TOTLE

To Teach, Learn & Endeavour

USER GUIDE

Welcome to Totle.

A Step-by-Step Guide for Users for TOTLE:

This guide will help you navigate the platform from signing up to
using its core features. Please follow the steps relevant to your role, be it Learner or Teacher.

1. Getting Started

1.1 Visit the Website

- Open your web browser.
- Type www.totle.co in the address bar.
- Press Enter to access the Totle homepage.

1.2 Sign Up

If you are a new user,

- Click on the Sign-Up button on the top right corner
- Enter the required details and Click Create Account.
- You will receive an OTP to the email registered for verification.
- After signup, you need to login back to your account.

If you already have an account,

- Click on Login.
- Enter your registered email and password.
- Click Sign In.

<p align="center">You can find the direct link to login here→ Sign up at totle.co</p>

1.3 Profile completion

- Complete your profile section by adding all required details.
- This helps in better matching of your profile in the ecosystem and helps you receive relevant course recommendations.

LEARNER JOURNEY

STEP 1:
(how to book a session)

<center>→go to book my session</center>

- Browse through the catalogue to choose the concept you want.
- Select from either free or paid tier
- In free tier, you will be automatically allotted to a teacher suitable to your need.
- In paid tier, you can choose from all the teachers available (all 4 levels).
- Once you select the teacher, you will pay only for that session.
- Attend the one-on-one session at the scheduled time.
- You can join the session from either **my sessions** tab or **learn dashboard**
- Give feedback on the teacher and session after the completion of the session.

STEP 1:
(how to book a session)

TEACHER JOURNEY

Your journey to becoming a verified TOTLE Teacher begins here. Follow the steps below to explore your Teacher Command Center and take the Test Pilot assessment to unlock your first Atomic Clarity Unit (ACU).

STEP 1:

- Once signed up, you will be asked to choose your goal: Learn or Teach
- Select Teach to enter your Teacher Command Centre.

STEP 2:

- Your command center is your hub for everything teaching. It has five key sections as mentioned on the table below.

#	Section	Direct Link
1	Teacher Dashboard	https://totle.co/teach
2	My Sessions	https://totle.co/teach/my-sessions
3	Schedule Availability Calendar	https://totle.co/teach/availability-chart
4	Test Center	https://totle.co/teach/test-center
5	Feedback	https://totle.co/teach/feedbacks

- To become an eligible tutor on TOTLE, you must pass the Test in the Test Centre.

STEP 3:
(How to Take the Test)

→ Go to Test Center

- Click on *Test Center → Test Pilot*
- Click on *Technologies → choose your desired segment / topic → Take Test ₹99*
- You will see an Apply Promo Code option. Click the empty box to check it. The promo code entry field will appear.
- Enter the promo code:

PILOT98 → ₹98 off | Only ₹1 required to take the test

- Check the box: "I have read and understood all the instructions" → Click Proceed to Payment
- Enter your phone number. No OTP required.
- A QR code will appear. Scan it from your phone to complete the ₹1 payment.

Once verified, you're ready to teach on TOTLE — one Atomic Clarity Unit at a time.

STEP 4:

(update availability)

→ Go to Availability chart

- Once you pass the test for any ACU (75% and above), you will be eligible to teach that ACU.
- Update your availability according to your schedule and flexibility at availability center.
- You can add slots up to next 7 days

STEP 5:

(taking one-on-one sessions)

- Once you add availability slots, you will be landed in free tier by default.
- You will need to cross the threshold rating of 4.0 to start teaching in paid tier and start earning.
- You can view all your sessions booked in **my sessions** tab.
- As you move through the levels, you earn more from each session.