

**Yo!Coach**

# **Teacher User Manual**

**(For Version 4.2)**

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

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Star (\*) marked fields are compulsory and can't be left blank.

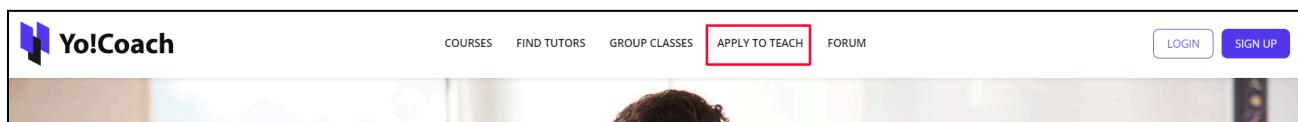
## 1. Teacher Registration

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.

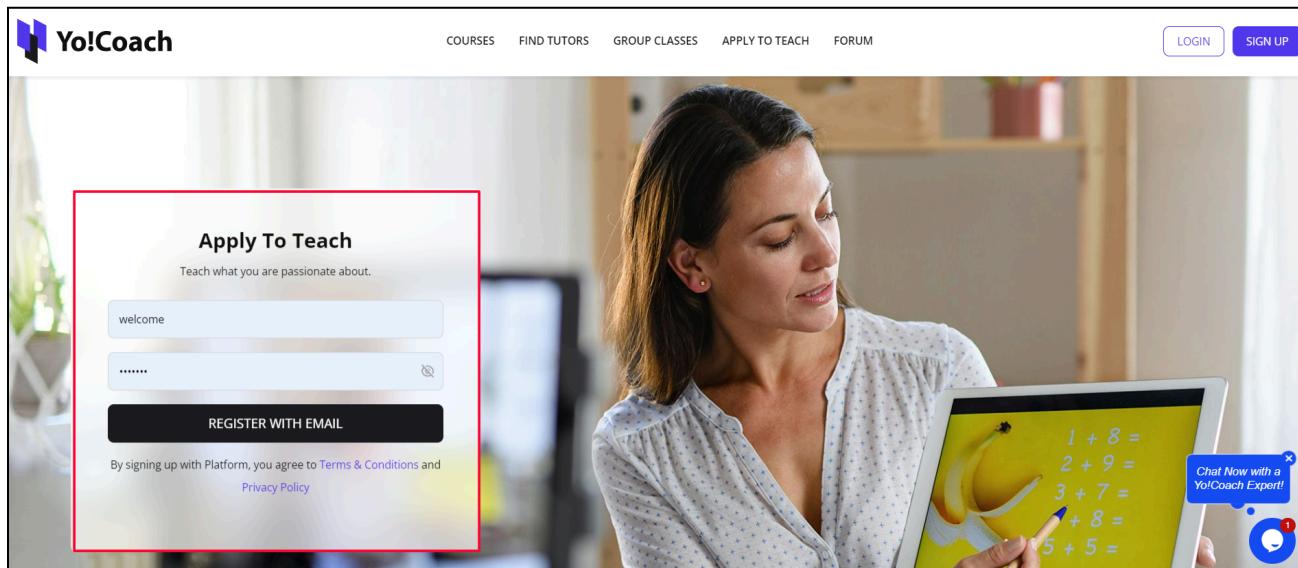
### 1.1 Registration Methods

#### I. Registration Method One - Register Directly As A Teacher

On the Yo!Coach home page, click **Apply to Teach** from the page header.



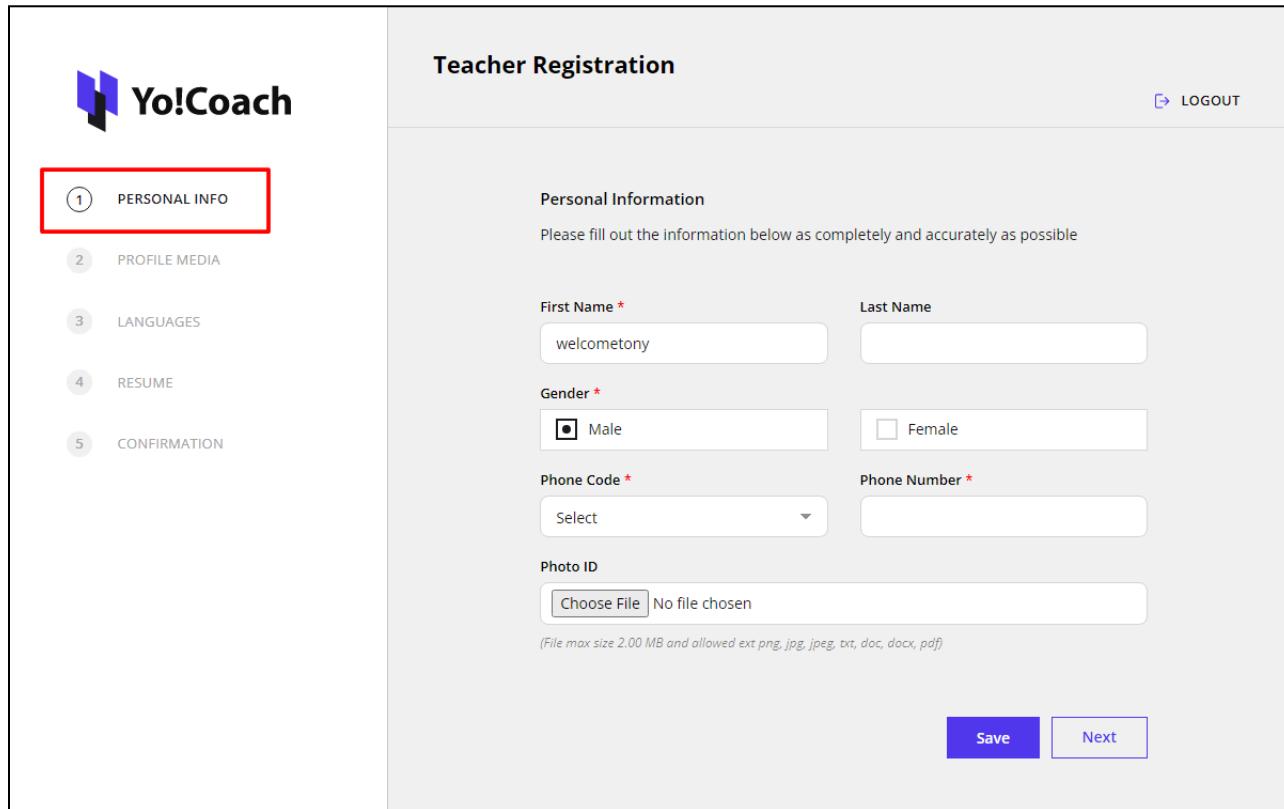
You are redirected to the user application page where the **Apply To Teach** form is displayed with the following fields:



- **Email:** Enter a valid email address to be used for registration.
- **Password:** Enter a strong password for your account.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Register with an email** and the **Teacher Registration** page will open displaying the following tabs:



The screenshot shows the 'Teacher Registration' page. On the left, a sidebar lists five tabs: 1. PERSONAL INFO (highlighted with a red box), 2. PROFILE MEDIA, 3. LANGUAGES, 4. RESUME, and 5. CONFIRMATION. The main content area is titled 'Teacher Registration' and contains a 'Personal Information' section. It includes fields for 'First Name \*' (pre-filled with 'welcometony'), 'Last Name' (empty), 'Gender \*' (radio buttons for 'Male' (checked) and 'Female'), 'Phone Code \*' (dropdown menu showing 'Select'), 'Phone Number \*' (empty input field), and 'Photo ID' (input field with 'Choose File' button and 'No file chosen' message). A note at the bottom of the section states '(File max size 2.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf)'. At the bottom right are 'Save' and 'Next' buttons.

### a. Personal Info

Enter the following personal information in the provided fields:

- **First Name\***: View/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 from the provided radio buttons, **Male** or **Female**.
- **Phone Code\***: Select the valid phone code from the drop down list.
- **Phone Number\***: Enter your phone number.
- **Photo ID**: Click **Choose File** and upload a valid photo ID proof in the prescribed format.

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Click **Save** to save the entered details. Once saved, click **Next** to move to the next tab.

### b. Profile Media

To be easily identified on the platform, certain media upload options are available while registering. The following fields are displayed in this tab:



1 PERSONAL INFO

2 PROFILE MEDIA (2)

3 LANGUAGES

4 RESUME

5 CONFIRMATION

### Teacher Registration

[LOGOUT](#)

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 2.00 MB and allowed ext png, jpg, jpeg, gif, bmp)

Introduction Video

Please enter a valid YouTube video link

Biography

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

[Back](#)

[Save](#)

[Next](#)

- **Profile Picture\*:** Click **Upload** and upload a profile picture in the prescribed format.
- **Introduction Video:** Paste the link of your youtube video 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.

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Click **Save** to save the details and click **Next** to move to the next tab. Click **Back** to move to the previous tab. You can also use the left navigation panel to move to any of the tabs directly.

### c. Languages

To register on the platform, information about your language preference is necessary. Select the following details:

Yo!Coach

1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Teacher Registration

Logout

Select the language(s) you teach and speak

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

Language To Teach	Language I Speak
Swedish	Afar
Finnish	Abkhazian
Hebrew	Avestan
Italian	Afrikaans
German	Amharic
English	Aragonese
Chinese	Arabic
Spanish	Assamese
Hindi	Avaric

Back

Save

Next

- **Language To Teach:** From the provided languages list, select one or more languages you want to teach on the platform.

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- **Language 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.

**Teacher Registration** [LOGOUT](#)

Select the language(s) you teach and speak  
Adding the languages as per your level of expertise will allow more users to view your profile.

Language To Teach	Language I Speak
Swedish <input checked="" type="checkbox"/>	Amharic <input checked="" type="checkbox"/>
Finnish <input checked="" type="checkbox"/>	Aragonese <input checked="" type="checkbox"/>
Hebrew <input checked="" type="checkbox"/>	Arabic <input checked="" type="checkbox"/>
Italian <input checked="" type="checkbox"/>	I do not speak this Language <input type="checkbox"/>
German <input checked="" type="checkbox"/>	Total Beginner
English <input checked="" type="checkbox"/>	Beginner
Chinese <input checked="" type="checkbox"/>	Upper Beginner
Spanish <input checked="" type="checkbox"/>	Intermediate
Hindi <input checked="" type="checkbox"/>	Upper Intermediate
	Advanced
	Upper Advanced
	Native
	Bashkir <input checked="" type="checkbox"/>
	Belarusian <input checked="" type="checkbox"/>

[Back](#) [Save](#) [Next](#)

Click **Save** to save the selected language details. Once saved, click **Next** to move to the next tab.

#### d. Resume

Add your qualifications and experience details from the **Resume** tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.



1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

**4 RESUME**

5 CONFIRMATION

### Tutor Registration

 LOGOUT

**Add your resumes & experiences**

You have to add your resume, its a mandatory to create a profile as a tutor.



You have to add your resume, its a mandatory to create a profile as a tutor.

[Add Resume](#)

[Accept Tutor Approval Terms & Conditions](#)

Back
[Save](#)
[Next](#)

Click **Add Resume** to open the **Add Your Experience** window form. Enter the work experience or educational qualification-related details in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Add Your Experience

<b>Experience Type *</b>	<b>Title *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Select"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: B.a. English"/>
<b>Institution *</b>	<b>Location *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: Oxford University"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Eg: London"/>
<b>Description</b>	
<div style="border: 1px solid #ccc; height: 150px; padding: 5px; width: 100%;"></div>	
<b>Start Year *</b>	<b>End Year *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2022"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2022"/>
<b>Upload Certificate</b>	
<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;" type="button" value="Choose File"/> No file chosen         </div>	
<input style="background-color: #0072BD; color: white; border: 1px solid #0072BD; padding: 5px; border-radius: 5px;" type="button" value="Save Changes"/>	
<i>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!</i>	

- **Experience Type\***
- **Title\***
- **Institution\***
- **Location\***
- **Description**
- **Start Year\***
- **End Year\***
- **Upload Certificate**

Click **Save Changes** to save the details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Teacher Registration

 LOGOUT

---

Add your resumes & experiences

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

Add Resume

RESUME	START-END	CERTIFICATE	ACTIONS
Understanding Child Psychology United Kingdom German Embassy	2023-2023	N/A	 
Level 1 German London German Embassy	2016-2017	N/A	 

Accept Teacher Approval Request [Terms & Conditions](#)

Back
Submit

Click **Add Resume** from the upper right corner of the section to add more qualifications or work experience details. The new experiences are displayed in the form of a list and the following action buttons are provided with them:

- **Edit** Edit Your Experience window form. Make the required changes in the provided fields and click **Save Changes**.

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**Edit Your Experience**

Experience Type *	Title *
Certification	Understanding Child Psychology
Institution *	Location *
University of Harvard	London
Description	
Child Psychology	
Start Year *	End Year *
2018	2019
Upload Certificate	
Choose File	No file chosen
<b>Save Changes</b>	

Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!

- **Delete** : Click the delete icon button and follow the prompts to remove an entry.

Once all the experience details are added, accept the **Teacher Approval Terms and Conditions** by selecting the provided checkbox. Click **Save** to save the details and click **Next** to move to the next tab.

#### e. Confirmation

The page displays a confirmation for submission of your teacher application along with the application reference number. Your registration request is sent to the admin for approval. Once your request is approved, you are notified on your registered email.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


**Yo!Coach**

**Teacher Registration**
LOGOUT

Your application is in review, please wait for admin approval.



1 PERSONAL INFO

2 PROFILE MEDIA

3 LANGUAGES

4 RESUME

5 CONFIRMATION

Hello welcometony New York

Thank You For Submitting Your Application

APPLICATION REFERENCE: 107-1684909921

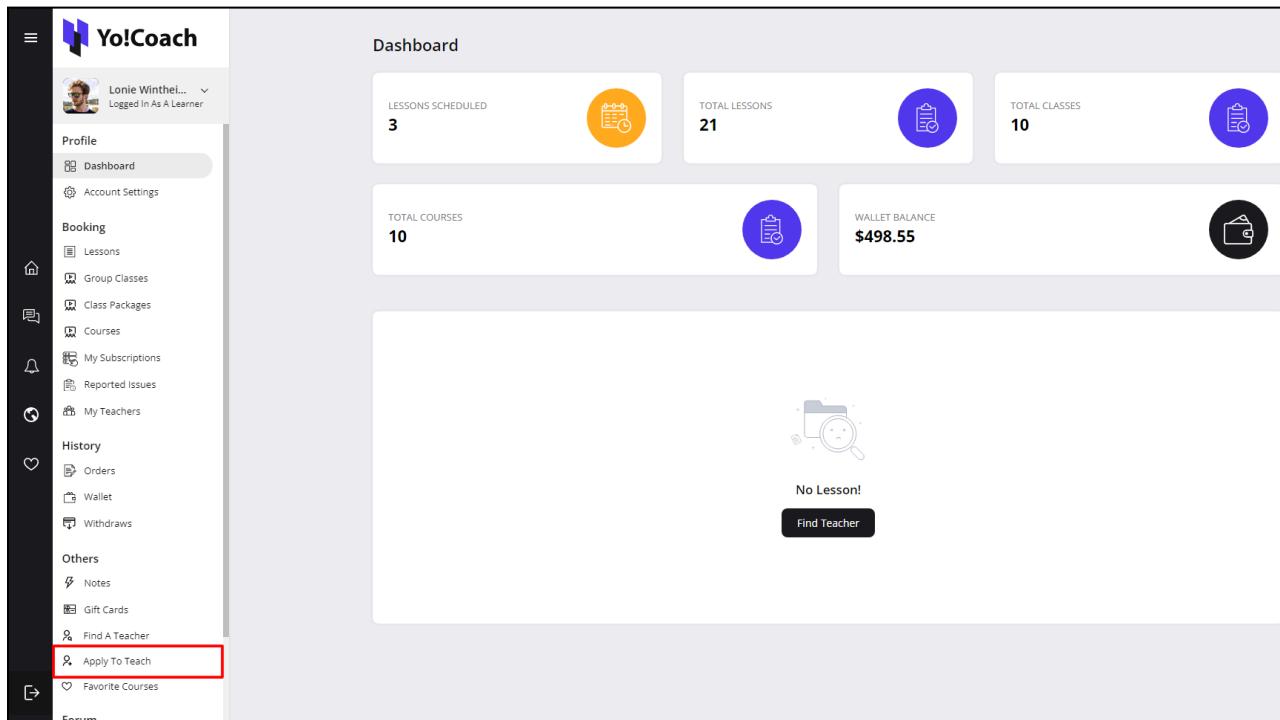
[Visit My Account](#)

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

## II. Registration Process Two - Already Registered As A Learner

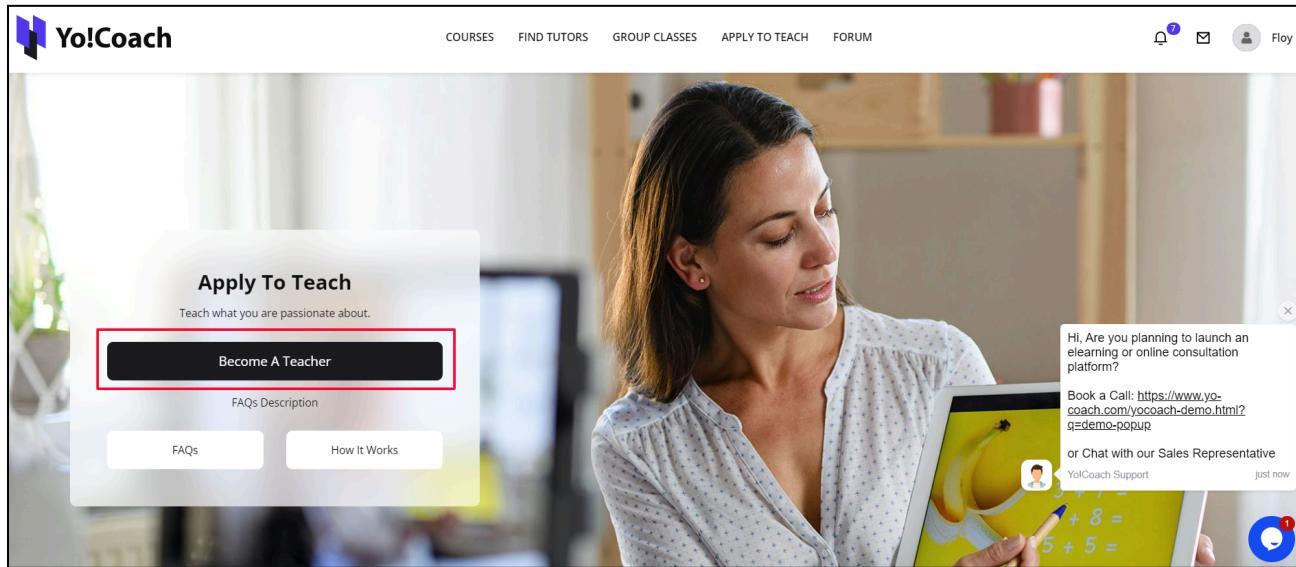
When you are formerly registered as a learner, Yo!Coach allows you to request registering as a teacher through a simple and straightforward process. From the side navigation menu on your learner **Dashboard**, click **Apply To Teach**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the Yo!Coach dashboard. On the left is a sidebar with a user profile for 'Loni Winthel...' and a 'Logged In As A Learner' status. The sidebar includes links for Profile, Booking, History, Others, and a red-highlighted 'Apply To Teach' link. The main dashboard area has four cards: 'LESSONS SCHEDULED 3' (orange icon), 'TOTAL LESSONS 21' (purple icon), 'TOTAL CLASSES 10' (purple icon), and 'TOTAL COURSES 10' (purple icon). Below these is a message 'No Lesson!' with a 'Find Teacher' button.

You are redirected to the **Apply To Teach** form page. To proceed, click **Become A Teacher** from this page.



The screenshot shows the 'Apply To Teach' form. It features a large background image of a woman teaching on a tablet. The form itself has a 'Become A Teacher' button, which is red-highlighted. Below it are 'FAQs Description', 'FAQs', and 'How It Works' buttons. A sidebar on the right contains a message from 'Yo!Coach Support' and a 'Book a Call' link.

You are taken to the **Teacher Registration** form displaying different data tabs.

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- 1 PERSONAL INFO
- 2 PROFILE MEDIA
- 3 LANGUAGES
- 4 RESUME
- 5 CONFIRMATION

### Teacher Registration

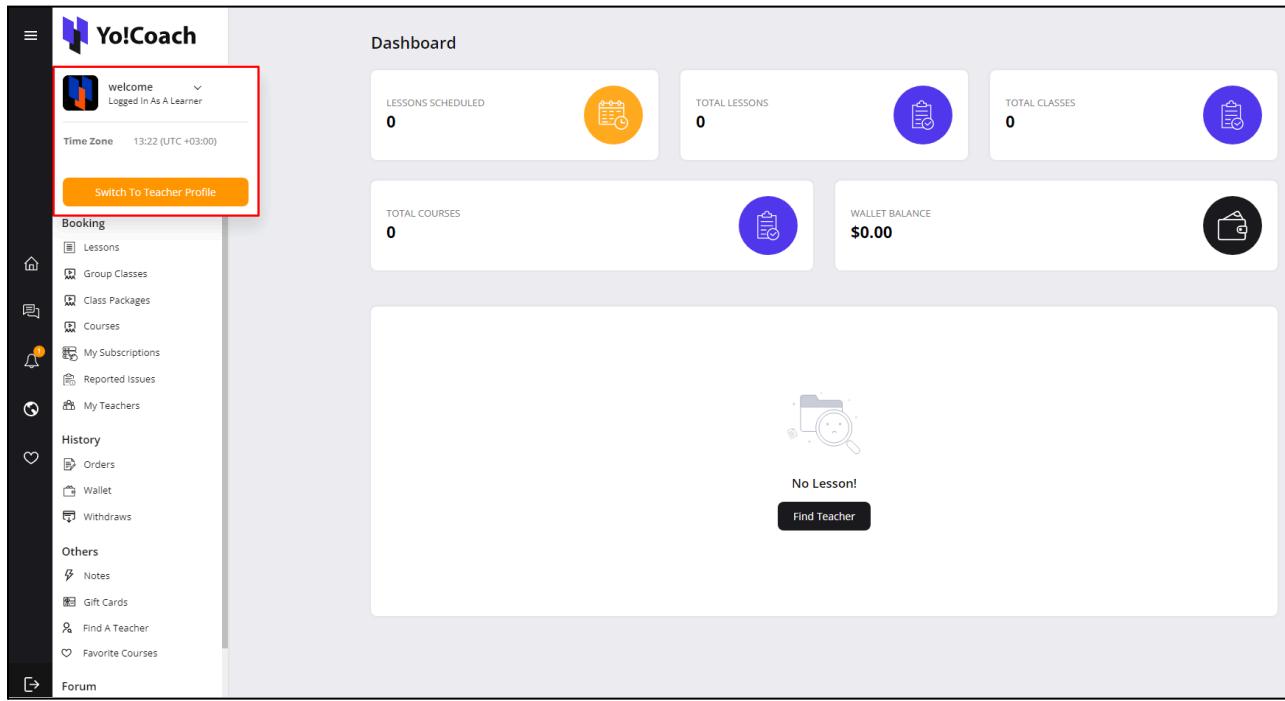
Personal Information

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

First Name *	Last Name
<input type="text" value="Dangelo"/>	<input type="text" value="Hamill"/>
Gender *	
<input checked="" type="radio"/> Male	<input type="radio"/> Female
Phone Code *	Phone Number *
<input type="text" value="Croatia (+385)"/>	<input type="text" value="1-308-928-3658"/>
Photo ID <input type="button" value="Choose File"/> No file chosen <small>(File max size 2.00 MB and allowed ext png, jpg, jpeg, txt, doc, docx, pdf)</small>	

This form is the same as the **Teacher Registration** form displayed while registering directly as a teacher, as explained earlier. Follow the similar procedure and enter the required information to submit the teacher registration request. Once the admin approves your request, you are able to access your teacher dashboard. To switch to your teacher profile, hover over the **Role Switcher** section from the left navigation on your learner dashboard and click **Switch to Teacher Profile**.

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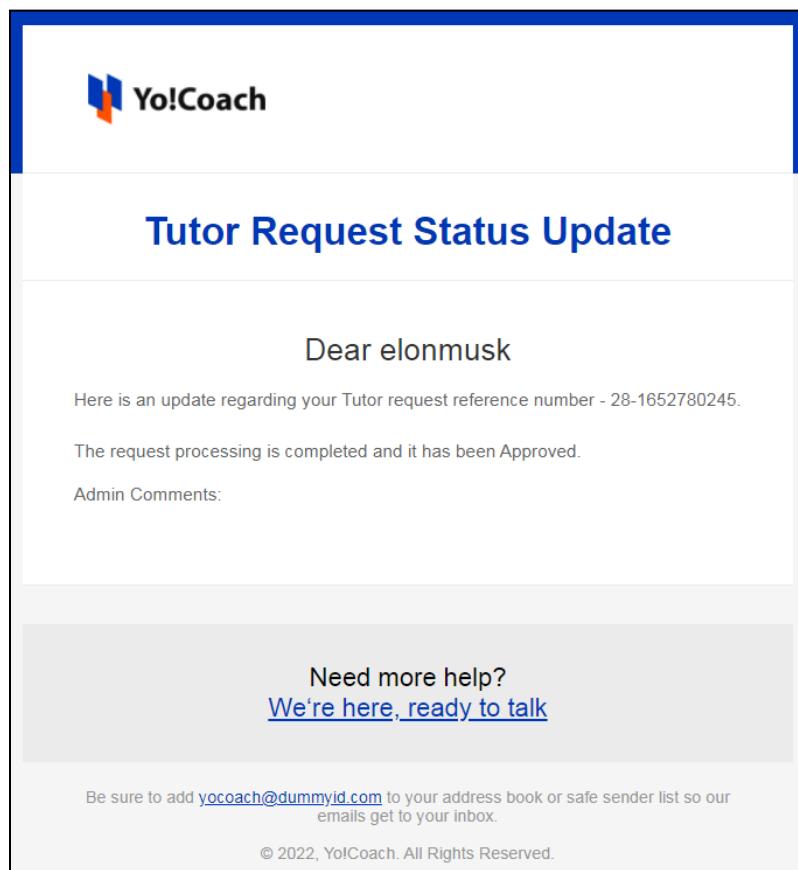
The screenshot shows the Yo!Coach Teacher Dashboard. On the left, a sidebar menu includes: Home, Booking (Lessons, Group Classes, Class Packages, Courses), History (Orders, Wallet, Withdraws), Others (Notes, Gift Cards, Find A Teacher, Favorite Courses), and Forum. The main dashboard area has a header 'Dashboard'. It features four cards: 'LESSONS SCHEDULED 0' with a yellow calendar icon, 'TOTAL LESSONS 0' with a blue clipboard icon, 'TOTAL CLASSES 0' with a blue clipboard icon, and 'TOTAL COURSES 0' with a blue clipboard icon. Below these is a large empty box with a magnifying glass icon and the text 'No Lesson!'. A 'Find Teacher' button is at the bottom of this box. At the top left of the dashboard, there is a red box highlighting the 'welcome' dropdown which says 'Logged In As Learner' and an orange button labeled 'Switch To Teacher Profile'.

You are redirected to your **Teacher Dashboard**. As soon as you are registered as a teacher, the **Apply To Teach** button is removed from the side navigation menu on your learner dashboard.

## 1.2 Login

Once you are successfully registered as a teacher, you can simply log into and set up your account, and start hosting sessions.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Tutor Request Status Update**

Dear elonmusk

Here is an update regarding your Tutor request reference number - 28-1652780245.

The request processing is completed and it has been Approved.

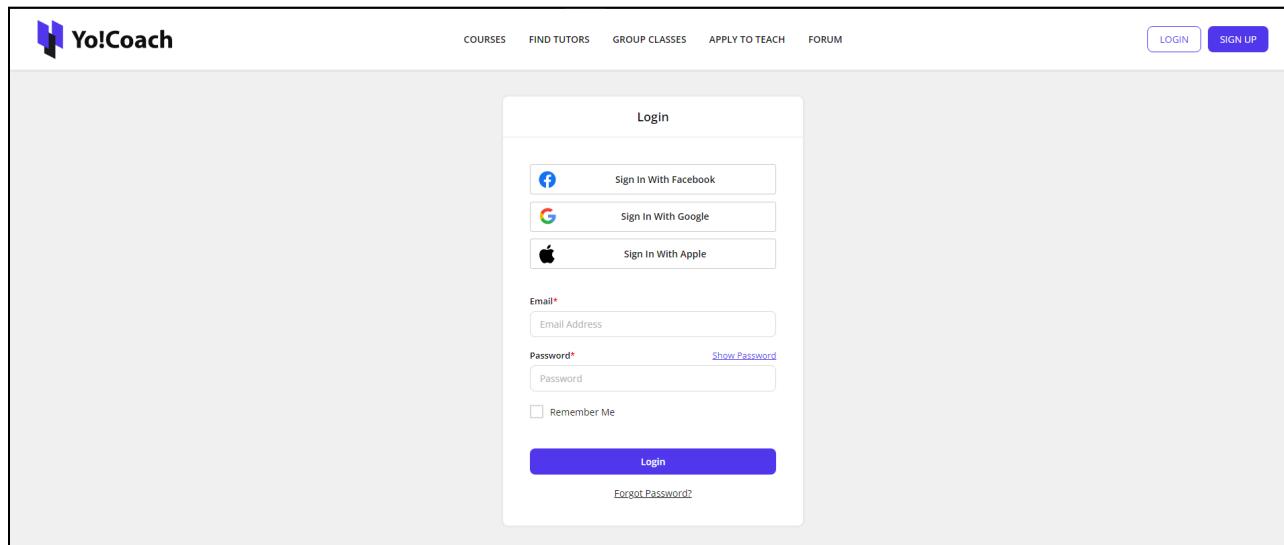
Admin Comments:

Need more help?  
[We're here, ready to talk](#)

Be sure to add [yocoach@dummyid.com](mailto:yocoach@dummyid.com) to your address book or safe sender list so our emails get to your inbox.

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To log into your account, click **Log In** from the upper right corner of the Yo!Coach home page. You are redirected to the **Login** form where the following details are required:



**Login**

Sign in With Facebook

Sign In With Google

Sign In With Apple

Email\*

Password\*  
 [Show Password](#)

Remember Me

**Login**

[Forgot Password?](#)

- **Email\*:** Enter the registered email address.

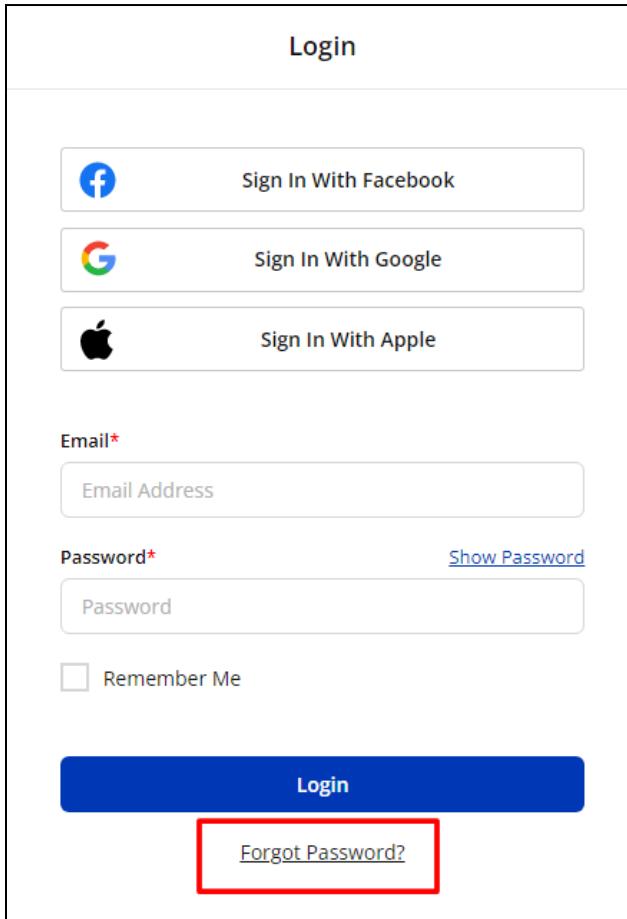
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Password\***: Enter your profile password.

Click **Log In** to log into your teacher account.

## Forgot Password

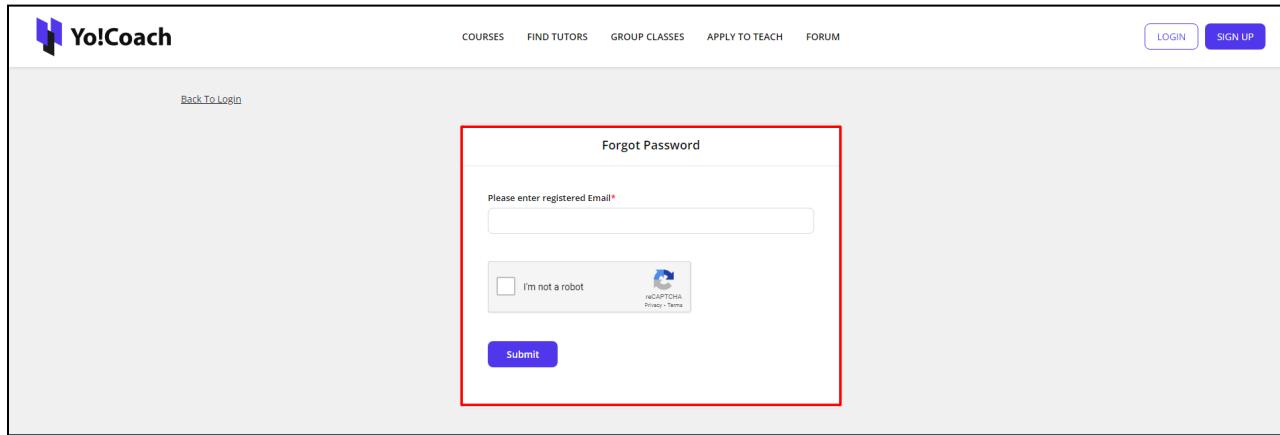
Yo!Coach allows you to reset your profile password if you can't recall it. From the **Login** form, click **Forgot Password?**



The screenshot shows the Yo!Coach login interface. At the top, there is a 'Login' button. Below it are three social sign-in options: 'Sign In With Facebook' (with a Facebook icon), 'Sign In With Google' (with a Google icon), and 'Sign In With Apple' (with an Apple icon). The next section contains fields for 'Email\*' and 'Password\*'. The 'Email\*' field is labeled 'Email Address' and the 'Password\*' field is labeled 'Password'. To the right of the 'Password\*' field is a 'Show Password' link. Below these fields is a 'Remember Me' checkbox. At the bottom of the form is a large blue 'Login' button, and to its right is a link labeled 'Forgot Password?' which is enclosed in a red rectangular box.

You are redirected to the **Forgot Password** form page. Enter your registered email address in the provided field and click **Submit**.

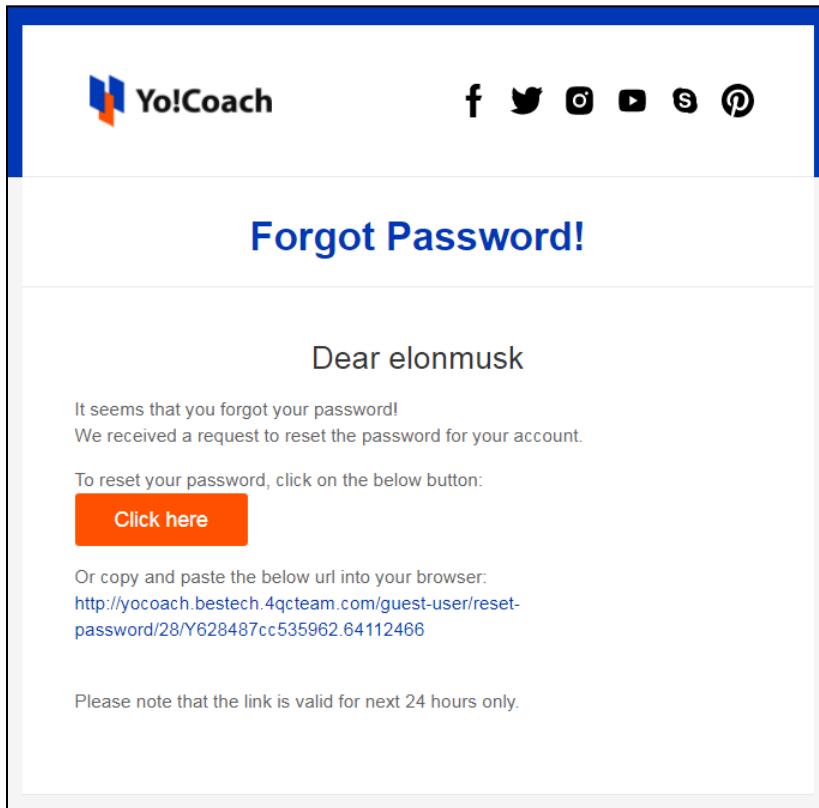
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the Yo!Coach website's 'Forgot Password' page. At the top, there are navigation links: COURSES, FIND TUTORS, GROUP CLASSES, APPLY TO TEACH, and FORUM. On the right, there are 'LOGIN' and 'SIGN UP' buttons. Below the navigation, a 'Back To Login' link is visible. The main form is titled 'Forgot Password' and contains a text input field labeled 'Please enter registered Email\*'. Below the input field is a reCAPTCHA verification box with the text 'I'm not a robot' and the reCAPTCHA logo. At the bottom of the form is a 'Submit' button.

The reset password request details are mailed to you at your email address.

Find the system email from your inbox and proceed with the provided link to move to the **Reset Password** page.



Enter the new password in the mandatory password field. Re-enter the new password and click **Reset Password** to save. The reset password confirmation prompt displays on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Reset Password?**  
Change Or Reset Your Password.

---

Password \*

[Show Password](#)

---

Confirm New Password

---

Enter the new credentials on the **Login** form and click **Log In** to log into your teacher profile.

**Login**

---


[Sign In With Facebook](#)


[Sign In With Google](#)


[Sign In With Apple](#)

---

Email\*

[Show Password](#)

---

Remember Me

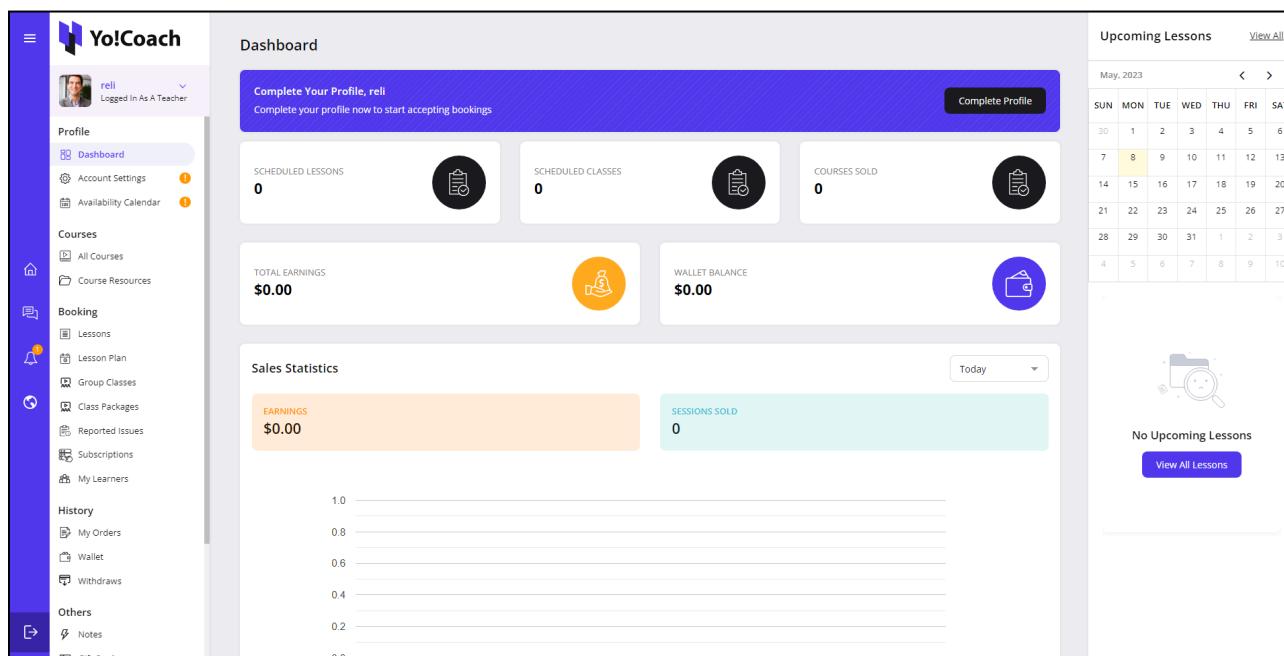
---

[Forgot Password?](#)

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## 2. Dashboard

**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 hand section of the **Dashboard**.



The screenshot shows the Yo!Coach Dashboard. On the left, a sidebar menu lists categories: Profile (Dashboard, Account Settings, Availability Calendar), Courses (All Courses, Course Resources), Booking (Lessons, Lesson Plan, Group Classes, Class Packages, Reported Issues, Subscriptions, My Learners), History (My Orders, Wallet, Withdrawals), and Others (Notes). The main dashboard area has a purple header bar with the text 'Complete Your Profile, reli' and a 'Complete Profile' button. Below this are four circular metrics: 'SCHEDULED LESSONS' (0), 'SCHEDULED CLASSES' (0), 'COURSES SOLD' (0), and two more metrics whose descriptions are partially visible. At the bottom of the dashboard is a 'Sales Statistics' section with a chart showing 'EARNINGS' (\$0.00) and 'SESSIONS SOLD' (0). To the right, a 'Upcoming Lessons' calendar for May 2023 shows no lessons scheduled. A message 'No Upcoming Lessons' with a 'View All Lessons' button is displayed.

### 2.1 Shortcut Buttons

The left panel of the **Dashboard** displays the following sections:

#### a. Hamburger Menu

Click the hamburger menu icon to expand or contract the dashboard side navigation panel.

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b. Home 

Click the home icon button and you will be instantly redirected to the **Dashboard** page from any other teacher profile page.

c. Messages 

Click the messages icon button to display the **My Messages** page. This page displays the ongoing communication threads with other users on the platform. The group chats, formed as a counterpart of the group classes created by you, are also displayed here.

**My Messages**

Q Search
 

		Last Message	
	Webii Nayek	SEP 21, 2023 10:47	Hi Lydia, excited to take lessons with you again.
	Marina soi	SEP 21, 2023 10:44	Hello professional! I am looking to take lessons i...
	Amy Roy	SEP 21, 2023 10:41	Hello ma'am, I have booked a group class with y...
	Portuguese made easy with Da...	SEP 21, 2023 10:40	Thanks for entering me into the class. Looking fo...



Click On Message To See Details

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click any user communication thread or group chat and the messages are displayed on the right side of the page.

**My Messages**

Portuguese made easy with Dave X

Webil Nayek SEP 21, 2023 10:47  
Hi Lydia, excited to take lessons with you again.

Marina soi SEP 21, 2023 10:44  
Hello professional! I am looking to take lessons i...

Amy Roy SEP 21, 2023 10:41  
Hello ma'am, I have booked a group class with y...

Portuguese made easy with Da... SEP 21, 2023 10:40  
Thanks for entering me into the class. Looking fo...

Amy Roy Thanks for entering me into the class. Looking forward to learning from you
2023-09-21 10:40

@
↑

Note: File size should be less than 2.00 Mb & Supported File Formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

Certain functionalities are available to you here:

- **Message Text Box:** Enter the message in the provided text box.
- **Attach Document:** Click the attach icon to insert a message attachment from your internal storage.

The attached file should be less than 8 Mb and the supported file formats are png., jpeg., gif., pdf, doc, docx, zip, and txt. Contact Yo!Coach team for further support.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

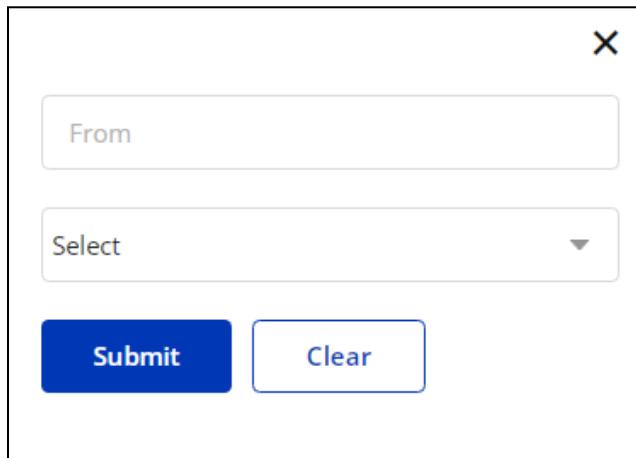
- **Send:** Click the send icon  to send a message and/or file attachment.
- **Download Document:** Click the download icon  from the sent message attachment to download the sent file.
- **Delete Attachment:** Click the delete icon  from the sent message attachment to delete it for both the sender and receiver.

**!** The time allowed to delete a message attachment is admin-manageable. After the specified time, the sender cannot delete an attachment already sent.

**!** The sender can download or delete only one attachment at a time.

**!** The recipient can download but can not delete a message attachment.

A search bar is provided at the top of the messages page.


 A screenshot of a search bar interface. It features a top bar with a red 'X' icon for closing. Below this is a 'From' input field with a placeholder 'From' in light gray. Underneath is a dropdown menu labeled 'Select' with a downward arrow icon. At the bottom are two buttons: a solid blue 'Submit' button on the left and a white 'Clear' button with a blue border on the right.

Enter the name of the sender in the **From** field to perform a sender-specific search. Select the message status as **Read** or **Unread** from the provided drop down menu and click **Submit** to display the search results. Click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## d. Notifications

Click the notifications icon button to display the **My Notifications** page. 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.

**My Notifications**

						1 to 12 of 333		
<input type="checkbox"/>					Wallet Balance Updated Your account has been debited with \$75.00	2022-06-27 12:47:23		
<input type="checkbox"/>					Withdrawal Request Update Your withdrawal request is Declined by the admin	2022-06-24 13:45:12		
<input type="checkbox"/>					Wallet Balance Updated Your account has been credited with \$500.00	2022-06-24 13:22:27		
<input type="checkbox"/>					Order Canceled 0001118 is canceled	2022-06-24 11:10:04		
<input type="checkbox"/>					Withdrawal Request Update Your withdrawal request is Approved by the admin	2022-06-24 10:11:30		
<input type="checkbox"/>					Wallet Balance Updated Your account has been credited with \$500.00	2022-06-24 10:08:42		
<input type="checkbox"/>					Issue Reported Status Issue with 151 is escalated	2022-06-21 13:23:24		
<input type="checkbox"/>					Lesson Scheduled Jason Roy scheduled the session with you, the lesson ID is 905	2022-06-21 09:50:36		

Certain functionalities are provided on this page:

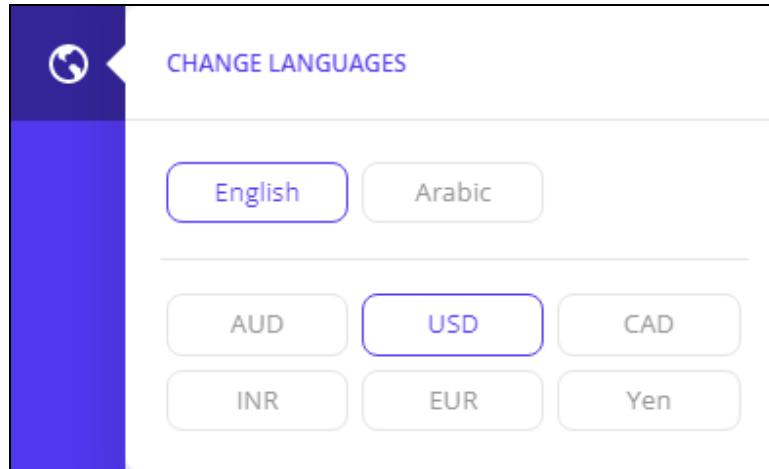
- **Select** : Use this checkbox to select a particular notification. To select all the notifications in one go, use the checkbox provided at the top of the list.
  - **Delete** : Click the delete icon to permanently delete the selected notification.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Refresh** : Click the refresh icon to refresh and reload the notifications page.
- **Mark As Unread** : Click the mark as unread icon to mark a selected notification as unread.
- **Mark As Read** : Click the mark as read icon to mark a selected notification as read.
- **Next** : Click the next icon to move to the next notifications list page.
- **Previous** : Click the previous icon to move to the previous notifications list page.

#### e. Languages/Currencies

Hover over the **Languages/Currencies** icon to display the **Choose Languages** box. Select your default language and currency from the enlisted languages and currencies.



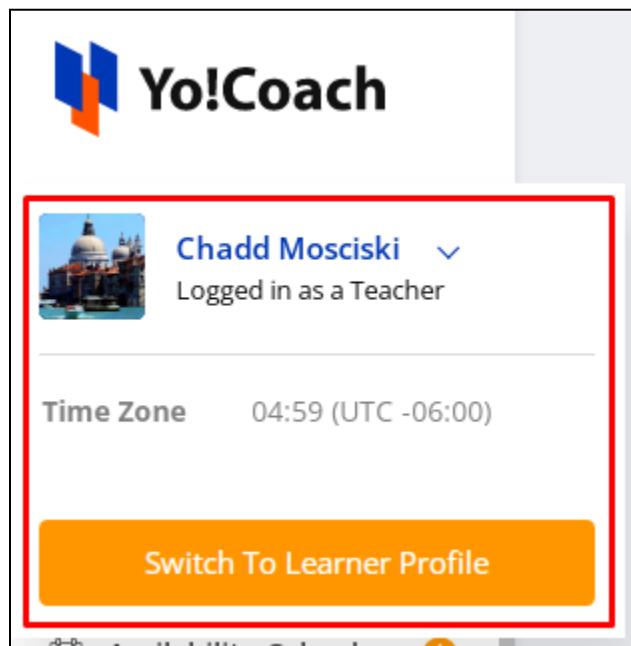
#### f. Logout

Click the logout icon button to log out of your account.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 2.2 Switch Profile

The current profile orientation is displayed under the Yo!Coach logo on the dashboard side panel. Hover over the section to display additional details (such as current location and timezone) and certain functionalities:



- **Switch To Learner Profile:** Click this button to switch to your learner profile and access the respective dashboard and features.

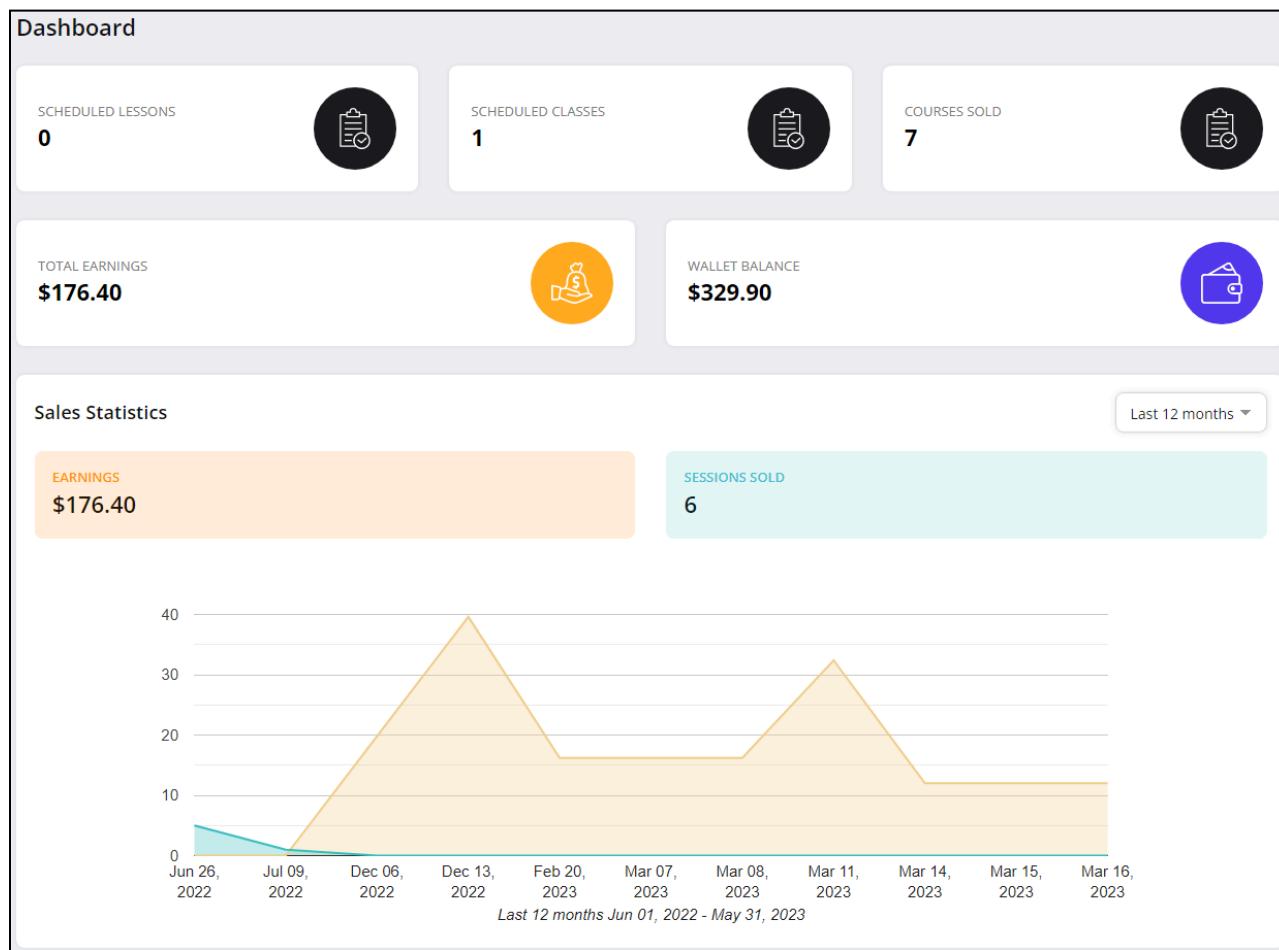


By default, every teacher registered on the portal is also registered as a learner.

## 2.3 Statistics

**Dashboard** displays the brief and regularly updated summary of the teacher's activities such as teacher earnings, scheduled lessons, wallet balance, and sales statistics.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Complete Profile Prompt**

Once you are successfully logged into your teacher profile, there are certain additional details required to be submitted. You are discoverable by the learners on the front end only when all the mandatory details are provided. Till these details are added, the top section of the **Dashboard** displays a **Complete Your Profile** prompt informing you that your profile's completion is pending. Click **Complete Profile** to move to the **Account Settings** page where the profile can be completely set up.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



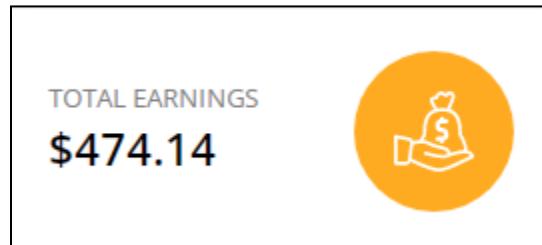
Dashboard

Complete Your Profile, Chadd  
Complete your profile now to start accepting bookings

Complete Profile

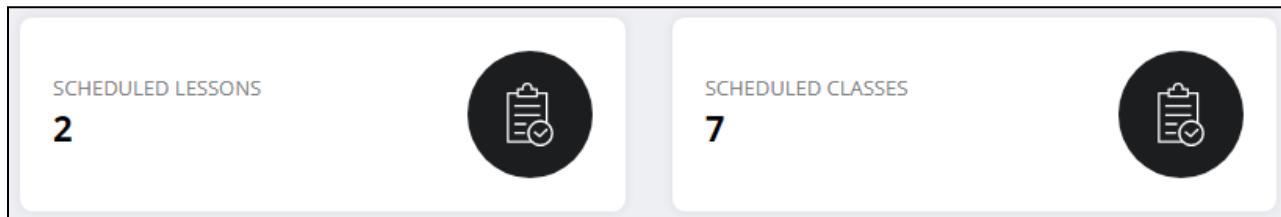
### a. Earnings

This block displays the amount of your earnings till date. Earnings include the payments received on completed lessons and group classes.



### b. Scheduled Lessons and Classes

These blocks display the number of lessons and group classes that are scheduled for the coming days.

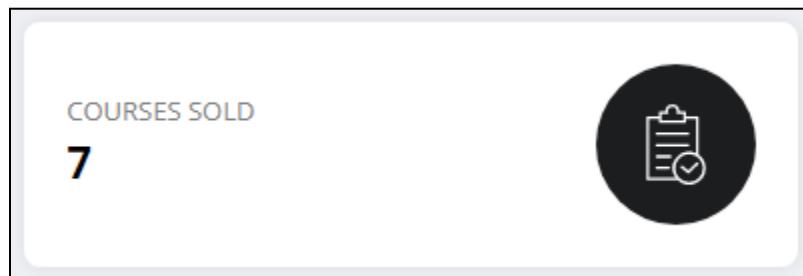


Click the **Scheduled Lessons** block to open the **Manage Lessons** page and view the complete details of all the scheduled lessons. Click the **Scheduled Classes** block to open the **Manage Classes** page to view the complete details of all the scheduled classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### c. Courses Sold

This block displays the pre-recorded courses sold to the learners so far.



Click this block to move to the **Manage Courses** page where all the courses created by you and their details are displayed.

### d. Wallet

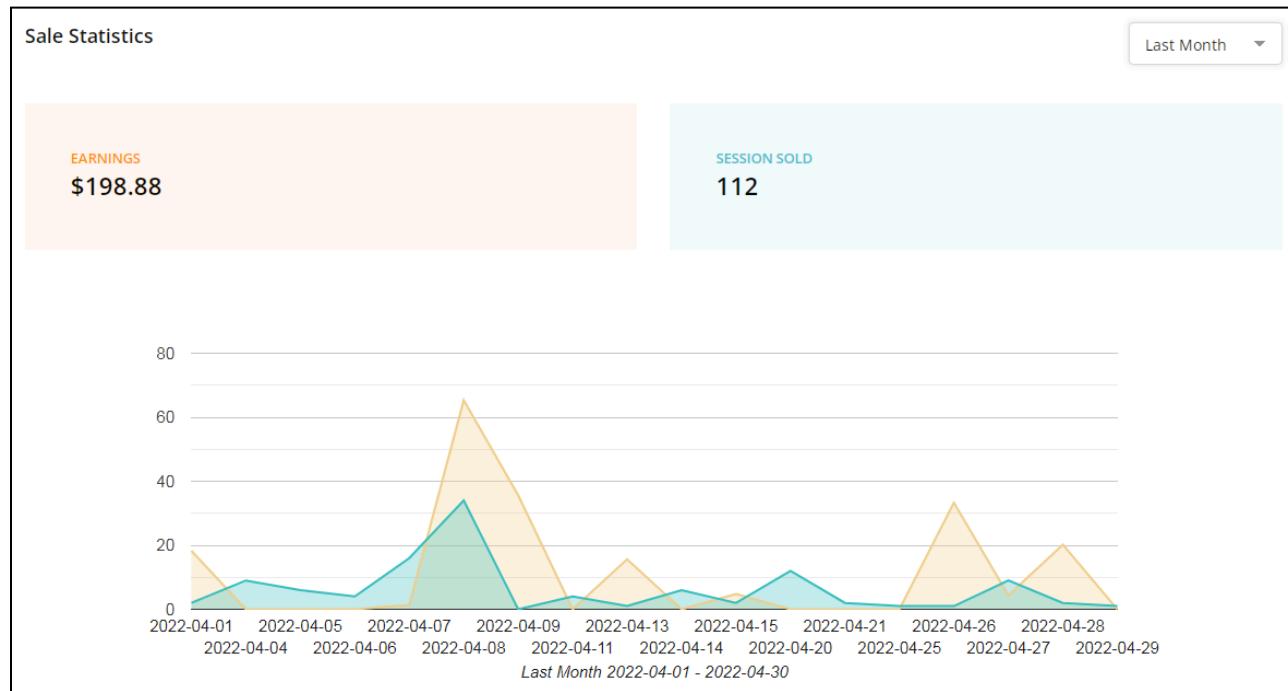
This block displays your current digital wallet balance. Click this block to move to the **My Wallet** page and view the complete details of the transactions made so far.



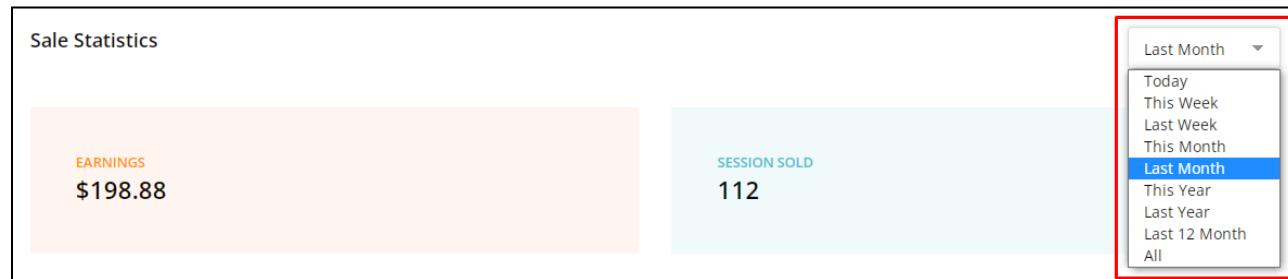
### e. Sales Statistics

This section displays a line graph reflecting the summary of your **Earnings** and **Lessons Sold**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



From the drop down menu provided at the upper right corner of this, select the preferred time duration for which sales stats are to be displayed.



## 2.4 Upcoming Lessons

The right-side panel of the **Dashboard** page displays a brief list of all the upcoming lessons.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Upcoming Lessons [View All](#)

May, 2022							<	>
SUN	MON	TUE	WED	THU	FRI	SAT		
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	31	1	2	3	4		
5	6	7	8	9	10	11		

2022-05-19

 MS >  
09:00 Japanese, 15 Minutes Of L...

2022-05-20

 Jack >  
09:30 Swedish, 45 Minutes Of Le...

2022-05-23

 MS >  
09:30 Japanese, 15 Minutes Of L...

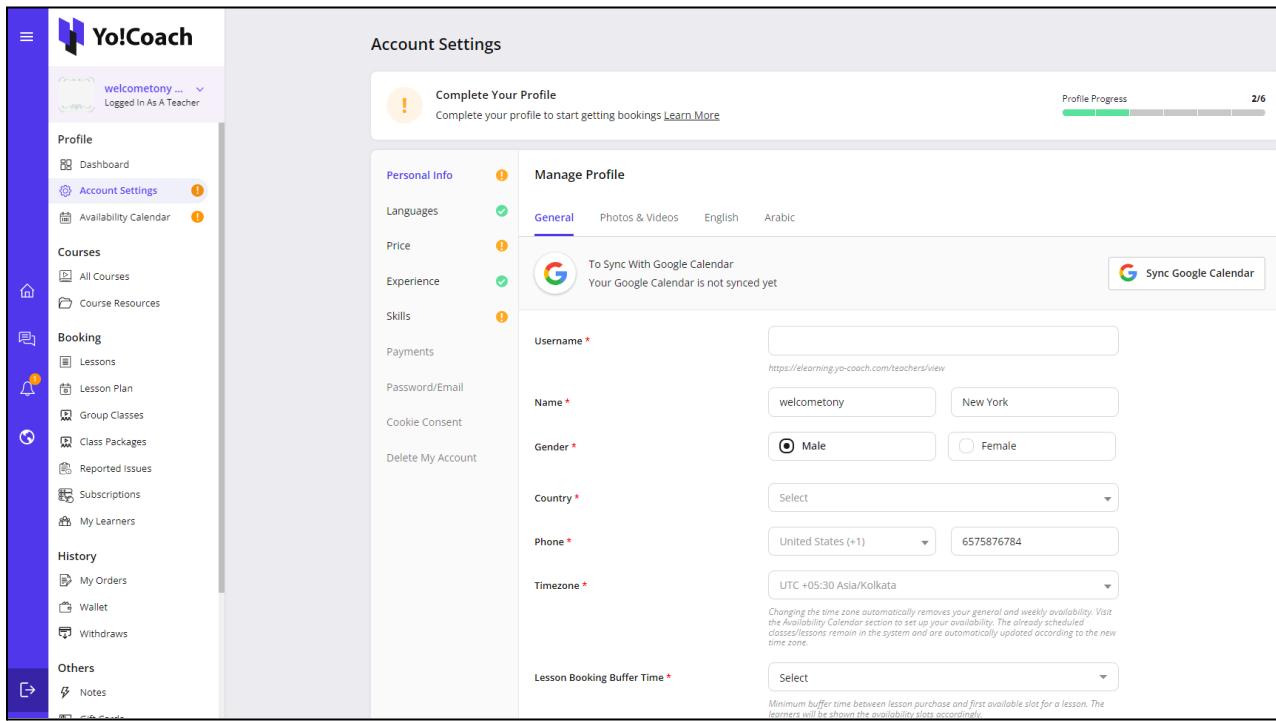
2022-05-24

A window calendar provided under the **Upcoming Lessons** header displays the scheduled lessons for the month. Under the calendar, the list of scheduled lessons is displayed in chronological order. Click any lesson to open the respective **Lesson Schedule** page. Click the **View All** link text from the upper right corner to move to the **Manage Lessons** page where a detailed view of lessons is provided.

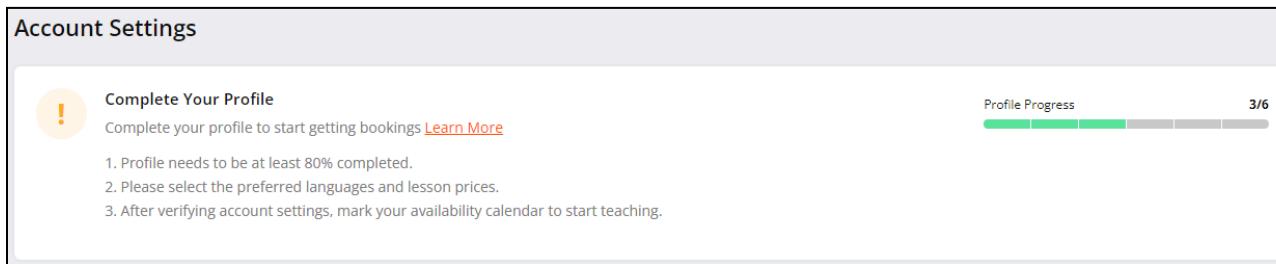
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3. Account Settings

Once you are logged into your teacher profile, you are required to complete your account details and settings to be able to receive lesson bookings. Open the **Account Settings** page from the left navigation panel.



On the top of the page, a **Complete Your Profile** section is displayed where the current profile progress can be viewed. Click **Learn More** to expand the section and read the profile completion instructions.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3.1 Personal Info

Enter your personal details in the **Personal Info** section. The section displays a form bifurcated in the following tabs:

#### a. General

The following general information fields are displayed:

#### Account Settings

Complete Your Profile
Profile Progress 

6/6

Personal Info
Manage Profile

Languages
Photos & Videos
English
Arabic
Spanish

Price
To Sync With Google Calendar
Sync Google Calendar

Experience
Your Google Calendar is not synced yet

Skills
Username\*

Addresses
<https://v42.yocoach.4livedemo.com/teachers/view/Antoinette-Pfannerstill>

Payments
Name\* 
Pfannerstill

Password/Email
Gender\*  Male  Female

Cookie Consent
Country\*

Delete My Account
Phone\*

Timezone\* 
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.

Offline Sessions 1 
In-active

Lesson Booking Buffer Time\* 
Minimum buffer time between lesson purchase and first available slot for a lesson. The learners will be shown the availability slots accordingly.

Notification Language\*

Enable Trial Lesson 
Active

Save
Nextt

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Sync Google Calendar** to sync the session schedules with Google Calendar. Once configured, the session slots are displayed in your Google calendar as well. **However**, the system sync with Google Calendar is **one-way**. This means that your events from Google Calendar are **not** synced and displayed on the Yo!Coach availability calendar.

 To successfully sync with Google Calendar, Google Analytics API setup is required. Contact your system administrator for details on the same.

- **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 drop down list.
- **Phone\***: View/Edit your formerly entered country code and phone number in the provided fields.
- **Time Zone\***: Select your country's time zone from the drop down list. Once you log into the system, your timezone is automatically detected and is reflected here.

 When the time zone is changed later, your selected general and weekly availability are removed. Revisit the **Availability Calendar** module to update your new availability timings.

- **Offline session**: From the toggle button, you can decide your availability for offline sessions, by toggling the button on  for activating, toggle the button off  for in-active.
- **Lesson Booking Buffer Time\***: From the drop down list, select the time mandate between purchase and schedule of a lesson. For example, when set to 12 hours, the learners can schedule a one-on-one lesson for a slot falling after 12 hours of placing the order.

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- **Notification Language\*:** From the active languages, select the preferred language for notifications. All the system notifications are received in the selected language.
- **Enable Trial Lesson:** Use the toggle switch to activate or deactivate free trial sessions. When deactivated, learners will not be able to book one-time free trial lessons with you.

Click **Save** to save the details. Click **Next** to move to the next tab.

## b. Photos & Videos

Access the following media settings:

**Manage Profile**

General
Photos & Videos
English
Arabic
Spanish

**Profile Picture**  
Profile Picture Info Text 4.00 MB png, jpg, jpeg, gif, bmp



Edit
Remove

**Introduction Video Link**  
Please enter a valid YouTube video link

Savee
Nextt

- **Profile Picture:** View or change your profile picture uploaded during registration. To upload a new profile picture, click **Edit** and select an image from

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

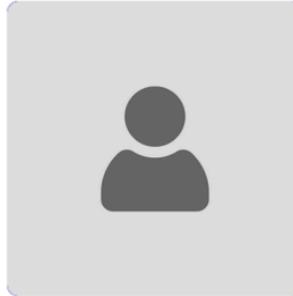
the internal storage. Click **Remove** to remove the profile picture. Once the picture is removed, use the **Add** button now available to upload a new picture.

### Manage Profile

General **Photos & Videos** English Arabic Spanish

---

**Profile Picture**  
Profile Picture Info Text 4.00 MB png, jpg, jpeg, gif, bmp



Add

**Introduction Video Link**  
Please enter a valid YouTube video link

https://www.youtube.com/embed/8YBOlzOzpkY

Savee
Nextt

- **Introduction Video Link:** Paste the youtube link for your introduction video. This is displayed on your profile page and can be viewed by the learners who visit your profile.

Click **Save** to save the details. Click **Next** to move to the next tab.

### c. Primary Language

The primary language tab displays the mandatory **Biography** field. Enter a brief paragraph stating your experience, skills, and any other information you want to share with the learners on the platform.

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### Manage Profile

General Photos & Videos **English** Arabic Spanish

**Biography \***

S

Auto Translate For Other Languages

Save changes
Nextt

Activate the **Auto-Translate For Other Languages**  from the bottom of the form to automatically translate the data filled here for other system languages. To enter the secondary language data manually, keep the toggle switch off . Your biography is displayed on your public profile page on the system front-end.

Click **Save Changes** to save the details. Click **Next** to move to the next tab.

 In case you have added your biography while registering, it will be prefilled in the provided field. Make the edits as required.

 The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the admin. Get in touch with the system admin for more details.

#### d. Secondary Language(s)

Enter/Edit the biography for other languages active in the system from the secondary language tab(s).

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Manage Profile

General Photos & Videos English **Arabic**

سيرة شخصية \*

الغالي بيانات لغة العمل التقني حفظ التغييرات

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the language data. Click **Next** to move to the next section.

**!** The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator API** is activated by the system admin. Get in touch with the admin for more details.

**!** The language tabs are displayed here depending on the languages currently active in the system.

### 3.2 Languages

Manage your preferred teaching and speaking languages through the following settings:

**!** The languages are already selected according to the preferences selected by you while teacher registration.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Complete Your Profile**  
Complete your profile to start getting bookings [Learn More](#)

Profile Progress  **6/6**

Personal Info	✓	Manage Languages																					
<b>Languages</b>	<b>✓</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Language To Teach *</th> <th style="width: 50%;">Language I Speak *</th> </tr> </thead> <tbody> <tr><td>Teaching Language 9</td><td>Spoken Language 4</td></tr> <tr><td>Architecto id ration</td><td>SP 222</td></tr> <tr><td>Teaching Language 5</td><td>Spoken Language 1</td></tr> <tr><td>Teaching Language 6</td><td>sdf sdfsd</td></tr> <tr><td>Teaching Language 7</td><td>Afrikaans</td></tr> <tr><td>Teaching Language 8</td><td>Amharic</td></tr> <tr><td>cvdfv</td><td>Avestan</td></tr> <tr><td>Didgeridoo</td><td>Afar</td></tr> <tr><td>fdf dsf</td><td><b>Aragonese</b> <small>Upper Advanced</small></td></tr> </tbody> </table>		Language To Teach *	Language I Speak *	Teaching Language 9	Spoken Language 4	Architecto id ration	SP 222	Teaching Language 5	Spoken Language 1	Teaching Language 6	sdf sdfsd	Teaching Language 7	Afrikaans	Teaching Language 8	Amharic	cvdfv	Avestan	Didgeridoo	Afar	fdf dsf	<b>Aragonese</b> <small>Upper Advanced</small>
Language To Teach *	Language I Speak *																						
Teaching Language 9	Spoken Language 4																						
Architecto id ration	SP 222																						
Teaching Language 5	Spoken Language 1																						
Teaching Language 6	sdf sdfsd																						
Teaching Language 7	Afrikaans																						
Teaching Language 8	Amharic																						
cvdfv	Avestan																						
Didgeridoo	Afar																						
fdf dsf	<b>Aragonese</b> <small>Upper Advanced</small>																						
Price	✓																						
Experience	✓																						
Skills	✓																						
Addresses																							
Payments																							
Password/Email																							
Cookie Consent																							
Delete My Account																							

Backk
Savee
Nextt

- **Language To Teach\*:** View/Edit the previously selected languages. Select more languages that you want to teach.
- **Language I Speak\*:** View/Edit the previously selected languages. Select more languages and your fluency for each language that you speak.

Click **Save** to save the changes made. Click **Next** to move to the next section.

### 3.3 Price

The **Price** section allows you to view and manage the lesson slots and subject-wise lesson prices. As set by the system admin, these lesson prices can either be managed by the admin or the teachers. According to the permissions granted by the admin, the settings would be accessible on the **Manage Prices** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Personal Info

Languages

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: Enter All Prices In Base Currency [USD]

Languages	Hourly Price	<input type="checkbox"/> 15 Minutes	<input checked="" type="checkbox"/> 30 Minutes	<input checked="" type="checkbox"/> 45 Minutes	<input checked="" type="checkbox"/> 60 Minutes
Chinese (Price Between \$20.00 And \$999.00)	88.00	\$22.00	\$44.00	\$66.00	\$88.00
Russian (Price Between \$20.00 And \$999.00)	59.00	\$14.75	\$29.50	\$44.25	\$59.00

[Backk](#)
[Savee](#)
[Nextt](#)

### a. Teacher-Manageable Prices

When the teachers are responsible for managing the subject-wise prices, you can set the hourly lesson charges according to your discretion. From the top of the **Manage Prices** page, select the slots you want to offer on the platform using the checkboxes  available with each slot.

! The lesson time slots are admin-manageable. Only such slots are displayed on the **Price** section as enabled by the admin.

Then, specify the hourly prices for the teaching languages offered by you. Enter the hourly prices for each language in the fields given under the **Hourly Price** header. As you enter the per-hour price, the prices for each time slot are automatically proportioned and displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Prices

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

Note: Enter All Prices Are In Base Currency [USD]

Languages	Hourly Price	<input type="radio"/> 15 Minutes	<input type="radio"/> 30 Minutes	<input checked="" type="radio"/> 45 Minutes	<input checked="" type="radio"/> 60 Minutes
English (Price Between \$1.00 And \$9,999.00)	67	\$16.75	\$33.50	\$50.25	\$67.00
Italian (Price Between \$1.00 And \$9,999.00)	105	\$26.25	\$52.50	\$78.75	\$105.00
Finnish (Price Between \$1.00 And \$9,999.00)	155	\$38.75	\$77.50	\$116.25	\$155.00
Spanish (Price Between \$10.00 And \$20.00)	88	\$22.00	\$44.00	\$66.00	\$88.00

Back
Save
Next

However, the prices set here ought to be within the range allowed by the admin. The system does not allow you to save the prices that do not fall under the permitted price range.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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

**Note: Enter All Prices Are In Base Currency [USD]**

Languages	Hourly Price	<input type="radio"/> 15 Minutes	<input type="radio"/> 30 Minutes	<input checked="" type="checkbox"/> 45 Minutes	<input checked="" type="checkbox"/> 60 Minutes
English (Price Between \$1.00 And \$9,999.00)	10000 <small>Value Of English Must Be Between 1.00 And 9999.00.</small>	\$2,500.00	\$5,000.00	\$7,500.00	\$10,000.00
Italian (Price Between \$1.00 And \$9,999.00)	105	\$26.25	\$52.50	\$78.75	\$105.00
Finnish (Price Between \$1.00 And \$9,999.00)	155	\$38.75	\$77.50	\$116.25	\$155.00
Spanish (Price Between \$10.00 And \$20.00)	88 <small>Value Of Spanish Must Be Between 10.00 And 20.00.</small>	\$22.00	\$44.00	\$66.00	\$88.00

[Back](#)
[Save](#)
[Next](#)

Once the prices have been entered, click **Save** from the bottom of the page to save these details. Click **Next** to move to the next section.

### b. Admin-Manageable Prices

When the admin is responsible for managing the subject-wise prices, you can **not** edit the hourly lesson prices. The admin-set prices for the teaching languages offered by you are displayed on the **Manage Prices** page. The **Hourly Prices** field is disabled for all the languages. For each slot, the lesson charges are calculated proportionately according to the hourly prices.

From the lesson time slots displayed at the top of the page, select the ones you want to offer on the platform using the checkboxes  available with each slot.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

For example, if you want to offer lessons for 45 minutes and 60 minutes time slots, select the checkbox given to the left of each of these slots.

**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]**

Languages	Hourly Price	<input type="radio"/> 15 Minutes	<input checked="" type="radio"/> 30 Minutes	<input type="radio"/> 45 Minutes	<input checked="" type="radio"/> 60 Minutes
English	60.00	\$15.00	\$30.00	\$45.00	\$60.00
Spanish	60.00	\$15.00	\$30.00	\$45.00	\$60.00
Portuguese	60.00	\$15.00	\$30.00	\$45.00	\$60.00
French	60.00	\$15.00	\$30.00	\$45.00	\$60.00

[Back](#)
Save
[Next](#)

Once the slots are selected, click **Save**. The predefined lesson prices are displayed on the teacher listing pages. Whenever a learner books a lesson with you, the price for the respective slot and language is charged to them.

### 3.4 Experience

The **Experience** section allows you to add, view and edit your experience and qualification details. The **Manage Experience** page auto-displays the details entered in the **Resume** tab while registering as a teacher. The following functionalities are available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Personal Info	✓	Manage Experience					
Languages		Resume Information		Start/End	Attachment	Actions	
Price	✓	BBA	Location - Abbotsford, Langley	2001 - 2005	Na		
Experience	✓	MS	Location - Kitchener, Ontario	2005 - 2009	Na		
Skills	✓	MIM	Location - Calgary, Alberta	2005 - 2005	Na		
Addresses		BSc	Location - Kitchener, Ontario	2009 - 2009	Na		
Payments		BE/Btech	Location - Vancouver, British Columbia	2009 - 2012	Na		
Password/Email		MASC	Location - Montreal, Quebec	2012 - 2015	Na		
Cookie Consent			Institution - University of Toronto				
Delete My Account							
		<a href="#">Back</a>	<a href="#">Next</a>				

## I. Add New Experience

Click **Add New** from the upper right corner of the page to open the **Setup Resume** window form. Enter the experience or educational qualification details in the provided data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Resume

Experience Type \*

Select

Title \*

Eg: B.a. English

Institution \*

Eg: Oxford University

Location \*

Eg: London

Description

Eg. Focus In Humanist Literature

Start Year \*

2022

End Year \*

2022

Upload Certificate

Choose File No file chosen

Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!

Save Changes

- **Experience Type\***
- **Title\***
- **Institution\***
- **Location\***
- **Description**
- **Start Year\***
- **End Year\***
- **Upload Certificate**

Click **Save Changes** to save the information. The added details are displayed in the form of a list on the **Manage Experience** page. View the resume

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

information, and start and end dates. Click on the certificate attachment to download the attached file.

## II. Edit

Click the edit icon button provided under the **Actions** header to open the **Setup Resume** window form where the previously entered details can be edited.

### Setup Resume

<b>Experience Type *</b>	<b>Title *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Certification"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="Understanding Child Psychology"/>
<b>Institution *</b>	<b>Location *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="University of Harvard"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="London"/>
<b>Description</b> <div style="border: 1px solid #ccc; padding: 10px; height: 100px; margin-top: 5px;"> <p>Child Psychology</p> </div>	
<b>Start Year *</b>	<b>End Year *</b>
<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2018"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 5px;" type="text" value="2019"/>
<b>Upload Certificate</b> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Choose File"/> No file chosen         </div>	
<i>Note Allowed Certificate Extentions png,jpg,jpeg,txt,doc,docx, pdf!</i>	
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px 10px; border-radius: 5px;" type="button" value="Save Changes"/>	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Delete

Click the delete icon button provided under the **Actions** header and follow the prompts to remove an experience.

After all the experience details are added, click **Next** to move to the next section.

## 3.5 Skills

The **Skills** section displays a number of areas and parameters defining the skills of a teacher. Select the ones appropriate to your teaching skills and your public profile is accordingly updated. Setting up your skills helps the learners to understand you better before signing up for your sessions. The following parameters are available on the **Manage Skills** page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

[Personal Info](#)
[Languages](#)
[Price](#)
[Experience](#)
[Skills](#)

### Manage Skills

#### Accents

<input checked="" type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input checked="" type="checkbox"/> American English	<input type="checkbox"/> Maghrebi French
<input checked="" type="checkbox"/> Andalusian Spanish	<input type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input checked="" type="checkbox"/> Modern Standard Arabic	<input checked="" type="checkbox"/> Bahraini Arabic	<input checked="" type="checkbox"/> Moroccan Arabic
<input type="checkbox"/> Belgian French	<input type="checkbox"/> Najdi Arabic	<input checked="" type="checkbox"/> Bokmal Nynorsk
<input checked="" type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input checked="" type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input checked="" type="checkbox"/> Rioplatense Spanish
<input type="checkbox"/> Castilian Spanish	<input checked="" type="checkbox"/> Saharan Arabic	<input type="checkbox"/> Central American
<input checked="" type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input checked="" type="checkbox"/> South African English
<input checked="" type="checkbox"/> Chilean Spanish	<input type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
<input checked="" type="checkbox"/> Sudanese Arabic	<input checked="" type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
<input checked="" type="checkbox"/> Gulf Arabic	<input checked="" type="checkbox"/> Swiss German	<input checked="" type="checkbox"/> Indian English
<input checked="" type="checkbox"/> Tunisian Arabic	<input checked="" type="checkbox"/> Iraqi Arabic	<input type="checkbox"/> Yemeni and Somali Arabic
<input type="checkbox"/> Latin American Spanish		

#### Teaches Level

<input type="checkbox"/> (A1) Beginner	<input type="checkbox"/> (A2) Upper Beginner	<input type="checkbox"/> (B1) Intermediate
<input checked="" type="checkbox"/> (B2) Upper Intermediate	<input type="checkbox"/> (C1) Advanced	<input checked="" type="checkbox"/> (C2) Upper Advanced

#### Learner Ages

<input checked="" type="checkbox"/> 12 Years to 18 Years	<input checked="" type="checkbox"/> 4 Years to 11 Years	<input checked="" type="checkbox"/> 18+ Years
--	---	---

#### Lessons Include

<input type="checkbox"/> Curriculum	<input checked="" type="checkbox"/> Proficiency Assessment	<input type="checkbox"/> Homework
<input type="checkbox"/> Quizzes /Tests	<input checked="" type="checkbox"/> Learning Materials	<input checked="" type="checkbox"/> Reading Exercises
<input checked="" type="checkbox"/> Lesson Plans	<input type="checkbox"/> Writing Exercises	

#### Test Preparations

<input checked="" type="checkbox"/> ACT	<input type="checkbox"/> AP	<input checked="" type="checkbox"/> APTIS
<input checked="" type="checkbox"/> BEC	<input checked="" type="checkbox"/> CAE	<input type="checkbox"/> CPE
<input checked="" type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input checked="" type="checkbox"/> ESOL
<input type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input checked="" type="checkbox"/> GMAT
<input checked="" type="checkbox"/> GRE	<input checked="" type="checkbox"/> ICAS	<input type="checkbox"/> IELTS
<input checked="" type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
<input type="checkbox"/> KET	<input checked="" type="checkbox"/> OET	<input checked="" type="checkbox"/> OPI
<input type="checkbox"/> PET	<input checked="" type="checkbox"/> SAT	<input checked="" type="checkbox"/> SIELE
<input type="checkbox"/> SSAT	<input checked="" type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

Back

Save

Next

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Accents

A list of accents added in the system are displayed with checkboxes provided alongside them. Select one or more accent preferences that best represent your pronunciation and language.

Accents		
<input type="checkbox"/> Acadian French	<input type="checkbox"/> Levantine Arabic	<input type="checkbox"/> Algerian Arabic
<input type="checkbox"/> Libyan Arabic	<input type="checkbox"/> American English	<input type="checkbox"/> Maghrebi French
<input type="checkbox"/> Andalusian Spanish	<input checked="" type="checkbox"/> Mexican Spanish	<input type="checkbox"/> Austrian German
<input type="checkbox"/> Modern Standard Arabic	<input type="checkbox"/> Bahrani Arabic	<input type="checkbox"/> Moroccan Arabic
<input checked="" type="checkbox"/> Belgian French	<input type="checkbox"/> Najdi Arabic	<input type="checkbox"/> Bokmal Nynorsk
<input type="checkbox"/> Brazilian Portuguese	<input type="checkbox"/> Omani Arabic	<input checked="" type="checkbox"/> British English
<input type="checkbox"/> Quebec French	<input type="checkbox"/> Caribbean Spanish	<input type="checkbox"/> Rioplatense Spanish
<input checked="" type="checkbox"/> Castilian Spanish	<input checked="" type="checkbox"/> Saharan Arabic	<input checked="" type="checkbox"/> Central American
<input type="checkbox"/> Spanish Scottish English	<input type="checkbox"/> Chadian Arabic	<input type="checkbox"/> South African English
<input type="checkbox"/> Chilean Spanish	<input type="checkbox"/> Standard German	<input type="checkbox"/> Egyptian Arabic
<input type="checkbox"/> Sudanese Arabic	<input type="checkbox"/> European Portuguese	<input type="checkbox"/> Swiss French
<input type="checkbox"/> Gulf Arabic	<input type="checkbox"/> Swiss German	<input type="checkbox"/> Indian English
<input type="checkbox"/> Tunisian Arabic	<input type="checkbox"/> Iraqi Arabic	<input type="checkbox"/> Yemeni and Somali Arabic
<input type="checkbox"/> Latin American Spanish		

## II. Teaches Level

A list of teaching levels added in the system is displayed with checkboxes provided alongside them. Select one or more level preferences from the list.

Teaches Level		
<input checked="" type="checkbox"/> (A1) Beginner	<input checked="" type="checkbox"/> (A2) Upper Beginner	<input checked="" type="checkbox"/> (B1) Intermediate
<input type="checkbox"/> (B2) Upper Intermediate	<input type="checkbox"/> (C1) Advanced	<input type="checkbox"/> (C2) Upper Advanced

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### III. Learner Ages

Select one or more learners' age group preferences. This allows the learners falling in the selected age group to find you easily and helps you to specify your preferred learner group.

Learner Ages		
<input type="radio"/> 4 Years to 11 Years	<input type="radio"/> 12 Years to 18 Years	<input checked="" type="radio"/> 18+ Years

### IV. Lesson Includes

From the provided list of options, select one or more component(s) included in the lessons you deliver. This helps the learners to know the scope of your sessions.

Lessons Include		
<input checked="" type="checkbox"/> Curriculum	<input type="checkbox"/> Proficiency Assessment	<input checked="" type="checkbox"/> Homework
<input type="checkbox"/> Quizzes /Tests	<input type="checkbox"/> Learning Materials	<input type="checkbox"/> Reading Exercises
<input checked="" type="checkbox"/> Lesson Plans	<input checked="" type="checkbox"/> Writing Exercises	

### V. Test Preparations

Select one or more tests that you help your learners to prepare for through your sessions.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Test Preparations

<input type="checkbox"/> ACT	<input type="checkbox"/> AP	<input type="checkbox"/> APTIS
<input type="checkbox"/> BEC	<input type="checkbox"/> CAE	<input checked="" type="checkbox"/> CPE
<input type="checkbox"/> DELE	<input type="checkbox"/> EOI	<input type="checkbox"/> ESOL
<input checked="" type="checkbox"/> FCE	<input type="checkbox"/> GCSE	<input type="checkbox"/> GMAT
<input checked="" type="checkbox"/> GRE	<input checked="" type="checkbox"/> ICAS	<input type="checkbox"/> IELTS
<input checked="" type="checkbox"/> IGCSE	<input type="checkbox"/> ISE	<input type="checkbox"/> IBDP
<input type="checkbox"/> KET	<input type="checkbox"/> OET	<input type="checkbox"/> OPI
<input type="checkbox"/> PET	<input type="checkbox"/> SAT	<input type="checkbox"/> SIELE
<input type="checkbox"/> SSAT	<input checked="" type="checkbox"/> TOEFL	<input type="checkbox"/> TOEIC

Once done, click **Save** to save your chosen preferences. Click **Next** to move to the next section.



Selecting one or more skills is mandatory to complete the account settings.



The teacher preferences are optional settings. You can select the skills relevant to you and leave the rest of the details blank and move to the next section directly.



The preferences selected are not permanent and can be changed at any time by visiting the **Skills** section.

### 3.6 Addresses

Add your address for the offline sessions purpose through **Addresses** section.

This is to enter your address where you want to conduct offline sessions.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Personal Info	<input checked="" type="checkbox"/>	Manage Addresses							
Languages	<input checked="" type="checkbox"/>	Street	City	State	Zipcode	Country	Phone	Is Default	Actions
Price	<input checked="" type="checkbox"/>	No Record Found							
Experience	<input checked="" type="checkbox"/>								
Skills	<input checked="" type="checkbox"/>								
<b>Addresses</b>	>								
Payments									
Password/Email									
Cookie Consent									
Delete My Account									

You need to click on **Add new** button in the top right corner, to add your address.

Personal Info	<input checked="" type="checkbox"/>	Manage Addresses							
Languages	<input checked="" type="checkbox"/>	Street	City	State	Zipcode	Country	Phone	Is Default	Actions
Price	<input checked="" type="checkbox"/>	No Record Found							
Experience	<input checked="" type="checkbox"/>								
Skills	<input checked="" type="checkbox"/>								
<b>Addresses</b>	>								
Payments									
Password/Email									
Cookie Consent									
Delete My Account									

Once you click on Add-new button, a pop-up window will open in you have to enter details like:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Address

**Street \***

**Phone \***

**City \***

**State \***

**Type \***

**Zipcode \***

**Default**

Default

**Enter A Location\***

Map
Satellite



Map data ©2024 Google [Terms](#) [Report a map error](#)

Save

**Street\*** Enter the street address

**Phone\*** Enter your phone number

**City\*** Enter your City

**State\*** Select your state from the drop-down

**Type\*** Select the type of address you are adding

**Zipcode\*** Enter the zipcode associated with the address.

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**Default** You can select if you want to keep this address as your default address.

**Enter A Location\*** Enter the location which you want to reflect on map.



After adding the address you will be able to activate the offline session in the account settings.

### 3.7 Payments

Set up and manage your payment methods through the **Payments** section. This is to enter your personal Bank and PayPal account details for streamlining the wallet withdrawals process.

Personal Info
✓

Manage Payments

Provide payment account details for streamlining withdrawals

---

Languages
✓

Bank Account

PayPal Email

---

Price
✓

Bank Name \*

Beneficiary/Account Holder Name \*

---

Experience
✓

Bank Account Number \*

IFSC Code/Swift Code \*

---

Skills
✓

Bank Address

---

Addresses

Bank Address

---

Payments
>

Bank Address

---

Password/Email

Bank Address

---

Cookie Consent

Bank Address

---

Delete My Account

Bank Address

Save

The following tabs are available in the **Manage Payments** section:

**a. Bank Account:** Enter the following bank account details:

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Page No. | 56

Manage Payments Provide payment account details for streamlining withdrawals

**Bank Account** PayPal Email

<b>Bank Name *</b> <input type="text"/>	<b>Beneficiary/Account Holder Name *</b> <input type="text"/>
<b>Bank Account Number *</b> <input type="text"/>	<b>IFSC Code/Swift Code *</b> <input type="text"/>
<b>Bank Address</b> <input type="text"/>	

[Back](#)
[Save](#)

- **Bank Name\***: Enter the bank name.
- **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** to save the added bank account details. These details are escalated to the admin when you initiate a wallet withdrawal request.

**b. PayPal Email:** Enter the valid PayPal account email address in the **PayPal Email Address** mandatory field and click **Save** to save the account details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Payments

Bank Account	PayPal Email
Paypal Email Address *	
<input type="text"/> <input type="button" value="Back"/> <input type="button" value="Save"/>	

! Setting up your payments is not mandatory to start receiving lesson orders. You can choose to enter the payment related details later.

! All the session payments are credited to your digital wallet by default. Your wallet is automatically activated once you sign up on the platform. You can request wallet withdrawals when needed to get the wallet money in your personal account. The [withdrawal process](#) is discussed later in this document.

### 3.8 Password/Email

Manage your passwords and official email address details from the **Password/Email** section. This section displays the following two tabs:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Personal Info	<input checked="" type="checkbox"/>	Change Password Or Email
Languages	<input checked="" type="checkbox"/>	<b>Password</b> Email
Price	<input checked="" type="checkbox"/>	Current Password * <input type="password"/> Show Password
Experience	<input checked="" type="checkbox"/>	.....
Skills	<input checked="" type="checkbox"/>	New Password * <input type="password"/> Show Password
Addresses		
Payments		Confirm New Password * <input type="password"/>
<b>Password/Email</b> >		<b>Save</b>
Cookie Consent		
Delete My Account		

**a. Password:** Change your account password using the following data fields:

Personal Info	<input checked="" type="checkbox"/>	Change Password Or Email
Languages	<input checked="" type="checkbox"/>	<b>Password</b> Email
Price	<input checked="" type="checkbox"/>	Current Password * <input type="password"/> Show Password
Experience	<input checked="" type="checkbox"/>	.....
Skills	<input checked="" type="checkbox"/>	New Password * <input type="password"/> Show Password
Addresses		
Payments		Confirm New Password * <input type="password"/>
<b>Password/Email</b> >		<b>Save</b>
Cookie Consent		
Delete My Account		

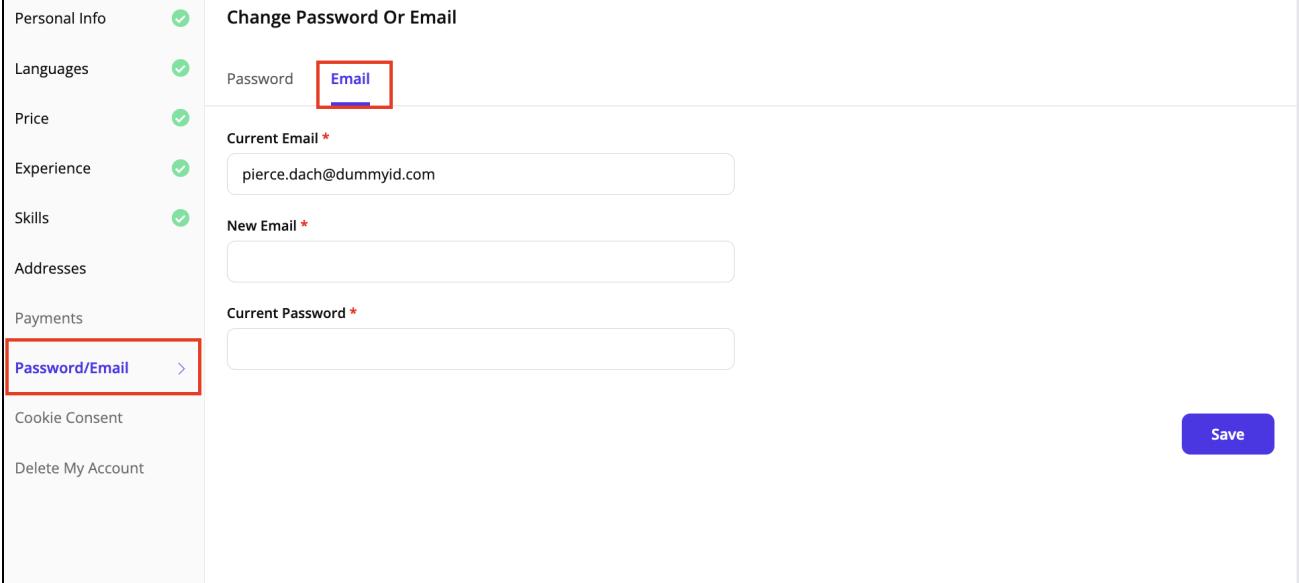
- **Current Password\*:** Enter your current account password.
- **New Password\*:** Enter a new password for your account.
- **Confirm New Password\*:** Re-enter the new password to verify and confirm.

 By default, the current and new passwords are displayed in the form of bullets for privacy compliance. To view the entered password, click **Show Password** provided with the **Current Password** and **New Password** fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save** to successfully change your account password.

**b. Email:** Change the email address linked with your account using the following data fields:



The screenshot shows the 'Change Password Or Email' section of the account settings. On the left, there is a sidebar with links: Personal Info, Languages, Price, Experience, Skills, Addresses, Payments, and a 'Password/Email' section which is highlighted with a red box. The main area has fields for 'Current Email \*' (pierce.dach@dummyid.com) and 'New Email \*' (empty), both of which are highlighted with red boxes. Below these is a 'Current Password \*' field (empty). At the bottom right is a 'Save' button, which is also highlighted with a red box.

- **Current Email\*:** The current email address linked with your account is prefilled in the field.
- **New Email\*:** Enter the new email address to be linked with your account.
- **Current Password\*:** Enter your account password for the purpose of security check.

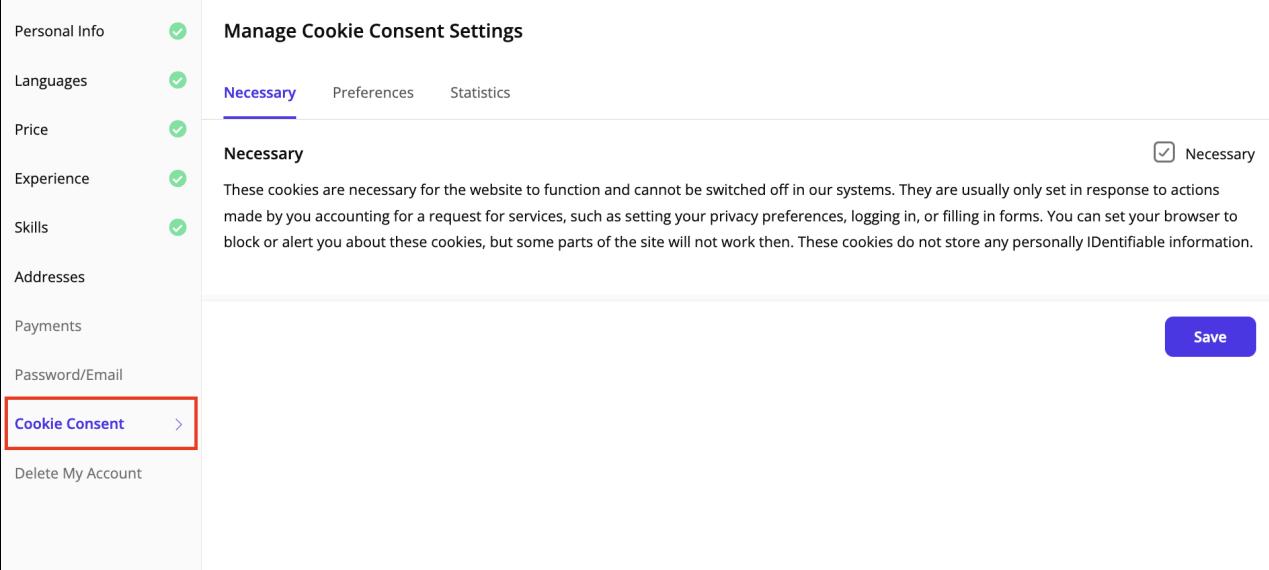
Click **Save** to successfully change your email address. The newly added email address will now be considered your official email and all the system-generated emails are routed to the new email address.

### 3.9 Cookie Consent

Access and manage your cookies permissions and preferences from the **Cookie Consent** section. Cookies are small information files generated by a web server and are sent to a web browser. These cookies fetch data about users' preferences and search habits to ultimately use this information to improve the

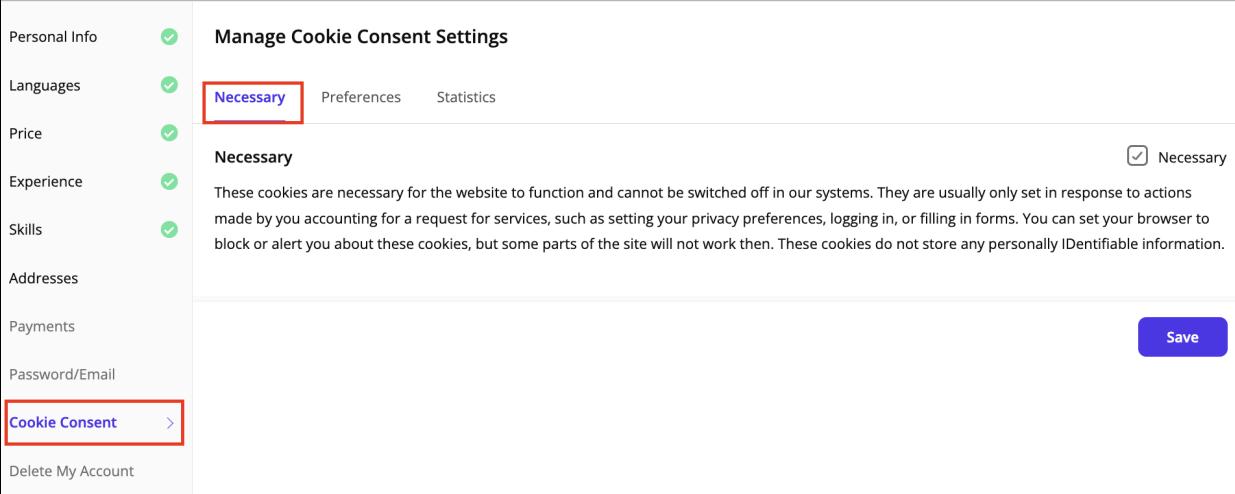
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

user's experience online. You can allow or limit cookies on your account through the **Cookies Consent** section. This section displays the following three tabs pertaining to the types of cookies active in the Yo!Coach platform:



The screenshot shows the 'Manage Cookie Consent Settings' page. On the left, a sidebar lists account-related sections: Personal Info, Languages, Price, Experience, Skills, Addresses, Payments, and Password/Email. Below this is a red-bordered box containing 'Cookie Consent' and a right-pointing arrow. At the bottom of the sidebar is 'Delete My Account'. The main content area has a header with 'Manage Cookie Consent Settings' and tabs for 'Necessary', 'Preferences', and 'Statistics'. The 'Necessary' tab is selected and highlighted with a blue underline. The 'Necessary' section contains a description of what these cookies are used for and a checked checkbox labeled 'Necessary'. A blue 'Save' button is located in the bottom right corner of the main content area.

**a. Necessary:** View the permissions associated with the necessary cookies. These cookies are automatically activated on the system and can not be deactivated.

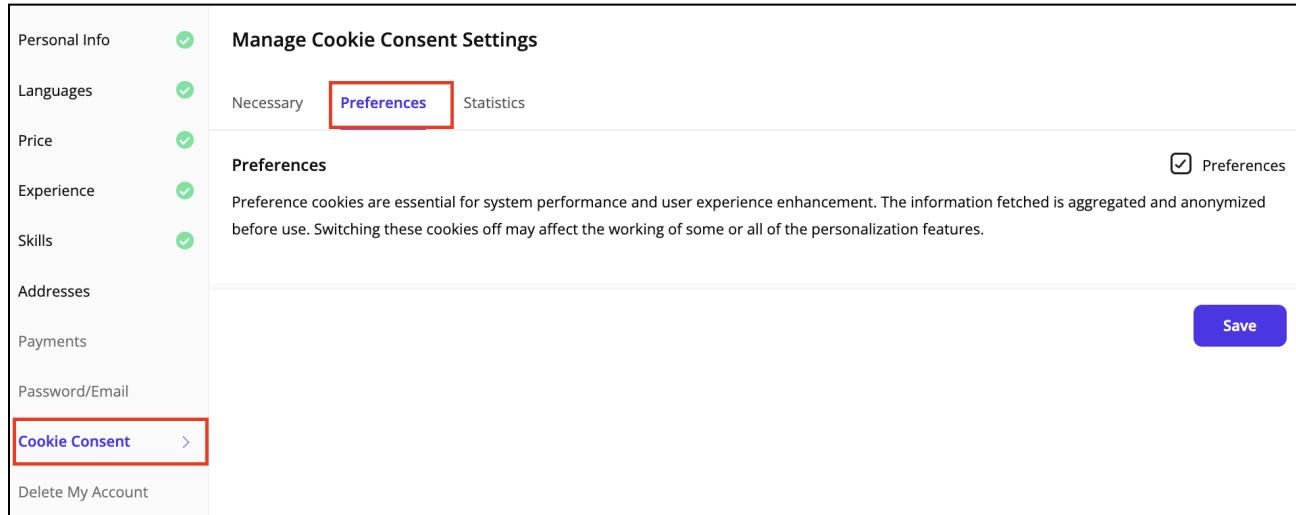


The screenshot shows the 'Manage Cookie Consent Settings' page. The sidebar and layout are identical to the previous screenshot. The 'Preferences' tab is now selected and highlighted with a red border. The 'Necessary' section is still present but not selected. The 'Save' button is visible in the bottom right corner.

**b. Preferences:** View the permissions associated with the preference cookies. Select the **Preferences** checkbox provided at the upper right corner of the

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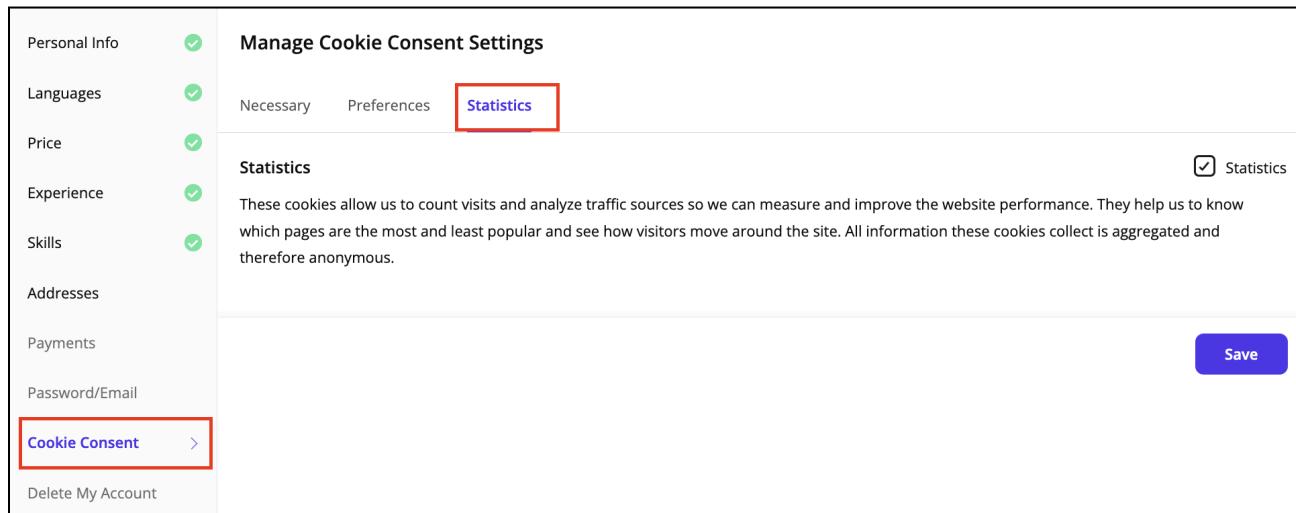
section to activate these cookies. Clear the checkbox to disallow the preference cookies.



The screenshot shows the 'Manage Cookie Consent Settings' page. On the left, there is a sidebar with the following items: Personal Info, Languages, Price, Experience, Skills, Addresses, Payments, Password/Email, and a 'Cookie Consent' button. The 'Cookie Consent' button is highlighted with a red box. The main content area has tabs: Necessary, Preferences (which is selected and highlighted with a red box), and Statistics. Under the 'Preferences' tab, there is a section titled 'Preferences' with a description: 'Preference cookies are essential for system performance and user experience enhancement. The information fetched is aggregated and anonymized before use. Switching these cookies off may affect the working of some or all of the personalization features.' To the right of this section is a checkbox labeled 'Preferences' with a checked mark. At the bottom right of the main content area is a 'Save' button.

Click **Save** to save your cookie settings.

**c. Statistics:** View the permissions associated with the statistics cookies. Select the **Statistics** checkbox provided at the upper right corner of the section to activate these cookies. Clear the checkbox to disallow the statistics cookies.



The screenshot shows the 'Manage Cookie Consent Settings' page. The sidebar items are the same as the previous screenshot. The main content area has tabs: Necessary, Preferences, and Statistics (which is selected and highlighted with a red box). Under the 'Statistics' tab, there is a section titled 'Statistics' with a description: 'These cookies allow us to count visits and analyze traffic sources so we can measure and improve the website performance. They help us to know which pages are the most and least popular and see how visitors move around the site. All information these cookies collect is aggregated and therefore anonymous.' To the right of this section is a checkbox labeled 'Statistics' with a checked mark. At the bottom right of the main content area is a 'Save' button.

Click **Save** to save your cookie settings.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 3.10 Delete My Account

The **Delete My Account** section allows you to request the admin to delete your account and user data from the platform.

Personal Info	<input checked="" type="checkbox"/>	<b>Delete Account</b>
Languages	<input checked="" type="checkbox"/>	Are you sure you want to delete your account?
Price	<input checked="" type="checkbox"/>	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.
Experience	<input checked="" type="checkbox"/>	
Skills	<input checked="" type="checkbox"/>	<b>Delete My Account</b>
Addresses		
Payments		
Password/Email		
Cookie Consent		
<b>Delete My Account</b>		

Click **Delete My Account** and follow the prompts to proceed with account deletion. A GDPR request is generated on the platform to delete your user account data from the system and is escalated to the admin. If approved by the admin, your account is removed from the portal. Once deleted, your account is no longer displayed to the learners and your account data can not be restored later. To access the platform again, **new registration** is required. We recommend you to give it a thorough thought before requesting account deletion.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 4. Availability Calendar

Set up the time when you are available to take sessions and open to lesson bookings through the **Availability Calendar** module. In order to complete your profile to get listed on the system front-end and start receiving lesson bookings, setting up your availability is mandatory.

Manage Calendar

 **Complete Your Profile**  
 Complete your profile to start getting bookings [Learn More](#)

Profile Progress  5/6

GENERAL
WEEKLY
Save

My Current Time :- 00:53:38 (Timezone String -04:00)

	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							
05:30							
06:00							
06:30							
07:00							
07:30							
08:00							
08:30							
09:00							

There are two ways of managing your availability, **General Availability** and **Weekly Availability**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 4.1 General Availability

Manage and update your day-wise availability through the **General** tab. The page displays a half-hourly calendar for each day of the week.

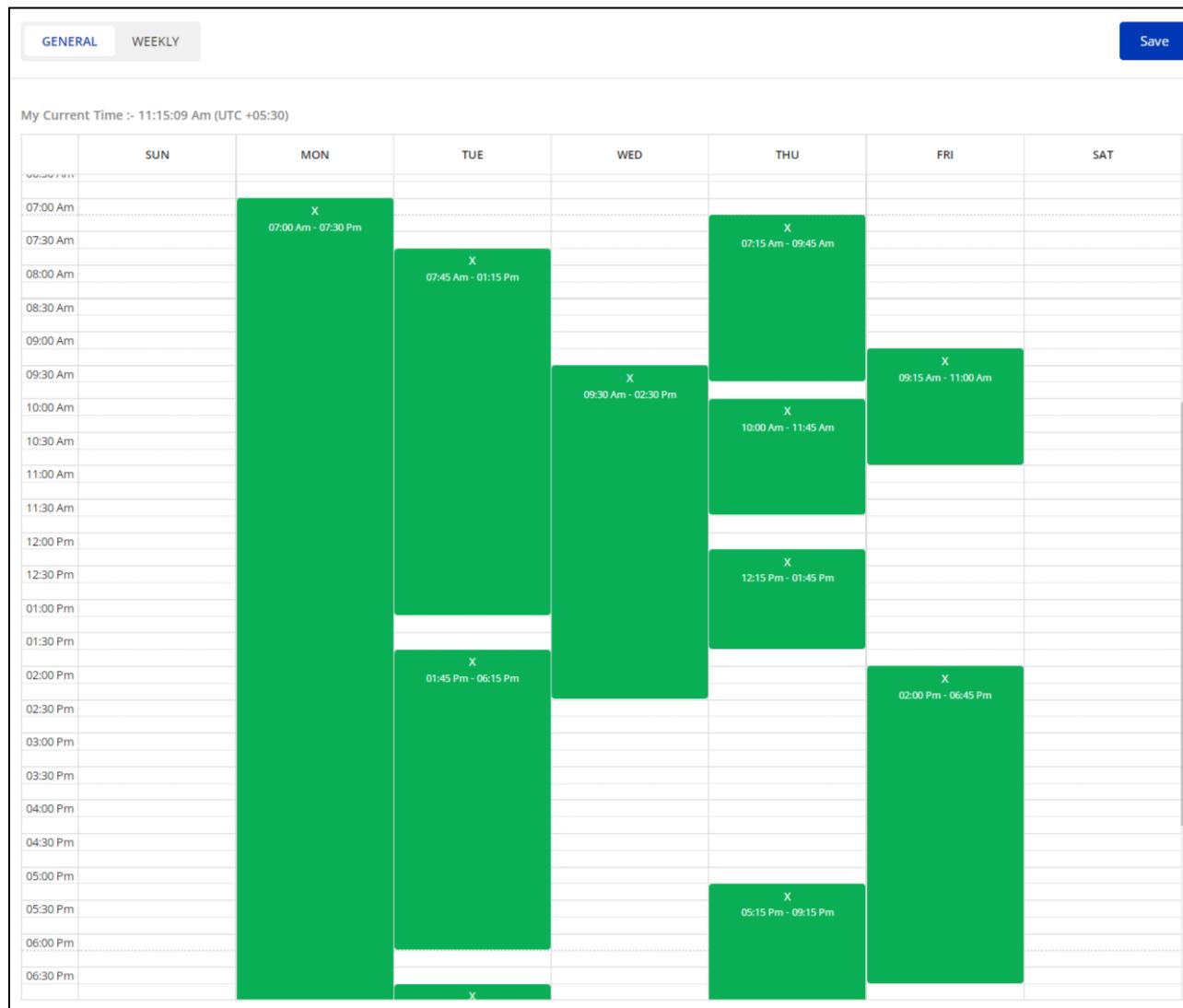
GENERAL
WEEKLY
Save

My Current Time :- 11:05:49 Am (UTC +05:30)

	SUN	MON	TUE	WED	THU	FRI	SAT
12:00 Am							
12:30 Am							
01:00 Am							
01:30 Am							
02:00 Am							
02:30 Am							
03:00 Am							
03:30 Am							
04:00 Am							
04:30 Am							
05:00 Am							
05:30 Am							
06:00 Am							
06:30 Am							
07:00 Am							
07:30 Am							
08:00 Am							
08:30 Am							
09:00 Am							
09:30 Am							
10:00 Am							

Hold and stretch through the time to select your availability for a day. Simply leave the days clear when you are unavailable. Click the delete icon button  provided in the selected area to remove the time slot.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



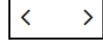
Click **Save** from the upper right corner to save the selected timings. Your availability time slots are reflected accordingly on the front-end and the learners can book their slots with you.

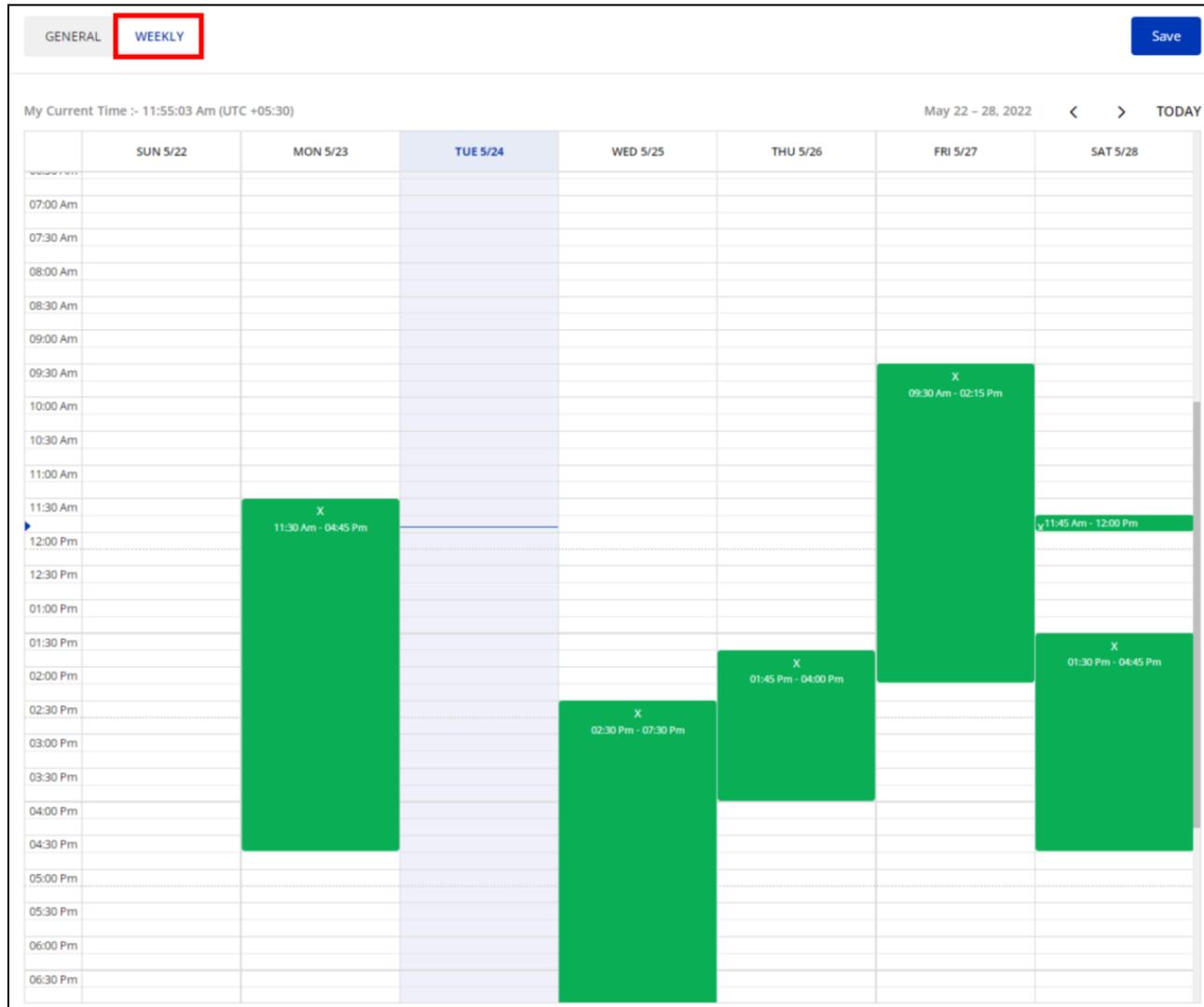
 General availability is considered as universal for all the weeks unless specific availability for a week is set through the **Weekly Availability** tab.

## 4.2 Weekly Availability

Set up your date-wise availability through the **Weekly** tab. The tab displays the dates in a weekly format. The general availability saved in the previous tab is

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also reflected here. Use the arrow buttons  provided at the top right of the calendar section to access different weeks. Select the availability for a specific date in a week through hold and stretch action or click the delete icon button  to remove a selected time slot.



Click **Save** to save the weekly availability. If both general and weekly availability are specified, the system will override the weekly availability over the general availability for that day. This means that the learners will view the time slots according to the weekly availability selected by you.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

In case you edit your timezone from the **Personal Info** section under **Account Settings**, the general and weekly availability will be reset. Revisit this module to update your availability.



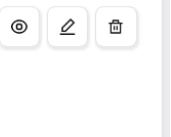
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 5. All Courses

Yo!Coach allows you to create courses and add a number of pre-recorded lectures to the course. Once a course you create is approved by the admin, it is published on the course listing pages. The learners purchase your course for a course fee set by you and get access to all the course resources. Create and manage the courses from the **All Courses** module.

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

**Q Search** **Add New Course**

 <p>BUSINESS DEVELOPMENT / SALES Business Development and Sales \$100.00   Lectures 1   Paid   Learners 0   ★ 0.00 (0) Drafted</p>	 <p>FINANCE &amp; ACCOUNTING / CRYPTOCURRENCY &amp; BLOCKCHAIN Test C\$99.20   Lectures 3   Paid   Learners 0   ★ 0.00 (0) Published</p>	 <p>MARKETING / MARKETING FUNDAMENTALS Technical Analysis MasterClass:Trading By Technical Analysis \$928.00   Lectures 89   Paid   Learners 0   ★ 5.00 (1) Published</p>
---	---	--

**!** The **Courses** functionality is available on the platform only when activated by the system administrator. Please contact the platform admin for more details.

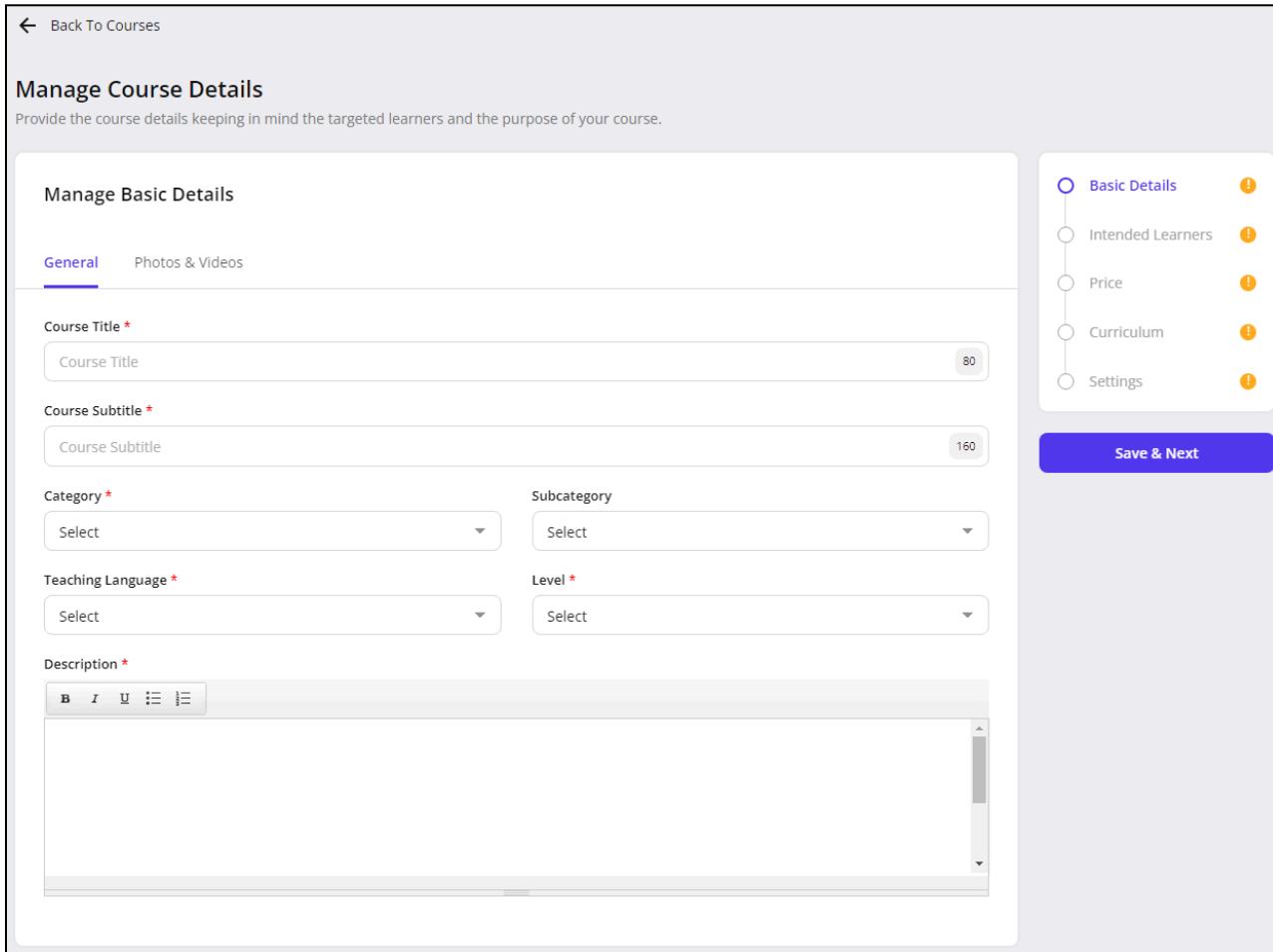
The **Manage Courses** page lists all the courses created by you and their details. Perform the following functionalities on this page:

### 5.1 Add a New Course

To add a new course, click the **Add New Course** icon button from the upper right corner of the page. You are redirected to the **Manage Course Details** form

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

page. The form is divided into various sections for providing detailed course information:



← Back To Courses

### 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

**Course Subtitle \***  
Course Subtitle

**Category \*** Select      **Subcategory** Select

**Teaching Language \*** Select      **Level \*** Select

**Description \***  
[Rich Text Editor]

**Basic Details** !  
 Intended Learners !  
 Price !  
 Curriculum !  
 Settings !

**Save & Next**

## I. Basic Details

In the **Manage Basic Details** section of the form, provide the basic details for the course being added in the following tabs:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 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 \***  
 80

**Course Subtitle \***  
 160

**Category \***  **Subcategory**

**Teaching Language \***  **Level \***

**Description \***  

B
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=

**Basic Details** !

- Intended Learners !
- Price !
- Curriculum !
- Settings !

**Save & Next**

### a. General

Provide the general course details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Basic Details

**General** Photos & Videos

Course Title \*

Course Title Course Title 80

Course Subtitle \*

Course Subtitle Course Subtitle 160

Category \*

Subcategory

Select Select

Teaching Language \*

Level \*

Select Select

Description \*

B I U

- **Course Title\***: Enter a title for the course. The maximum character count is indicated at the right within the field.

Manage Basic Details

**General** Photos & Videos

Course Title \*

Course Title Course Title 80

- **Course Subtitle\***: Enter a subtitle for the course.
- **Category\***: From the drop down list, select the category that best defines the subject of discussion for the course. The list is populated with the categories added by the admin.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Subcategory:** According to the selected category, select the subcategory for the course from the drop down list. This list is populated with the subcategories added by the admin. Adding a subcategory is optional.
- **Teaching Language\*:** From the drop down list, select the language to be used to share the study material.
- **Level\*:** From the drop down list, select the level of the course as **Beginner, Intermediate, or Expert**.
- **Description\*:** In the provided description box, enter a brief description about the course, its contents, and key takeaways for the learners.

Click **Save and Next** from the right hand side to save the details and move to the next tab.

### b. Photos & Videos

On the **Photos & Videos** tab, upload the following required media files:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 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; 2.00MB size; png, jpeg, jpg, gif. no text on the image.*

 **Upload File**

**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: 2.00MB size; mp4.*

 **Upload Video**

- **Course Image\*:** Click **Upload File** and upload a course banner image from the internal storage. The image is displayed on the course listing pages with the course details. View the upload guidelines mentioned in the field.
- **Course Preview Video\*:** Click **Upload Video** to upload a preview video for the course from the internal storage. Click **Preview** to view the video in the right-hand side preview window.

Click **Save & Next** from the right-hand side to save the media details and move to the next section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Intended Learners

In this section, answer the listed questions and provide more details about the course being added. The learners refer to the provided details to understand the scope of the course and make their decision to enroll for the course.

← Back To Courses
Basic Details ✓

Course Title
Intended Learners !

Price !
Curriculum !

Settings !
Save & Next

**Course Title**  
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.

What will students learn in your 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.

What are the requirements or prerequisites for taking your 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.

Who is the course for? 155 ::

⊕ Add More To Your Response

Enter the relevant answer to the questions in the provided fields. The following functionalities are available with each field:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

- **Add More Responses** : Click  **Add More To Your Response** to add an additional answer field. Enter the additional details and supporting comments in this field.
- **Drag and Drop** : Use the drag and drop icon button  provided at the right of each answer field to rearrange the answers sequence. The sequence is updated accordingly on the course details page.
- **Delete** : Click the delete icon button  to remove a response. The system does not allow you to delete the last available response.

Once all the questions have been answered, click **Save & Next** from the right hand side. The details are saved and you are redirected to the next section.

### III. Price

In the **Price** section, set the price for the whole course and the default display currency. The following data input fields are available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Course Title**  
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 \*

Price \*

- Basic Details ✓
- Intended Learners ✓
- Price !
- Curriculum !
- Settings !

**Save & Next**

- **Type\*:** Select the type of course as **Free** or **Paid**. Select **Free** to offer the course to the learners for free and the learners will not be charged any course fee. When you offer a course for free, the maximum length of the course should not be more than 2 hours. Select **Paid** when a certain fee is to be charged from the learners to enroll for the course.



The following fields are displayed only when **Paid** course type is selected.

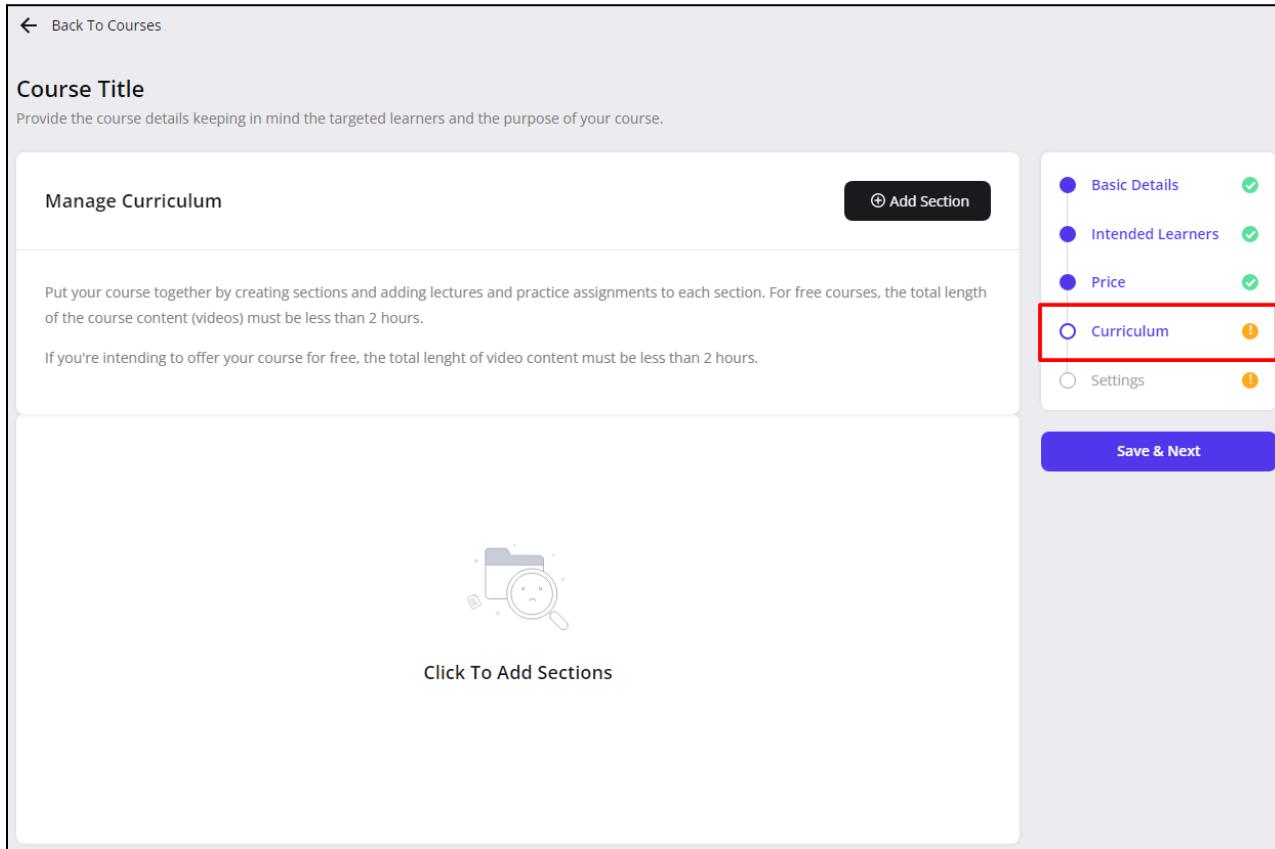
- **Currency\*:** Select your preferred currency.
- **Price\*:** Enter the amount to be charged as a course fee from the learners.

Click **Save & Next** from the right hand side to save the price details and move to the next section, **Curriculum**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## IV. Curriculum

Add the study material, videos, and complete contents of the course from the **Curriculum** section.



← Back To Courses

**Course Title**  
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.

 Click To Add Sections

Basic Details ✓  
Intended Learners ✓  
Price ✓  
**Curriculum** !  
Settings !

Save & Next

The lectures to be covered in the course are added with **Sections** covering a specific topic. These sections and attached resources are displayed to the learners on the **Course Details** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Overview Course Content About Tutor Reviews (1)

## Course Content

13 Sections • 89 Lectures • 7h 58m Total Length

SECTION	Introduction
1	Introduction (⌚ Time 13m)  Lectures 6 <a href="#">See All</a>  <ul style="list-style-type: none"> <li>● <a href="#">Introduction</a>  0:01:58</li> <li>● <a href="#">Importance of Technical Analysis</a>  0:05:05</li> <li>● <a href="#">Types of Charts</a> 0:02:47</li> <li>● <a href="#">Importance of Technical Analysis And Price Chart Quiz</a> 0:01:00</li> <li>● <a href="#">Bonus 1- Trading Mindset Workbook</a> 0:01:00</li> <li>● <a href="#">Important Note</a> 0:01:19</li> </ul>
2	Trend Analysis (⌚ Time 1h 04m)  Lectures 13 <a href="#">See All</a> 
3	Basic Terms of technical Analysis (⌚ Time 1h 34m)  Lectures 11 <a href="#">See All</a> 

**This Course Includes:**

-  7h 58m
-  89 Lectures
-  129 Downloadable Assets
-  Full Lifetime Access
-  Access On Mobile And Tv
-  Certificate On Completion

At Just Price Of **\$928.00**

[Enroll Now](#)

[Favorite](#)

**Share This Course**

The following functionalities are available on the **Manage Curriculum** page:

### a. Add a New Section

To add sections to the course, click **Add Section** from the upper right corner of the form. A new section appears on the page with the following input fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 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

Cancel
Save

- **Add Section Title:** Enter a title for the section being added. View the maximum character limit given at the right corner of the field.

Section

Add Section Title

80

- **Add Section Description:** Enter a brief description for the section, indicating its contents and any additional details for the learners.

Click **Save** to save and add the section. To add more sections, click **Add Section** again and provide the section title and description.

Access the following functionalities with the added sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Course Title

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.

 Section: 1 Section - 1  



- **Drag and Drop** : Hold the drag and drop icon button  from the left and move it to rearrange the section list. The order of the sections on the course details page is updated accordingly.
- **Edit** : Hover over the section and click the edit icon button  to edit the section. Make the required changes in the title and description fields and click **Save** to save the made changes. Or click **Cancel** to discard the changes.

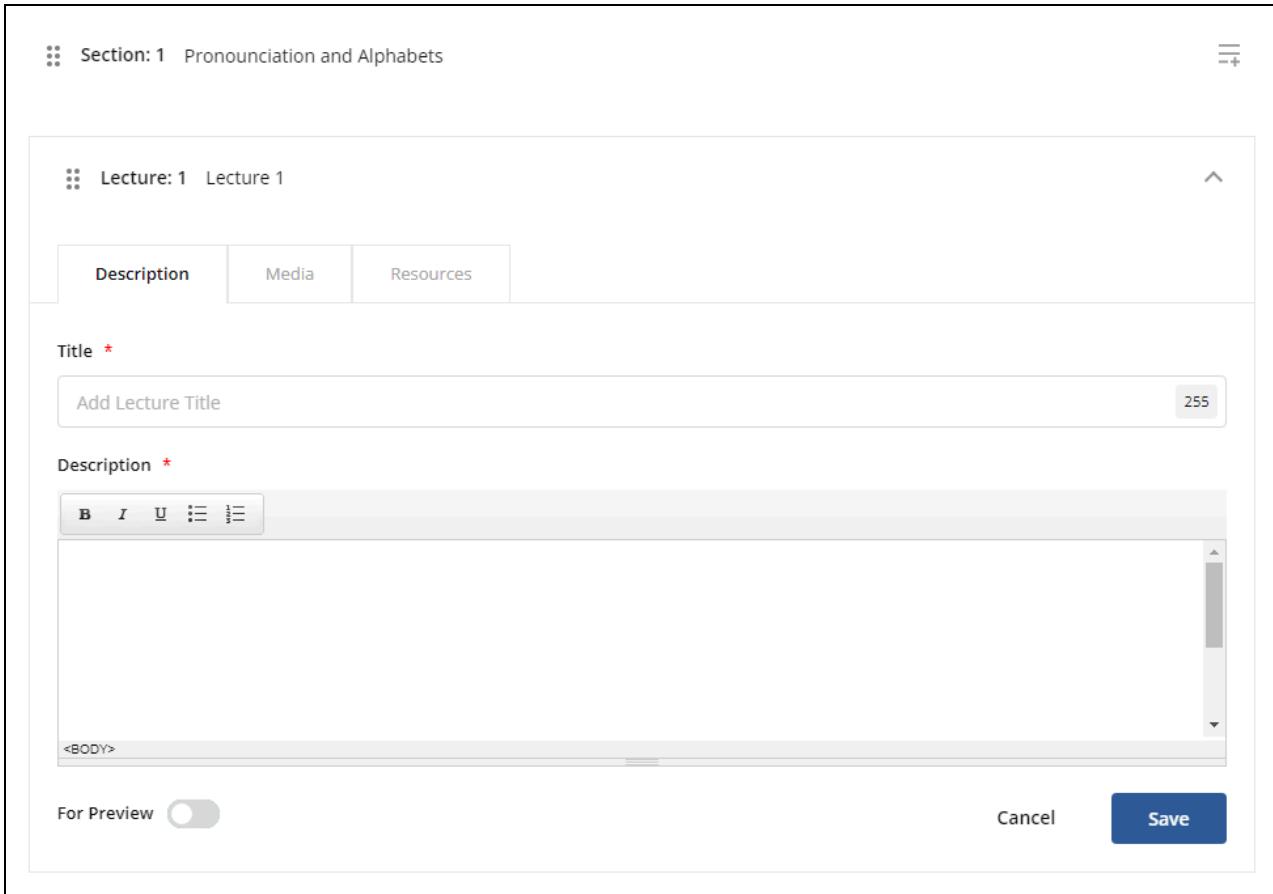


- **Delete** : Hover over the section and click the delete icon button  to permanently delete a section from the course. Confirm the action from the modal window and the section is deleted.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Add Lecture

The subject matter for the course is covered through lectures added under different sections. To add lectures under a section, click the add lecture icon button  from the right hand corner of the section.



Section: 1 Pronunciation and Alphabets

Lecture: 1 Lecture 1

Description Media Resources

Title \*

Add Lecture Title 255

Description \*

**B** **I** **U** **≡** **≡**

<BODY>

For Preview

Cancel Save

The following tabs are displayed in the **Lecture** form:

**i. Description:** Enter the details in the following data input fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Lecture: 1 Lecture 1

Description      Media      Resources

Title \*

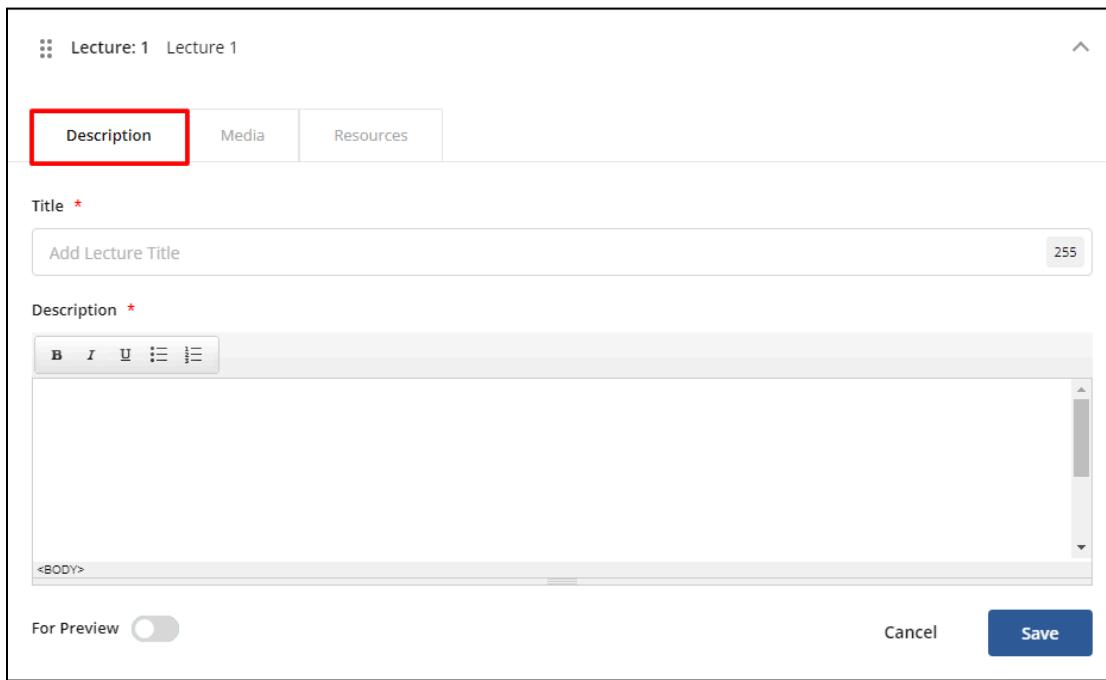
Add Lecture Title 255

Description \*

**B** *I* U  

<BODY>

For Preview  Save Cancel



- **Title\***: Enter the title of the lecture. View the maximum character count from the right corner of the field.
- **Description\***: Enter the brief description and additional information about the lecture in the provided content editor.
- **For Preview** : Set the toggle to green  to make the lecture available for preview. When activated, the learners will be able to view the resources and media attached to the specific lecture without having to enroll in the course. Or set to gray  and the lecture preview will not be available on the course details page.

Click **Save** to save the details and move to the next tab.

**ii. Media:** On the **Media** tab, click **Choose File** to upload the course lecture video in the **Lecture Video** mandatory field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Lecture: 1 Lecture 1

Description   **Media**   Resources

Lecture Video \*

Choose File No file chosen

Cancel   **Save**

Click **Save** to save the details and move to the next tab.

 The video uploaded with a lecture will be visible on the platform only when the **VdoCipher API** is successfully configured by the system administrator. In case you are facing any such issues, please contact the admin.

**iii. Resources:** On the **Resources** tab, upload the course resources and access the following functionalities:

Lecture: 1 Lecture 1

Description   Media   **Resources**

Upload Resource

Choose File No file chosen   **Add From Library**

Allowed Size 2.00 Mb. Supported File Formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

File Name	Type	Action
No Resource Uploaded		

- Upload Resource:** Click **Choose File** and upload a resource file from the internal storage. The uploaded files are displayed in the form of a list below this field.
- Add From Library:** To attach an already uploaded resource file, click **Add From Library** from the right. The **Attach Course Resources** pop-up window is

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displayed where the resource files added in the library are listed. Perform the following functionalities from this window:

Attach Course Resources			
Keyword		Search	
<input type="checkbox"/>	 09.png	PNG	2022-12-26 12:34:38
<input type="checkbox"/>	 03.png	PNG	2022-12-26 12:34:15
<input type="checkbox"/>	 yocoach-plus.png	PNG	2022-12-26 12:31:34
<input type="checkbox"/>	 image_2022_01_18T11_58_35_889Z.png	PNG	2022-09-16 12:25:57

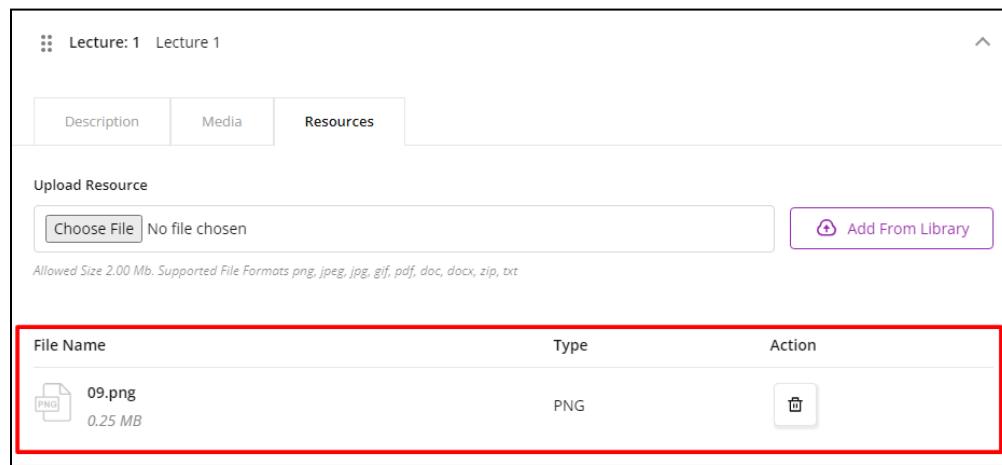
- **Search:** Search a file by typing the file name as a keyword in the search field given at the top of the list. Click the  icon from the right of the field to display the search results.
- **Select** : Use the checkbox given at the left of each file to select the file. Select one or more files to be attached with the lecture.
- **Attach:** Once all the files to be attached are selected, click the  icon from the upper right corner of the window.



The list of files displayed in the **Attach Course Resources** window is populated with the files uploaded from the **Course Resources** module. The module is explained later in this document.

The attached file(s) are displayed in the form of a list.

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Lecture: 1 Lecture 1

Upload Resource

Choose File No file chosen

Allowed Size 2.00 Mb. Supported File Formats png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

File Name	Type	Action
 09.png 0.25 MB	PNG	

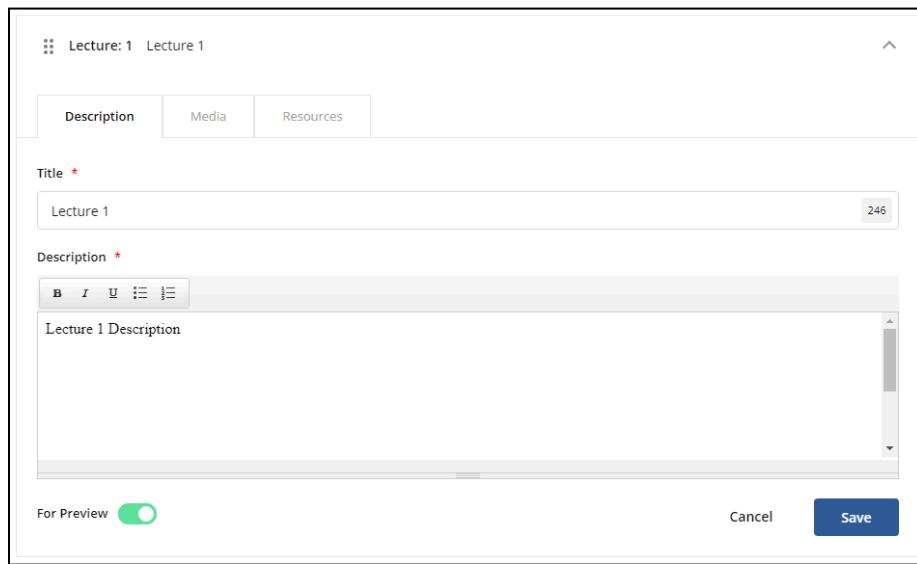
- **Delete** : To remove a file from the lecture, click the delete icon button  given at the right of the file and confirm the action from the modal window.

The added files are automatically saved in the lecture. To add more lectures, click the  icon again and provide the lecture details in the **Description**, **Media**, and **Resources** tabs.

Access the following functionalities with the added lectures:

- **Drag and Drop** : Hold the drag and drop icon button  from the left and move it to rearrange the list of lectures. The order of lectures on the course details page is updated accordingly.
- **Edit**: Hover over the lecture and click the edit icon button  or the drop-down icon button  to edit the lecture details. Make the required changes in the **Description**, **Media**, and **Resources** tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Delete** : Hover over the lecture and click the delete icon button  to permanently delete a lecture from the course. Confirm the action from the modal window and the lecture is deleted.

Once all the curriculum details have been provided, click **Save & Next** from the right hand menu to save the details and move to the next section.

## V. Settings

From the **Settings** section, access the following course certificate and tags settings:

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← Back To Courses

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

**Manage Course Settings**

Write messages to your students (optional) that will be sent automatically when they join or complete your course to encourage students to engage with course content. If you do not wish to send a welcome or congratulations message, leave the text box blank.

**Offer Certificate\***

Yes  No

**Course Tags \***

- Basic Details ✓
- Intended Learners ✓
- Price ✓
- Curriculum ✓
- Settings !

**Save**

- **Offer Certificate\***: From the radio buttons, select **Yes** to offer certificates to the learners on successful completion of the course. Or, select **No** and the learners will not receive any certificate after they complete the course.
- **Course Tags\***: Enter one or more tags for the course. These tags help in the easy identification of the course on the platform.

Once the details have been provided, click **Save** from the right hand menu. View the status of all the sections of **Manage Course Details** form from the right hand menu. A green tick mark ✓ is displayed with the sections which have been completely set up. A yellow alert mark ! is displayed with the sections yet pending for set up. Once all the sections are set up, a **Submit For Approval** button is available below the **Save** button. Click it and confirm the action from the modal window to submit the course with the admin for their approval.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

← Back To Courses

### Spanish speaking course

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

#### Manage Course Settings

Write messages to your students (optional) that will be sent automatically when they join or complete your course to encourage students to engage with course content. If you do not wish to send a welcome or congratulations message, leave the text box blank.

**Offer Certificate \***

Yes  No

**Course Tags \***

tag course

- Basic Details ✓
- Intended Learners ✓
- Price ✓
- Curriculum ✓
- Settings ✓

**Save**

**Submit For Approval**

Once the course is submitted, the course status is updated as **Submitted For Approval** on the **Manage Courses** page.

### Manage Courses

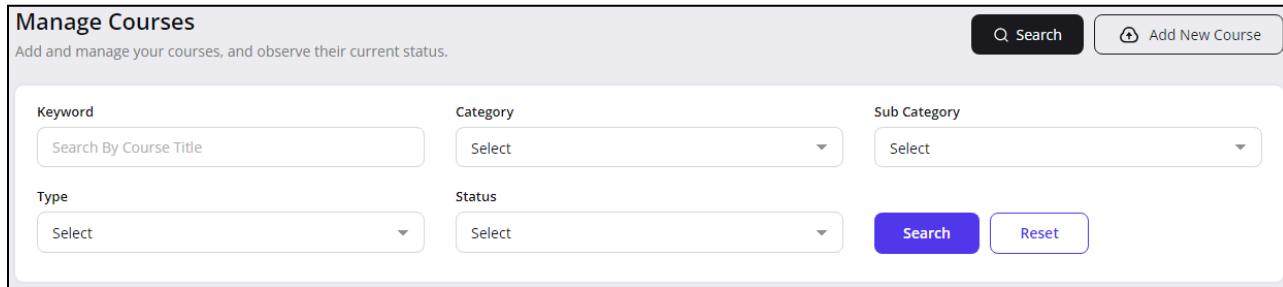
Add and manage your courses, and observe their current status.

Course Image	Category	Course Title	Price	Lectures	Status	Action	
	OFFICE PRODUCTIVITY / MICROSOFT	Course Title	\$0.00	Lectures 1	Free	<span style="border: 1px solid red; padding: 2px;">Submitted For Approval</span>	
	BUSINESS DEVELOPMENT / SALES	Business Development and Sales	\$100.00	Lectures 1	Paid	<span style="border: 1px solid orange; padding: 2px;">Drafted</span>	
	FINANCE & ACCOUNTING / CRYPTOCURRENCY & BLOCKCHAIN	Test	C\$99.20	Lectures 3	Paid	<span style="border: 1px solid green; padding: 2px;">Published</span>	
	MARKETING / MARKETING FUNDAMENTALS	Technical Analysis MasterClass: Trading By Technical Analysis	\$928.00	Lectures 89	Paid	<span style="border: 1px solid green; padding: 2px;">Published</span>	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 5.2 Search

Click **Search**  from the upper right corner of the **Manage Courses** page to display the search section. The following search filters are available for performing a focused search:



The screenshot shows the 'Manage Courses' page with a search section. The search section includes fields for 'Keyword' (Search By Course Title), 'Category' (Select), 'Sub Category' (Select), 'Type' (Select), and 'Status' (Select). There are 'Search' and 'Reset' buttons at the bottom right of the search area.

- **Keyword:** Type the name of a course as the keyword to search.
- **Category:** Select a category from the drop down list for a category-specific search.
- **Subcategory:** Select a subcategory from the drop down list for a subcategory-specific search.
- **Type:** Search by the type of the course as **Free** or **Paid**.
- **Status:** Search by the current status of the course as **Drafted**, **Submitted For Approval** or **Published**.

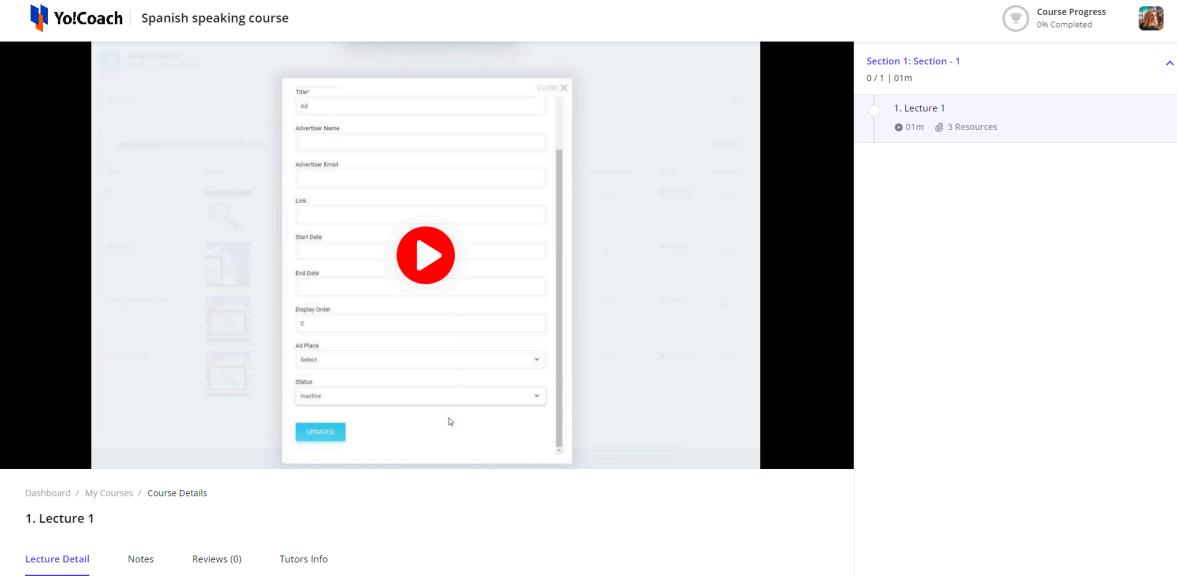
Click **Search** to display the search results. Once the search is complete, click **Reset** to display the whole list of courses again.

## 5.3 Action Buttons

On the **Manage Courses** page, the following action buttons are available with the courses, depending on their current status:

- **Preview** : Click the preview icon button  and you are redirected to the course preview page. This page is a replica of the course page displayed to the learners when they enroll for a course.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the Yo!Coach platform's course management interface. A modal window titled 'Add Ad' is open, containing fields for 'Advertiser Name', 'Advertiser Email', 'Link', 'Start Date', 'End Date', 'Display Order', 'Ad Place', and 'Status'. A large red play button icon is prominently displayed in the center of the modal. The background shows a course structure with sections like 'Section 1: Section - 1' and '1. Lecture 1'. The course progress is shown as 0% completed. At the bottom, there are tabs for 'Lecture Detail', 'Notes', 'Reviews (0)', and 'Tutors Info'.

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

- ! The preview button  is available only for courses having one or more lectures added with them.
- **Edit** : Click the edit icon button  and you are redirected to the respective course details form page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

← Back To Courses

### Business Development and Sales

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 Subtitle \*

Category \*  Subcategory

Teaching Language \*  Level \*

Description \*   

B
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<span style="font-size: 10px; border: 1px solid #ccc; padding: 2px 5px; margin-right: 5

## 6. Course Resources

Upload and manage the courses resource files from the **Course Resources** module. This module allows you to bulk upload the course resources. These files can be attached directly to the course without having to upload fresh files every time a new course is being created.

Manage Course Resources			
Add, review and manage all types of course resources.			
Filename	Type	Date	Actions
 features-list_yocoach_v3.0.pdf 0.23 MB	PDF	May 03, 2023 15:28	
 pexels-photo-459403.jpeg 0.09 MB	JPEG	May 03, 2023 15:27	
 Tools.jpg 0.10 MB	JPG	Sep 10, 2022 15:20	
 Teaching.jpg 0.02 MB	JPG	Sep 10, 2022 15:20	
 Software Development.png 0.01 MB	PNG	Sep 10, 2022 15:20	
 SDLC.png 0.03 MB	PNG	Sep 10, 2022 15:20	
 Programs.txt 0.00 MB	TXT	Sep 10, 2022 15:20	
 Plans.jpg 0.12 MB	JPG	Sep 10, 2022 15:20	

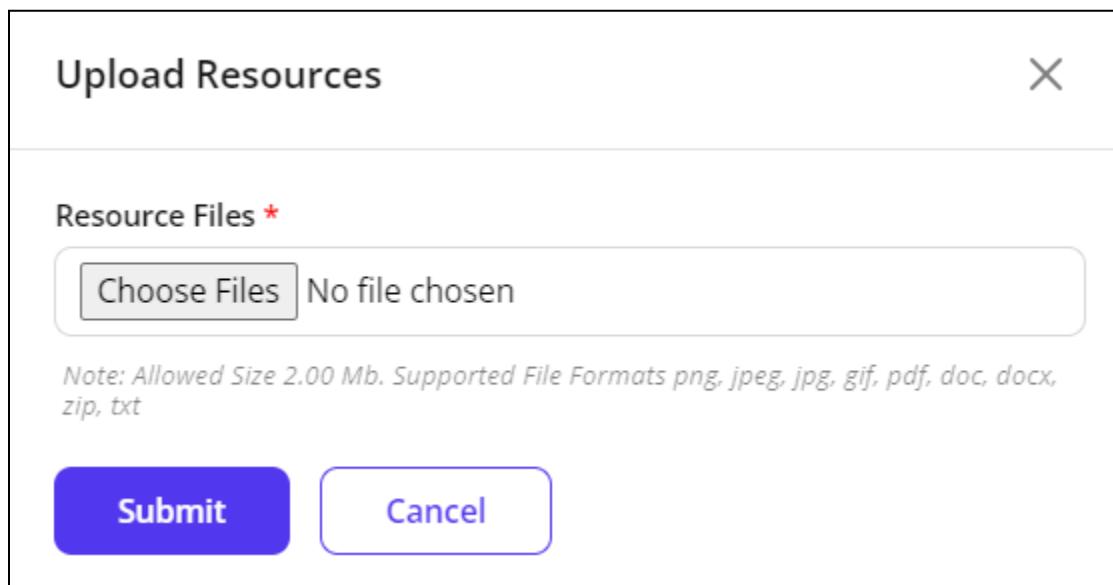
The following functionalities are available on the **Manage Course Resources** page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Bulk Uploader

Use the **Bulk Uploader** to upload a number of files in one go. Click the

 Bulk Uploader button from the upper right corner of the page and the **Upload Resources** window pops-up on the screen.



Click **Choose Files** from under the mandatory **Resource Files** field. Select one or more files from the internal storage to be uploaded. View the preferred file size and formats mentioned below the field. Once all the files have been selected, click **Submit** to upload these on the system. The newly uploaded files are displayed in the form of a list on the **Manage Course Resources** page.

## II. Search

Click **Search**  **Search** from the top of the page to display the search section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Course Resources

Add, review and manage all types of course resources.

Keyword  Search Clear

Bulk Uploader

Enter the name of the uploaded file in the displayed **Keyword** field for a focused search. Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

### III. Delete

To permanently delete a file from the system, click the delete icon button  provided under the **Actions** header. Confirm the action from the modal window and the file is deleted.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7. Lessons

Once all the account and availability settings are complete, your teacher profile is listed on the system front-end for the learners to discover. The learners can view your preferences and expertise, and book lessons according to your available time slots. Lessons booked by the learners are displayed in the **Lessons** module under different modular tabs.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika ⌚ 00:22:32:48 Enter Classroom

All Lessons Unscheduled Scheduled Completed Cancelled  Listing  Calendar

Keyword	Teach Language	Lesson Start Date	Lesson End Date	
<input type="text" value="Keyword"/>	Select	2022-05-24 	End Time 	<span>Search</span> <span>Clear</span>

**UNSCHEDULED**

 <span>Lesson To Be Scheduled</span>	German, 60 Minutes Of Lesson <span>Unscheduled</span>	 Kapil Grover India	 
 <span>Lesson To Be Scheduled</span>	English, 45 Minutes Of Lesson <span>Unscheduled</span>	 Victoria Berg	 

**2022-05-25**

 <span>02:22:32:48</span>	14:30 - 15:15 Wednesday, May 25, 2022 Spanish, 45 Minutes Of Lesson <span>Scheduled</span>	 Avantika	
--	--	---	---

**2022-05-27**

 <span>02:19:32:47</span>	11:30 - 12:30 Friday, May 27, 2022 German, 60 Minutes Of Lesson <span>Scheduled</span>	 Kapil Grover India	  
--	--	---	---

**2022-06-06**

 <span>12:23:17:47</span>	15:15 - 16:15 Monday, June 06, 2022 Italian, 60 Minutes Of Lesson <span>Scheduled</span>	 Avantika Kapil United States	  
--	--	---	---

**2022-06-10**

 <span>16:18:47:47</span>	10:45 - 11:30 Friday, June 10, 2022 German, 45 Minutes Of Lesson <span>Scheduled</span>	 chhaya thakur India	  
--	---	--	---

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

On the top of the **Manage Lessons** page, a lesson countdown section is displayed where the date and time of the upcoming lesson and the learner's details are available. When the time arrives, simply click **Enter Classroom** to start the lesson.



The screenshot shows the 'Manage Lessons' page. At the top, there is a blue header bar with a red border. Inside this bar, on the left, is a video camera icon with the text 'Next Lesson: 2022-05-25 At 14:30 With' followed by a user icon and the name 'Avantika'. To the right of this is a timer icon with the text '00:22:32:16' and an 'Enter Classroom' button. Below the header, there is a navigation bar with tabs: 'All Lessons' (which is selected and highlighted in blue), 'Unscheduled', 'Scheduled', 'Completed', and 'Cancelled'. On the right side of the navigation bar are 'Listing' and 'Calendar' buttons.

The lessons are classified into five modular tabs according to their current status. Access these tabs from the top navigation on the **Manage Lessons** page:

## 7.1 All Lessons

On the **All Lessons** modular tab, all the booked lessons, canceled lessons, and free trials are displayed. The following functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur

0 04:01:11:12 [Enter Classroom](#)

[All Lessons](#) [Unscheduled](#) [Scheduled](#) [Completed](#) [Cancelled](#) [Listing](#) [Calendar](#)

Keyword  Teach Language  Lesson Start Date

**UNSCHEDULED**

**German, 60 Minutes Of Lesson**  **Kapil Grover**  
India [Edit](#) [Delete](#)

 **Lesson To Be Scheduled** [Attach Lesson Plan](#)

**English, 45 Minutes Of Lesson**  **Victoria Berg**  
India [Edit](#) [Delete](#)

 **Lesson To Be Scheduled** [Attach Lesson Plan](#)

**German, 60 Minutes Of Lesson**  **Kapil Grover**  
India [Edit](#) [Delete](#)

 **Lesson To Be Scheduled** [Attach Lesson Plan](#)

**2022-05-30**

**13:00 - 13:45**  
Monday, May 30, 2022 **English, 45 Minutes Of Lesson**  **chhaya thakur**  
India [Edit](#) [Delete](#) [Reschedule](#)

 [Attach Lesson Plan](#)

**15:00 - 15:15**  
Monday, May 30, 2022 **Free Trial, 15 Minutes Of Lesson**  **Pranav Jain**  
India [Edit](#) [Delete](#) [Reschedule](#)

 [Attach Lesson Plan](#)

**2022-06-06**

**12:30 - 13:15**  
Monday, June 06, 2022 **English, 45 Minutes Of Lesson**  **chhaya thakur**  
India [Edit](#) [Delete](#) [Reschedule](#)

 [Attach Lesson Plan](#)

**15:15 - 16:15**  
Monday, June 06, 2022 **Italian, 60 Minutes Of Lesson**  **Avantika Kapil**  
United States [Edit](#) [Delete](#) [Reschedule](#)

 [Attach Lesson Plan](#)

**2022-06-10**

**10:45 - 11:30**  
Friday, June 10, 2022 **German, 45 Minutes Of Lesson**  **chhaya thakur**  
India [Edit](#) [Delete](#) [Reschedule](#)

 [Attach Lesson Plan](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Search

A search bar is provided at the top of this page to perform a focused search using the following filters:



The screenshot shows a search interface with the following fields and buttons:

- Keyword:** A text input field with a placeholder "Keyword".
- Teach Language:** A dropdown menu labeled "Select".
- Service Type:** A dropdown menu labeled "Select".
- Lesson Start Date:** A date picker showing "2024-02-12".
- Lesson End Date:** A date picker showing "End Time".
- Search:** A blue button labeled "Search".
- Clear:** A button labeled "Clear".

- **Keyword:** Search by entering the name of the learner as a keyword.
- **Teach Language:** To perform a language-specific search, select a language from the drop down list.
- **Service Type:** To perform a service Type specific search, select the service type.
- **Lesson Start Date:** Select a date from the calendar drop down to display the lessons starting on or after this date.
- **Lesson End Date:** Select a date from the calendar drop down to display the lessons ending on or before this date.

Click **Search** to generate the filtered list. Once the search is complete, click **Clear** to display the whole of the lessons list again.

## II. Display View

There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika
⌚ 00:02:37:55
Enter Classroom

All Lessons
Unscheduled
**Scheduled**
Completed
Cancelled

 Listing
 Calendar

Keyword

Teach Language

Select
▼

Lesson Start Date



Lesson End Date



Search
Clear

### i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in chronological order. On the **All Lessons** tab, the unscheduled lessons are displayed at the top, followed by scheduled lessons, and the canceled lessons are displayed at the end.

All Lessons
Unscheduled
Scheduled
Completed
Cancelled

 Listing
 Calendar

Keyword

Teach Language

Select
▼

Service Type

▼

Lesson Start Date



Lesson End Date



Search
Clear



No Lesson!

The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a specific plan using the following filters:

Attach Lessons Plans			
Keyword	Level	<b>Search</b>	<b>Clear</b>
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	<b>Search</b>	<b>Clear</b>

- **Keyword:** Enter the plan title or description as a keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans

Search



No Result Found!!

[Add Plan](#)

Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** page where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

Manage Lesson Plans

Search [Add Plan](#)



No Result Found!!

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. Enter Classroom 

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

c. Cancel Lesson 

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.

Cancel Lesson

Comments \*

Refund Would Be 100 Percent.

**Submit**

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole lesson fee is refunded to the **learners**. The canceled lessons are displayed at the end of the list on the **All Lessons** tab.



The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

d. Reschedule Lesson 

To request the learners to reschedule a scheduled lesson to another time, click the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

**Request Reschedule**

Reschedule Reason \*

**Confirm It!**

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner. The lesson is then rescheduled by the learner for another time from their learner dashboard.

 The Lesson Reschedule feature is admin-managed. The admin defines the time allowed to reschedule a lesson and posts this time, the reschedule lesson icon button is not displayed.

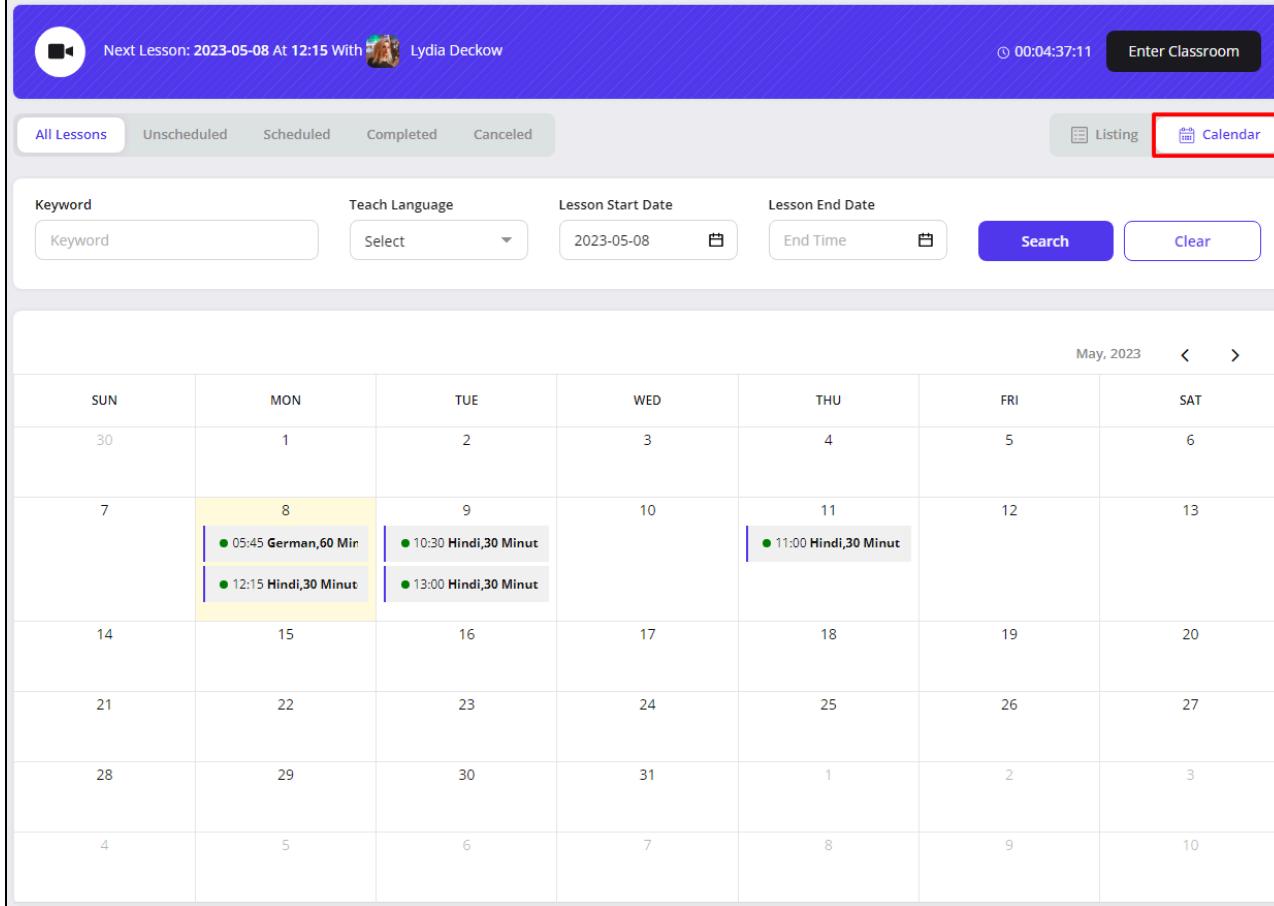
 For the unscheduled lessons, the reschedule functionality is not available and so, the reschedule icon is not displayed.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Manage Lessons



Next Lesson: 2023-05-08 At 12:15 With  Lydia Deckow

00:04:37:11 Enter Classroom

All Lessons Unscheduled Scheduled Completed Canceled Listing **Calendar**

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2023-05-08 End Time Search Clear

May, 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
	<ul style="list-style-type: none"> <li>05:45 German,60 Min</li> <li>12:15 Hindi,30 Minut</li> </ul>	<ul style="list-style-type: none"> <li>10:30 Hindi,30 Minut</li> <li>13:00 Hindi,30 Minut</li> </ul>				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Move to the previous or next month using the arrow buttons   provided at the upper right corner of the calendar section.

## 7.2 Unscheduled

The **Unscheduled** modular tab displays the lessons that are booked but are not yet scheduled by the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur      04:01:14:32      Enter Classroom

All Lessons **Unscheduled** Scheduled Completed Cancelled      Listing Calendar

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2022-05-26 End Time      Search Clear

**UNSCHEDULED**

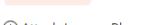
English, 45 Minutes Of Lesson  Victoria Berg       

 Lesson To Be Scheduled 

German, 60 Minutes Of Lesson  Kapil Grover India       

 Lesson To Be Scheduled 

German, 60 Minutes Of Lesson  Kapil Grover India       

 Lesson To Be Scheduled 

## Display View

There are two types of display available to view your unscheduled lessons, **List** view and **Calendar** view. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

### Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur      03:23:22:14      Enter Classroom

All Lessons **Unscheduled** Scheduled Completed Cancelled      **Listing** **Calendar**

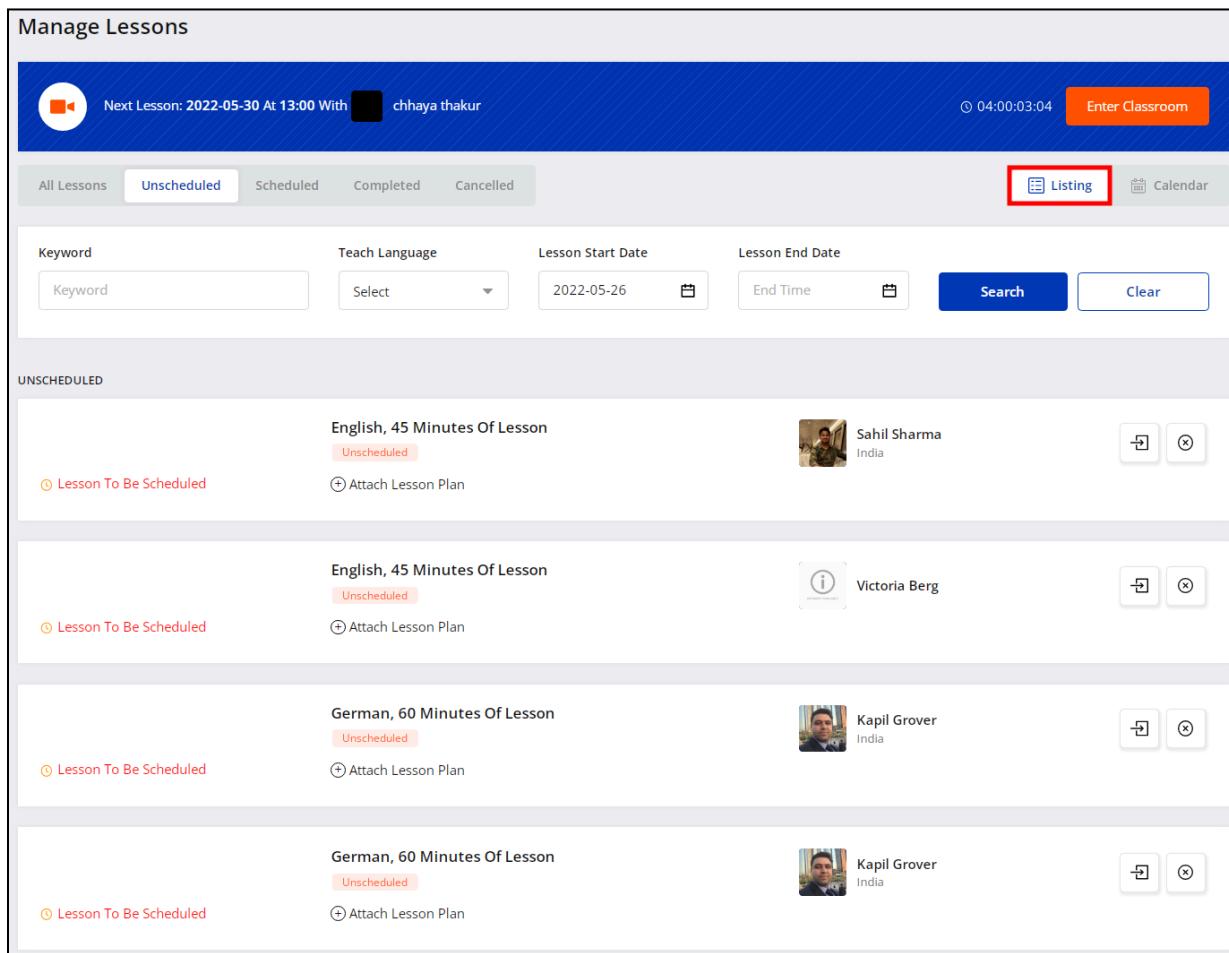
Keyword Teach Language Lesson Start Date Lesson End Date

Keyword Select 2022-05-26 End Time      Search Clear

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## i. Listing

Select **Listing** to display the lessons in the form of a list. The latest lesson purchased is displayed at the top of the list.



The screenshot shows the 'Manage Lessons' interface. At the top, a banner displays 'Next Lesson: 2022-05-30 At 13:00 With chhaya thakur' and a timestamp '04:00:03:04'. Below the banner are tabs for 'All Lessons', 'Unscheduled' (which is selected), 'Scheduled', 'Completed', and 'Cancelled'. A red box highlights the 'Listing' button in the top right corner. The main area is titled 'UNSCHEDULED' and lists four lessons:

- English, 45 Minutes Of Lesson** (Unscheduled) by **Sahil Sharma** (India). Includes a photo, a 'Lesson To Be Scheduled' note, and an 'Attach Lesson Plan' button.
- English, 45 Minutes Of Lesson** (Unscheduled) by **Victoria Berg**. Includes a photo, a 'Lesson To Be Scheduled' note, and an 'Attach Lesson Plan' button.
- German, 60 Minutes Of Lesson** (Unscheduled) by **Kapil Grover** (India). Includes a photo, a 'Lesson To Be Scheduled' note, and an 'Attach Lesson Plan' button.
- German, 60 Minutes Of Lesson** (Unscheduled) by **Kapil Grover** (India). Includes a photo, a 'Lesson To Be Scheduled' note, and an 'Attach Lesson Plan' button.

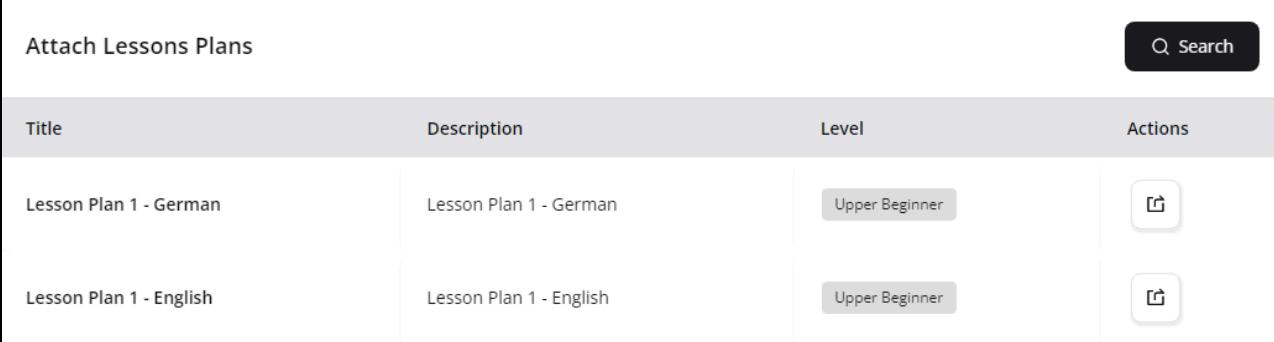
The lessons list displays the lesson status, lesson duration, language and the name and location of the learner. The following functionalities are also available here:

a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

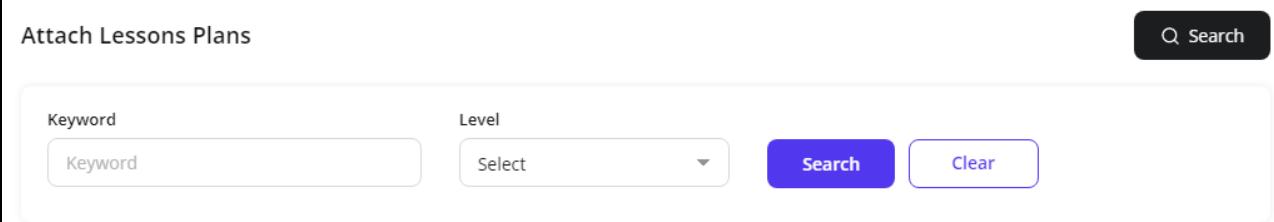
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.



Attach Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a plan using the following filters:



Attach Lessons Plans

Keyword
Level

Select

Search

Clear

- **Keyword:** Enter the plan title or description as the keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans

Q Search



No Result Found!!

[Add Plan](#)

Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

Manage Lesson Plans

Q Search [+ Add Plan](#)



No Result Found!!

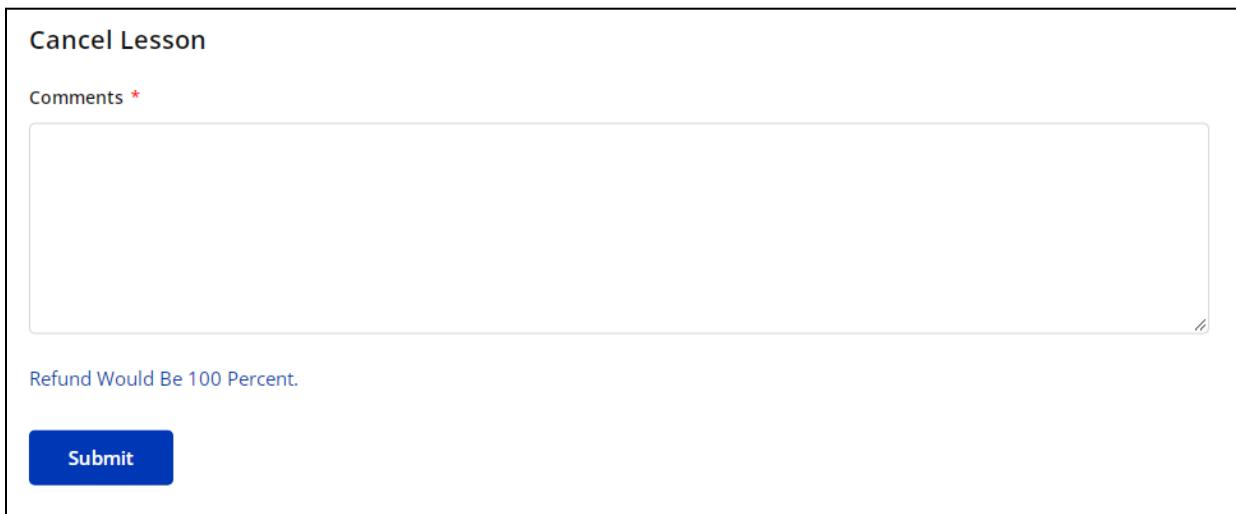
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. Enter Classroom 

Click the enter classroom icon button  to open the lesson page where you are prompted to encourage the learner to schedule the lesson. Once the lesson is scheduled, use this icon to conduct your session at the scheduled time.

c. Cancel Lesson 

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen.



The screenshot shows a 'Cancel Lesson' window. At the top, it says 'Cancel Lesson'. Below that is a 'Comments \*' field with a large text area. At the bottom, it says 'Refund Would Be 100 Percent.' and has a 'Submit' button.

Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.



The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

## ii. Calendar

Select **Calendar** to display the month-wise calendar. However, the calendar is unmarked because the lessons are yet to be scheduled.

Manage Lessons

Next Lesson: 2023-05-08 At 12:15 With  Lydia Deckow
00:00:02:52:15
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Canceled

Listing
Calendar

Keyword	Teach Language	Lesson Start Date	Lesson End Date			
Keyword	Select	2023-05-08	End Time			
				Search	Clear	

May, 2023 < >

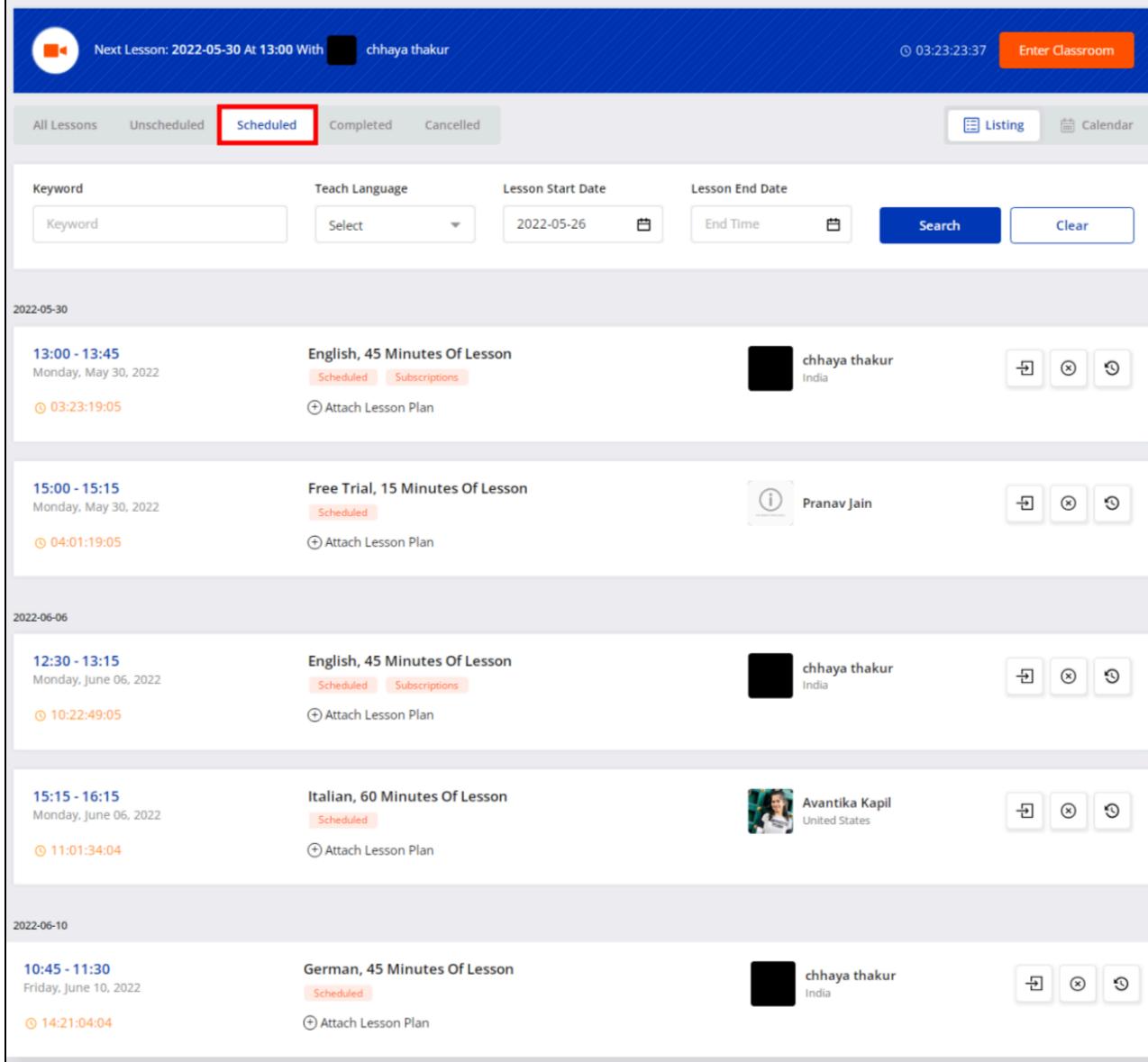
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## 7.3 Scheduled

Displays the lessons that are booked with you and are already scheduled by the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Manage Lessons



Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur

⌚ 03:23:23:37 [Enter Classroom](#)

All Lessons Unscheduled **Scheduled** Completed Cancelled [Listing](#) [Calendar](#)

Keyword Teach Language Lesson Start Date Lesson End Date

Keyword  2022-05-26  End Time  [Search](#) [Clear](#)

2022-05-30

**13:00 - 13:45**  
Monday, May 30, 2022 **English, 45 Minutes Of Lesson**  
   chhaya thakur India   

 03:23:19:05 [⊕ Attach Lesson Plan](#)

**15:00 - 15:15**  
Monday, May 30, 2022 **Free Trial, 15 Minutes Of Lesson**  
  Pranav Jain   

 04:01:19:05 [⊕ Attach Lesson Plan](#)

2022-06-06

**12:30 - 13:15**  
Monday, June 06, 2022 **English, 45 Minutes Of Lesson**  
   chhaya thakur India   

 10:22:49:05 [⊕ Attach Lesson Plan](#)

**15:15 - 16:15**  
Monday, June 06, 2022 **Italian, 60 Minutes Of Lesson**  
  Avantika Kapil United States   

 11:01:34:04 [⊕ Attach Lesson Plan](#)

2022-06-10

**10:45 - 11:30**  
Friday, June 10, 2022 **German, 45 Minutes Of Lesson**  
  chhaya thakur India   

 14:21:04:04 [⊕ Attach Lesson Plan](#)

## Display View

There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, the **Unscheduled** modular tab is displayed in the list format. The following two buttons are provided in the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Lessons

Next Lesson: 2022-05-25 At 14:30 With  Avantika
⌚ 00:02:37:55
Enter Classroom

All Lessons   Unscheduled   **Scheduled**   Completed   Cancelled

 Listing
 Calendar

Keyword	Teach Language	Lesson Start Date	Lesson End Date
<input type="text" value="Keyword"/>	Select <span style="margin-left: 10px;">▼</span>	2022-05-25 <span style="margin-left: 10px;">📅</span>	End Time <span style="margin-left: 10px;">📅</span>
		<span style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; color: #0070C0; margin-right: 10px;">Search</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc;">Clear</span>	

### i. Listing

Select **Listing** to display the upcoming lessons in the form of a list. The list is arranged in chronological order on the basis of the lesson schedule dates.

Manage Lessons

Next Lesson: 2022-05-30 At 13:00 With  chhaya thakur
⌚ 03:23:20:51
Enter Classroom

All Lessons   Unscheduled   **Scheduled**   Completed   Cancelled

 Listing
 Calendar

Keyword	Teach Language	Lesson Start Date	Lesson End Date
<input type="text" value="Keyword"/>	Select <span style="margin-left: 10px;">▼</span>	2022-05-26 <span style="margin-left: 10px;">📅</span>	End Time <span style="margin-left: 10px;">📅</span>
		<span style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; color: #0070C0; margin-right: 10px;">Search</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc;">Clear</span>	

2022-05-30

<b>13:00 - 13:45</b> Monday, May 30, 2022 <span style="color: orange;">⌚ 03:23:16:19</span>	<b>English, 45 Minutes Of Lesson</b> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; margin-right: 10px;">Scheduled</span> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;">Subscriptions</span>  chhaya thakur India <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <span></span> <span></span> <span></span> </div> <span style="color: orange;">⊕ Attach Lesson Plan</span>
<b>15:00 - 15:15</b> Monday, May 30, 2022 <span style="color: orange;">⌚ 04:01:16:19</span>	<b>Free Trial, 15 Minutes Of Lesson</b> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; margin-right: 10px;">Scheduled</span>  Pranav Jain <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <span></span> <span></span> <span></span> </div> <span style="color: orange;">⊕ Attach Lesson Plan</span>

2022-06-06

<b>12:30 - 13:15</b> Monday, June 06, 2022 <span style="color: orange;">⌚ 10:22:46:19</span>	<b>English, 45 Minutes Of Lesson</b> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; margin-right: 10px;">Scheduled</span> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;">Subscriptions</span>  chhaya thakur India <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <span></span> <span></span> <span></span> </div> <span style="color: orange;">⊕ Attach Lesson Plan</span>
<b>15:15 - 16:15</b> Monday, June 06, 2022 <span style="color: orange;">⌚ 11:01:31:18</span>	<b>Italian, 60 Minutes Of Lesson</b> <span style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; margin-right: 10px;">Scheduled</span>  Avantika Kapil United States <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <span></span> <span></span> <span></span> </div> <span style="color: orange;">⊕ Attach Lesson Plan</span>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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The lessons list displays the date and time of the lesson, schedule count-down, lesson duration, language, current lesson status, and the name and location of the learner. The following functionalities are also available here:

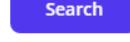
a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided with every lesson and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the lesson. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

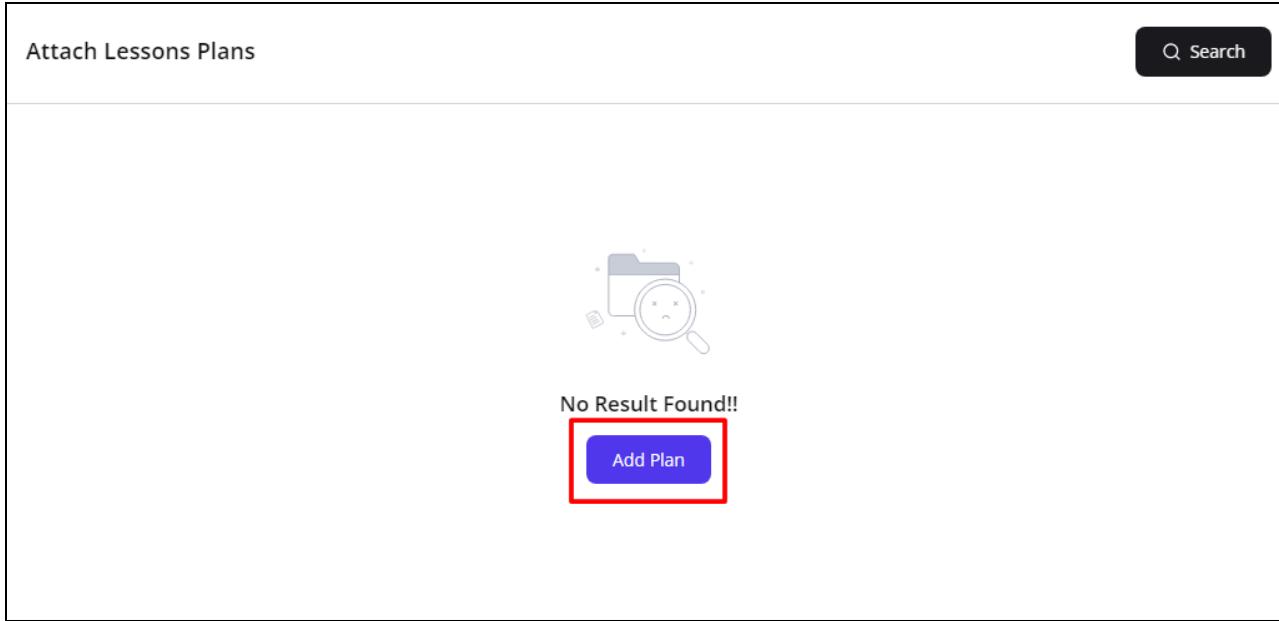
Attach Lessons Plans			
Keyword	Level	Search	Clear
<input type="text" value="Keyword"/>	Select		

- **Keyword:** Enter the plan title or description as a keyword.
- **Level:** Select the level for a lesson plan from the drop down list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

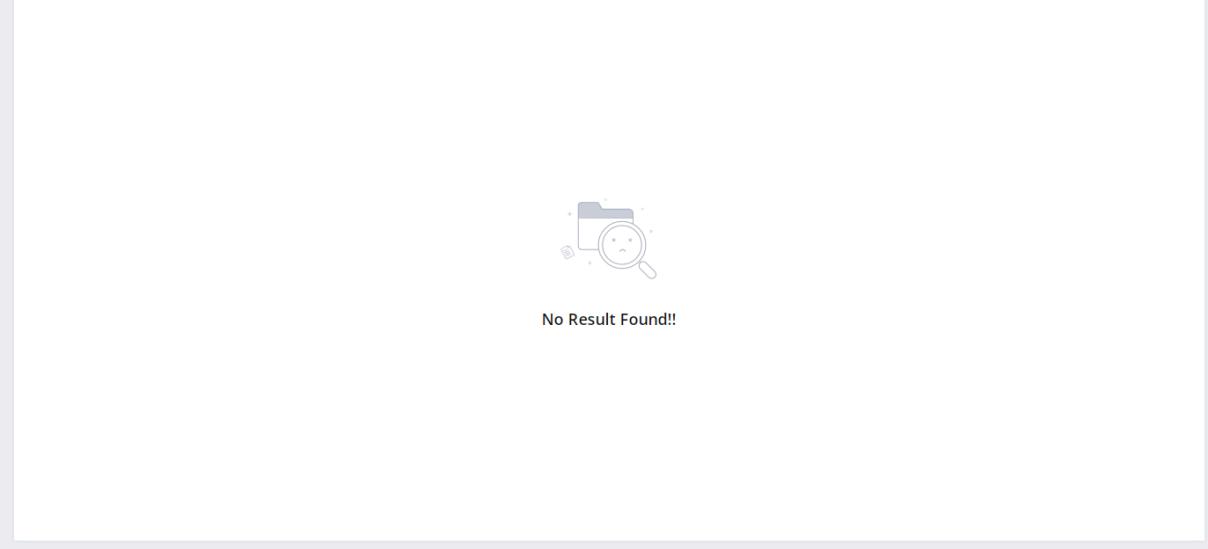
Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.



Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module is explained later in this document.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Manage Lesson Plans

Search

Add Plan

No Result Found!!

b. Enter Classroom 

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

c. Cancel Lesson 

To cancel a booked lesson, click the cancel icon button  provided with the lesson. The **Cancel Lesson** window appears on the screen. Enter the cancellation reasons or related comments in the mandatory **Comments** field and click **Submit** to proceed with the cancellation. The whole of the lesson fee is refunded to the learners. The canceled lessons are displayed at the end of the list on the **All Lessons** tab and in the **Canceled** tab.

The lesson cancellation feature is admin-managed. The admin defines the time allowed to cancel a lesson and post this time, the cancel lesson icon button is not displayed.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Cancel Lesson

Comments \*

Refund Would Be 100 Percent.

**Submit**

d. Reschedule Lesson 

To request the learners to reschedule a scheduled lesson to another time, click the reschedule icon button  provided with the lesson. The **Request Reschedule** window will appear on the screen.

Request Reschedule

Reschedule Reason \*

**Confirm It!**

Enter the reason for requesting reschedule in the **Reschedule Reason** mandatory field and click **Confirm It!**. The requested lesson is updated as unscheduled for both you and the learner in the **All Lessons** and **Unscheduled** modular tabs. The lesson is then rescheduled by the learner for another time from their learner dashboard.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The Lesson Reschedule feature is admin-managed. The admin defines the time allowed to reschedule a lesson and post this time, the reschedule lesson icon button is not displayed.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month.

Manage Lessons

Next Lesson: 2023-05-08 At 12:15 With  Lydia Deckow
⌚ 00:02:49:36
Enter Classroom

All Lessons
Unscheduled
Scheduled
Completed
Canceled

Keyword
Teach Language
Lesson Start Date
Lesson End Date

Keyword 
Select 
2023-05-08 
End Time

May, 2023 < >

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
	● 05:45 German,60 Minut	● 10:30 Hindi,30 Minut				
	● 12:15 Hindi,30 Minut	● 13:00 Hindi,30 Minut				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7.4 Completed

Displays the lessons that you have successfully delivered and are complete.

**Manage Lessons**

All Lessons
Unscheduled
Scheduled
Completed
Canceled

Listing
Calendar

Keyword

Teach Language

Lesson Start Date

Lesson End Date

2022-04-12

07:55 - 08:10  
Tuesday, Apr 12, 2022
Portuguese, 15 Minutes Of Lesson  
Completed Subscriptions
Akeem Sawayn  
Cambodia
Edit

+ Attach Lesson Plan

2022-04-19

19:15 - 19:30  
Tuesday, Apr 19, 2022
Portuguese, 15 Minutes Of Lesson  
Completed Subscriptions
Akeem Sawayn  
Cambodia
Edit

+ Attach Lesson Plan

19:45 - 20:00  
Tuesday, Apr 19, 2022

Portuguese, 15 Minutes Of Lesson  
Completed Subscriptions
Akeem Sawayn  
Cambodia
Edit

+ Attach Lesson Plan

2022-06-27

18:45 - 19:00  
Monday, Jun 27, 2022
English, 15 Minutes Of Lesson  
Completed Subscriptions
Ethel Brakus  
Albania
Edit

+ Attach Lesson Plan

## Display View

There are two types of display available to view your lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Lessons

All Lessons   Unscheduled   Scheduled   **Completed**   Canceled

**Listing**   **Calendar**

Keyword	Teach Language	Lesson Start Date	Lesson End Date
<input type="text" value="Keyword"/>	Select	2022-01-01 <input type="button" value=""/>	End Time <input type="button" value=""/>

**Search**   **Clear**

### i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. Make sure to select the start date for lessons from the **Search** section to display the lessons completed on or after the selected date.

Manage Lessons

All Lessons   Unscheduled   Scheduled   **Completed**   Canceled

**Listing**   **Calendar**

Keyword	Teach Language	Lesson Start Date	Lesson End Date
<input type="text" value="Keyword"/>	Select	2022-01-01 <input type="button" value=""/>	End Time <input type="button" value=""/>

2022-04-12

07:55 - 08:10 Tuesday, Apr 12, 2022	Portuguese, 15 Minutes Of Lesson <small>Completed Subscriptions</small>	 Akeem Sawayn Cambodia	<input type="button" value=""/>
<a href="#">+ Attach Lesson Plan</a>			

2022-04-19

19:15 - 19:30 Tuesday, Apr 19, 2022	Portuguese, 15 Minutes Of Lesson <small>Completed Subscriptions</small>	 Akeem Sawayn Cambodia	<input type="button" value=""/>
<a href="#">+ Attach Lesson Plan</a>			

19:45 - 20:00 Tuesday, Apr 19, 2022	Portuguese, 15 Minutes Of Lesson <small>Completed Subscriptions</small>	 Akeem Sawayn Cambodia	<input type="button" value=""/>
<a href="#">+ Attach Lesson Plan</a>			

2022-06-27

18:45 - 19:00 Monday, Jun 27, 2022	English, 15 Minutes Of Lesson <small>Completed Subscriptions</small>	 Ethel Brakus Albania	<input type="button" value=""/>
<a href="#">+ Attach Lesson Plan</a>			

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner. The following functionalities are also available here:

a. Enter Classroom 

When the time of the lesson arrives, click the enter classroom icon button  to start the lesson. You will be redirected to the lesson page where you can conduct your session.

b. Issue 

After a lesson has ended, the learner has the option to report an issue with the teacher regarding any difficulty or discrepancies faced during the lesson. Click the issue icon button to open the **Issue Details** window displaying all the details regarding the reported issue and the lesson.

**Issue Detail**

<span style="background-color: red; color: white; padding: 2px;">Closed</span>	Issue	Teacher was late	Was Posted By	Michelle Brekke	Feb 26, 2023 12:00
--	-------	------------------	---------------	-----------------	--------------------

**Issue Logs**

Michelle Brekke [Learner] Take Action Teacher was late	Feb 26, 2023 12:00
Comment: Teacher was late	
Ida Kessler [Teacher] Take Action Complete and issue 50% refund	Feb 26, 2023 12:16
Comment: Complete And 50% Refund	
YoCoach [Support] Take Action Complete and issue 50% refund	Feb 26, 2023 12:35
Comment: Issue Transaction	

**Lesson Details**

**Lesson**

Order ID 0000135 Lesson ID 185 Lesson Price \$26.00 Ended By Michelle Brekke
--

Ida Kessler [Teacher]

Join Time Jul 03, 2022 12:43 End Time Jul 03, 2022 12:55

Michelle Brekke [Learner]

Join Time Jul 03, 2022 12:43 End Time Jul 03, 2022 12:55

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

This button is available only for lessons for which learners have reported an issue.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the completed lessons for the month.

Manage Lessons

All Lessons   Unscheduled   Scheduled   **Completed**   Canceled

Listing   **Calendar**

Keyword   Teach Language   Lesson Start Date   Lesson End Date

Keyword   Select   2022-01-01   End Time   Search   Clear

May, 2022   <   >

SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1	2	3	4
5	6	7	8	9	10	11

Lesson details for May 19, 2022:

- 00:25 Russian,30 Min
- 18:45 Russian,60 Min

Lesson details for May 25, 2022:

- 09:10 Russian,60 Min
- 18:55 Russian,60 Min

Lesson details for May 1, 2022:

- 03:05 Russian,30 Min
- 23:35 Russian,30 Minutes Of Lesson

Lesson details for May 7, 2022:

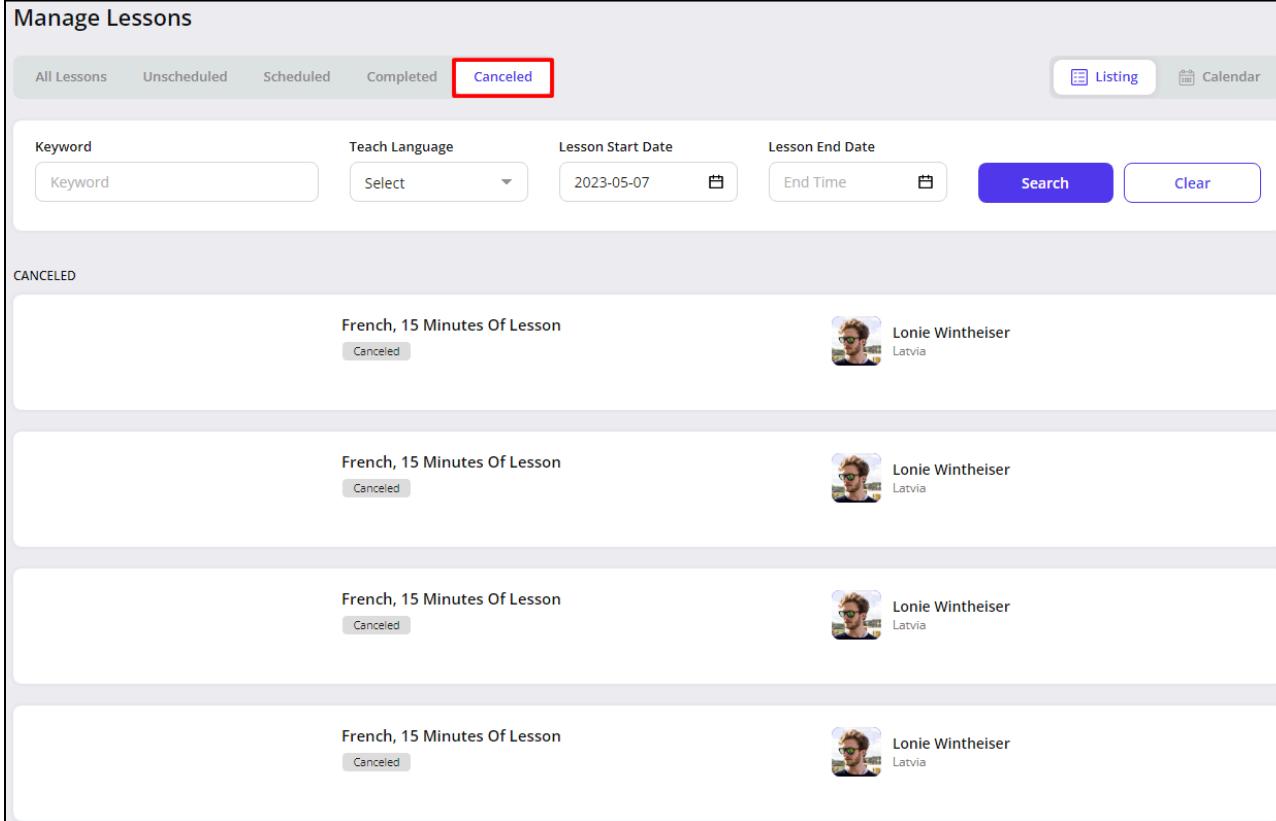
- 19:00 Russian,60 Min

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7.5 Canceled

Displays the booked lessons that now stand canceled. It displays lessons that may be canceled by you or the learners.



The screenshot shows the 'Manage Lessons' page with the 'Canceled' tab selected (highlighted with a red box). The page includes search filters for Keyword, Teach Language, Lesson Start Date, and Lesson End Date, along with a 'Search' and 'Clear' button. The main area displays a list of canceled lessons, each with a thumbnail, title, status, and user information. The listed lessons are identical, showing 'French, 15 Minutes Of Lesson' by 'Lonie Wintheiser' from Latvia, all marked as 'Canceled'.

## Display View

There are two types of display available to view your canceled lessons, **List** view and **Calendar** view. By default, all the modular tabs on the **Manage Lessons** page are displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Lessons

All Lessons   Unscheduled   Scheduled   Completed   **Canceled**

**Listing**   **Calendar**

Keyword   Teach Language   Lesson Start Date   Lesson End Date

Keyword   Select   2023-05-07   End Time

Search   Clear

CANCELED

French, 15 Minutes Of Lesson   Canceled   Lonie Wintheiser   Latvia

### i. Listing

Select **Listing** to display the lessons in the form of a list. The list is displayed in a chronological order according to the scheduled date of the lessons. The lessons that had not been scheduled yet and now stand canceled are displayed at the top of the list.

Manage Lessons

All Lessons   Unscheduled   Scheduled   Completed   **Canceled**

**Listing**   **Calendar**

Keyword   Teach Language   Lesson Start Date   Lesson End Date

Keyword   Select   2023-05-07   End Time

Search   Clear

CANCELED

French, 15 Minutes Of Lesson   Canceled   Lonie Wintheiser   Latvia

French, 15 Minutes Of Lesson   Canceled   Lonie Wintheiser   Latvia

French, 15 Minutes Of Lesson   Canceled   Lonie Wintheiser   Latvia

French, 15 Minutes Of Lesson   Canceled   Lonie Wintheiser   Latvia

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The lessons list displays the scheduled date and time of the lesson, lesson duration, language, current lesson status, issue report status and the name and location of the learner.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled lessons for the month that now stand canceled. The calendar does not display the lessons that were unscheduled and now stand canceled.

Manage Lessons

All Lessons
Unscheduled
Scheduled
Completed
Canceled
Calendar

Keyword
Teach Language
Lesson Start Date
Lesson End Date

Keyword

Select

2023-05-08

End Time

Search
Clear

May, 2023
<
>

SUN	MON	TUE	WED	THU	FRI	SAT
30	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	31	1	2	3
4	5	6	7	8	9	10

● 13:30 English,45 Min

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8. Lesson Plan

Yo!Coach allows the teachers to add lesson plans and attach the same with lessons and group classes. These lesson plans help to guide the learners about the objectives, contents, and scope of the session. The **Lesson Plan** module enables you to add new lesson plans, and search for and edit previously added lesson plans. The **Manage Lesson Plans** page displays the plan title, description, and related teaching level along with the following functionalities:

Manage Lessons Plans			
Title	Description	Level	Actions
Guided Practice After Session	Please see the accompanying document for information on how to speed up your learning.	Upper Beginner	 
Instructions related to lesson	Hi Students, please refer to the special instructions before you join the session. The topics will be covered during the session	Upper Intermediate	 
French - Alphabets Additional Notes	In this lesson plan, you will be able to learn the alphabets in French language with the help of the additional notes shared in the attached document. Please refer to the general instructions added in the document and write down your queries to discuss in the session.	Intermediate	 
English - Introduction to Verbs	In this lesson plan, you will be able to learn the Verbs. Please refer to the general instructions added in the document and write down your queries to discuss in the session.	Upper Beginner	 

### 8.1 Add A New Plan

Click **Add Plan** from the upper right corner of the page and the **Setup Lesson Plan** form is displayed on the screen. Enter the details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 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

Cancel
Submit

- **Title\***: Enter the title of the lesson plan being added.
- **Level\***: From the drop down list, select the level for the lesson plan.
- **Detail\***: Enter the details of the lesson plan that you want to share with your learners.
- **Plan Files**: Click **Choose File** and upload the reference file or image for the lesson plan.

Click **Submit** to save the plan details. The added lesson plan is displayed in the form of a list on the **Manage Lesson Plans** page.



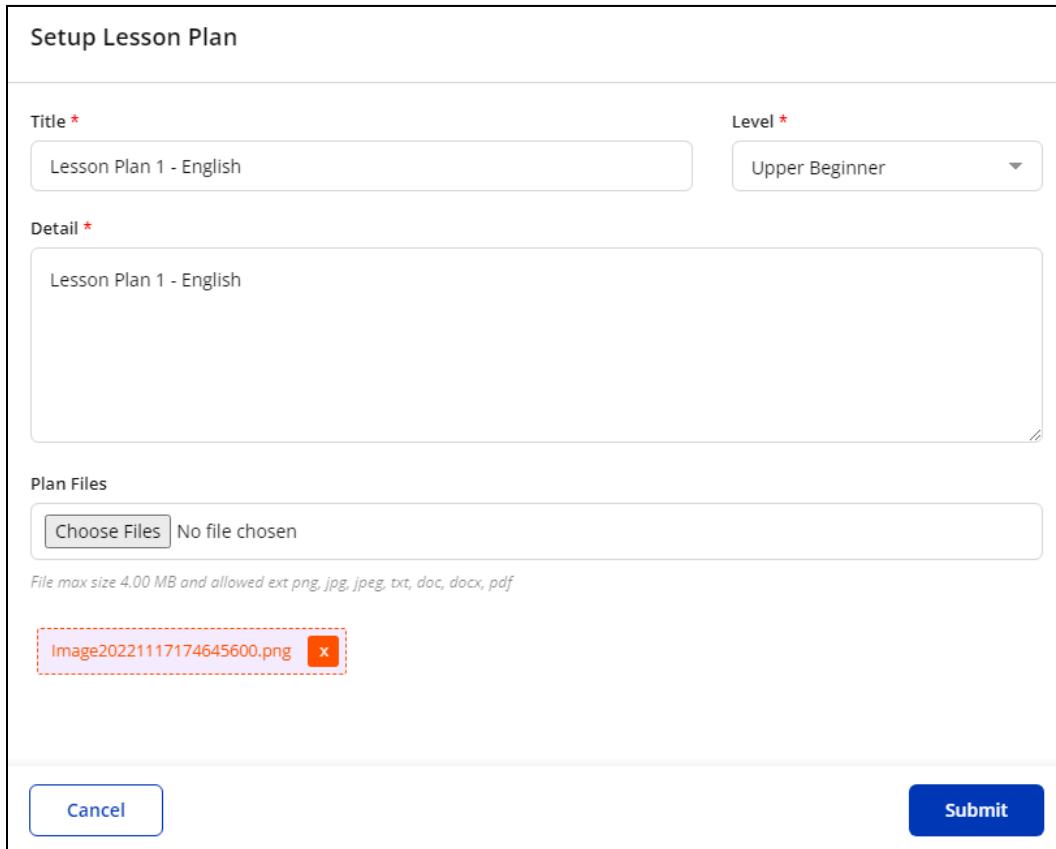
You can assign any lesson plan to a session by clicking on **Attach Lesson Plan** from the respective session in the **Lessons** module. The list displayed for selecting the lesson plan is populated with the plans added in the **Manage Lesson Plans** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8.2 Action Buttons

The following two buttons are provided under the **Actions** header to manage the added lesson plans:

i. **Edit** : Click the edit icon button to open the **Setup Lesson Plan** window form similar to the one displayed while adding a new lesson plan.



Setup Lesson Plan

Title \*

Lesson Plan 1 - English

Level \*

Upper Beginner

Detail \*

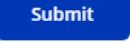
Lesson Plan 1 - English

Plan Files

Choose Files No file chosen

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

Image20221117174645600.png 

Cancel 

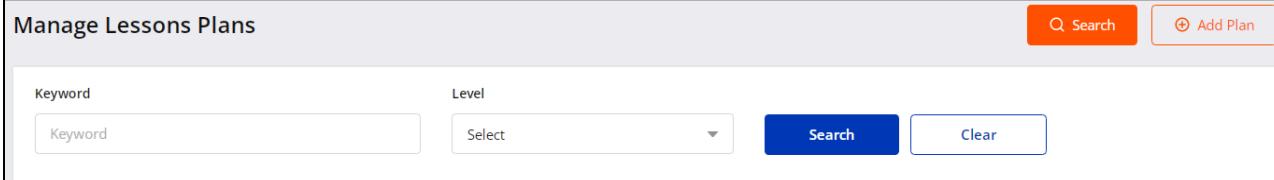
Make the required changes in the provided fields and click **Submit** to save the changes made.

ii. **Delete** : Click the delete icon button and follow the prompts to delete a lesson plan from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8.3 Search

Click **Search**  from the top of the page to display the search section and use the following filters to perform a focused search:



The image shows a search interface for 'Manage Lessons Plans'. At the top, there is a 'Q Search' button and an 'Add Plan' button. Below this, there are two input fields: 'Keyword' and 'Level'. The 'Keyword' field contains the placeholder 'Keyword'. The 'Level' field is a dropdown menu with 'Select' as the current option. To the right of these fields are two buttons: a blue 'Search' button and a white 'Clear' button.

- **Keyword:** Enter the plan title or description as keywords.
- **Level:** Search by the level selected for the lesson plan.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 9. Group Classes

Yo!Coach allows you to pre-schedule and conduct the teaching sessions with more than one learner in the form of a group class. The learners can simply pay a one-time entry fee and join the session at the scheduled time. Manage these group classes from the **Group Classes** module. The **Manage Classes** page lists all the classes created by you including both individual group classes and the group classes created as a part of a group class package.

**Manage Classes**

[Add Class](#)

[All Classes](#) [Scheduled](#) [Completed](#) [Cancelled](#)

[Listing](#) [Calendar](#)

Keyword Teach Language Class Startdate Class Enddate

Keyword  Select  2022-06-14  End Time  [Search](#) [Clear](#)

2022-07-05

**20:00 - 22:00** **Introduction to German**  
 Tuesday, July 05, 2022 [Scheduled](#) [Entry Fee: \\$63.67](#) [Booked Seats: 2/47](#) [Package Class](#)  
[21:01:46:07](#) [Change](#) [Remove](#) [Edit](#)

2022-07-06

**08:20 - 10:20** **German Alphabet Made Easy**  
 Wednesday, July 06, 2022 [Scheduled](#) [Entry Fee: \\$63.67](#) [Booked Seats: 2/47](#) [Package Class](#)  
[21:14:06:07](#) [Change](#) [Remove](#) [Edit](#)  
[Attach Lesson Plan](#)

**23:15 - 01:15** **Ultimate German Pronunciation Guide**  
 Wednesday, July 06, 2022 [Scheduled](#) [Entry Fee: \\$63.67](#) [Booked Seats: 2/47](#) [Package Class](#)  
[22:05:01:07](#) [Change](#) [Remove](#) [Edit](#)  
[Attach Lesson Plan](#)

2022-07-16

**08:10 - 09:40** **Learn the Top 344 Must-Know Spanish Phrases!**  
 Saturday, July 16, 2022 [Scheduled](#) [Entry Fee: \\$38.00](#) [Booked Seats: 0/8](#)  
[31:13:56:07](#) [Change](#) [Remove](#) [Edit](#)  
[Attach Lesson Plan](#)

By default, you are redirected to the **Scheduled** tab of the **Manage Classes** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Add A New Group Class

To add a new group class, click **Add Class** from the upper right corner of the page. An **Add Group Class** window form opens with the following tabs:

**i. General:** The following data fields are displayed:

### Setup Group Class

General
English
Arabic
Spanish

**Title \***

**Slug \***

**Description \***

**Language \***

Select

**Class Banner**

Choose File
No file chosen

*Max Size: 2.00 MB, Extension: png, jpg, jpeg & Dimensions: 1000x563*

**Service Type \***

Online

**Entry Fee [USD] \***

**Start Time \***

**Addresses**

Select

**Max Learners \***

**Duration \***

15 Minutes

Save & Next
Cancel

- **Title\*:** Enter a title for the group class.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Language\***: From the drop down list, select the language for the group class being hosted.

! Only the languages you teach are displayed in the list.

- **Class Slug\***: Enter an SEO-friendly slug URL for the group class.
- **Class Banner**: Click **Choose File** and upload the banner image for the class.
- **Description\***: Enter a brief description of the group class, its components or any other information you want to share with the learners.
- **Service Type\***: Select whether the group class will be held online or offline.  
**Note:** The field will only appear if the teacher has enabled offline sessions setting under Account Settings.
- **Addresses**: Addresses will only be applicable if offline type is selected. Choose the address where the offline class will be held.
- **Entry Fee (Default Currency)\***: Enter the amount of fee to be charged from every learner enrolling for the group class.
- **Max Learners\***: Enter the maximum number of learners allowed to enroll in a group class.
- **Start Time\***: From the calendar drop down, select the start date and time for the group class.
- **Duration\***: Select the duration of the group class from the drop down list populated with the durations allowed by the system admin.

Once all the details are entered, click **Save and Next** to move to the next tab.

ii. **Primary Language**: The data on the primary language tab is pre-filled according to the data entered in the **General** tab. Edit/Enter the following primary language details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

Add Group Class

General	English <span style="border: 2px solid red; padding: 2px;"> </span>	Arabic
<p><b>Title *</b></p> <input type="text"/>		
<p><b>Description *</b></p> <input type="text"/>		
<input type="checkbox"/> Auto Translate For Other Languages <span style="border: 1px solid #ccc; padding: 2px;"> </span>		<b>Save Changes</b>

- **Title\***: Enter the language-specific title for the group class.
- **Description\***: Enter the brief description for the group class to be displayed for a specific language.
- **Auto Translate For Other Languages**: Switch on this toggle switch   to automatically translate the data filled here for the other languages active in the system. To enter the secondary language data manually, keep the toggle switched off  .

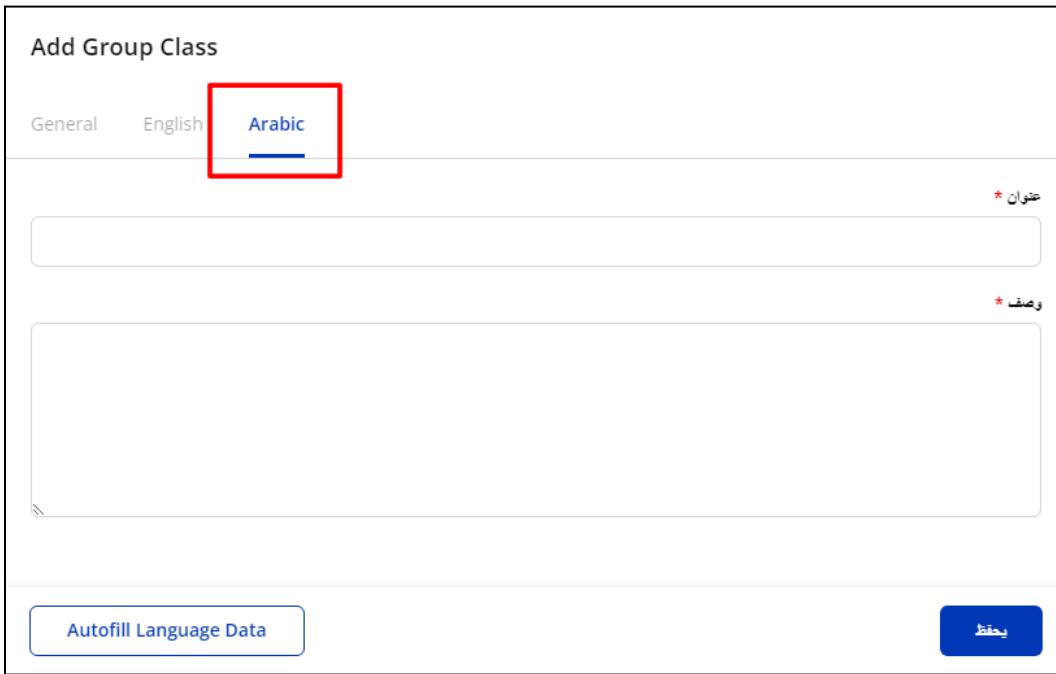


The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the system admin.

Once done, click **Save** to save the information and move to the next tab.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Add Group Class' interface. At the top, there are tabs for 'General', 'English', and 'Arabic', with 'Arabic' being the active tab and highlighted with a red box. Below the tabs are two input fields: 'Name' (مُنْدَبْر) and 'Description' (وَصْف). At the bottom left is a blue 'Autofill Language Data' button, and at the bottom right is a blue 'Save Changes' button.

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the details and create the new group class.

- ! The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is activated by the system admin.
- ! The languages tabs are displayed depending on the languages currently active in the system.

The newly added group class is displayed in the form of a list on the **Manage Classes** page. Once a group class has been created, and any learner enrols for it, the group chat dedicated to it is automatically created in the Messages section. As learners enrol for a class, they are automatically added to the class-specific group chat. You may post the latest updates or announcements you'd like to share with the learners in the same group.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

My Messages

Q Search
Portuguese made easy with Dave
X

Webii Nayek
SEP 21, 2023 10:47

Hi Lydia, excited to take lessons with you again.

Marina sol
SEP 21, 2023 10:44

Hello professional! I am looking to take lessons i...

Amy Roy
SEP 21, 2023 10:41

Hello ma'am, I have booked a group class with y...

Portuguese made easy with Da...
SEP 21, 2023 10:40

Thanks for entering me into the class. Looking fo...

Amy Roy

Thanks for entering me into the class. Looking forward to learning from you

Type a message here
Send
Upload

Note: File size should be less than 2.00 Mb & Supported File Formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

The newly created class is also listed on the front-end where the learners can view it and enroll accordingly.

The classes are bifurcated into certain modular tabs according to their current status:

## 9.1 All Classes

The **All Classes** modular tab displays all the classes created by you till date, including the completed and canceled classes. The classes are arranged in a chronological order according to the start date of the class.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Listing
Calendar

Keyword	Teach Language	Class Start Date	Class End Date	Search	Clear
<input type="text" value="Keyword"/>	Select <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">Select</span> <span style="margin: 0 10px;">▼</span> </div>	2022-06-16 <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">End Time</span> <span style="margin: 0 10px;">🕒</span> </div>	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">End Time</span> <span style="margin: 0 10px;">🕒</span>	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">Search</span>	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">Clear</span>

2022-06-24

**10:30 - 11:30**  
Friday, June 24, 2022

Cancelled Entry Fee: \$50.00 Booked Seats: 0/47

testtesttesttesttest

Edit
Delete

2022-06-25

**13:00 - 13:45**  
Saturday, June 25, 2022

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

Getting Started

🕒 09:00:32:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-06-30

**01:30 - 01:45**  
Thursday, June 30, 2022

Scheduled Entry Fee: \$15.00 Booked Seats: 0/20

Leaning German with me

🕒 13:13:02:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-07-01

**15:45 - 16:30**  
Thursday, June 30, 2022

Scheduled Entry Fee: \$20.00 Booked Seats: 1/20

Learning Tamil with me

🕒 14:03:17:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-07-06

**13:00 - 13:45**  
Wednesday, July 06, 2022

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

Writing practices

🕒 20:00:32:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-07-17

**09:30 - 10:15**  
Sunday, July 17, 2022

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

Speaking Practices

🕒 30:21:02:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-07-22

**09:45 - 10:30**  
Friday, July 22, 2022

Scheduled Entry Fee: \$37.50 Booked Seats: 0/20 Package Class

Winding up

🕒 35:21:17:50 ⊕ Attach Lesson Plan

Edit
Delete

2022-10-21

**09:25 - 09:55**  
Friday, October 21, 2022

Scheduled Entry Fee: \$51.00 Booked Seats: 0/17

Portuguese for Beginners: Alphabet and Phonetics

🕒 126:20:57:50 ⊕ Attach Lesson Plan

Edit
Delete

The following functionalities are available on this page:

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## I. Search

At the top of the page, a search section is provided to perform a focused search for group class(es). The following filters are available:

Keyword	Teach Language	Class Start Date	Class End Date
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	2022-06-16 <input type="button" value=""/>	End Time <input type="button" value=""/>
		<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **Keyword:** Enter the group class title as keyword in the provided field.
- **Teach Language:** Search by the language being taught.
- **Class Start Date:** Select the date from the calendar drop down to search for classes starting on or after this date.
- **Class End Date:** Select the date from the calendar drop down to search for classes starting on or before this date.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **All Classes** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

All Classes
Scheduled
Completed
Cancelled
+ Add Class

List
Calendar

Keyword

Teach Language

Class Start Date

Class End Date

End Time

Search

Clear

2022-06-24
10:30 - 11:30
testtesttesttesttest
Cancelled
Entry Fee: \$50.00
Booked Seats: 0/47

2022-06-25
13:00 - 13:45
Getting Started
Scheduled
Entry Fee: \$37.50
Booked Seats: 0/20
Package Class
⊕ 09:00:27:26
⊕ Attach Lesson Plan

2022-06-30
01:30 - 01:45
Leaning German with me
Scheduled
Entry Fee: \$15.00
Booked Seats: 0/20
⊕ 13:12:57:26
⊕ Attach Lesson Plan

15:45 - 16:30
Learning Tamil with me
Scheduled
Entry Fee: \$20.00
Booked Seats: 1/20
⊕
⊖

## i. Listing

Select **Listing** to display the classes in the form of a list. The list is displayed in a chronological order on the basis of the classes' start date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

All Classes
Scheduled
Completed
Canceled
Listing
Calendar

Keyword

Teach Language

Select

Class Start Date

End Time

Class End Date

End Time

Search
Clear

2023-05-08

**23:25 - 00:25**  
Monday, May 08, 2023

⌚ 00:21:30:39

Counting From 1-100, Telling Time,Age

Scheduled
Entry Fee: \$22.25
Booked Seats: 1/29
Package Class

⊕ Attach Lesson Plan

2023-05-10

**06:25 - 07:25**  
Wednesday, May 10, 2023

⌚ 02:04:30:39

Seasons, Days & Months, Past & Present, Weather

Scheduled
Entry Fee: \$22.25
Booked Seats: 1/29
Package Class

⊕ Attach Lesson Plan

2023-07-27

**19:05 - 20:05**  
Thursday, Jul 27, 2023

⌚ 80:17:10:39

Learn Spanish With The Most Common Spanish Words

Scheduled
Entry Fee: \$55.00
Booked Seats: 0/17

⊕ Attach Lesson Plan

The classes list displays the start date and time of the class, schedule count-down, class duration, language, current lesson status, entry fee, number of booked seats out of total seats and package class tag for the classes belonging to a group class package. The following functionalities are also available here:

a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

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Attach Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

Attach Lessons Plans			
Keyword	Level	<b>Search</b>	<b>Clear</b>
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>	<b>Search</b>	<b>Clear</b>

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for the lesson plan from the drop down list.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans

Search



No Result Found!!

Click **Add Lesson Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.

Manage Lessons Plans

Search



No Result Found!!

b. Edit 

To edit a class, click the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Add Group Class

**General** English Arabic

**Title \*** 663 Spanish Phrases - LEARN Spanish FOR BEGINNERS

**Language \*** Spanish

**Class Slug \*** 663-Spanish-Phrases-LEARN-Spanish-FOR-BEGINNERS-1663021800-10331-2

**Class Banner Download**

**Description \***

Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

**Entry Fee [USD] \*** 40

**Max Learners \*** 18

**Start Time \*** 2022-10-27 21:30:00

**Duration \*** 90 Minutes

**Save & Next**

Make the required edits in the **General** and **Language** data fields. Click **Save** to save the changes made.

! The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

 The class cancellation feature is admin-managed. The admin defines the time allowed to cancel a class and post this time, the cancel icon button is not displayed.

d. Enter Classroom 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click this button and you will be redirected to the class page.

 None of these action buttons are available for the canceled classes and the classes that are a part of the group class package.

 Manage the group class packages from the **Class Packages** module, which is discussed later in this manual.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the classes. The canceled classes are also marked on their scheduled dates.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Classes

All Classes    Scheduled    Completed    Canceled    Calendar

Keyword    Teach Language    Class Start Date    Class End Date

Keyword:  Teach Language:  Class Start Date: 2023-05-08

Search    Clear

Aug, 2023    <    >

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7 ● 20:50 Introduce your	8 ● 21:10 Numbers, Days	9	10	11	12
13	14	15	16	17 ● 02:45 126 Phrases Ev	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Move to the next or previous months using the arrow buttons   provided at the upper right corner of the calendar section.

## 9.2 Scheduled

The **Scheduled** modular tab displays all the scheduled group classes. This page is similar to the **All Classes** page and the similar functionalities are available here for you to perform. By default, you are redirected to this tab when you access the **Group Classes** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

[+ Add Class](#)

All Classes **Scheduled** Completed Cancelled

[Listing](#) [Calendar](#)

Keyword	Teach Language	Class Start Date	Class End Date
<input type="text" value="Keyword"/>	Select	2022-06-16 <input type="button" value=""/>	End Time <input type="button" value=""/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

2022-06-25

13:00 - 13:45 Saturday, June 25, 2022	Getting Started
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$37.50"/> <input type="button" value="Booked Seats: 0/20"/> <input type="button" value="Package Class"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 09:00:37:07	<input type="button" value=""/> Attach Lesson Plan

2022-06-30

01:30 - 01:45 Thursday, June 30, 2022	Leaning German with me
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$15.00"/> <input type="button" value="Booked Seats: 0/20"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 13:13:07:07	<input type="button" value=""/> Attach Lesson Plan

15:45 - 16:30 Thursday, June 30, 2022	Learning Tamil with me
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$20.00"/> <input type="button" value="Booked Seats: 1/20"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 14:03:22:07	<input type="button" value=""/> Attach Lesson Plan

2022-07-06

13:00 - 13:45 Wednesday, July 06, 2022	Writing practices
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$37.50"/> <input type="button" value="Booked Seats: 0/20"/> <input type="button" value="Package Class"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 20:00:37:08	<input type="button" value=""/> Attach Lesson Plan

2022-07-17

09:30 - 10:15 Sunday, July 17, 2022	Speaking Practices
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$37.50"/> <input type="button" value="Booked Seats: 0/20"/> <input type="button" value="Package Class"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 30:21:07:08	<input type="button" value=""/> Attach Lesson Plan

2022-07-22

09:45 - 10:30 Friday, July 22, 2022	Winding up
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$37.50"/> <input type="button" value="Booked Seats: 0/20"/> <input type="button" value="Package Class"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 35:21:22:08	<input type="button" value=""/> Attach Lesson Plan

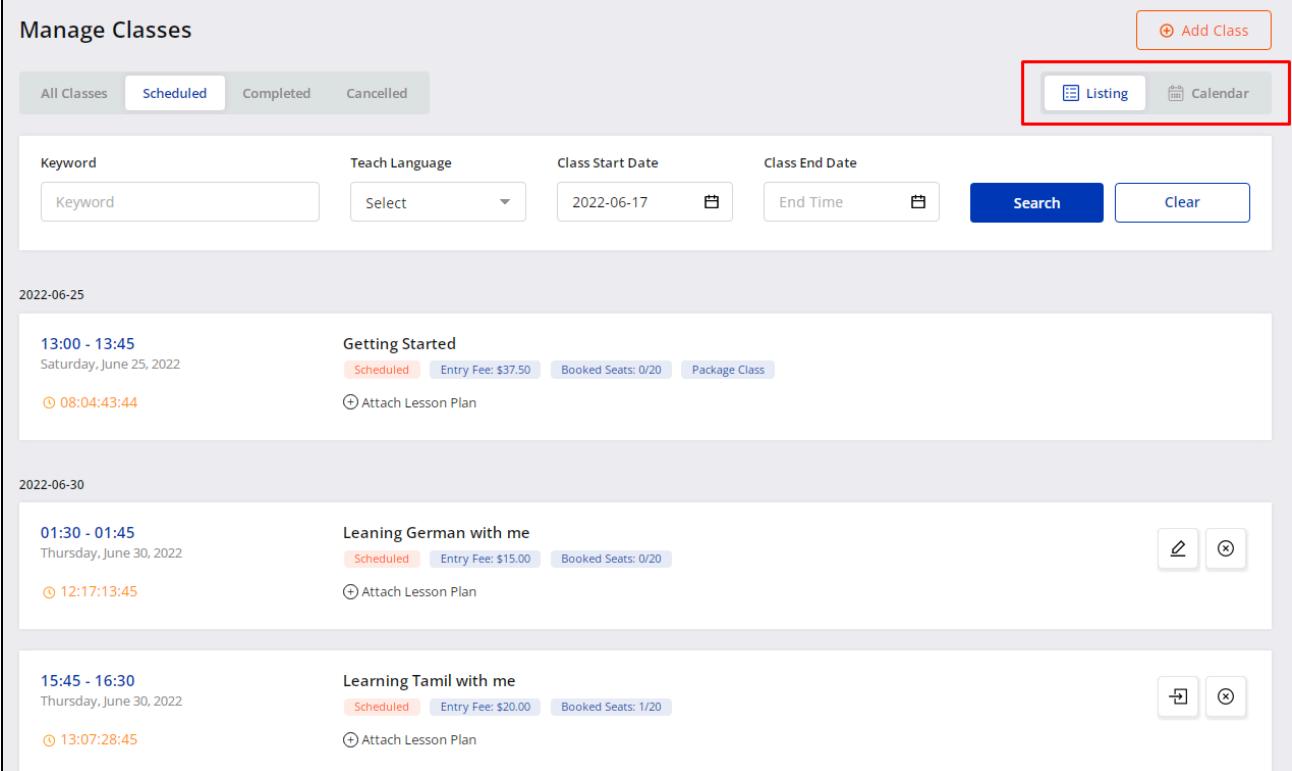
2022-10-21

09:25 - 09:55 Friday, October 21, 2022	Portuguese for Beginners: Alphabet and Phonetics
<input type="button" value="Scheduled"/> <input type="button" value="Entry Fee: \$51.00"/> <input type="button" value="Booked Seats: 0/17"/>	<input type="button" value=""/> <input type="button" value=""/>
<input type="button" value=""/> 126:21:02:08	<input type="button" value=""/> Attach Lesson Plan

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:



The screenshot shows the 'Manage Classes' interface. At the top right, there are two buttons: 'Listing' (highlighted with a red box) and 'Calendar'. Below these buttons are search filters for 'Keyword', 'Teach Language', 'Class Start Date' (set to 2022-06-17), 'Class End Date', 'End Time', 'Search', and 'Clear'. The main content area displays three class entries:

- 2022-06-25**
  - 13:00 - 13:45** **Getting Started** (Scheduled, Entry Fee: \$37.50, Booked Seats: 0/20, Package Class)
    - ⌚ 08:04:43:44
    - ⊕ Attach Lesson Plan
- 2022-06-30**
  - 01:30 - 01:45** **Leaning German with me** (Scheduled, Entry Fee: \$15.00, Booked Seats: 0/20)
    - ⌚ 12:17:13:45
    - ⊕ Attach Lesson Plan
- 15:45 - 16:30** **Learning Tamil with me** (Scheduled, Entry Fee: \$20.00, Booked Seats: 1/20)
  - ⌚ 13:07:28:45
  - ⊕ Attach Lesson Plan

### i. Listing

Select **Listing** to display the upcoming classes in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Classes

[Add Class](#)

All Classes **Scheduled** Completed Cancelled [Listing](#) [Calendar](#)

Keyword Teach Language Class Start Date Class End Date

Keyword  Select  2022-06-17  End Time  [Search](#) [Clear](#)

2022-06-25

**13:00 - 13:45** Getting Started [Scheduled](#) [Entry Fee: \\$37.50](#) [Booked Seats: 0/20](#) [Package Class](#)  
 Saturday, June 25, 2022 [08:04:42:16](#) [Attach Lesson Plan](#)

2022-06-30

**01:30 - 01:45** Leaning German with me [Scheduled](#) [Entry Fee: \\$15.00](#) [Booked Seats: 0/20](#)  
 Thursday, June 30, 2022 [12:17:12:17](#) [Attach Lesson Plan](#)

**15:45 - 16:30** Learning Tamil with me [Scheduled](#) [Entry Fee: \\$20.00](#) [Booked Seats: 1/20](#)  
 Thursday, June 30, 2022 [13:07:27:17](#) [Attach Lesson Plan](#)

Access the following functionalities on this page:

a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

Attach Lessons Plans [Search](#)

Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

Attach Lessons Plans

Q Search

Keyword
Level

Keyword

▼

Select

Search
Clear

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

Attach Lessons Plans

Q Search

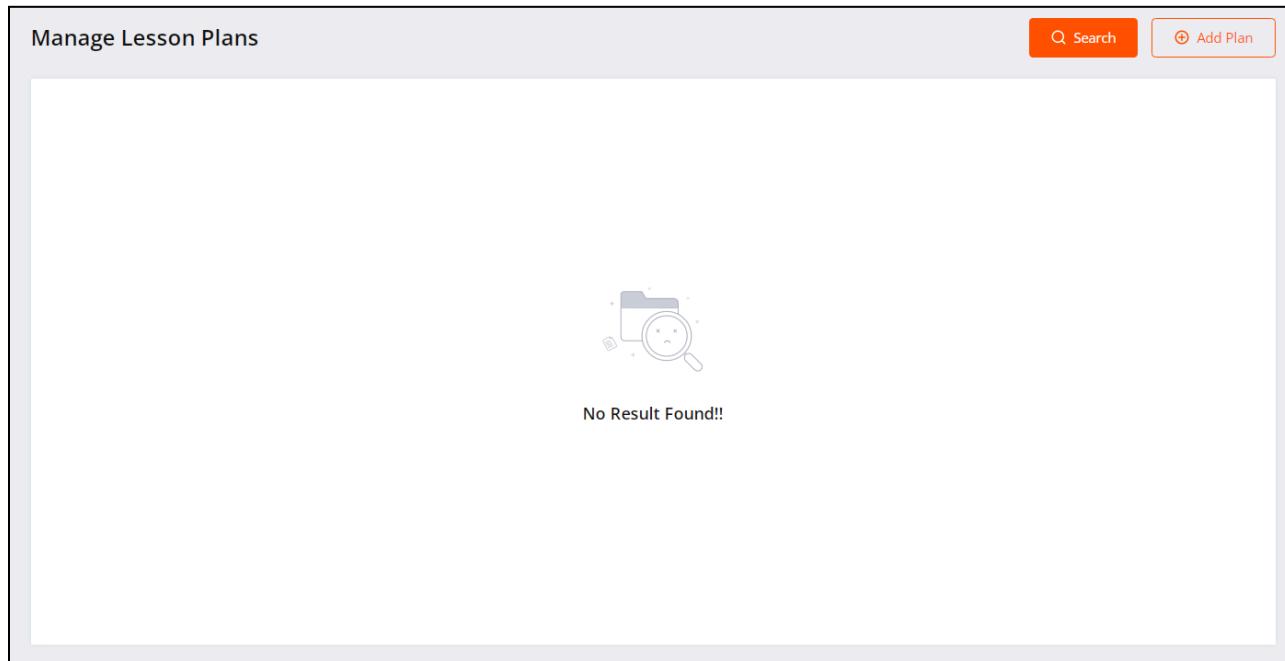


No Result Found!!

Add Plan

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.



b. Edit 

To edit a class, click the edit icon button provided with the classes. The **Add Group Class** form, similar to the one displayed while adding a new group class, is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Add Group Class

**General** English Arabic

**Title \*** 663 Spanish Phrases - LEARN Spanish FOR BEGINNERS

**Language \*** Spanish

**Class Slug \*** 663-Spanish-Phrases-LEARN-Spanish-FOR-BEGINNERS-1663021800-10331-2

**Class Banner Download**

**Description \***

Have you ever wanted to learn Spanish? With over 11 million native speakers across the globe, it's the second most spoken language in the entire world. It's also considered to be one of the most romantic languages! But are those enough reasons to choose to learn Spanish out of all the languages you could be learning?

**Entry Fee [USD] \*** 40

**Max Learners \*** 18

**Start Time \*** 2022-10-27 21:30:00

**Duration \*** 90 Minutes

**Save & Next**

Make the required edits in the **General** and **Language** data fields. Click **Save** to save the changes made.

! The edit button is available only till one or more learners enroll for a group class, after which, the class details can no longer be modified.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

c. Cancel 

To cancel a group class, click the cancel icon button provided with the group classes and follow the prompts. Once the class is canceled, no more changes can be made to it.

 The class cancellation feature is admin-managed. The admin defines the time allowed to cancel a class and post this time, the cancel icon button is not displayed.

d. Enter Classroom 

The enter classroom icon button is displayed for the classes for which one or more learners have already enrolled. When the scheduled time of the class arrives, click this button and you will be redirected to the class page.

 None of these action buttons are available for the classes that are a part of the group class package. Manage the group class packages from the **Class Packages** module, which is discussed later in this manual.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the scheduled dates of the upcoming classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Classes

Add Class

All Classes Scheduled Completed Canceled Listing Calendar

Keyword Teach Language Class Start Date Class End Date End Time

Search Clear

Sep, 2023 < >

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	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

21:45 How to Introdu... 02:25 Learn how to g... 21:20 At the Restaur... 08:15 Learn Number...

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

### 9.3 Completed

The **Completed** modular tab displays the completed group classes. Make sure to select the start date from the **Class Start Date** search filter and click **Search** to display the group classes delivered and completed after this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

+ Add Class

All Classes
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword
Teach Language
Class Start Date
Class End Date

Keyword
Select
2022-06-01
End Time

Search
Clear

2022-06-05

**03:30 - 05:30**  
Sunday, June 05, 2022

Bengali Grammar Course For Beginners: Basic Bengali Grammar

Completed Entry Fee: \$73.00 Booked Seats: 2/18

2022-06-14

**09:50 - 11:20**  
Tuesday, June 14, 2022

Learn the Bengali in 90 Minutes - All the Basics You Need

Completed Entry Fee: \$36.00 Booked Seats: 2/16

## Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Scheduled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

### Manage Classes

+ Add Class

All Classes
Scheduled
Completed
Cancelled

Listing
Calendar

Keyword
Teach Language
Class Start Date
Class End Date

Keyword
Select
2022-06-01
End Time

Search
Clear

2022-06-05

**03:30 - 05:30**  
Sunday, June 05, 2022

Bengali Grammar Course For Beginners: Basic Bengali Grammar

Completed Entry Fee: \$73.00 Booked Seats: 2/18

2022-06-14

**09:50 - 11:20**  
Tuesday, June 14, 2022

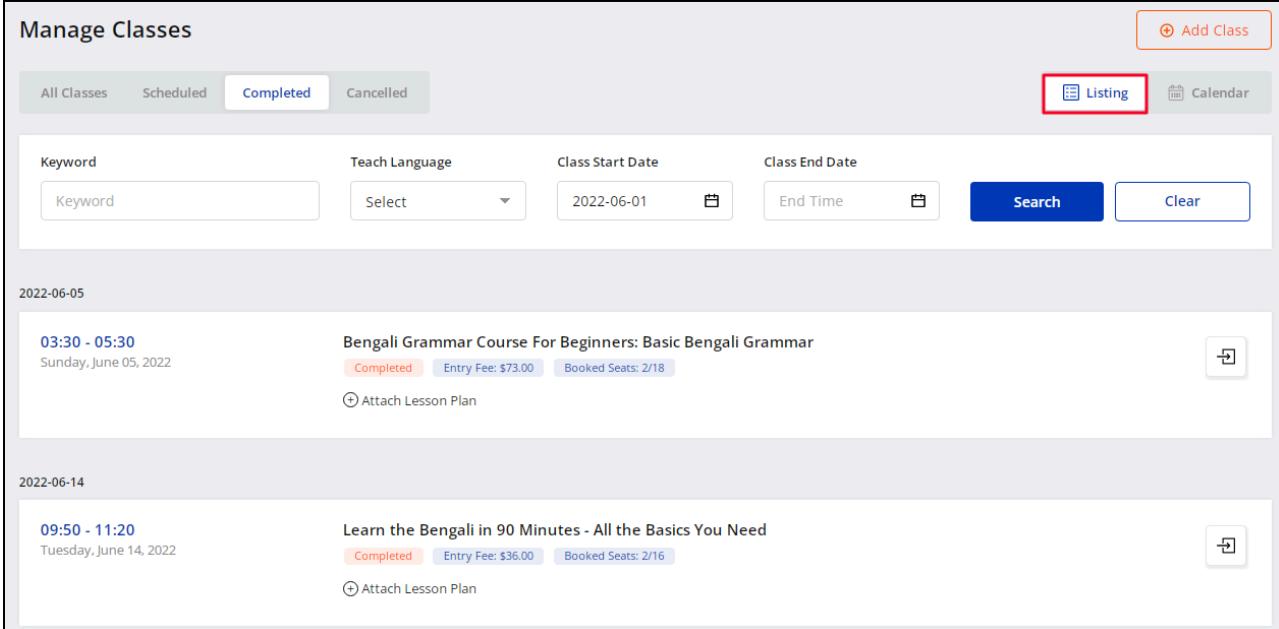
Learn the Bengali in 90 Minutes - All the Basics You Need

Completed Entry Fee: \$36.00 Booked Seats: 2/16

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## i. Listing

Select **Listing** to display the already completed lessons in the form of a list. The list is displayed in a chronological order according to the start date of the group classes.



The screenshot shows the 'Manage Classes' page with the 'Completed' tab selected. The interface includes search filters for Keyword, Teach Language, Class Start Date, and Class End Date, along with a 'Search' and 'Clear' button. The results are listed by date, with two entries shown:

- 2022-06-05**
  - 03:30 - 05:30** Sunday, June 05, 2022
 **Bengali Grammar Course For Beginners: Basic Bengali Grammar**
    - Completed
    - Entry Fee: \$73.00
    - Booked Seats: 2/18

[Attach Lesson Plan](#)
- 2022-06-14**
  - 09:50 - 11:20** Tuesday, June 14, 2022
 **Learn the Bengali in 90 Minutes - All the Basics You Need**
    - Completed
    - Entry Fee: \$36.00
    - Booked Seats: 2/16

[Attach Lesson Plan](#)

The following functionalities are available on this page:

a. Attach Lesson Plan 

Click **Attach Lesson Plan** provided with every class and the **Manage Lesson Plans** window is displayed on the screen.

i. If you have already added the lesson plans from the **Lesson Plan** module, the added plans are listed in this window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans			
Title	Description	Level	Actions
Lesson Plan 1 - German	Lesson Plan 1 - German	Upper Beginner	
Lesson Plan 1 - English	Lesson Plan 1 - English	Upper Beginner	

Click the assign plan icon button  to assign a lesson plan to the class. Click **Search** from the upper right corner of the window to search for a plan using the following filters:

Attach Lessons Plans			
Keyword	Level	Search	Clear
<input type="text" value="Keyword"/>	Select		

- **Keyword:** Enter the plan title or description as keyword.
- **Level:** Select the level for lesson plan from the drop down list to perform the search.

Click **Search** to generate the search results. Click **Clear** to display the complete list again.

ii. If you don't already have any lesson plans added, the **Manage Lesson Plans** window prompts you to add one.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Attach Lessons Plans

Search



No Result Found!!

[Add Plan](#)

Click **Add Plan** and you will be redirected to the **Manage Lesson Plans** module where you can add new lesson plans. The complete **Lesson Plans** module has been explained earlier in this document.

Manage Lesson Plans

Search [+ Add Plan](#)



No Result Found!!

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

b. Enter Classroom 

Click the enter classroom icon button provided with the completed classes to view the group class page. View the learners' names and class notes from this page.

c. View Issue Detail 

The learners have the provision to report any issues faced during the group class with the teacher. For such group classes for which one or more learners have reported their issues, the view issue detail icon button is available. Click it and you are redirected to the **Reported Issues** page displaying the issue linked with the particular class.

Reported Issues						 Search
Learner	Language	Session Time	Session Status	Issue Title	Issue Status	Actions
 Jason Roy Armenia	Japanese	2022-06-09 12:30:00	Completed	Teacher left early	 Closed	

View the issue details and the current status of the issue from the page. To view the complete issue details, click the view icon button  provided under the **Actions** header. The **Issue Details** window displays where the **Issue Logs** and **Class Details** are available.

 Please refer to the **Reported Issues** module to know more about issues reported by the learner on the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Issue Detail**

Closed Issue Teacher left early Was Posted By Jason Roy 12:33:pm Jun 09,2022

**Issue Logs**

Jason Roy [Learner] Take Action Teacher left early 12:33:pm Jun 09,2022  
Comment: Just for the testing

Tom Curran [Teacher] Take Action Complete and issue 50% refund 12:34:pm Jun 09,2022  
Comment: Just testing

Jason Roy [Learner] Take Action Escalate To Support Team 12:35:pm Jun 09,2022  
Comment: Testing this

YoCoach [Support] Take Action Complete and issue 50% refund 12:38:pm Jun 09,2022  
Comment: Another testing

**Class Details**

**Class**  
Order ID 0001068 Class ID 550 Teacher Class Id 578 Class Price \$4.90 Ended By Tom Curran

**Tom Curran [Teacher]**  
Join Time 12:30:pm Jun 09,2022 End Time 12:32:pm Jun 09,2022

**Jason Roy [Learner]**  
Join Time 12:30:pm Jun 09,2022 End Time 12:32:pm Jun 09,2022

## ii. Calendar

Select Calendar to display the month-wise calendar marked with the completed classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Classes

Add Class

All Classes Scheduled **Completed** Canceled

Listing **Calendar**

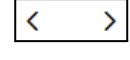
Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-01-01 End Time

Search Clear

Mar, 2023 < >

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	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	31	1
2	3	4	5	6	7	8

Move to the next or previous months using the arrow buttons  provided at the upper right corner of the calendar section.

## 9.4 Canceled

In the **Canceled** modular tab, view the details of the canceled classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

All Classes
Scheduled
Completed
Cancelled
Add Class

Listing
Calendar

Keyword

Teach Language

Class Start Date

Class End Date

Keyword

Select

2022-06-17

End Time

Search

Clear

2022-06-21

13:45 - 14:30

Tuesday, June 21, 2022

Leaning German

Cancelled

Entry Fee: \$50.00

Booked Seats: 0/13

2022-06-29

02:45 - 03:00

Wednesday, June 29, 2022

Leaning Japanese with me

Cancelled

Entry Fee: \$65.00

Booked Seats: 0/18

2022-10-26

23:45 - 00:15

Wednesday, October 26, 2022

368 Portuguese Sentences to get you through a day - Learn Portuguese through English

Cancelled

Entry Fee: \$80.00

Booked Seats: 0/18

## Display View

There are two types of display available to view your classes, **List** view and **Calendar** view. By default, the **Canceled** modular tab is displayed in the list format. The following two buttons are provided on the upper right corner to access each view:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Classes

[Add Class](#)

[Listing](#) (highlighted with a red box) [Calendar](#)

All Classes Scheduled Completed **Cancelled**

Keyword Teach Language Class Start Date Class End Date

Keyword  Select  2022-06-17  End Time   Search  Clear

2022-06-21

**13:45 - 14:30** **Leaning German**  
Tuesday, June 21, 2022 Cancelled Entry Fee: \$50.00 Booked Seats: 0/13

2022-06-29

**02:45 - 03:00** **Leaning Japanese with me**  
Wednesday, June 29, 2022 Cancelled Entry Fee: \$65.00 Booked Seats: 0/18

### i. Listing

Select **Listing** to view the details of the canceled classes in the form of a list arranged according to the class start dates.

Manage Classes

[Add Class](#)

[Listing](#) (highlighted with a red box) [Calendar](#)

All Classes Scheduled Completed **Cancelled**

Keyword Teach Language Class Start Date Class End Date

Keyword  Select  2022-06-17  End Time   Search  Clear

2022-06-21

**13:45 - 14:30** **Leaning German**  
Tuesday, June 21, 2022 Cancelled Entry Fee: \$50.00 Booked Seats: 0/13

2022-06-29

**02:45 - 03:00** **Leaning Japanese with me**  
Wednesday, June 29, 2022 Cancelled Entry Fee: \$65.00 Booked Seats: 0/18

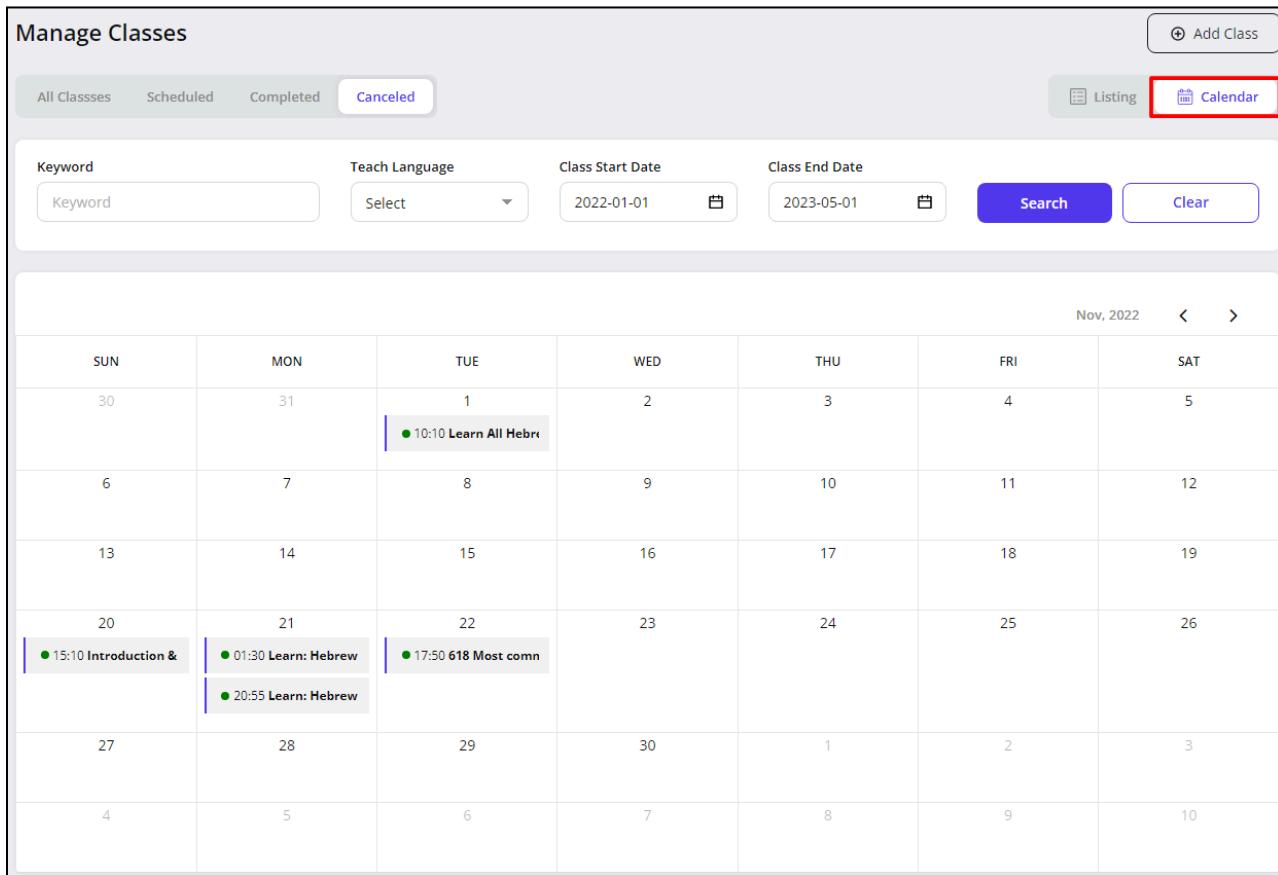
2022-10-26

**23:45 - 00:15** **368 Portuguese Sentences to get you through a day - Learn Portuguese through English**  
Wednesday, October 26, 2022 Cancelled Entry Fee: \$80.00 Booked Seats: 0/18

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## ii. Calendar

Select **Calendar** to display the month-wise calendar marked with the canceled classes for the month.



Manage Classes

All Classes Scheduled Completed Canceled

Listing Calendar

Keyword Teach Language Class Start Date Class End Date

Keyword Select 2022-01-01 2023-05-01

Search Clear

Nov, 2022 < >

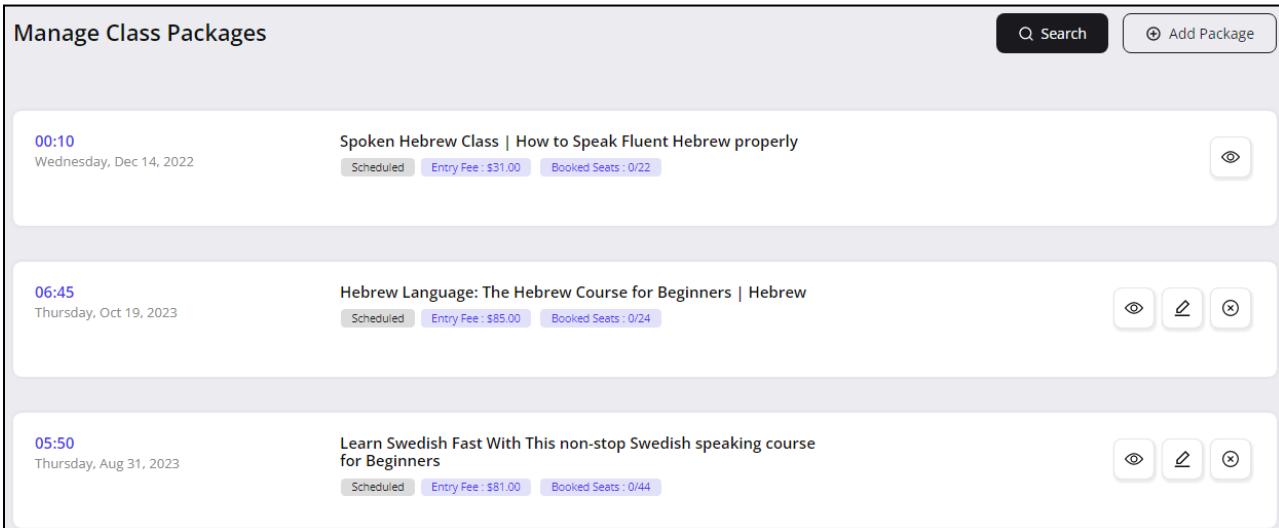
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1 ● 10:10 Learn All Hebrew	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 ● 15:10 Introduction &	21 ● 01:30 Learn: Hebrew	22 ● 17:50 618 Most comm ● 20:55 Learn: Hebrew	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Move to the next or previous months using the arrow buttons < > provided at the upper right corner of the calendar section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10. Group Class Packages

Manage your group class packages through this module. As a teacher, you have a provision to integrate a number of group classes in the form of a package and decide the one-time package or entry fee. The learners will purchase your package from the **Group Classes** section displayed on the front-end and make the payment in one go. The entry fee is divided into the number of classes in a package and you will receive the payment for each class on its successful completion.



The screenshot shows the 'Manage Class Packages' page with three listed packages:

- Spoken Hebrew Class | How to Speak Fluent Hebrew properly**  
00:10 | Wednesday, Dec 14, 2022 | Entry Fee: \$31.00 | Booked Seats: 0/22 | Action buttons: eye, edit, delete
- Hebrew Language: The Hebrew Course for Beginners | Hebrew**  
06:45 | Thursday, Oct 19, 2023 | Entry Fee: \$85.00 | Booked Seats: 0/24 | Action buttons: eye, edit, delete
- Learn Swedish Fast With This non-stop Swedish speaking course for Beginners**  
05:50 | Thursday, Aug 31, 2023 | Entry Fee: \$81.00 | Booked Seats: 0/44 | Action buttons: eye, edit, delete

On the **Manage Class Packages** page, the following functionalities are available:

### 10.1 Add A New Package

To create a new package, click **Add Package** from the upper right corner of the page. The **Setup Class Package** form opens displaying the following tabs:

**i. General:** Enter the details in the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Setup Class Package

General
English
Arabic
Spanish

**Title \***

**Language \***

Select

**Slug \***

**Class Banner**

Choose File

No file chosen

Max Size: 2.00 MB, Extension: png, jpg, jpeg & Dimensions: 1000x563

**Description \***

**Max Learners \***

**Entry Fee [USD] \***

**Each Class (minutes) \***

Select

**Service Type \***

Online

**Addresses**

Select

**Class Title-1 \***

**Start Time \***

+Add More

Save & Next

- **Title\*:** Enter the group class package title.
- **Language\*:** Select the language you want to teach from the drop down list.

! Only the languages selected by you for teaching on the platform are displayed in the list.

- **Slug\*:** Enter the SEO friendly slug URL for the class package.
- **Class Banner:** Click **Choose File** and upload a banner image for the group class package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Description\*:** Enter a brief description of the package, contents that will be covered or any other detail you want to share with the learners.
- **Max Learners\*:** Enter the maximum number of learners that can enroll for the package.
- **Entry Fee [Default Currency]\*:** Enter the per learner one-time entry fee for the package.
- **Each Class (minutes)\*:** Select the duration of each class from the drop down list.

**!** The list displays the time duration options as allowed by the admin. The duration will be the same for each class added to the package.

- **Service Type\*:** Select whether the group class will be held online or offline.  
**Note:** The field will only appear if the teacher has enabled offline sessions setting under Account Settings.
- **Addresses:** Addresses will only be applicable if offline type is selected. Choose the address where the offline class will be held.
- **Class Title-1\*:** Enter the title for any one group class from the package.
- **Start Time\*:** Select the start date and time for this class from the calendar drop down.
- **Add More:** Click **Add More** to add further classes to the package. Add the class title and start date & time details in the additional fields.
- **Remove Class:** Click **Remove Class** to remove a class. The system will not allow you to remove the last available class.

Click **Save** to save the package details and move back to the **Manage Class Packages** page. Click **Save & Next** to save the details and move to the next tab.

**ii. Primary Language:** The languages tabs are a replica of the **General** tab. The data on the primary language tab is pre-filled according to the data entered in the **General** tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Setup Class Package

General English Arabic

Title \*

Portuguese made easy with Dave

Description \*

Portuguese made easy with Dave

Class Title-1 \*

First Class

Class Title-2 \*

Getting Started

Auto Translate For Other Languages

Save Changes

Enter/Edit the class package details in the primary language. Switch on the **Auto-Translate For Other Languages** toggle switch  from the bottom of the form to automatically translate the data filled here for the other languages active in the system. To enter the secondary languages data manually, keep the toggle switched off . Click **Save** to move back to the next tab, the secondary language tab.

**!** The auto-translate toggle switch is available only when the **Microsoft Text Translator** API is activated by the system admin.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Setup Class Package

General	English	Arabic
<input type="text"/> <span style="color: red;">*</span> Title		
<input type="text"/> <span style="color: red;">*</span> Description		
<input type="text"/> <span style="color: red;">*</span> Class Title-1		
<input type="text"/> <span style="color: red;">*</span> Class Title-2		
<input type="button" value="Autofill Language Data"/>		<input type="button" value="Save Changes"/>

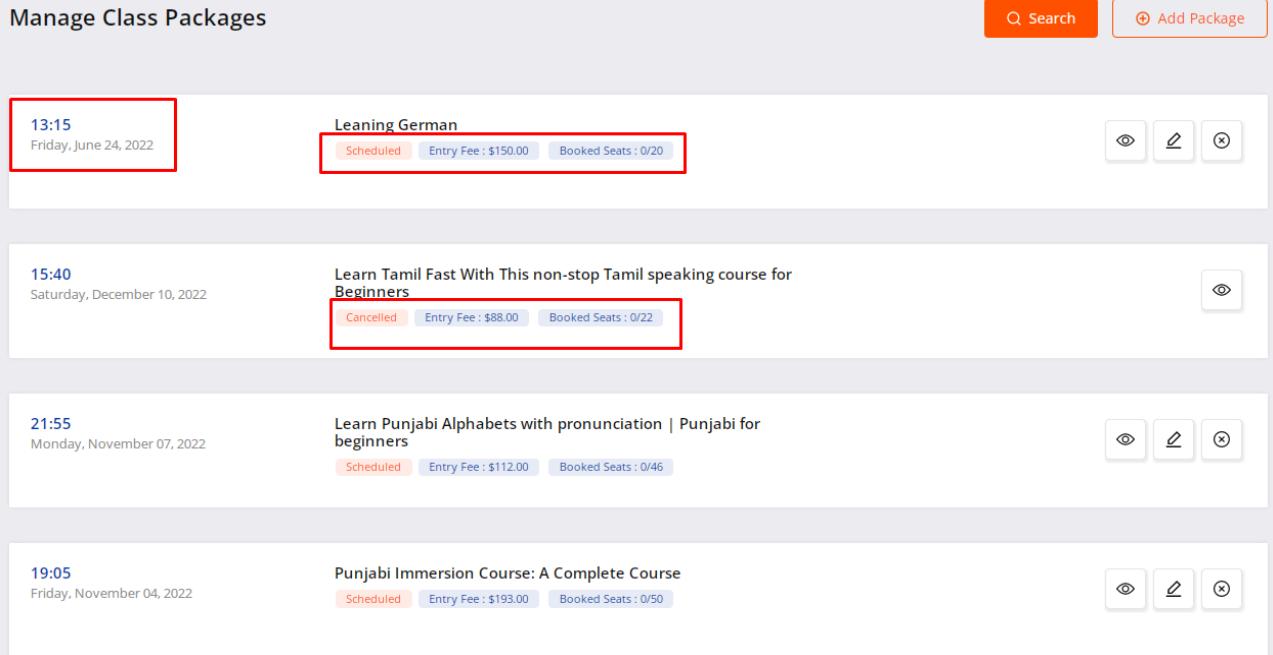
Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** toggle switch is turned on from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the details and create the new class package.

- ! The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator API** is activated by the system admin.
- ! The languages tabs are displayed depending on the languages currently active in the system.
- ! Once a class package has been created, new classes can not be added to it. Also, the existing classes cannot be removed from it. You can only edit the package details, such as, class date and timings, class title, package title, etc.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Each newly added package is displayed on the **Manage Class Packages** page. The package details can be viewed here, such as, Start Date and Time, Class Status, Entry Fee and Booked Seats.

 You can also view the individual classes added under a package in the **Group Classes** list page.



The screenshot shows the 'Manage Class Packages' page with four course packages listed:

- 13:15** (Friday, June 24, 2022): **Leaning German** (Scheduled, Entry Fee: \$150.00, Booked Seats: 0/20). Action buttons: View, Edit, Delete.
- 15:40** (Saturday, December 10, 2022): **Learn Tamil Fast With This non-stop Tamil speaking course for Beginners** (Cancelled, Entry Fee: \$88.00, Booked Seats: 0/22). Action buttons: View, Edit, Delete.
- 21:55** (Monday, November 07, 2022): **Learn Punjabi Alphabets with pronunciation | Punjabi for beginners** (Scheduled, Entry Fee: \$112.00, Booked Seats: 0/46). Action buttons: View, Edit, Delete.
- 19:05** (Friday, November 04, 2022): **Punjabi Immersion Course: A Complete Course** (Scheduled, Entry Fee: \$193.00, Booked Seats: 0/50). Action buttons: View, Edit, Delete.

## 10.2 Action Buttons

a. **View Classes** : Click the view classes icon button to open the **Manage Classes** page displaying the detailed list of classes added in the package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Manage Classes

+ Add Class

All Classes
Scheduled
Completed
Cancelled
Listing
Calendar

Keyword

Teach Language

Select

▼

Class Start Date

Start Date

📅

Class End Date

End Time

🕒

Search
Clear

2022-11-04

**19:05 - 21:05**  
Friday, November 04, 2022

⌚ 140:10:52:00

Punjabi alphabet - Learn Punjabi letters and sounds

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

⊕ Attach Lesson Plan

2022-11-05

**09:35 - 11:35**  
Saturday, November 05, 2022

⌚ 141:01:22:00

How to pronounce and write international words in Punjabi

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

⊕ Attach Lesson Plan

2022-11-06

**03:55 - 05:55**  
Sunday, November 06, 2022

⌚ 141:19:42:00

Learn professions and personal pronouns in Punjabi

Scheduled
Entry Fee: \$64.33
Booked Seats: 0/50
Package Class

⊕ Attach Lesson Plan

- ! New classes can not be added to a package using the **Add Class** button provided at the upper right corner of the **Manage Classes** page.
- ! The **Manage Classes** page displayed is a replica of the **Group Classes** module page. However, only the classes added to a particular package are displayed here.
- ! You can perform certain functionalities on this page. Please refer to the **Group Classes** module explained earlier for related information.
- b. Edit** ✍: Click the edit icon button to display the **Setup Class Package** form and edit the details of a group class package.

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### Setup Class Package

**General** English Arabic

**Title \*** Portuguese made easy with Dave

**Language \*** Portuguese

**Slug \*** Leaning-protuguese-with-me

**Class Banner** Choose File No file chosen  
Max Size 4.00 MB & Ext Are png, jpg, jpeg

**Description \*** Portuguese made easy with Dave

**Max Learners \*** 16

**Entry Fee [USD] \*** 65

**Each Class (minutes) \*** 30 Minutes

**Class Title-1 \*** First Class

**Start Time \*** 2023-04-01 11:15:00

**Class Title-2 \*** Getting Started

**Start Time \*** 2023-04-07 11:15:00

**Save & Next**

Once done, click **Save** to save the made changes.

**c. Cancel** : Click the cancel icon button and follow the prompts to cancel a group package.

 Once one or more learners purchase a package, you can no longer make changes to it or cancel the package. So, the **Edit** and **Cancel** buttons will no longer be available.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.3 Search

To perform a search for any specific class package, click **Search** from the top of the page. Enter the package title in the **Keyword** field and click **Search** to generate the results. Click **Clear** to display the whole list again, once the search is complete.

Manage Class Packages

Q Search ⊕ Add Package

Keyword

Search Clear

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11. Reported Issues

Once a session is successfully delivered and completed, your learners have the provision to report any issue with respect to the session. The reported issues are escalated to you for resolution and are displayed on the **Reported Issues** page. The payment for a session is received only when the session issues are resolved.

Reported Issues						
Learner	Language	Session Time	Session Status	Issue Reason	Issue Status	Actions
 Ethel Brakus Albania	Russian	Aug 18, 2022 21:50	Completed	Teacher related technical difficulties	Closed	
 Floy Beer Spain	German	Apr 21, 2022 11:10	Completed	Teacher related technical difficulties	Closed	
 Pinkie Stoltenberg Cape Verde	English	May 24, 2023 18:00	Completed	Teacher left early	In Progress	 

The issues reported on both, one-on-one lessons and group classes, are displayed in the form of a list. The list is arranged according to the current issue status where the issues still under progress are listed at the top followed by the resolved issues, issues escalated to the admin and closed issues. View the issue details on this page, such as, learner's name, language for the session, session date and time, current session status, issue title and current issue status. Certain functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11.1 Action Buttons

The following action buttons are provided with the reported issue listings under the **Actions** header:

### I. View Detail

Click the view detail icon button to open the details window. View the complete details about the reported issue through the following sections:

**Issue Detail**

Escalated Issue Teacher left early Was Posted By Jason Roy 13:49:pm Mar 29,2022

Not Happy With Solution? Escalated To Support Team

**Issue Logs**

Jason Roy [Learner] Take Action Teacher left early 13:49:pm Mar 29,2022  
Comment: df fsdf sdf sdf sdf

Tom Curran [Teacher] Take Action Complete and issue no refund 12:46:pm Jun 21,2022  
Comment: Had an emergency so had to leave early. Communicated beforehand with the learner.

Jason Roy [Learner] Take Action Escalate To Support Team 13:23:pm Jun 21,2022  
Comment: was not intimated beforehand. Need complete refund.

**Class Details**

Class

Order ID 0000394 Class ID 208 Teacher Class Id 151 Class Price \$4.90 Ended By N/A

Tom Curran [Teacher]

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

Jason Roy [Learner]

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Issue Detail:** View the issue details from this section, such as, current issue status, reported issue, name of the learner who posted the issue and the date and time of reporting the issue. The action taken by the learner is also displayed in this section.

### Issue Detail

Escalated
Issue Teacher left early
Was Posted By Jason Roy
13:49:pm Mar 29,2022

Not Happy With Solution?
Escalated To Support Team

- **Issue Logs:** View the timeline of the reported issue. The section displays the actions taken by the concerned users and the comments posted with the actions.

### Issue Logs

Alberto Torphy [Learner] Take Action Teacher was absent
15:09:pm Jan 22,2022

Comment: Teacher was absent

Dave Smith [Teacher] Take Action Complete and issue no refund
14:34:pm Jul 11,2022

Comment: no refund will be given

Alberto Torphy [Learner] Take Action Escalate To Support Team
14:35:pm Jul 11,2022

Comment: Not satisfied, need complete refund

YoCoach [Support] Take Action Complete and issue 50% refund
14:36:pm Jul 11,2022

Comment: After review of issue, 50% refund is given.

- **Session Details:** View the details of the session for which the issue has been reported, such as, class/lesson ID, order ID, teacher session ID, session price and

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the name of the user who ended the session. The teacher and learner's name, their joining and ending time are also displayed in this section.

### Class Details

**Class**

Order ID 0000394 Class ID 208 Teacher Class Id 151 Class Price \$4.90 Ended By N/A

**Tom Curran [Teacher]**

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

**Jason Roy [Learner]**

Join Time 13:46:pm Mar 29,2022 End Time 13:48:pm Mar 29,2022

## II. Resolve Issue

The resolve issue icon button is displayed for the reported issues that are yet under progress. Click the button to open the **Issue Detail** window containing the **Resolution Form**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Issue Detail

Progress Issue Teacher left early Was Posted By Jason Roy 13:49:pm Mar 29,2022

Resolution Form

Take Action \*

Select

Your Comment \*

Submit

View the issue status, issue in question, name of the learner who posted the issue and the date and time when the issue was reported. The following fields are available in the resolution form:

- **Take Action\***: From the drop down list, select the best possible resolution for the reported issue.
- **Your Comment\***: Enter the relevant supporting comments and details you want to share with the learner.



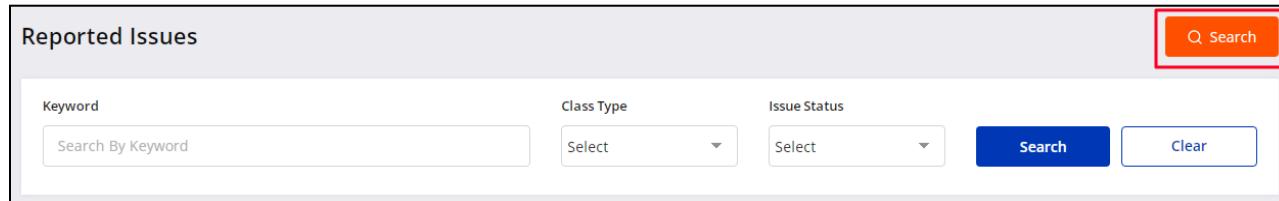
The actions list is populated with the resolution alternatives as defined by the admin.

Once done, click **Submit**. The issue status is updated accordingly on the **Reported Issues** page and a system generated alert is sent to the learner via email.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11.2 Search

Click **Search** from the upper right corner of the **Reported Issues** page to display the search section to perform a focused search. The following filters are available:



The screenshot shows a search interface for 'Reported Issues'. At the top right is a red-bordered 'Search' button. Below it are three input fields: 'Search By Keyword' (text input), 'Class Type' (dropdown menu), and 'Issue Status' (dropdown menu). To the right of these are 'Search' and 'Clear' buttons.

- **Keyword:** Enter the name of the learner as keyword to conduct a learner-specific search.
- **Class Type:** Search by the type of session as **One on One Lessons** or **Group Classes/Packages**.
- **Issue Status:** Search by the current issue status as **Progress**, **Resolved**, **Escalated** or **Closed**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12. Subscriptions

Yo!Coach allows the learners to book recurring one-on-one lessons with the teachers while checking out. Once the learners purchase and schedule one or more lessons in the form of a subscription, the same schedule will be repeated every four weeks. You can access your lesson subscriptions through the **Subscriptions** module on your teacher panel. The page displays the list of subscriptions bought by your learners arranged in a chronological order on the basis of the start date of subscription. View the subscription details, such as, learner's name, subscription start date, end date, lessons language, number of lessons in the subscription per 28 days and current subscription status.

Subscriptions							 Search
Learner	Start Date	End Date	Language	Lessons	Status	Actions	
 Darius Daugherty	2022-04-02 00:00:00	2022-04-30 00:00:00	Finnish	5	Expired		
 Stacy Feest	2022-05-31 00:00:00	2022-06-28 00:00:00	Swedish	5	Active		
 Shaneka Fields	2022-06-20 04:00:00	2022-07-18 04:00:00	Hindi	3	Active		

### 12.1 View Lessons

To view the lessons scheduled under a subscription, click the view lessons icon button provided under the **Actions** header. You are redirected to the **Manage Lessons** page displaying the lessons scheduled in the current subscription for the next 28 days. This page is a replica of the **All Lessons** modular tab displayed under the **Lessons** module and similar functionalities are available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Lessons**

Next Lesson: 2022-06-22 At 08:15 With  Shaneka Fields
⌚ 01:11:48:48
[Enter Classroom](#)

[All Lessons](#)
[Unscheduled](#)
[Scheduled](#)
[Completed](#)
[Cancelled](#)
[Listing](#)
[Calendar](#)

Keyword	Teach Language	Lesson Start Date	Lesson End Date	
<input type="text" value="Keyword"/>	Select <div style="display: flex; align-items: center; margin-top: 5px;"> <span>Start Date</span> <span><input type="button" value=""/></span> <span>End Time</span> <span><input type="button" value=""/></span> </div>	<input type="button" value=""/>	<input type="button" value=""/>	<a href="#">Search</a> <a href="#">Clear</a>

2022-04-11

06:30 - 07:00

Monday, April 11, 2022

Finnish, 30 Minutes Of Lesson

[Completed](#)
[Subscriptions](#)
[Issue Reported](#)

[Attach Lesson Plan](#)



Darius Daugherty  
Iran

[Edit](#) [Delete](#)

2022-04-22

07:35 - 08:05

Friday, April 22, 2022

Finnish, 30 Minutes Of Lesson

[Completed](#)
[Subscriptions](#)

[Attach Lesson Plan](#)



Darius Daugherty  
Iran

[Edit](#)

2022-04-24

08:00 - 08:30

Sunday, April 24, 2022

Finnish, 30 Minutes Of Lesson

[Completed](#)
[Subscriptions](#)

[Attach Lesson Plan](#)



Darius Daugherty  
Iran

[Edit](#)

2022-04-26

10:25 - 10:55

Tuesday, April 26, 2022

Finnish, 30 Minutes Of Lesson

[Completed](#)
[Subscriptions](#)

[Attach Lesson Plan](#)



Darius Daugherty  
Iran

[Edit](#)

2022-04-29

01:35 - 02:05

Friday, April 29, 2022

Finnish, 30 Minutes Of Lesson

[Completed](#)
[Subscriptions](#)

[Attach Lesson Plan](#)



Darius Daugherty  
Iran

[Edit](#)

You can perform certain functionalities on the **Manage Lessons** page. Please refer to the **Lessons** module explained earlier for related information.

## 12.2 Search

To perform the search for a particular subscription, click **Search** from the top of the page.

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Subscriptions

Keyword

Enter the learner's name in the **Keyword** field and click **Search** to display the filtered list. Once the search is complete, click **Clear** to display the whole list again.

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## 13. My Learners

Every learner who has ever booked a session with you, whether a one-on-one lesson or a group class, is displayed in the **My Learners** module. The **My Learners** page displays the list of learners and the number of lessons and classes booked with you till date. Yo!Coach facilitates you to create learner-specific discount offers on this page. This helps you to promote your sessions as well as retain your existing learners.

My Learners						
Learner	Lessons	Classes	Lessons Offer	Classes Offer	Package Offer	Actions
 Jason Roy	144	81	 2% Off On 45 Minutes Session	 2.1% Off On 45 Minutes Session  3% Off On 60 Minutes Session	 8.50% Off	 
 Mark Wood	36	39	N/A	N/A	N/A	 
 Ross Taylor	0	3	N/A	N/A	N/A	 
 Jack Sharma	3	0	N/A	N/A	N/A	 
 Rahul David	27	17	 15% Off On 45 Minutes Session	 15% Off On 60 Minutes Session  17% Off On 90 Minutes Session	 10.00% Off	 
 Sachin Thakur	4	0	N/A	N/A	N/A	 
 Odean Smith	1	2	N/A	N/A	N/A	 

The following functionalities are available on this page:

### 13.1 Action Buttons

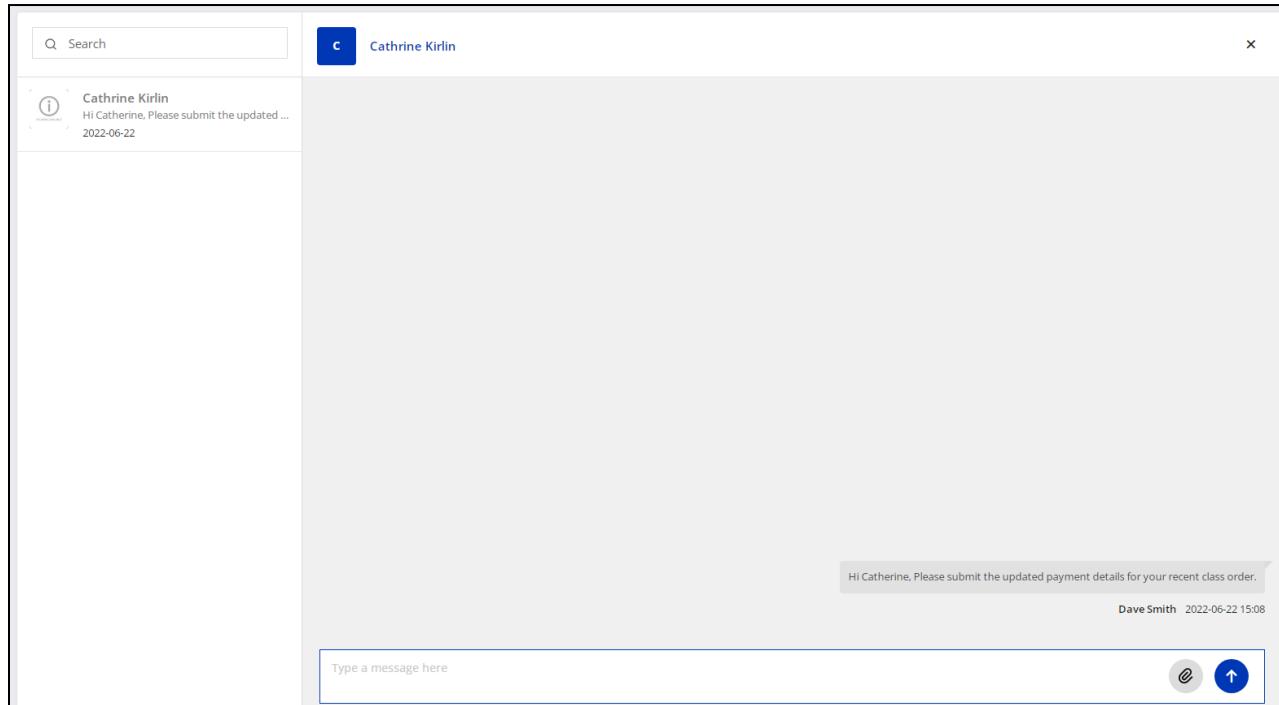
Under the **Actions** header, the following two icon buttons are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Message

To contact a learner through direct messages, click the message icon button. On the basis of message history between you and the learner, the following cases can be viewed:

**a.** When you have previously interacted with the learner through messages, you are redirected to the message window with the respective user.



**!** Please refer to the **Messages** section to learn about the various functionalities available on this page.

**b.** When you have not conversed with the learner before, the **Start Conversation** window is displayed on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Start Conversation**

Message \*

**Choose File** No file chosen

File size should be less than 2.00 Mb & Supported File Formats are png, jpeg, jpg, gif, pdf, doc, docx, zip, txt

**Send**

- **Message\*:** Enter your message in the description box provided.
- **Media:** Click **Choose File** and upload the supporting media file from your internal storage.

Click **Send** to send the message to the learner. A new conversation thread is created and can be accessed from the **Messages** section.

## II. Offer Price

You have the provision to offer learner-specific discounts on your lessons and group classes through the **Offer Price** feature. Click the offer price icon button to open the **Offer Percentage for [Learner]** window form.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Offer Percentage For Zachariah Casper

**Lesson Offer**

Lesson 30 Slot Offer(%)

Lesson 60 Slot Offer(%)

**Class Offer**

Class 30 Slot Offer(%)

Class 45 Slot Offer(%)

Class 60 Slot Offer(%)

**Class Package Offer**

Class Packages Offer(%)

**Save**

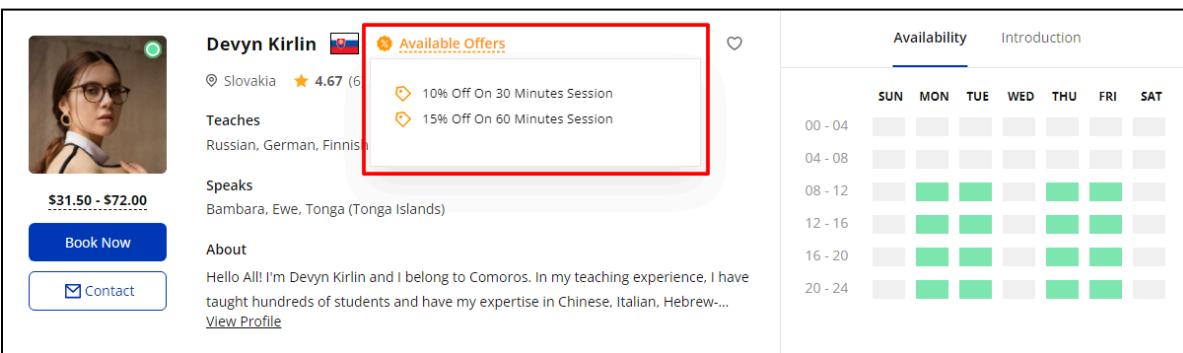
The following three sections are available here:

- **Lesson Offer:** For the respective lesson slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.
- **Group Class Offer:** For the respective group class slot timings, enter the applicable discount percentage in the provided fields. Leave the field blank if no offer applies on a particular slot.
- **Class Package Offer:** Enter the applicable discount percentage for group class packages in the provided field. Leave the field blank if no offer applies on a particular slot.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Once done, click **Save** to save the offers defined for the specific learner and move back to the **My Learners** page. The added offers are displayed under the **Lesson Offer**, **Class Offer** and **Package Offer** headers for the respective learners.

- ! The lesson and class slot fields are displayed depending on the slots activated by you in the **Account Settings** section.
- ! The discount offers are displayed only to the specific learner on the system front-end under your teacher profile.

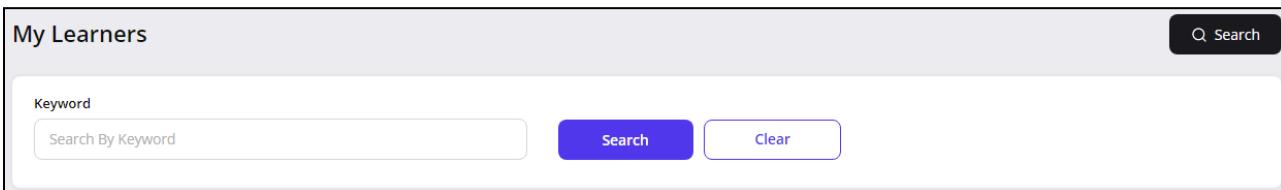


The screenshot shows a teacher profile for 'Devyn Kirlin'. On the left, there is a photo, a price range of '\$31.50 - \$72.00', and buttons for 'Book Now' and 'Contact'. In the center, there is a box titled 'Available Offers' containing two items: '10% Off On 30 Minutes Session' and '15% Off On 60 Minutes Session'. On the right, there is a 'Availability' grid for the week, showing time slots from 00-04 to 20-24. The grid uses color coding to represent availability.

- ! The learners are charged the discounted price for the lessons and classes arrived at after deducting the offer discount percentage value during check-out.

## 13.2 Search

To perform a learner-specific search, click **Search** from the upper right corner of the page. Enter the learner's name as keyword in the displayed **Keyword** field and click **Search** to display the search results.



The screenshot shows the 'My Learners' search interface. It features a 'Keyword' input field with a placeholder 'Search By Keyword', a 'Search' button, and a 'Clear' button. The search results area is currently empty.

Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 14. My Orders

Access all the orders you have placed on the platform from the **My Orders** module. The **My Orders** page displays a list of all the orders placed till date where the last placed order appears at the top. The orders list is common for your teacher and learner profiles. View the following details from this list:

My Orders											 Search
Order ID	Type	Items	Total	Discount	Net Amount	Pay Method	Payment	Status	Date and Time	Action	
0000368 	Lesson	2	\$100.00	\$0.00	\$100.00	Wallet		Completed	2022-12-20 14:11		
0000366 	Course Purchased	1	\$100.00	\$0.00	\$100.00	Wallet		Completed	2022-12-14 11:41		
0000363 	Lesson	1	\$0.00	\$0.00	\$0.00	Na		Completed	2022-11-08 17:34		
0000355 	Course Purchased	1	\$50.00	\$0.00	\$50.00	PayPal Standard		Canceled	2022-10-28 16:39		
0000352 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na		Completed	2022-10-28 16:21		
0000350 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na		Completed	2022-10-27 23:25		
0000349 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na		Completed	2022-10-25 08:56		
0000348 	Group Classes	1	\$34.00	\$0.00	\$34.00	Wallet		Completed	2022-10-24 05:55		

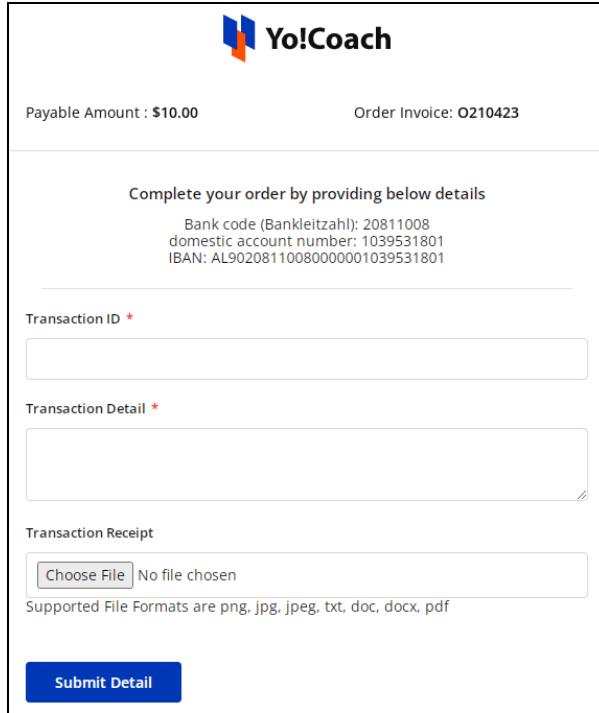
- **Order ID:** Displays the unique order identifier. Click the drop-down arrow icon  button to display the order details section. View the order details, teacher details, order type, order items details and payment history from this section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

0001234 	Lesson	1	\$15.00	Is paid	Completed	May 02, 2023 12:21					
ORDER DETAIL		TEACHER DETAIL			ORDER TYPE						
Order ID: 0001234		Teacher: Pinkie Stoltenberg		Type: Lesson							
Date: May 02, 2023 12:21		From: Cape Verde		Hindi, 15 Minutes							
Total: \$15.00		Timezone: Asia/Nicosia		Quantity: 1 Lesson							
Discount: \$0.00				Price: \$15.00/ Lesson							
Net Amount: \$15.00											
Pay Method: Wallet											
ITEMS IN ORDER											
Lesson ID	Order Date	Lesson Starttime	Lesson Endtime	Status							
360	May 02, 2023 12:21	May 02, 2023 12:30	May 02, 2023 12:45	Completed							
PAYMENT HISTORY											
Date	Txn ID	Payment Method	Amount								
May 02, 2023 12:21	568	Wallet	\$15.00								

- **Type:** Displays the type of order placed, such as, Group Class, Courses, Class Packages, Lesson, Wallet Recharge, Gift Card or Discount Coupons.
- **Items:** Displays the number of items in a particular order.
- **Total:** Displays the order total value.
- **Discount:** Displays the discount availed on an order.
- **Net Amount:** Displays the net total value of the order calculated as, **Total - Discount**.
- **Pay Method:** Displays the method of payment used for the order. When **Bank Transfer** payment method is used, a **Submit Details** link is provided here to submit the transaction details for admin's approval. Click the link to open the **Payment Details** page and enter the transaction credentials in the provided fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Payable Amount : \$10.00 Order Invoice: O210423

Complete your order by providing below details

Bank code (Bankleitzahl): 20811008  
domestic account number: 1039531801  
IBAN: AL9020811008000001039531801

Transaction ID \*

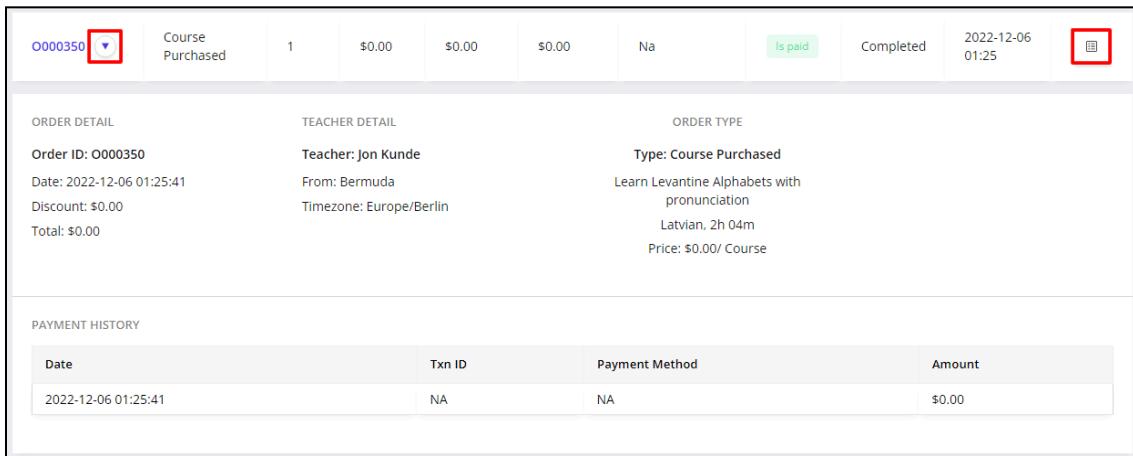
Transaction Detail \*

Transaction Receipt

Choose File No file chosen  
Supported File Formats are png, jpg, jpeg, txt, doc, docx, pdf

**Submit Detail**

- **Payment:** Displays the current status of payment as, **Is Paid or Unpaid**.
- **Status:** Displays the current status of the order.
- **Date and Time:** Displays the date and time of placing the order.
- **Action** : Click the action icon button to display the order details section. View the order details, teacher details, order type, order items details and payment history from this section. This section is the same as displayed for the drop-down icon button provided with the **order ID**.



0000350 	Course Purchased	1	\$0.00	\$0.00	\$0.00	Na		Completed	2022-12-06 01:25 
<b>ORDER DETAIL</b>									
Order ID: 0000350			TEACHER DETAIL			ORDER TYPE			
Date: 2022-12-06 01:25:41			Teacher: Jon Kunde			Type: Course Purchased			
Discount: \$0.00			From: Bermuda			Learn Levantine Alphabets with pronunciation			
Total: \$0.00			Timezone: Europe/Berlin			Latvian, 2h 04m			
<b>PAYMENT HISTORY</b>									
Date			Txn ID		Payment Method		Amount		
2022-12-06 01:25:41			NA		NA		\$0.00		

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

## Search

To perform the search for a specific order, click **Search** from the top right corner of the page. The following search filters are available:

My Orders Q. Search

Keyword <input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Keyword"/>	Order Type <input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="button" value="Select"/> <span style="font-size: 10px;">▼</span>	Start From <input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="button" value="From Date"/> <span style="font-size: 10px;">CALENDAR</span>	End To <input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="button" value="To Date"/> <span style="font-size: 10px;">CALENDAR</span>
		<input style="width: 100px; height: 30px; background-color: #0056b3; color: white; border: 1px solid #0056b3; border-radius: 5px; padding: 5px; font-weight: bold; font-size: 10px; margin-bottom: 5px;" type="button" value="Search"/>	<input style="width: 100px; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-weight: bold; font-size: 10px; margin-bottom: 5px;" type="button" value="Clear"/>

- **Keyword:** Enter the order ID as keyword to perform the search.
- **Order Type:** Search by the specific order type.
- **Start From:** Select a date from the drop-down calendar to search for orders placed on or after the selected date.
- **End To:** Select a date from the drop-down calendar to search for orders placed on or before the selected date.



The **Start** and **End Date** search filters can be used together to specify a certain time period.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 15. Wallet

The **My Wallet** page displays your current wallet balance and transaction details. All the payments and refunds are primarily received on your digital wallet. The charges for the next cycle of lesson subscription are also deducted from your digital wallet directly. From the **Wallet** section, you can request the admin to recharge your digital wallet and redeem the gift cards received from any user. View the following details from the list of transactions:

My Wallet				
 Wallet Balance <b>\$626.40</b>		<a href="#"> Recharge Wallet</a> <a href="#"> Redeem Gift Card</a>		
Txn ID	Type	Amount	Date	Comments
TXN-0001244	Reward Points Redeemed	\$10.00	Sep 21, 2023 08:28	Reward Points Redeemed To Wallet
TXN-0001243	Lesson Ordered	-67.50\$	Sep 20, 2023 11:09	Lesson Ordered: ID O001852
TXN-0000768	Course Ordered	-803.00\$	Jul 09, 2023 22:43	Course Ordered: ID O001360
TXN-0000564	Group Class Ordered	-45.00\$	Oct 05, 2023 14:26	Group Class Ordered: ID O001231
TXN-0000563	Package Ordered	-158.00\$	Oct 05, 2023 14:25	Package Ordered: ID O001230
TXN-0000562	Lesson Ordered	-40.00\$	Oct 05, 2023 14:25	Lesson Ordered: ID O001229
TXN-0000561	Lesson Ordered	-46.00\$	Oct 05, 2023 14:23	Lesson Ordered: ID O001227
TXN-0000428	Teacher Payment	\$12.00	Apr 12, 2023 17:47	Payment On Class 342 100
TXN-0000427	Teacher Payment	\$12.00	Apr 11, 2023 15:54	Payment On Class 341 100
TXN-0000426	Teacher Payment	\$12.00	Apr 10, 2023 19:19	Payment On Class 340 100
TXN-0000202	Teacher Payment	\$16.20	Mar 19, 2023 23:00	Payment On Lesson 303
TXN-0000201	Teacher Payment	\$16.20	Apr 04, 2023 16:48	Payment On Lesson 302

- Wallet Balance:** Displays the current balance standing in your digital wallet.
- Transaction ID:** Displays the unique transaction identifier.
- Type:** Displays the type of transaction executed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Amount:** Displays the amount of transaction.
- **Date:** Displays the date of execution of transaction.
- **Comments:** Displays the information and comments supporting the transaction.

Perform the following functionalities on the **My Wallet** page:

## 15.1 Search

Click **Search** from the upper right corner and access the following filters to perform a focused search:



- **Keyword:** Enter the transaction ID or comments as keyword to perform the search.
- **Start Date:** From the calendar drop down, select a date to display transactions executed on or after this date.
- **End Date:** From the calendar drop down, select a date to display transactions executed on or before this date.



The **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## 15.2 Recharge Wallet

Add money from your personal account to your digital wallet from the **My Wallet** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

My Wallet

Q Search

Wallet Balance \$56.00

⊕ Recharge Wallet

Redeem Gift Card

Click **Recharge Wallet** from the top of the page to open the **Add Money to the Wallet** window form:

Add money to the Wallet

Enter Amount To Be Added [USD] \*

\$0

Payment Method \*

Stripe

\* All Purchases Are In USD. Foreign Transaction Fees Might Apply.  
According To Your Bank Policies

Submit

- **Amount [Default Currency]\*:** Enter the amount to be added to the wallet.
- **Payment Method:** From the drop down list, select the method of payment you want to use.

Once the details are selected, click **Submit**. You are redirected to the respective payment gateway page to complete the payment.

### 15.3 Redeem Gift Card

To redeem a gift card sent to you from another user, click **Redeem Gift Card** from the top of the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

My Wallet					<input type="text"/> Q. Search
 Wallet Balance		<b>\$2,306.97</b>			<a href="#">+ Add Money to Wallet</a>
Txn ID	Type	Amount	Date	Comments	
TXN-0000921	Money Deposit	\$500.00	2022-06-24 13:22:27	Wallet Money Added	
TXN-0000920	Redeem Gift Card	\$75.00	2022-06-24 10:52:16	Giftcard Redeem To Wallet \$75.00 By Gift Code 62b5485560297	

The **Redeem Gift Card** window is displayed. In the mandatory **Gift Card Code** field, enter the code received in the gift card and click **Redeem**.

### Redeem Giftcard

**Gift Card Code \***

Cancel
Redeem

A success message appears on the screen and the gift card amount is automatically credited to your wallet.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 16. Withdraws

Yo!Coach allows you to withdraw the money from your digital wallet into your personal account. The withdrawal requests are escalated to the admin for approval. Once approved, the amount is deducted from your wallet and transferred to your personal account. Access and create withdrawal requests from the **Withdrawal Requests** page. The requests are displayed in the form of a list where the details such as, withdrawal ID, amount, transaction fee, comments, date and status of requests can be viewed.

Withdraw Requests					
Withdrawal ID	Amount	Txn Fee	Comments	Date	Status
#0000053	\$1,000.00	\$150.00	PaypalPayout for \$1000	2022-06-24 13:44:47	Pending
#0000052	\$100.00	\$10.00		2022-06-24 10:11:15	Completed
#0000048	\$12.00	\$1.20		2022-06-02 12:48:54	Pending
#0000047	\$100.00	\$10.00		2022-06-01 11:45:12	Declined

Perform the following functions on this page:

### 16.1 Request Withdrawal

To make a withdrawal request, click **Request Withdrawal** from the upper right corner of the page. The **Request Withdrawal** window form appears where the following fields are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout  BankPayout

Amount [USD] \*

PayPal Email \*

*Current Wallet Balance \$2,306.97*  
*Transaction Fee 15%*

Kindly add any additional supporting information if required.

[Cancel](#) [Send Request](#)

- **Payout Type:** From the radio buttons, select the preferred payout type. The following two payout methods are available on the platform:
  - PayPal Payout:** Select **PayPal Payout** and access the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Request Withdrawal**

**Payment Type**

**PaypalPayout**       **BankPayout**

**Amount [USD] \***      **PayPal Email \***

*Current Wallet Balance \$2,306.97*  
*Transaction Fee 15%*

Kindly add any additional supporting information if required.

**Cancel**      **Send Request**

- **Amount [Default Currency]\*:** Enter the amount to be withdrawn from your wallet out of the currently available balance.
- **PayPal Email\*:** Enter the email address linked with your PayPal account.

**b. Bank Payout:** Select **Bank Payout** and access the following data fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Request Withdrawal

Payout Type

PaypalPayout  BankPayout

Amount [USD] \*

Bank Name \*

Current Wallet Balance \$2,231.97  
Transaction Fee 10%

Account Holder Name \*

Account Number \*

IFSC Swift Code \*

Bank Address

Kindly add any additional supporting information if required.

[Cancel](#) [Send Request](#)

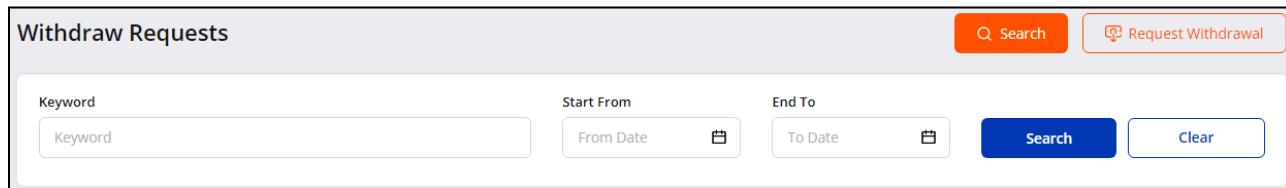
- **Amount [Default Currency]\*:** Enter the amount to be withdrawn from your currently available wallet balance.
- **Bank Name\*:** Enter the name of the bank you hold an account with.
- **Account Holder Name\*:** Enter the name of the bank account holder.
- **Account Number\*:** Enter a valid bank account number.
- **IFSC Swift Code\*:** Enter a valid IFSC swift code for your bank account.
- **Bank Address:** Enter the address of your bank.
- **Kindly add any additional supporting information if required:** Enter any additional information, comments or details to support your request.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

Once all the details are entered, click **Send Request**. The withdrawal request is then sent to the admin for approval. It is also added to the list on the **Withdrawal Requests** page with a **Pending** status. Once the admin accepts or rejects your request, you receive an email notification. The status of the request is updated on this page accordingly.

## 16.2 Search

To perform a specific search, click **Search** from the top of the page. The following search filters are available:



Withdraw Requests

Keyword

Start From

End To

- **Keyword:** Enter the withdrawal ID or comments as keywords to perform the search.
- **Start Date:** Select a date from the calendar drop down to search for requests sent on or after this date.
- **End Date:** Select a date from the calendar drop down to search for requests sent on or before this date.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 17. Notes

Create and view help notes through the **Notes** module. While in a group class or one-on-one lesson, you have the provision to add subject related observations or supporting information in the form of **Notes**. Once added, these are listed on the **Manage Notes** page and can be viewed later. New notes can also be added from the **Manage Notes** page, irrespective of the session.

 The **Notes** module is common for both **Teacher** and **Learner** profiles. The notes added on the **Teacher** profile are also listed on the **Notes** module of the **Learner** profile.

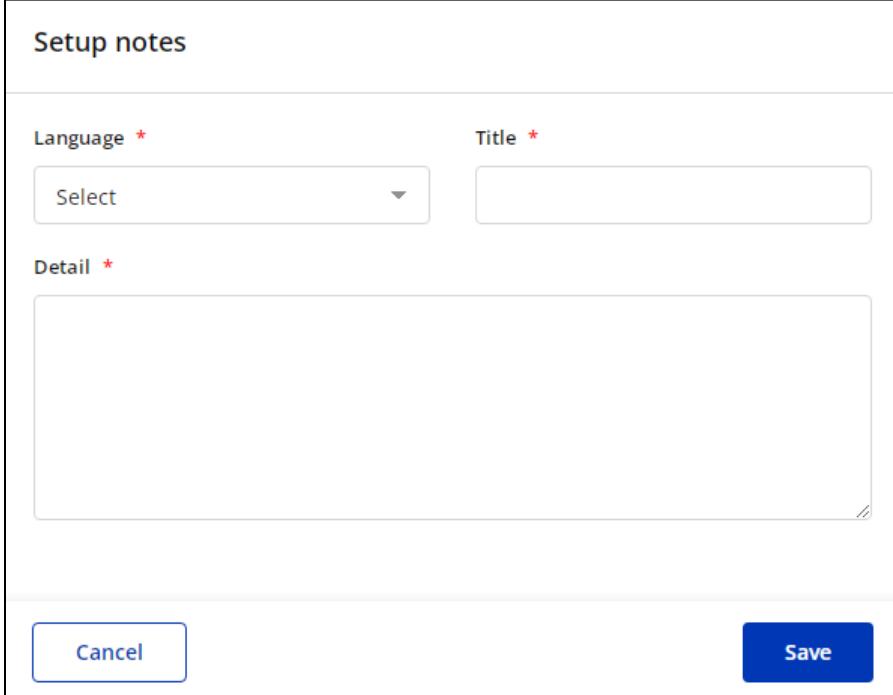
Manage Notes				
Language	Title	Detail	Date	Action
Portuguese	Revise French Grammar	Revise on your own while I invigilate you.	2022-06-27 08:46:58	 
Portuguese	Sentence Translations	Translation exercise	2022-06-27 08:20:15	 
French	Revise French Grammar	Grammar to revise: 1. Personal pronouns: Get up-close and personal 2. Regular verbs: Make them part of your regular routine 3. Plurals: Go forth and multiply! 4. Adjectives: Match 'em up 5. Avoir and Être: Get a firm handle on "to have" and "to be" 6. Reflexive verbs: Be re-flexible	2022-06-27 08:09:48	 
Finnish	Sentence Translations	Translate the following into Finnish: 1. Robert was a good king. 2. He had a great army. 3. He wanted to bring peace to his kingdom. 4. There were many others who wanted to become king. 5. They started plotting against him. 6. Their plots were failing because of some trusted friends of the king. 7. Then they started killing those trusted friends.	2022-06-27 08:07:37	 

Perform the following functions on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

## 17.1 Add A New Note

Click **Add New** from the upper right corner of the page to open the **Setup Notes** window form. The following fields are available here:



The screenshot shows a 'Setup notes' window. At the top, it says 'Setup notes'. Below that, there are three fields: 'Language \*' with a dropdown menu showing 'Select', 'Title \*' with an empty input field, and 'Detail \*' with a large text area. At the bottom, there are 'Cancel' and 'Save' buttons.

- **Language\*:** From the drop down list, select the language for the note being added.
- **Title\*:** Enter the title of the note.
- **Detail\*:** Enter the details of the note and supporting information.

Click **Save** to save the note.

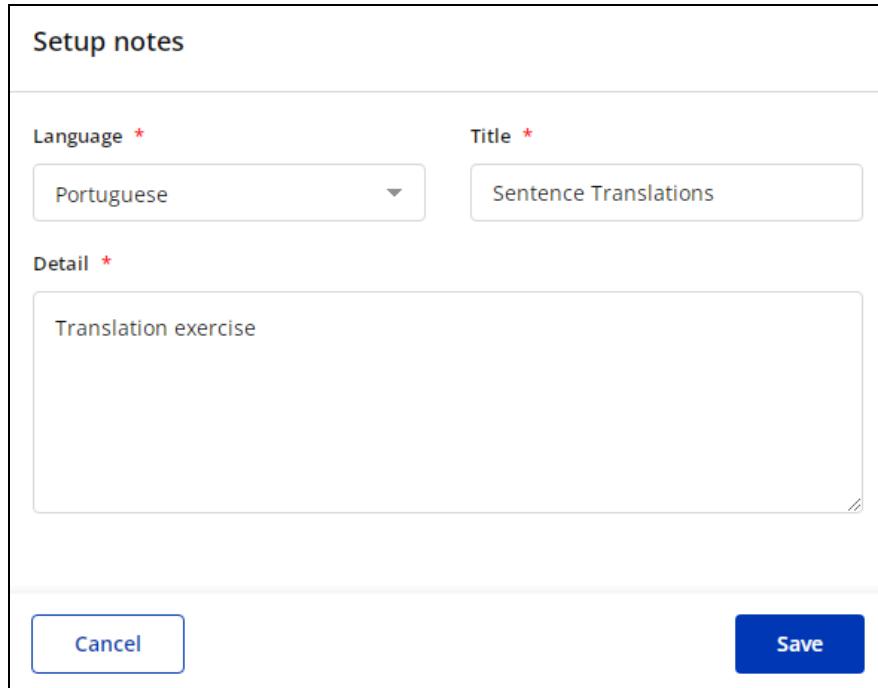
## 17.2 Action Buttons

Once a note is added, it is displayed in the form of a list on the **Manage Notes** page. The following functionalities are available under the **Action** header of the list section:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Edit

Click the edit icon button to display the **Setup Notes** window. Make the required changes in the provided fields. Once done, click **Save** to save the changes made.



The screenshot shows the 'Setup notes' window. It has a header 'Setup notes'. Below it are two input fields: 'Language \*' with a dropdown menu showing 'Portuguese' and 'Title \*' with the text 'Sentence Translations'. Under 'Detail \*', there is a text area containing 'Translation exercise'. At the bottom are two buttons: 'Cancel' (in a blue box) and 'Save' (in a blue box).

## II. Delete

To remove a note from the system, click the delete icon button and follow the prompts. The note will be successfully deleted from your account.

## 17.3 Search

To perform the search for a specific note, click **Search** from the top of the page and access the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Notes

Keyword Language

Keyword Select Search Clear

Q Search Add New

- **Keyword:** Enter the note title or detail as keyword to perform the search.
- **Language:** Search notes for a specific language using the drop down list.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 18. Gift Cards

All the gift cards purchased and received on the platform are displayed in the **Gift Cards** module. Gift cards are a type of wallet credits received from the other users on the platform and can be redeemed while placing an order. You can do both, receive a gift card from other users or send a gift card to any platform user. By default, the **Gift Cards** page displays the gift cards purchased by you. Use the **Search** function to view the received gift cards, which is explained later in this section.

Gift Cards					
Order ID	Code	Amount	Receiver	Date	Status
0001121	62b959804f9f8	\$75.00	Apoorva ap@dummyid.com	2022-06-27 12:47:20	Unused
0000728	6257e794e9be8	\$13.00	TEST test@dummyid.com	2022-04-14 14:51:24	Unused
0000588	624eb3ceeb619	\$11.00	Jason Roy jason@dummyid.com	2022-04-07 15:20:06	Used

Perform the following functions on this page:

### 18.1 Buy Gift Card

From the upper right corner of the page, click **Buy Gift Card** to open the **Purchase Gift Card** pop-up form. The following data fields are available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Purchase Gift Card

Enter Amount (USD) *	Payment Method *
<input type="text" value="\$0.00"/>	<input checked="" type="checkbox"/> Wallet Balance (\$3.40)
Receiver Name *	<input type="checkbox"/> Bank Transfer
<input type="text" value="Receiver Name"/>	<input type="checkbox"/> Stripe
Receiver Email *	<input type="checkbox"/> Authorize.net
<input type="text" value="Receiver Email"/>	<input type="checkbox"/> PayPal Standard
	<input type="checkbox"/> PayGate
	<input type="checkbox"/> Paystack
<input type="button" value="Send Gift Card"/>	
<small>* All Purchases Are In USD. Foreign Transaction Fees Might Apply, According To Your Bank Policies</small>	

- **Enter Amount [Default Currency]\*:** Enter the amount of the gift card you want to purchase.
- **Receiver Name\*:** Enter the name of the receiver of the gift card.
- **Receiver Email\*:** Enter the email address of the receiver.
- **Payment Method:** From the list of the payment methods available, select the desired method.

Click **Send Gift Card** and you are redirected to the payment page. Once the payment is complete, the purchased card is displayed in the form of a list on the **Gift Card** page. The receiver will get an email notification where the code to be used to redeem the gift card is mentioned.

## 18.2 Search

Click **Search** from the upper right corner of the page and access the following search filters to perform a focused search:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Gift Cards

Search By Keyword

Type

Status

Keyword

Purchased

Select

- **Keyword:** Enter the Order ID, code, receiver's or sender's name as keyword to perform the search.
- **Type:** Select the type of gift card as, **Received** or **Purchased**. By default, **purchased** gift cards are displayed. To view the gift cards received from other users, select **Received**.
- **Status:** Search by the current gift card status as, **Used** or **Unused**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 19. Refer and Earn

Access your referral link and share it across platforms from the **Refer and Earn** page. Yo!Coach allows you to share the platform with your peers and earn referral benefits. You earn reward points whenever a new user registers on a platform or a user makes their first purchase using your referral link.

**Refer And Earn (100 Credits)**

**Redeem To Wallet**

**Invite Via Email**  
Enter a friend's email address to invite them to try the platform. Invite as many friends as you want and press the Enter key to separate two ids.

**Send**

**Share Your Referral Link**  
Invite your friends to use Yo!Coach and earn reward points!

<https://content.yo!coach.4livedemo.com/?referral=64a9d57084444>     

(Both, you and your friend receive reward points when they use your referral link to sign up on the platform or place their first order.)

**Track Your Reward Points**

**Search**

Sr No	Type	Rewards	Description	Date Time
1	Register	100	Nam Si Yeon Registered	Sep 25, 2023 13:17
2	Points Used	-100	Redeemed To Wallet	Sep 21, 2023 08:28
3	Register	100	Leo Malfoy Registered	Sep 20, 2023 11:10

The **Refer and Earn** page is divided into two sections. The first section contains your referral link. And the second section allows you to view transactions to track your reward points details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 19.1 Invite via emails

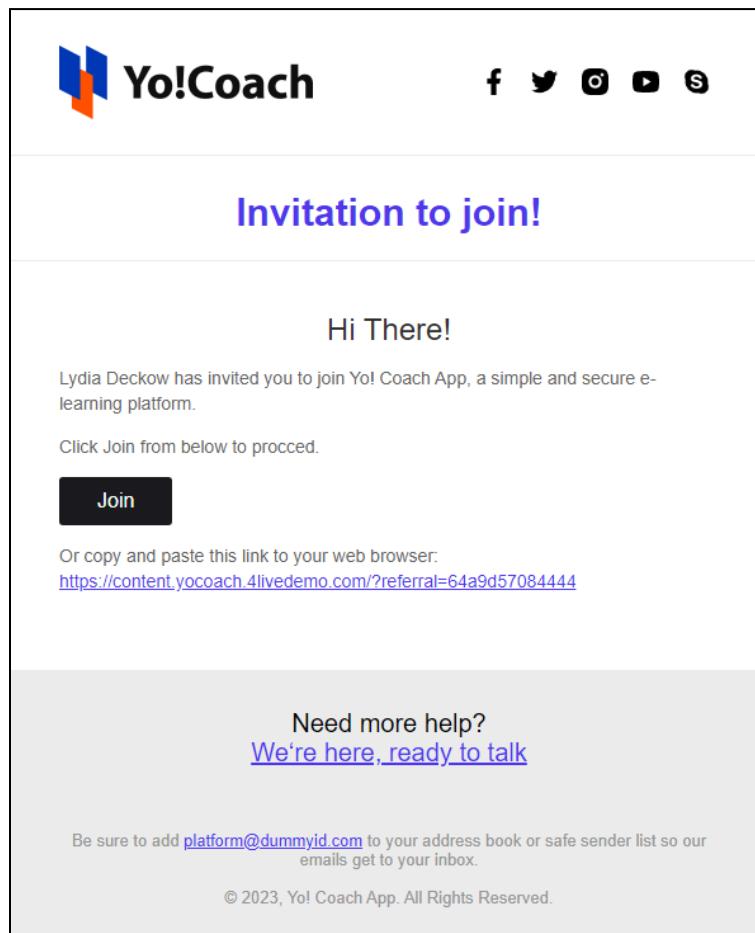
To refer the platform to users via email, enter one or more email addresses in the provided input field. Separate two email addresses by pressing **Enter** from your keyboard.

Invite Via Email

Enter a friend's email address to invite them to try the platform. Invite as many friends as you want and press the Enter key to separate two ids.

**Send**

Once all the email IDs are added, click **Send** given at the right in the field. The users will receive a system-generated email containing your referral link.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 19.2 Share the referral link

This section displays your referral link. It allows you to share the link with users outside the platform using the following options:

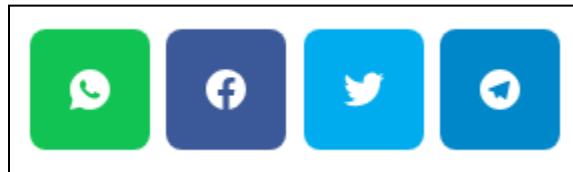
Share Your Referral Link  
Invite your friends to use Yo!Coach and earn reward points!

<https://content.yocoach.4livedemo.com/?referral=64a9d57084444>

(Both, you and your friend receive reward points when they use your referral link to sign up on the platform or place their first order.)



- **Copy to Clipboard** : Click the copy icon button to copy the referral link. You can then paste it anywhere to share or open it later.
- **Social Media Platforms:** Click the icon for any social media platform available with the referral link field to share it on a specific platform.



## 19.3 Redeem to wallet

The reward points currently available in your account are displayed at the top of the page. These points can be used to make purchases on the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

Refer And Earn (100 Credits)

[Redeem To Wallet](#)

---

**Invite Via Email**  
Enter a friend's email address to invite them to try the platform. Invite as many friends as you want and press the Enter key to separate two ids.

[Send](#)

---

**Share Your Referral Link**  
Invite your friends to use Yo!Coach and earn reward points!

<https://content.yocoach.4livedemo.com/?referral=64a9d57084444>

(Both, you and your friend receive reward points when they use your referral link to sign up on the platform or place their first order.)







However, you can also choose to redeem these points in your digital wallet. The system converts the reward points into the default currency according to the rate set by the admin. The converted amount is ultimately credited in your digital wallet. Click **Redeem to Wallet** from the upper right corner of the page.

Refer And Earn (100 Credits)

[Redeem To Wallet](#)

---

**Invite Via Email**  
Enter a friend's email address to invite them to try the platform. Invite as many friends as you want and press the Enter key to separate two ids.

[Send](#)

---

**Share Your Referral Link**  
Invite your friends to use Yo!Coach and earn reward points!

<https://content.yocoach.4livedemo.com/?referral=64a9d57084444>

(Both, you and your friend receive reward points when they use your referral link to sign up on the platform or place their first order.)







Confirm the action from the modal window. As a result, the credits are reset as 0 on the top of the page and your digital wallet is credited with the equivalent amount in the default currency.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

My Wallet

Wallet Balance **\$626.40**

[Recharge Wallet](#) [Redeem Gift Card](#)

Txn ID	Type	Amount	Date	Comments
TXN-0001244	Reward Points Redeemed	\$10.00	Sep 21, 2023 08:28	Reward Points Redeemed To Wallet

## 19.4 Track your reward points

The transactions performed with the reward points are listed in the **Track Your Reward Points** section.

Track Your Reward Points

Sr No	Type	Rewards	Description	Date Time
1	Register	100	Nam Si Yeon Registered	Sep 25, 2023 13:17
2	Points Used	-100	Redeemed To Wallet	Sep 21, 2023 08:28
3	Register	100	Leo Malfoy Registered	Sep 20, 2023 11:10

View the transaction details such as, history, type, reward points amount, description and date & time of the transaction.

## Search

Click **Search** from the upper right corner of the section to access the following search filters:

Track Your Reward Points

[Search](#)

Keyword	Type
<input type="text" value="Keyword"/>	<input type="text" value="Select Type"/>
<a href="#">Search</a>	<a href="#">Clear</a>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Enter the transaction description as keyword to perform the search.
- **Type:** Select one of the following types of transaction:
  - **Register:** Select to search for credit transactions on account of new user registration.
  - **Purchase:** Select to search for credit transactions on account of first purchase by a referee.
  - **Points Used:** Select to search for debit transaction recording use of rewards points on the platform. For example, reward points used while making a purchase, or points redeemed to the wallet.

Click **Search** to display the search results. Once the search is complete, click **Clear** to view the whole list again.

## 20. Find A Teacher

A teacher profile is also functional as a learner profile. Yo!Coach allows you to take sessions with learners as a teacher and book sessions with any teacher registered on the platform, as a learner. To find a teacher to book a language session, click **Find A Teacher** from the left navigation drawer. You are redirected to the platform front-end where the details of active teachers are displayed in a list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Yo!Coach

COURSES FIND TUTORS GROUP CLASSES APPLY TO TEACH FORUM

Lydia

Choose from our experienced teachers to get the best learning experience.

SEARCH By Teacher Name TEACH LANGUAGE All Teach Languages PRICE All Prices AVAILABILITY Select Timing [More Filters](#)

Found the best 85 teachers for you

Online | Featured | Sort: By Popularity

Teacher	Location	Rating	Learners	Sessions	Courses	Availability							Introduction						
						SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	Grenada	4.6 (16)	13 Learners	156 Sessions	1 Courses	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24		
	South Africa	5 (1)	8 Learners	42 Sessions	0 Courses	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24		
	Croatia	4.5 (2)	6 Learners	14 Sessions	0 Courses	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24		
	Nepal	4.6 (13)	5 Learners	18 Sessions	0 Courses	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24	00 - 04	04 - 08	08 - 12	12 - 16	16 - 20	20 - 24		

Use the quick filters (Teacher Name, Language, Price, Availability, etc.) or sort by popularity or price to perform a focused search. View the teacher details and contact them for more information. Check the teachers' weekly availability and book a session with them, once you find a teacher suitable for your requirements.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 20. My Questions

Yo!Coach allows all the platform users to post their questions in the discussions forum and interact with other users for related guidance. Other users can comment on the question and react by liking or disliking the question. Create, publish and manage such questions from the **My Questions** module.

My Questions				
Add new questions for the forum and start a meaningful discussion.				
Sr No	Title	Status	Added	Actions
1	What is the name of first man on earth? Comments 2	Published	Sep 22, 2023 14:02	  
2	What is the meaning and relevance of mass?	Published	Sep 22, 2023 14:00	  
3	When did America get its independence? Comments 1	Resolved	Sep 22, 2023 14:02	 

On the **My Questions** page, all the questions added by you are listed. Perform the following functionalities on this page:

### 20.1 Ask a New Question

To ask a new question in the discussion forum, click **Ask Question** from the upper right corner of the page. You are redirected to the question form where the following details are to be provided:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

← Back To Questions

### What Is On Your Mind?

**Title \***

*It is recommended to write the question between 10 and 150*

**Question Slug \***

*Slug Must Be Between 10 And 150*

**Language**

English

**Description \***

**Tags**

**Question Unpublished**

**Comments Not Allowed**

**Save**

- **Title\*:** Enter the title of the question. The prescribed character limit is displayed at the right corner of the field.

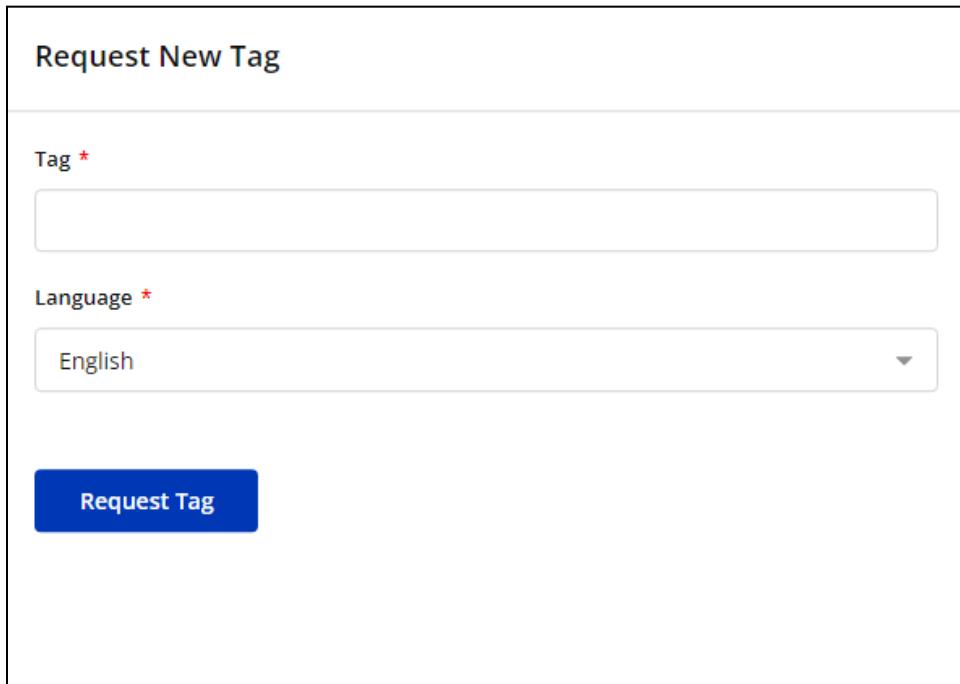
**Title \***

150

- **Language:** From the languages currently active in the system, select the language for your question. The question will be posted only for the selected language.

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- **Question Slug\***: Enter an SEO-friendly slug URL for the question.
- **Description\***: In the content editor box, enter a brief description of the question, explain the problem statement in detail or provide additional specifications.
- **Tags**: Start typing to search for the tag relevant to your question for better identification. Out of the admin-added tags displayed as results, select one or more tags you want to bind your question with. However, if the desired tag is not yet added by the admin, you can **request for a new tag**. Once bound, the question will appear in the **tag-specific** pages.
- **Request New Tag**: From the right of the **Tags** field, click **Request New Tag**. The **Request New Tag** pop-up window is displayed where the following data fields are available:



The screenshot shows a modal window titled "Request New Tag". It contains two input fields: "Tag \*" (with a text input box) and "Language \*" (with a dropdown menu showing "English"). At the bottom is a blue "Request Tag" button.

- **Tag\***: Enter the name of the tag being requested.
- **Language\***: From the drop down list, select the language for the tag.

Click **Request Tag** to submit the request for new tag creation with the admin. The admin reviews your request and the new tag is created on the approval of your request.

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Once a tag request is approved, the question can be edited later, using the [edit icon button](#), to add the approved tag.

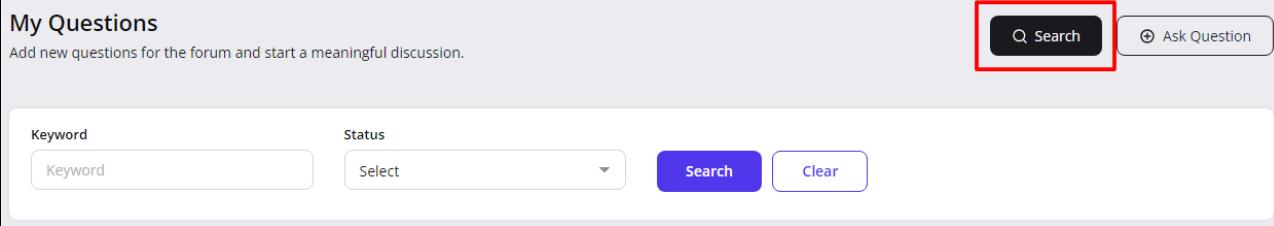


- **Question Status:** Use the toggle switch to set the status of the question. Set to green  to update the question as **Published** and the question is displayed on the forum questions listing pages. Set to gray  to update the question as **Unpublished** and the question is displayed on the **My Questions** page as a drafted question.
- **Comments Allowed:** Use the toggle switch to allow or disallow comments on the question. Set to green  to allow the platform users to add comments to the question. Set to gray  and the users can not add comments to the question.

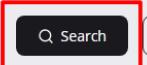
Click **Ask Now** to save the question and move back to the **My Questions** page. The newly created question is added in the list on this page. When updated as published, the question is instantly posted on the discussion forum. When updated as unpublished, the question is listed on the **My Questions** page with status as **Drafted** and is not displayed to the platform users.

## 20.2 Search

Click **Search** from the upper right corner of the page to access the following search filters:



My Questions  
Add new questions for the forum and start a meaningful discussion.

Q. Search 

Ask Question

Keyword	Status
<input type="text" value="Keyword"/>	<input type="button" value="Select"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- **Keyword:** Type the question title as keyword for a focused search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Search by the current status of the question as, **Drafted**, **Published**, **Resolved** or **Spammed**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## 20.3 Action Buttons

The following action buttons are available with each question under the **Actions** header:

a. Edit 

To edit a specific question, click the edit icon button  provided at the right. You are redirected to the question form, similar to the one displayed while adding a new question. Make the required changes in the available data input fields.

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← Back To Questions

### What Is On Your Mind?

**Title \***

What is the meaning and relevance of mass? 108

Title Must Be Between 10 And 150

**Question Slug \***

relevance-of-mass 133

Slug Must Be Between 10 And 150

**Description \***

What is the meaning and relevance of mass?

<BODY>

**Tags**

english × Request New Tag

**Question Unpublished**  **Comments Allowed**

**Ask Now**

Once the changes are made, click **Ask Now** to save these changes and move back to the **My Questions** page.

! The edit icon button is not displayed with already resolved questions.

b. View Comments 

To view the comments posted on a question, click the view comments icon button . View the comments details from the pop-up window displayed on

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the screen, such as, user who has posted the comment, time of adding the comment, likes and dislikes on the comment, comment content, etc.

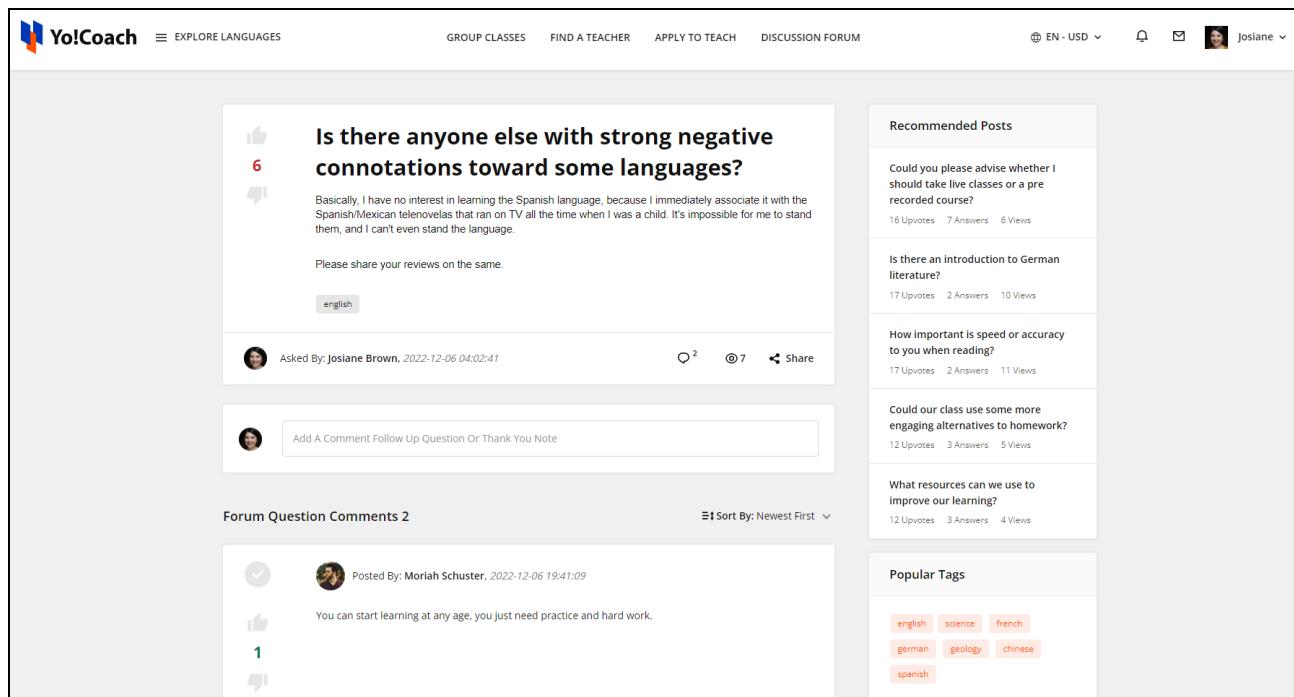
Comment Basic Info	Forum Comment
User: Moriah Schuster Accepted: - Added On: Dec 07, 2022 04:41 Likes: 1 Dislikes: 0	You can start learning at any age, you just need practice and hard work.
User: Shea Conroy Accepted: - Added On: Dec 06, 2022 13:06 Likes: 1 Dislikes: 1	I think this is more common than people realize

 The view comments icon button is displayed only with questions for which you have allowed comments.

c. View 

To preview the question as visible on the discussion forum, click the view icon button . You are redirected to the front-end question page.

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The screenshot shows a question on the Yo!Coach platform:

**Is there anyone else with strong negative connotations toward some languages?**

Asked By: Josiane Brown, 2022-12-06 04:02:41

6 Upvotes, 7 Answers, 6 Views

Comments (2):

Moriah Schuster, 2022-12-06 19:41:09

You can start learning at any age, you just need practice and hard work.

1 Upvote, 1 Answer, 1 View

**Recommended Posts**

- Could you please advise whether I should take live classes or a pre recorded course? (16 Upvotes, 7 Answers, 6 Views)
- Is there an introduction to German literature? (17 Upvotes, 2 Answers, 10 Views)
- How important is speed or accuracy to you when reading? (17 Upvotes, 2 Answers, 11 Views)
- Could our class use some more engaging alternatives to homework? (12 Upvotes, 3 Answers, 5 Views)
- What resources can we use to improve our learning? (12 Upvotes, 3 Answers, 4 Views)

**Popular Tags**

- english, science, french
- german, geology, chinese
- spanish

View the comments posted with the question, likes and dislikes on the question, recommended posts, popular tags, etc.

! The view button is not displayed with the unpublished questions.

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## 21. Subscribed Tags

Yo!Coach allows you to subscribe to question tags. This enables you to stay updated on any new question or comment posted for the subscribed tags. Subscribe to any tag and manage your subscriptions from the **Subscribed Tags** module.

**Subscribed Tags**

Manage your subscriptions for forum tags and stay updated on new forum activities.

 Search a tag to subscribe

**Subscribed Tags List**



No Result Found!!

**Forum Tags List**

russian
polish
persian
korean
italian
spanish
mandarin
mandarin-chinese
japanese
dutch
english
french

mandarin
mexican
german
arabic

On the **Subscribed Tags** page, the question tags added by the admin are displayed at the bottom. From the **Question Tags List**, click on one or more tags to subscribe. The subscribed tags are displayed at the top of the section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Subscribed Tags

Manage your subscriptions for forum tags and stay updated on new forum activities.



Search a tag to subscribe

**Unsubscribe All**

### Subscribed Tags List

german  italian  mexican 

### Forum Tags List

russian polish persian korean italian spanish mandarin mandarin-chinese japanese dutch english french  
mandarin mexican german arabic

To search for a specific tag, type the tag name as keyword in the search bar provided at the top of the page. Select the tag displayed in search results to subscribe.

To unsubscribe a specific tag, click the  icon given with the respective subscribed tag. Click **Unsubscribe All** to unsubscribe all the tags in one go.

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## 22. Requested Tags

Access the tag requests submitted by you with the admin from the **Requested Tags** module. On the **Requested Tags** page, all the tag requests are listed where the pending tags are displayed at the top, followed by the approved and rejected tags respectively.

Requested Tags				
Manage your requested tags listing and status under this section.				
Sr No	Tag Name	Language	Status	Actions
1	universe	English	Pending	
2	planet	English	Pending	
3	science	English	Pending	
4	mangolian	English	Approved	

For the requested tags yet pending for approval, an edit icon button  is provided under the **Actions** header. Click on it to display the **Request New Tag** pop-up window form similar to the one displayed while requesting a new tag. Make changes in the tag name from the **Tag** data field. Change the language for the tag from the **Language** drop down.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Request New Tag

Tag \*

Language \*

**Request Tag**

Once the required changes are made, click **Request Tag** to update the request sent to the admin. When approved by the admin, the status of the tag is updated on the **Requested Tags** page accordingly and the same tag is available on the platform. However, if the request is rejected by the admin, the status of the request is updated as **Rejected** on the **Requested Tags** page.

-XXX-

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.