


Tutodu

Tutor Manual

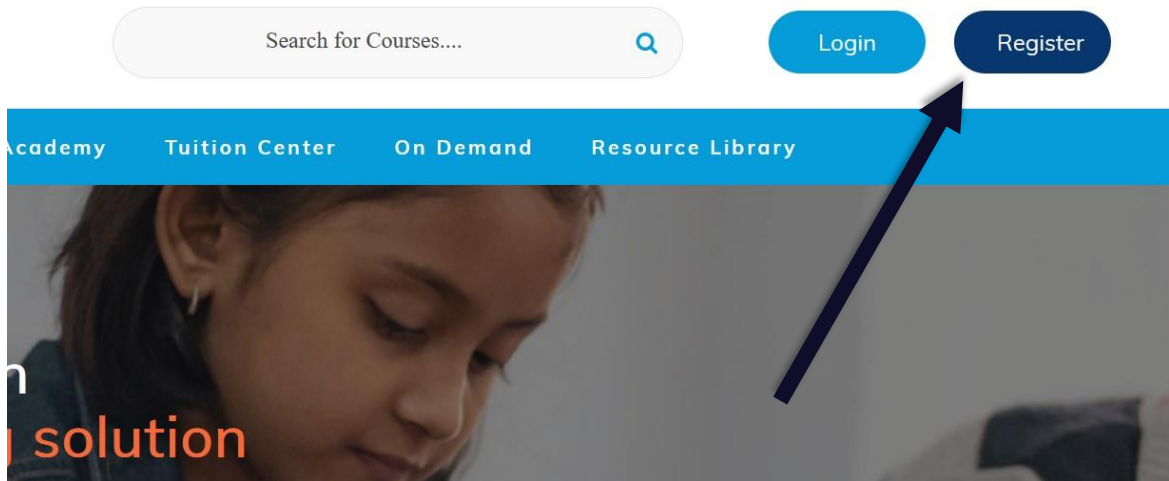
PROVIDED BY

Team Tutodo

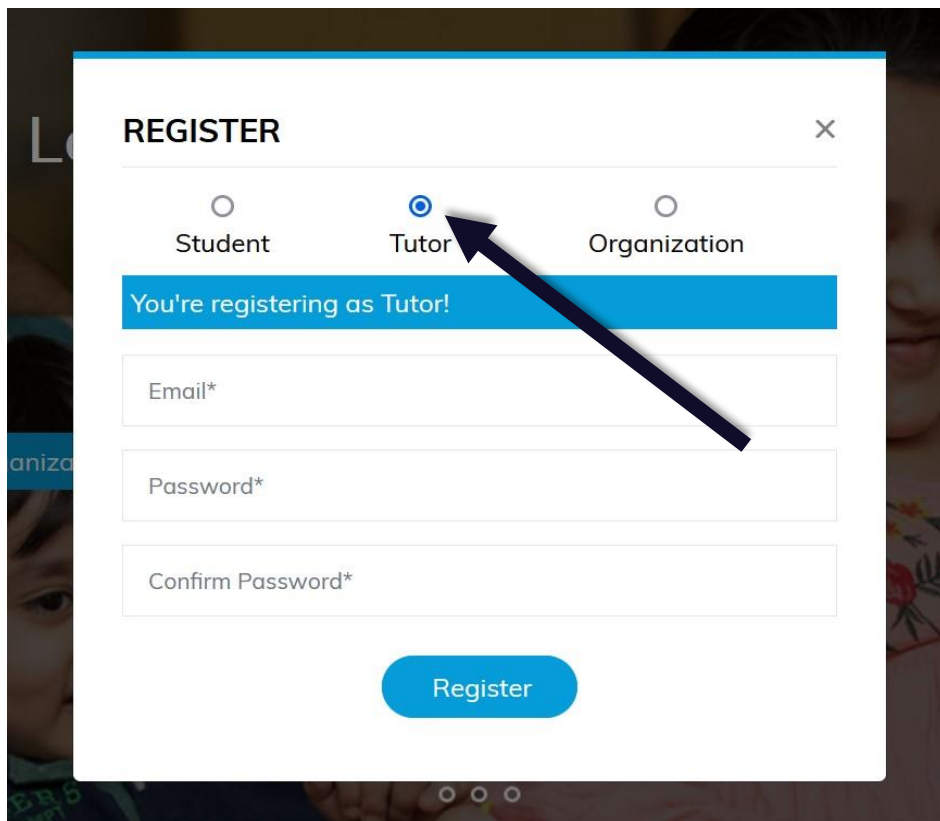
I. Registration

www.tutodu.com

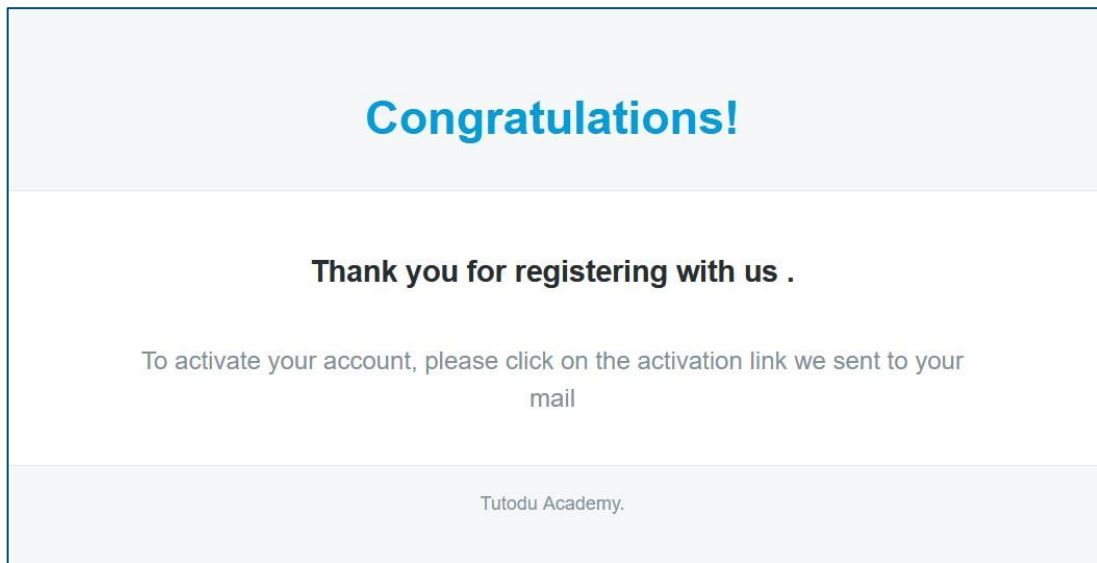
1. Go to the top right corner of the homepage and click the " REGISTER " button.



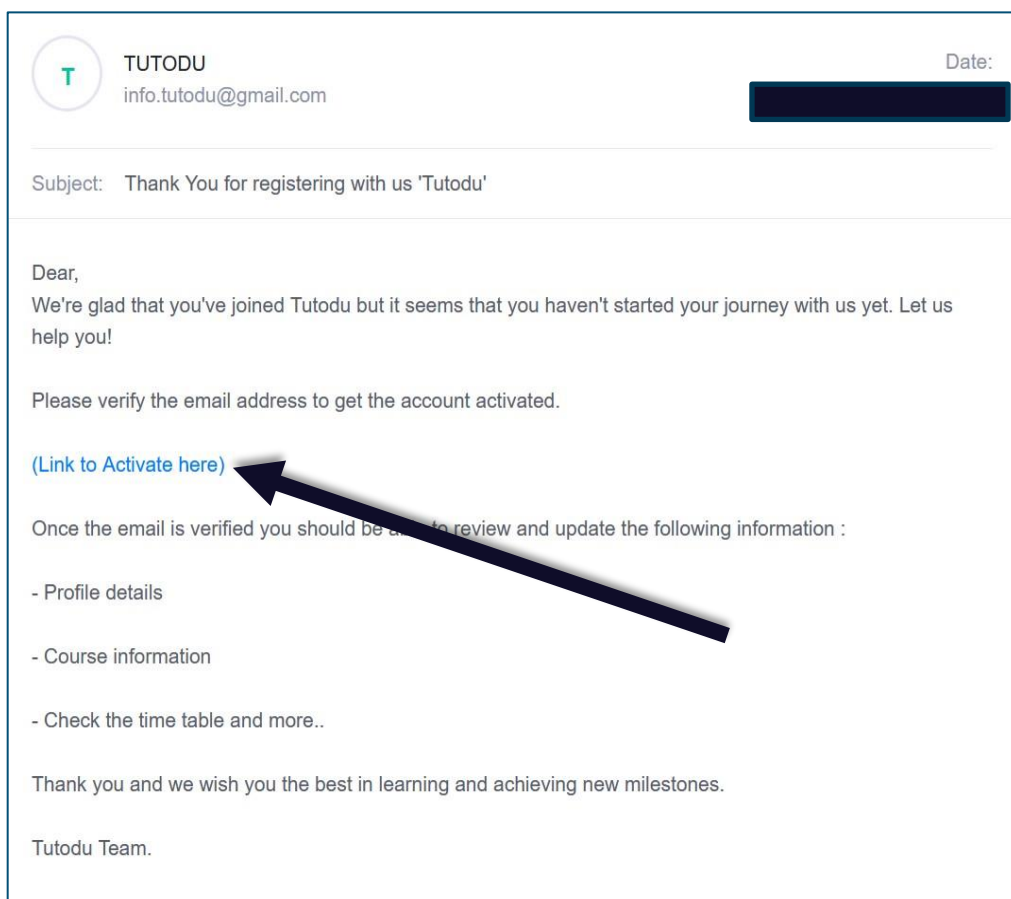
2. Click on " TUTOR " and enter your e-mail address and password.



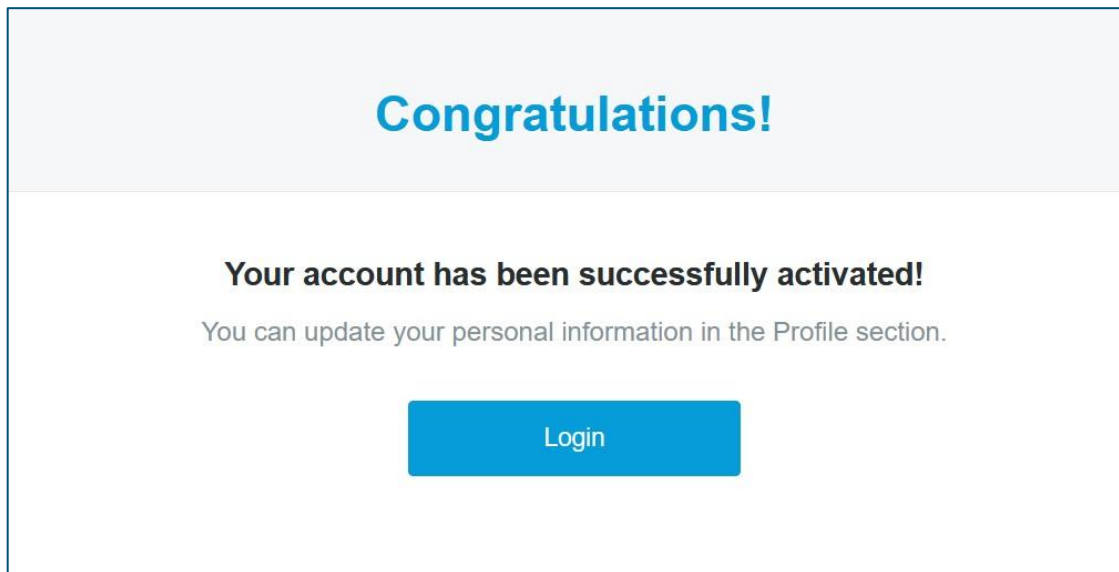
After successfully entering your e-mail and password, click the " REGISTER " button, and the screen below will appear.



3. Now check your email (Inbox / Spam) folder for the email with the Activation Link. To successfully complete your account registration, open the received mail and click on the link embedded inside.

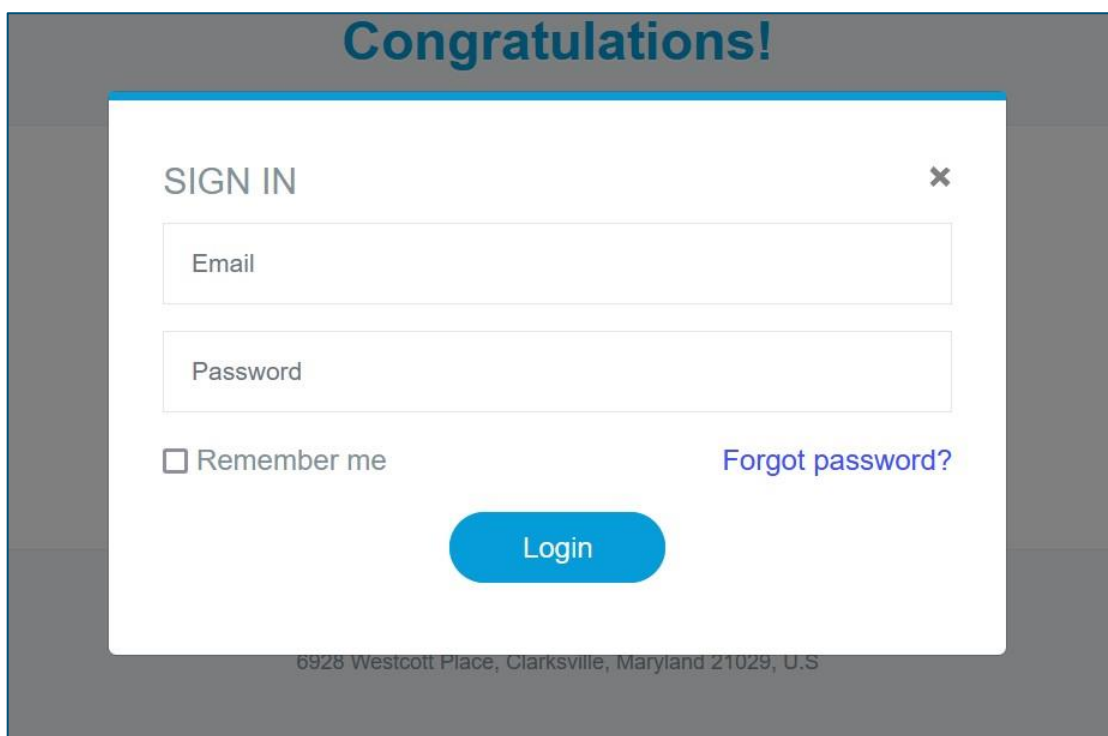


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4. The link will open in a new tab in your browser, where you'll be greeted by a message and a " LOGIN " button.



Click the " LOGIN " button.

5. On the next screen, enter your registered e-mail address and password, then click the " LOGIN " button to move on to the next phase of account registration..



II. Tutor Profile

5. After logging in successfully, you'll be taken to the Tutor Profile page, where you should fill in all of your personal information.

The screenshot shows the 'Tutor - PROFILE INFO' page with the 'PERSONAL DETAILS' tab selected. The form contains the following fields:

- First name:** Text input field.
- Last name:** Text input field.
- DOB:** Date picker (format: dd/MMM/yyyy).
- Email id:** Text input field (example: yidexe8249@pantabi.com).
- Default Meet:** Dropdown menu (example: Tutodu Meet).
- Address line 1:** Text input field.
- Address line 2:** Text input field.
- Google Meet Link:** Text input field.
- Zoom Meet Link:** Text input field.
- Country:** Dropdown menu (example: ---Choose---
- State:** Dropdown menu.
- City:** Text input field (example: City).
- Zip/Postal code:** Text input field.
- Mobile No.:** Text input field.
- Contact No.:** Text input field.

Note : If the tutor prefers to hold his classes on a different video-conferencing platform than the one we provide, such as G-meet or Zoom, please make sure to include the platform room links in their respective fields and specify the default option.

This close-up view highlights three specific fields with arrows:

- An arrow points to the **Google Meet Link** text input field.
- An arrow points to the **Zoom Meet Link** text input field.
- An arrow points to the **Default Meet** dropdown menu, which is currently set to 'Tutodu Meet'.

Note : These fields can be changed by the tutor at any time in the future.

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6. Once all of the fields are filled in, check the box indicating that you have read and agree to Tutodu's Terms & Conditions and Privacy Policy. Then click the "SAVE" button to save the information.

Other Information

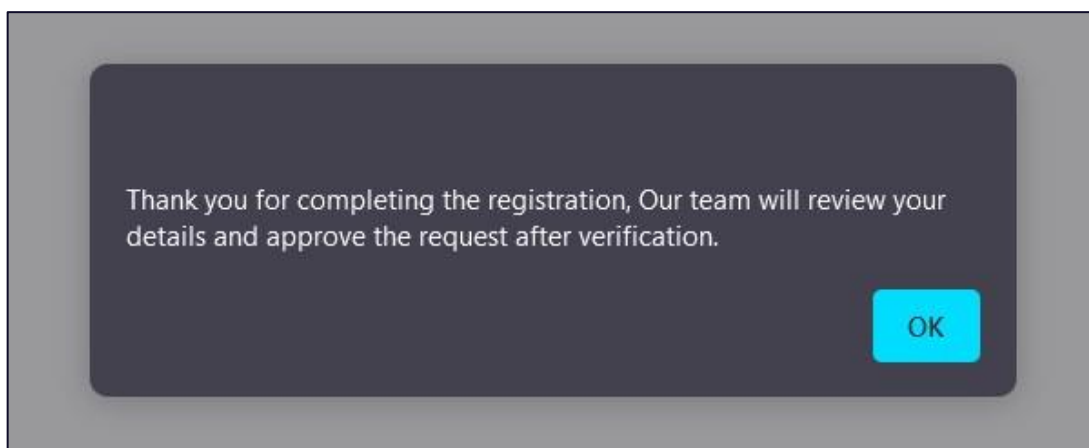
Other Information

I have read and agreed to Tutodu's Terms and Conditions and Privacy Policy

Save Close Delete

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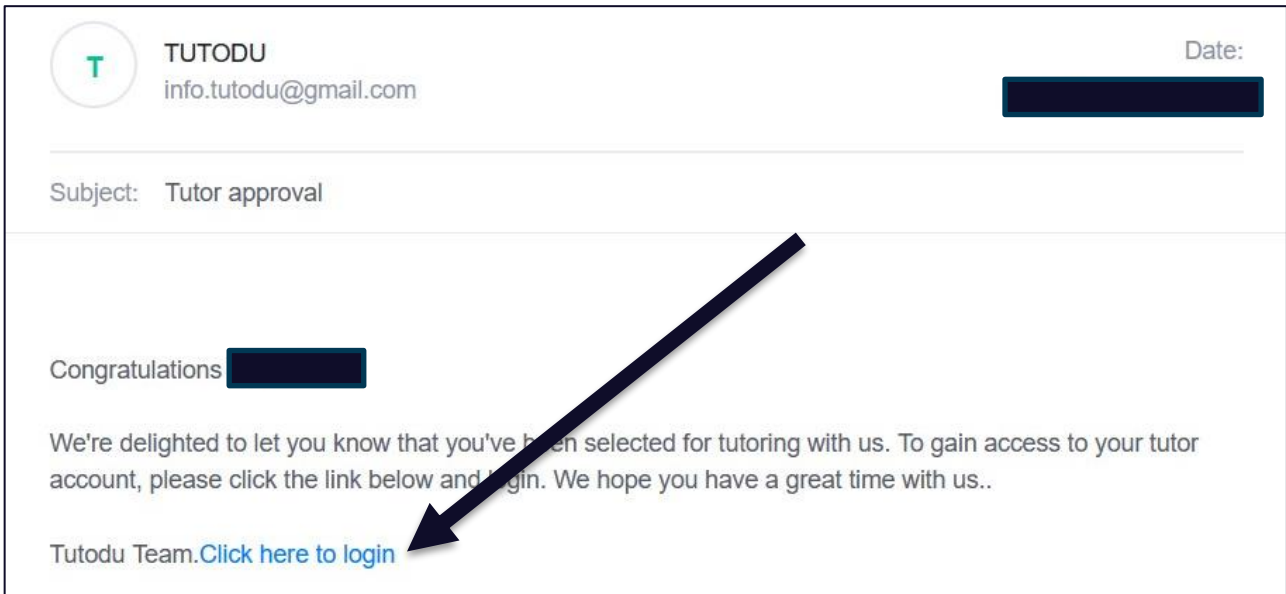
After you've done that, you'll see the message below appear.



7. As stated in the previous message, once you've created your profile, our team will review it, and you'll be notified via email once it's been verified and is ready for course addition and further action.
You may now close the browser until you receive confirmation from us.

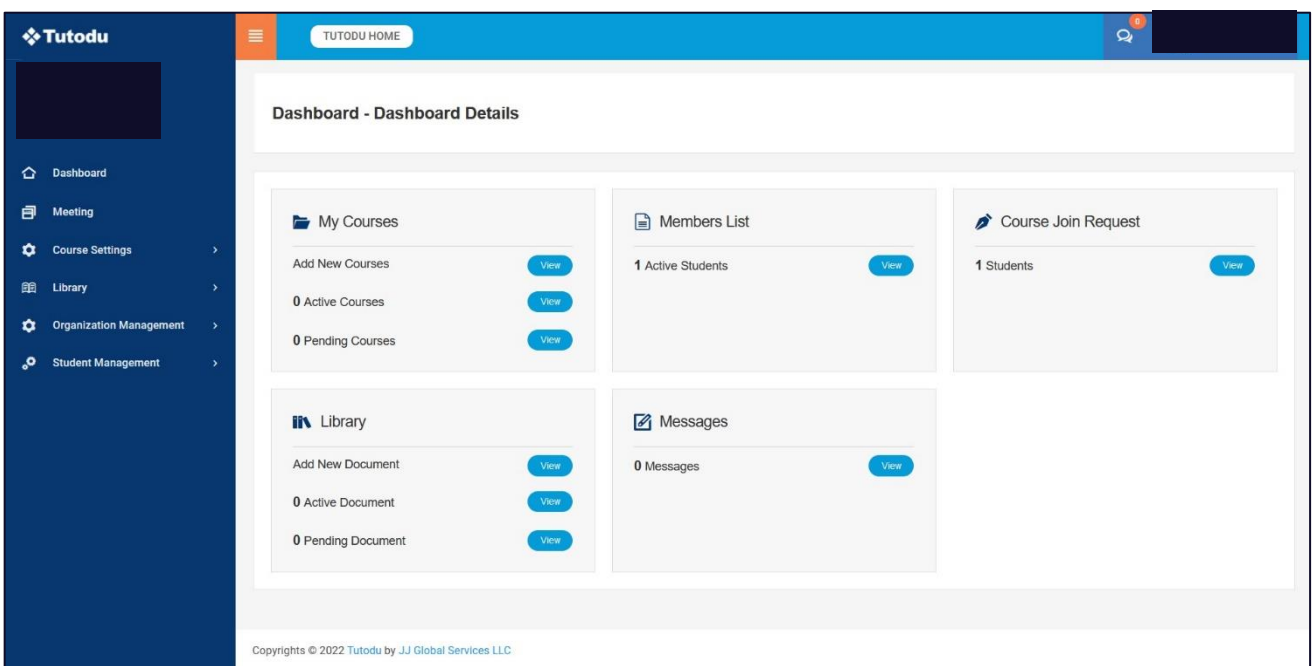
Note : The Dashboard Menus will be disabled until you have been approved by the Admin. Once your account has been verified, these menus will be available.

- Once your account has been approved, you will receive an email that looks like the one below in your registered e-mail address.



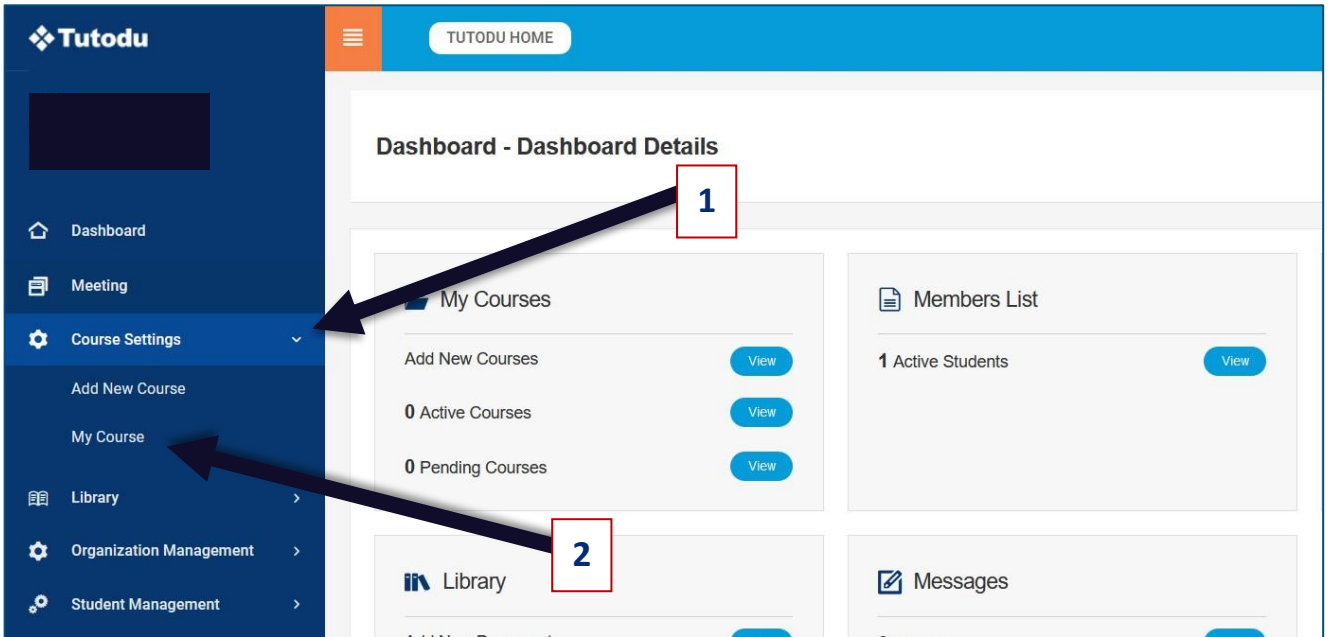
- Click on the link to return to TUTODU and log into your account by clicking the " LOGIN " button in the top right corner and entering your registered e-mail and password.

- After you've successfully logged back in, you'll be taken to the Tutor menu's Dashboard.



III. Adding a Course

11. Expand " Course Settings " inside the left side menu and then click " Add New Course" to create your first TUTODU course.



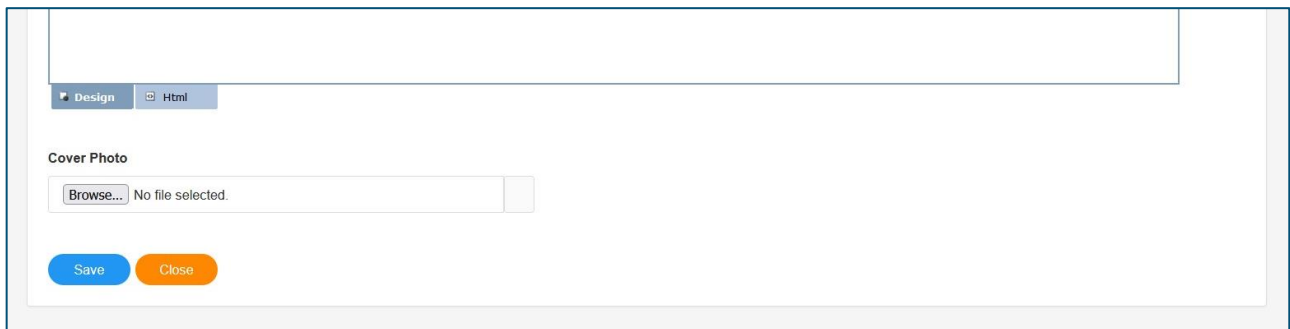
12. Once you're on the "Add new course" page, begin filling the fields with relevant information.

The screenshot shows the 'Course Settings - Add New Course' form. It is divided into two main sections: 'Course Details' and 'Course Description'. The 'Course Details' section contains the following fields:

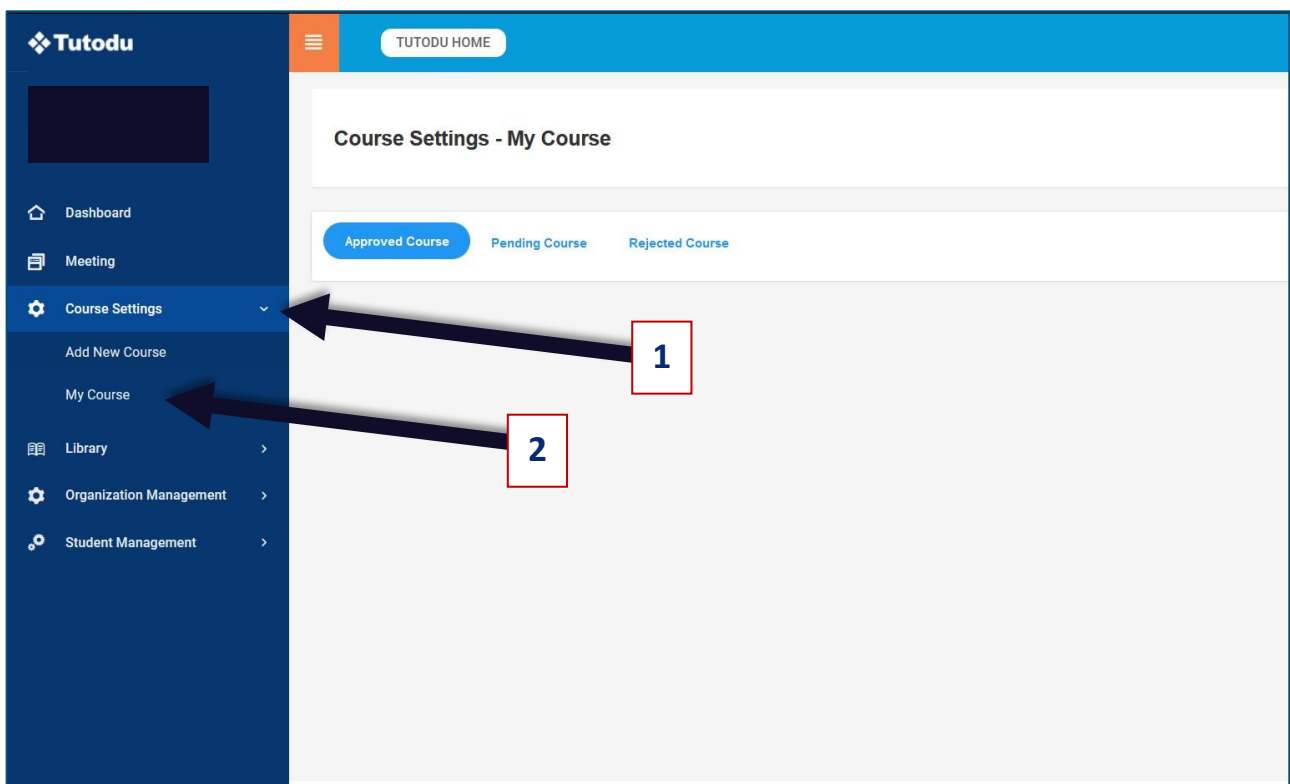
- Course Name: Text input field.
- Degree Awarded: Dropdown menu.
- Course Type: Dropdown menu.
- Course Medium: Dropdown menu.
- Course Category: Dropdown menu.
- Sub Category: Dropdown menu.
- Academic Level: Dropdown menu.
- Pre. Requisitions: Text input field.
- Course Status: Dropdown menu.
- Course Batch: Text input field.
- Start Date: Date picker (dd/MM/yyyy).
- End Date: Date picker (dd/MM/yyyy).
- Time Zone: Dropdown menu.
- Duration: Radio buttons for Weeks (selected) and Months.
- No of Seats: Text input field with an 'Unlimited' checkbox.
- Fees: Text input field.
- Currency: Dropdown menu.
- Fee Mode: Dropdown menu.
- Enrollment Start Date: Date picker (dd/MM/yyyy).
- Enrollment End Date: Date picker (dd/MM/yyyy).
- Anytime: Checkbox.

The 'Course Description' section is partially visible at the bottom of the form.

13. Once you've filled in all of the fields and double-checked for errors, click the save button at the bottom to send it to the admin for approval.



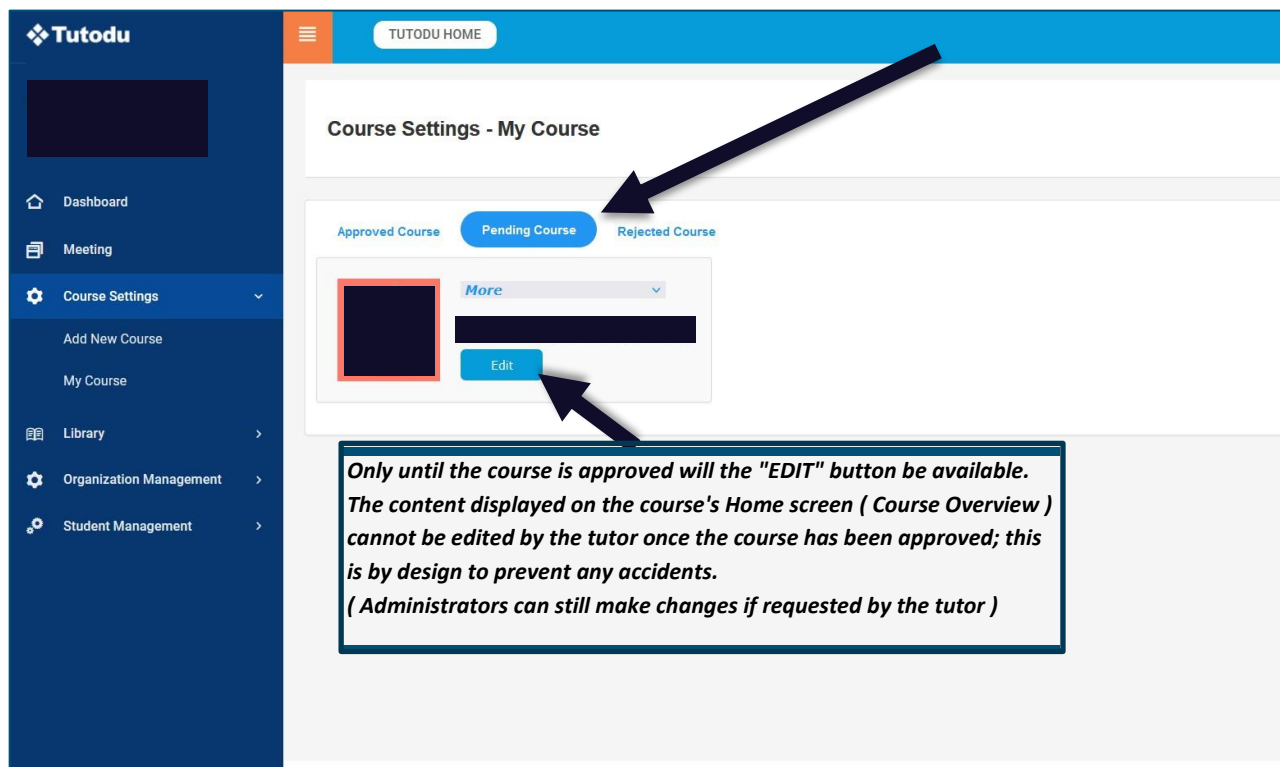
14. Once the course has been saved and is awaiting Admin approval, expand the " Course Setting " from the left side menu and click on " My Course " to see the current status.



Note : This window displays which of your courses have been approved, rejected, or are awaiting approval.

Additionally, this is where you add more study materials and content to the Course, so becoming familiar with this menu will be beneficial in the future.

15. Select " Pending Course " from the top menu to see which courses are awaiting admin approval.



The screenshot shows the Tutodu interface. On the left is a dark blue sidebar with the Tutodu logo and a menu including Dashboard, Meeting, Course Settings (expanded), Add New Course, My Course, Library, Organization Management, and Student Management. The main content area has a blue header with 'TUTODU HOME' and a title 'Course Settings - My Course'. Below the title are three tabs: 'Approved Course', 'Pending Course' (selected), and 'Rejected Course'. Under the 'Pending Course' tab, there is a course card with a placeholder image, a 'More' dropdown menu, and an 'Edit' button. A black arrow points to the 'Pending Course' tab, and another black arrow points to the 'Edit' button. A text box with a blue border contains the following text:

Only until the course is approved will the "EDIT" button be available. The content displayed on the course's Home screen (Course Overview) cannot be edited by the tutor once the course has been approved; this is by design to prevent any accidents. (Administrators can still make changes if requested by the tutor)

16. Once the course has been approved, it will be moved under the " Approved Course " section, but before that, we will move on to the next step in adding content to the course.

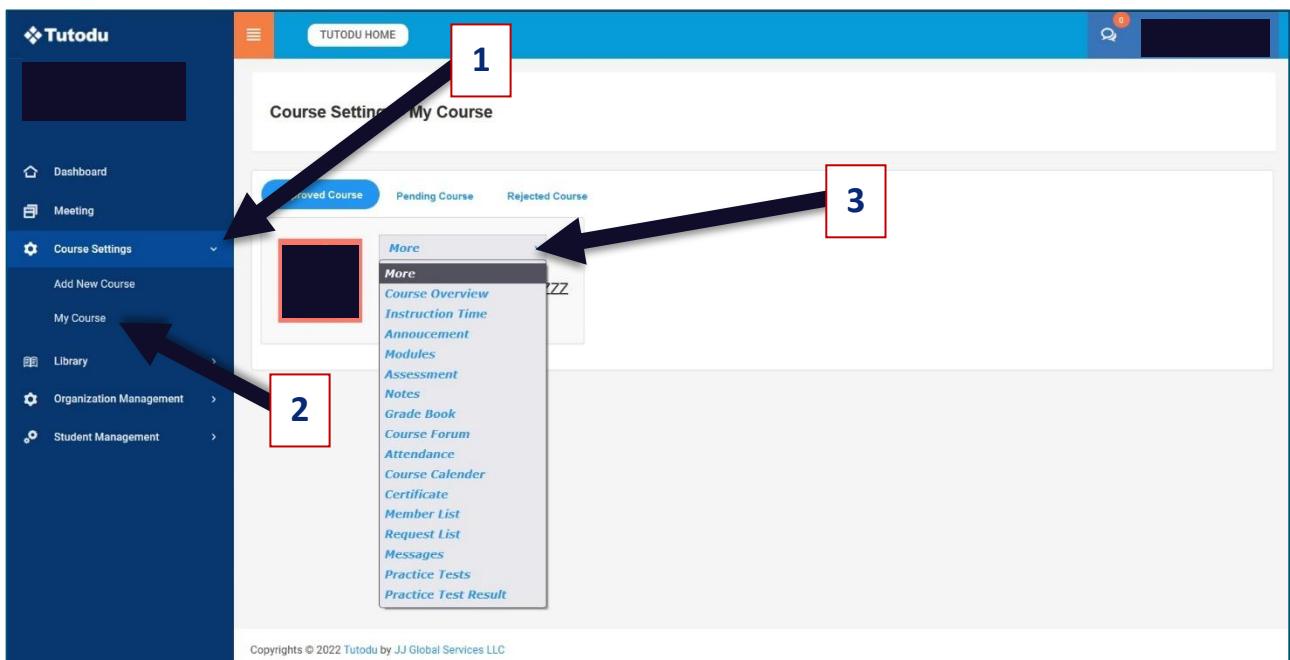
Note : Course content can be added while the course is being reviewed by administrators or after it has been approved. It is up to the tutor to make that decision.

Before you accept any students to enlist in the course, make sure you have all of the necessary materials.

IV. Adding Course Content

17. Go to " My Course " under " Course Settings " to begin adding courses. If the course has already been approved, it will be listed under Approved Courses; otherwise, it will be listed under Pending / Rejected.

To reveal all the different sections under which the Data is to be entered, click on the " more " drop down list.



Note : This is where you'll put the Course Calendar, Instruction Timeline, Modules, Practice Test, and anything else related to that particular Course..

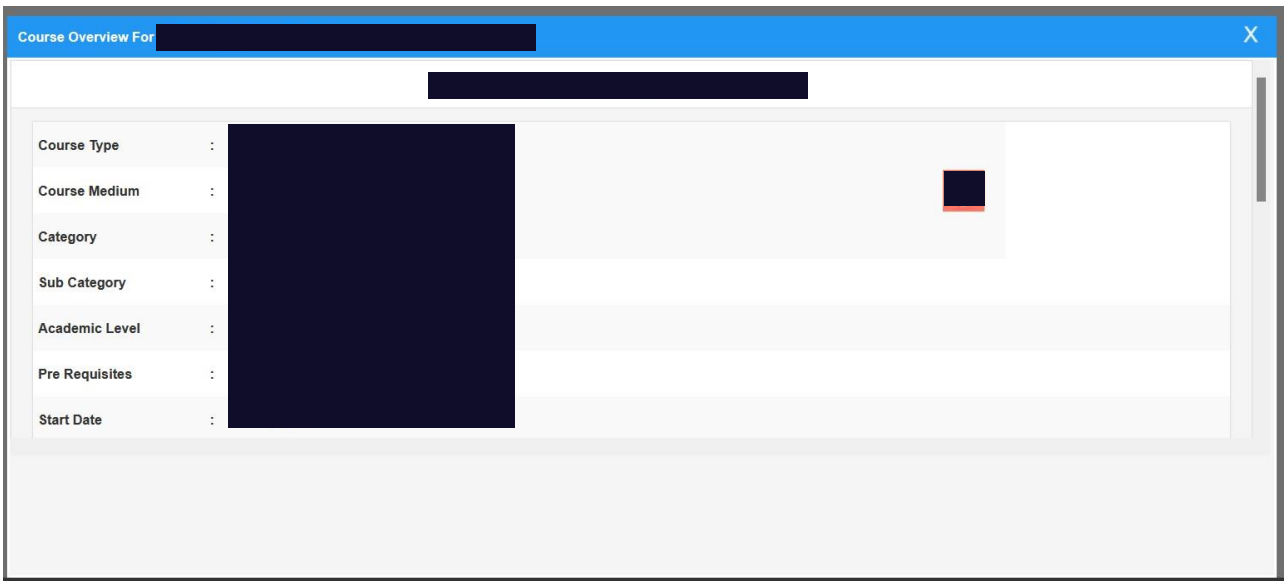
Even students who have requested to join the course must be approved through this menu list, so becoming familiar with it now could be help you in the future.

In short, this drop-down list contains the entire content management of a specific course, and the tutor will be assessing and grading his students from here as well.

V. Course Content List

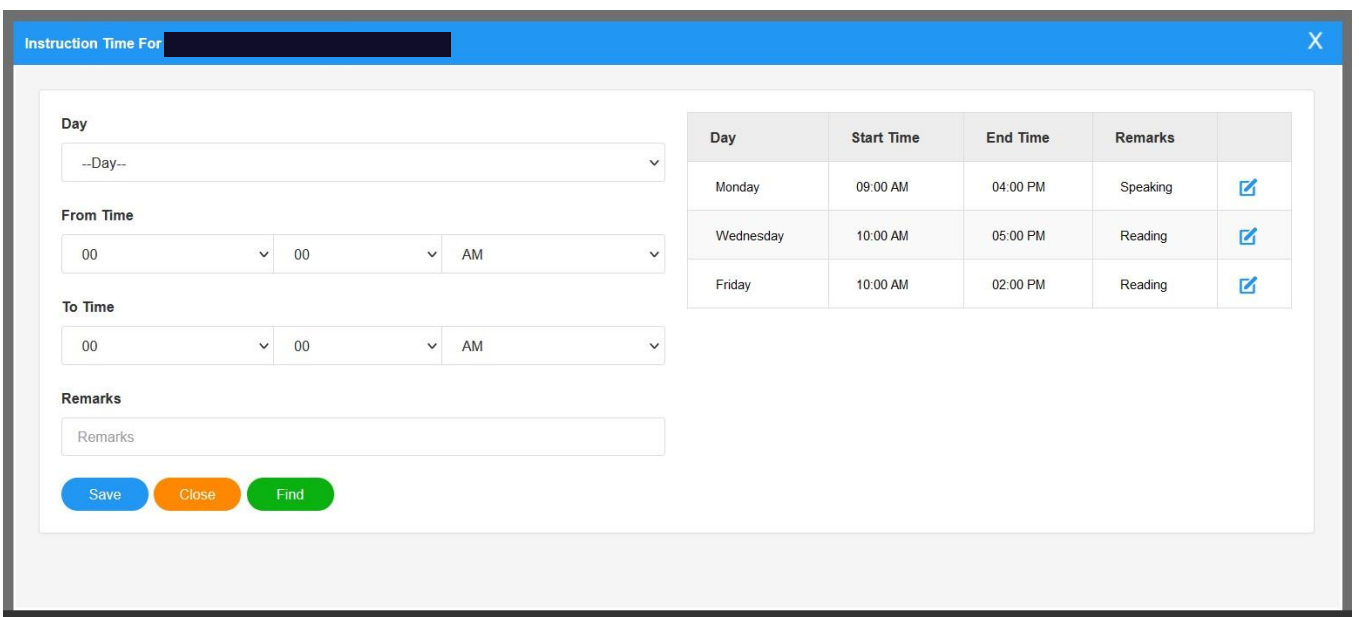
- COURSE OVERVIEW

These fields, which will be displayed on the course details page on the main website, are used to display the Basic Details of the Specific course.



- INSTRUCTION TIME

Used to set the week long time-table for the course.



- **ANNOUNCEMENT**

These announcements will be shown to all students who are enrolled in the course and will be used to make announcements to the students about the course or any upcoming events.

Exam reminders, holidays, and events are usually included.

Announcement For [Redacted]

Date: 01/May/2022

Announcement Title: Note Title

Description: Note Description

Date	Announcement Title	Description
18 May 2022	Class Quiz	On Monday, we will h....

Buttons: Save, Close, Find

- **MODULES**

This represents the course's content. You must include the scheduling of classes, the specific Chapter / unit / module list, and the content for these modules / chapters as specified per the course's curriculum.

Course Module For [Redacted]

WEEK DETAILS | CHAPTER / UNIT / MODULE DETAILS | CONTENT DETAILS | CONTENT LIST

Week Details: Week 1, Start Date

Duration: 10, --Choose--

Remarks: Remarks

Week	Duration	Remarks
Week 1	10 Hour(s)	2 hours per day for 5 days a week

Buttons: Save, Close, Find

- **ASSESSMENT**

This is where the tutor can include a QUIZ or ASSIGNMENT for the students to complete. After deciding what type of assessment you're creating, whether it's a quiz, assignment, or exam, you'll have to provide the Questions under " Question Master " for the assessment you just created. (Remember to check the "ACTIVE" box to make the Assessment accessible for students.).

Assessment Details For [redacted]

Assessment Master | Assessment List | Question Master | Question List

Assessment Title: [Assesment Title]
Assessment Type: [--Choose--]
Duration: 00 | 00 | ----
Mark(Max.): Maximu | Weightage %

Start Date: dd/MMM/yyyy | End Date: dd/MMM/yyyy | Submit Date: dd/MMM/yyyy
Start Time: 00 | 00 | AM | End Time: 00 | 00 | AM

Assessment Details: [Assessment Detail]

Active

Save | Close | Find

- **NOTES**

This is a private space where the tutor can quickly jot down notes for future reference.

Course Notes For [redacted]

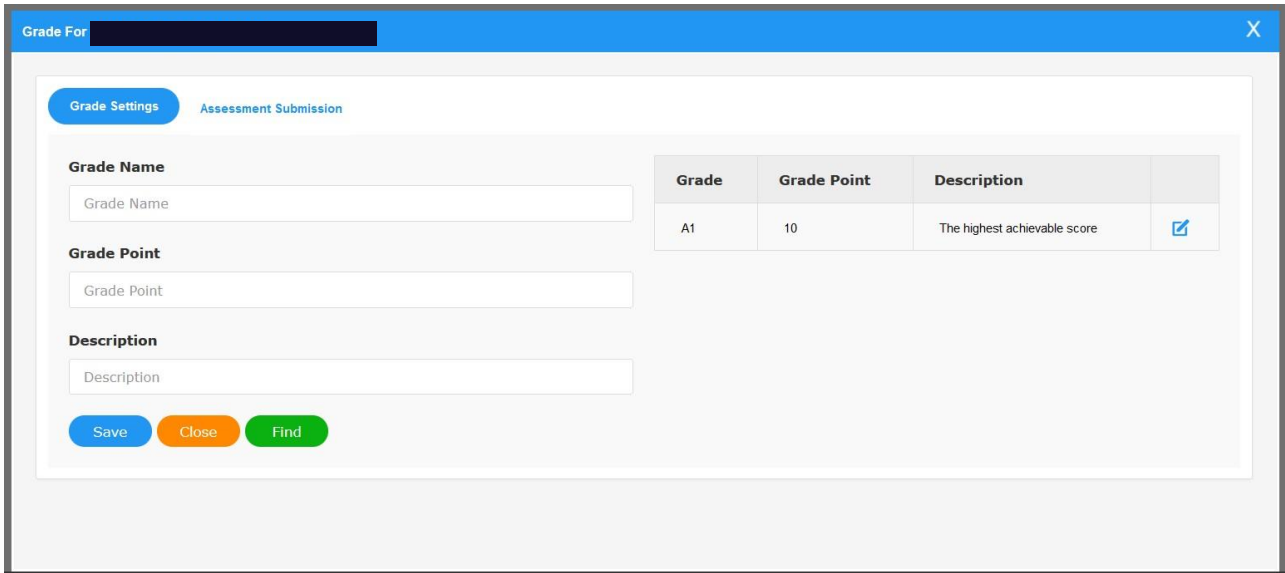
Date: 01/May/2022 | Note Title: [Note Title] | Description: [Note Description]

Date	Note Title	Description
06 May 2022	Give them Homework for saturday	Homework should be g...

Save | Close | Find

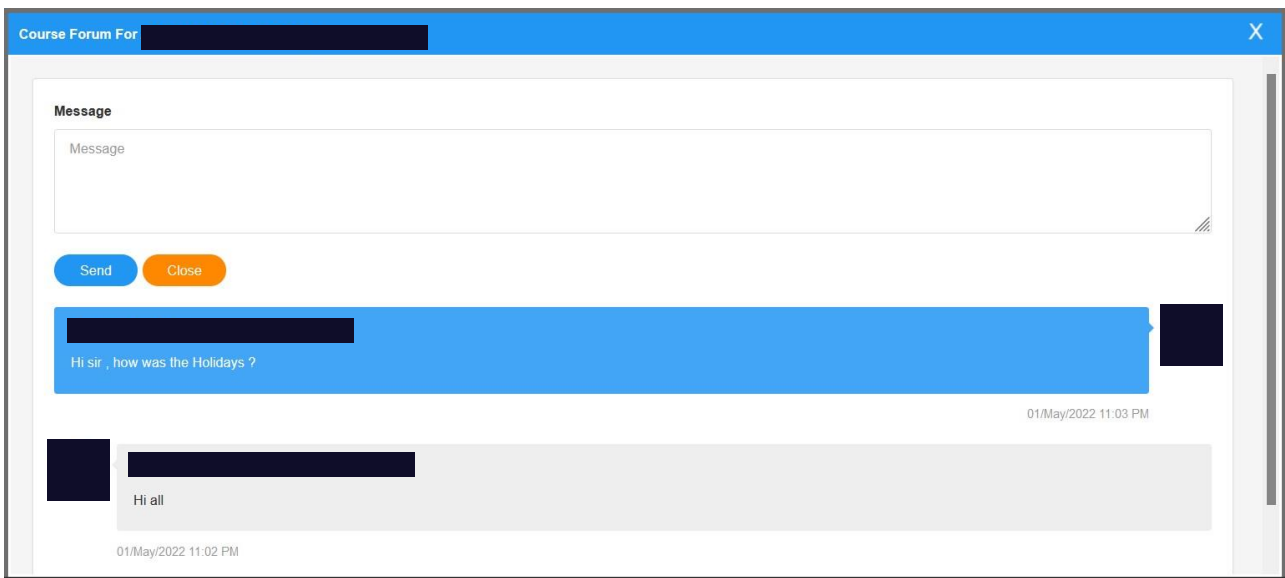
- **GRADE BOOK**

This is where you grade the QUIZ, EXAM, or ASSIGNMENT you made earlier. Each student's grade is given on an individual basis.



- **COURSE FORUM**

In a nutshell, this is a group chat where all members of that course can gather and converse with one another. They'll be able to clear up any misconceptions and share their common knowledge of the course.



- ATTENDANCE

Here, the tutor has the authority to assign attendance to each individual student, as well as resolve leave requests.

SI	Name	Email/Mobile No	Attendance	Comments	Submit
1	[redacted]	[redacted]	Present		Submit

- COURSE CALENDAR

This is where you can mark a specific date on the Course calendar to alert students to an upcoming event that they can see on their own course calendar. These can be sent for individual students as well.

Calendar Add Events Calendar Event List

Calendar Title: [text input]
Date: 01/May/2022
Event Type: ---Choose---
Start Time: 00:00 AM
End Time: 00:00 AM
Event Location: ---Choose---
Student List: Select All
Attachment: [Browse...] No file selected.
Message Details: [text input]
Buttons: Save, Close, Find

- **CERTIFICATE**

Once a student has successfully completed a course, this window is used to issue course completion certificates to them.

Course Certificate For [REDACTED]

CERTIFICATE SETTINGS | ISSUE CERTIFICATE

Certificate Title
Certificate Title

Select Template
---Choose---

User Certificate Logo
Browse... No file selected.

Certificate Content
Message

Signatory Name
Signatory Name

Signatory Designation
Signatory Designation

Upload Signature
Browse... No file selected.

Save Close Find

Record's could not found

- **MEMBER LIST**

The tutor can see and manage the students who are currently enrolled in the course.

Members List For [REDACTED]

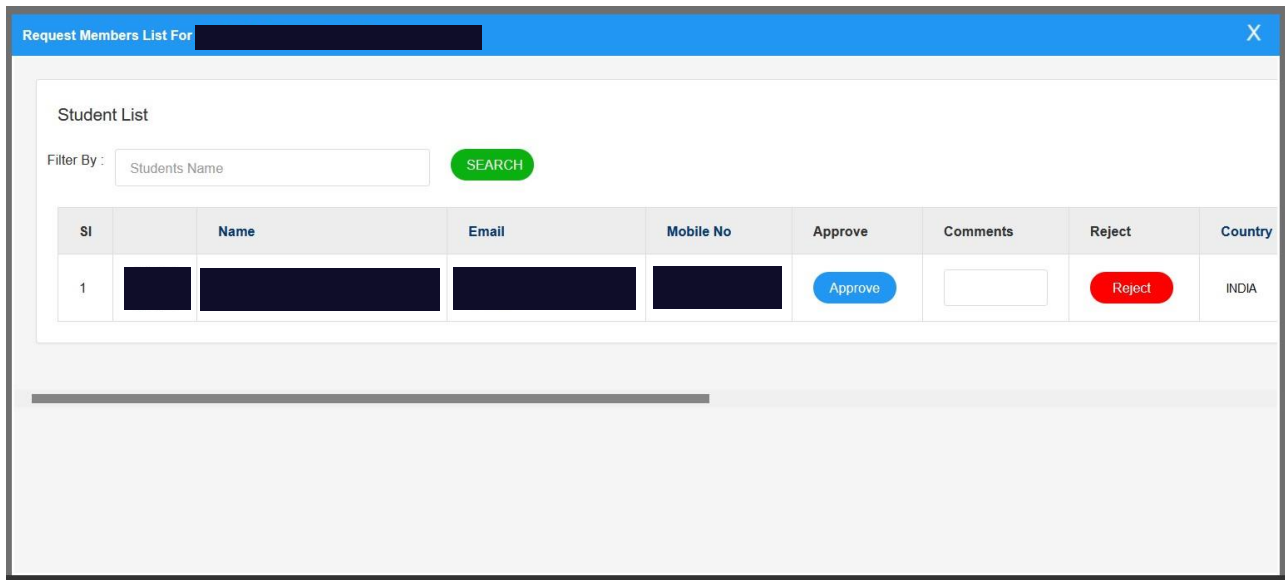
Students List

Filter By : Students Name SEARCH

SI	Name	Email/Mobile No	Address	Country	State	City
1	[REDACTED]	[REDACTED]	[REDACTED]	INDIA	KERALA	[REDACTED]

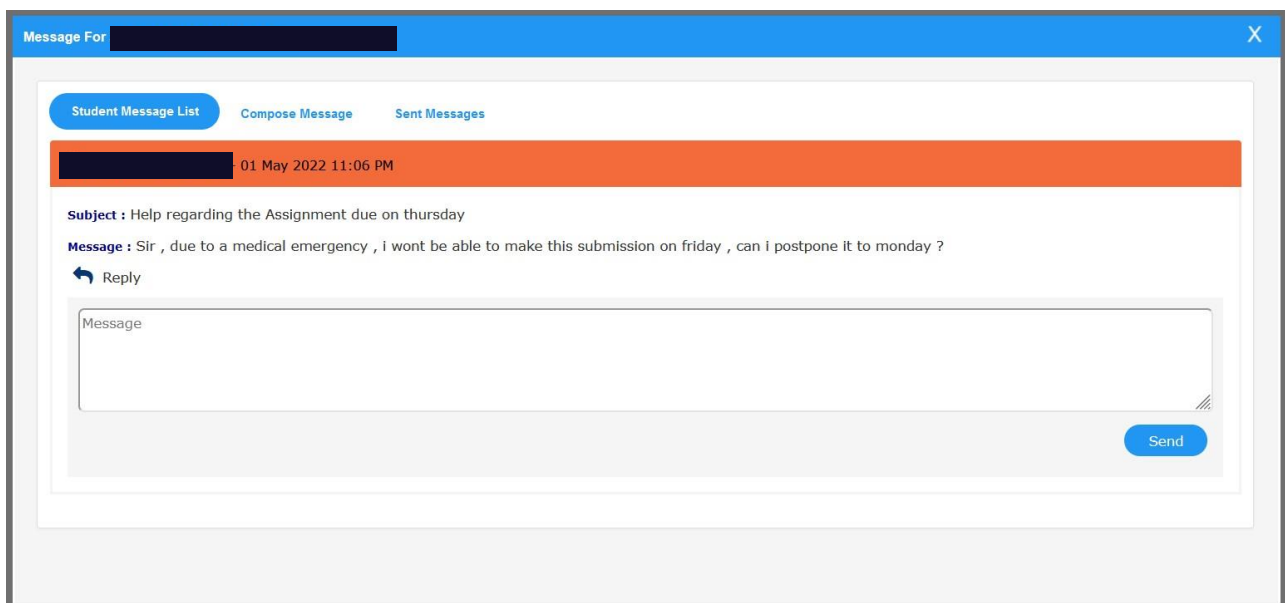
- **REQUEST LIST**

This page will be updated whenever a new student applies to join the course. The tutor should decide whether or not to accept him.



- **MESSAGES**

This window is where tutor can send and receive personal messages from Students. Tutor also has the capability of sending the same message to multiple students.



- **PRACTISE TEST**

i) ***This window is used to add a new practice test to the COURSE that students can take whenever and for as many times as they want. These tests can include Skill / aptitude / quiz.***

The screenshot shows a web interface titled "Practice Tests For" with a blue header and a close button (X). Below the header are three tabs: "Create Practice Test" (active), "Add Questions", and "Practice Test List". The "Create Practice Test" form contains the following fields and controls:

- Practice Title:** A text input field with the placeholder "Practice Title".
- No. of Questions:** A text input field with the placeholder "No. of Question".
- Exam Time:** A time selection control with three dropdown menus, currently showing "00", "00", and "----".
- Description:** A large text area with the placeholder "Practice Description".
- Active:** A checkbox labeled "Active".
- Buttons:** "Save" (blue), "Close" (orange), and "Find" (green).

A black arrow points from the "No. of Questions" field down to the "Active" checkbox.

ii) ***To create a new practice test for students to take, fill out the above fields with the Practice title, number of questions, exam duration, and exam description, then click "SAVE" (don't forget the Active toggle). After that, go to the "Add Questions" tab to start filling out the Practice test with questions.***

The screenshot shows the "Practice Tests For" window with the "Add Questions" tab selected. The form is divided into two columns:

- Left Column:**
 - Question:** A text input field with the placeholder "Question".
 - Answer Type:** A dropdown menu with "--Choose--".
 - Mark:** A text input field with the placeholder "Mark".
 - Option Keys:** Five text input fields labeled "Option-1" through "Option-5".
- Right Column:**
 - Question Image:** A "Browse..." button and the text "No file selected.".
 - Practice Test:** A dropdown menu with "---Choose---
 - Option Image:** Five "Browse..." buttons, each followed by "No file selected."

A black arrow points from the "Add Questions" tab to the "Question" field.

iii) Begin to add questions now. Select the Answer type (MCQ - Single Answer / Multiple Answer) after entering the Question, then populate the ANSWER choices for the questions and assign the Answer key accordingly. (Don't forget to select the " Practice Test " for which you're entering the question.)

The screenshot shows the 'Add Questions' form. The 'Question' field contains 'Who is the father of Computer?'. The 'Answer Type' is set to 'MCQ-SINGLE ANSWER' and the 'Mark' is '5'. The 'Practice Test' dropdown is highlighted with a red box and is set to 'Brain Teaser'. The 'Option Keys' section lists 'James Camaroon', 'Mark Webb', 'Nikolai Tesla', 'Charles Babbage', and 'Jack Sparrow'. The 'Question Image' and 'Option Image' sections each have a 'Browse...' button and the text 'No file selected.'.

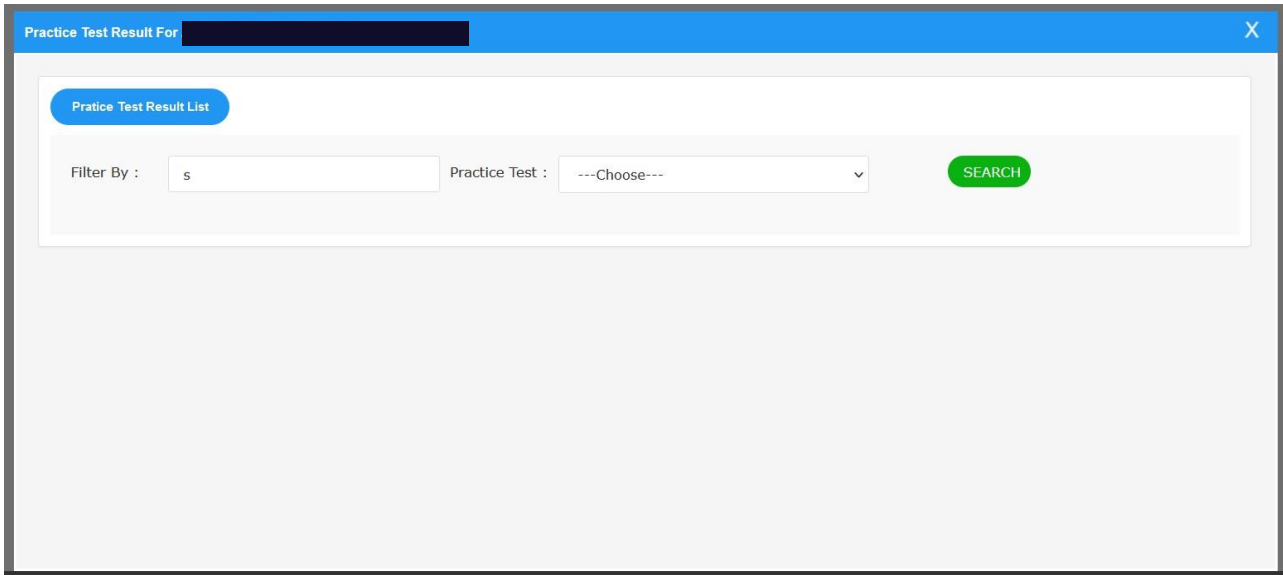
iv) Once you click " SAVE ", all the questions of that Practice test can be seen on the Next Page (Click on Practice test list)

The screenshot shows the 'Practice Test List' page. At the top, there are buttons for 'Create Practice Test', 'Add Questions', and 'Practice Test List'. Below these is a search bar with 'Question :' and 'Practice Test : ---Choose---' and a green 'SEARCH' button. The main content is a table with the following data:

Question	Practice Test	Answer Type	Mark	Exam Details
Who is the father of Computer ?	Brain Teaser	MCQ-SINGLE ANSWER	5.00	<input checked="" type="checkbox"/>

- PRACTISE TEST RESULT

The practice tests are graded in this window. The tutor will be able to evaluate a student's most recent attempt here.



Thank you for choosing Tutodu to tutor with; we wish you the best of luck in your teaching career and are thrilled to have you on board.

VI. Support

Please contact us via the following handles if you have any questions or concerns about any of the above-mentioned steps. We'll be happy to help.



E-mail : info@tutodu.com



Ph No : +91 9961 904989