	☐	☐	☐	☐	☑
03:00 PM - 04:00 PM	☑	☐	☑	☑	☐	☑	☑
04:00 PM - 05:00 PM	☑	☑	☑	☑	☐	☑	☑
05:00 PM - 06:00 PM	☐	☑	☑	☑	☐	☑	☐

LTA:

1.LTA is long term availability
2.This is for parents to book the classes from the availability that you have provided
3. You have to tick the slots for which you are comfortable to take the classes for a long period of time
3. You can change your LTA before anyone books it , but if a parents book it, it will turn grey and you won't be able to change it after that.
4.It is not part of your availability(only your demo availability+ number of the paid classes you have is your availability.

IMPORTANT LINKS

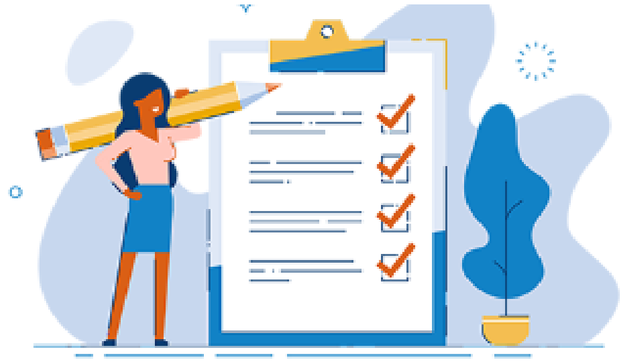
Leave Application APPLY

- **APPLY LEAVE FROM HERE**

Brightchamps Academy

Find all the exclusive training material and content for the platforms and technologies used in our curriculum and get help from our community.

VISIT



Curriculum Explorer

Access the vast library of projects, modules, assignments and assessments for your paid student's curriculum.

VISIT

- **ACADEMY WEBSITE LINK AND CURRICULUM EXPLORER**

Thank
you