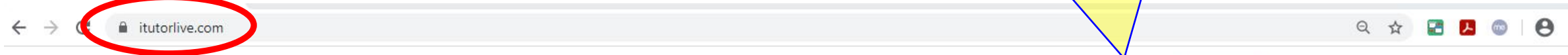


**“Group Class Creation”
Tutor’s Instructions
Version 2**

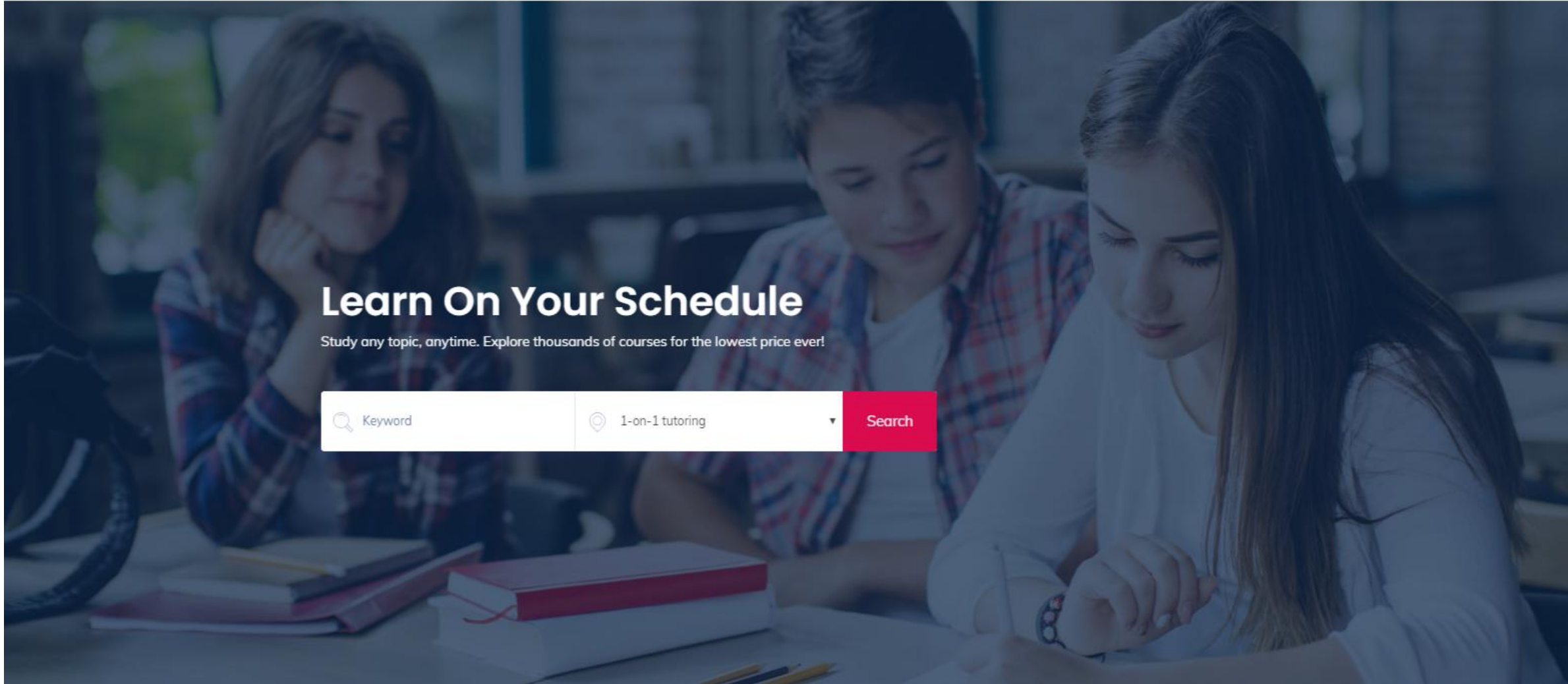
GO TO WEBSITE WWW.ITUTORLIVE.COM

To sign in click on **Sign in** tab



[Sign in](#)

[Sign up](#)



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Login

Enter **User Name**

User Name

Enter **Password**

Password

Click **Login**

Login

[Forgot Password?](#)

 [Haven't An Account? Click here](#)

STEP 1

The screenshot shows the iTutorLive instructor dashboard. The browser address bar indicates the URL `144.202.6.75/account/instructor/`. The page header includes the iTutorLive logo and navigation links: Home, Our Programs, Pricing, Blogs, About Us, Contact Us, FAQs/How-Tos, and Whiteboard. The user profile is identified as Don Tran with 155 notifications. The dashboard features three main cards: Curriculum (0), Group tutoring (0), and Student 1-On-1 (0). A sidebar on the left contains navigation options: Dashboard, My Profile, Notifications (155), Group Classes, Lecture Notes, 1-on-1 Classes, and Homework Help. A callout box highlights the 'Group Classes' tab with the text: "To create class, click on Group Classes tab in your Dashboard (a dropdown menu will appear)".

Home / Dashboard

0 Curriculum

0 Group tutoring

0 Student 1-On-1

Don Tran
Edmonton, Canada

Dashboard

My Profile

Notifications (155)

Group Classes

Lecture Notes

1-on-1 Classes

Homework Help

700 x 500

Homework Help
23 Classes

Notifications


Student Don Tran Cancel 1 On 1
Student Don Tran cancel class 1 on 1

Student Book 1 On 1
Student name Don Tran book at
Go to Settings to activate Windows.

Book Successfully

To create class, click on **Group Classes** tab in your **Dashboard**
(a dropdown menu will appear)

STEP 2



Don Tran
Edmonton, Canada

- Dashboard
- My Profile
- Notifications (64)
- Group Classes
 - Group Class Request
 - Create group classes**
 - Teaching list
- Lecture Notes

Study With Tutor 1-1

Date	Subject	Grade Level	Student	Action
2021-04-18, 10:27 PM - 10:55 PM	Chemistry	Grade level - Grade 12	Duong Tran	View Record


Class Groups

Date	Subject	Grade Level	Class Group	Action
Finished	Physics	Grade level - University	Class with Duong (19April2021)	View Record
2021-04-26, 05:30 PM - 09:30 PM	Math	Grade level - Grade 7	Don April 2021 Monday Class	More >
Finished	Physics	Grade level - Grade 12	Testing Class creation for Duong	More >
Finished	Physics	Grade level - Grade 12	Testing Class creation for Duong	More >
Finished			Canada Team Meeting	More >

To create class, click on **Create group classes** tab

STEP 3

To create class, click on **Create** tab



Don Tran
Edmonton, Canada

- Dashboard
- My Profile
- Notifications (64)
- Group Classes** ▾
 - > Group Class Request
 - > Create group classes
 - > Teaching list

Group Classes Created Create

Name	Grade level	Duration	Max student	Status	Action
Testing Class creation f...	Grade 12 Physics	60 minutes	1	Draft	Edit

STEP 4

Upload **Class Image** of your choice

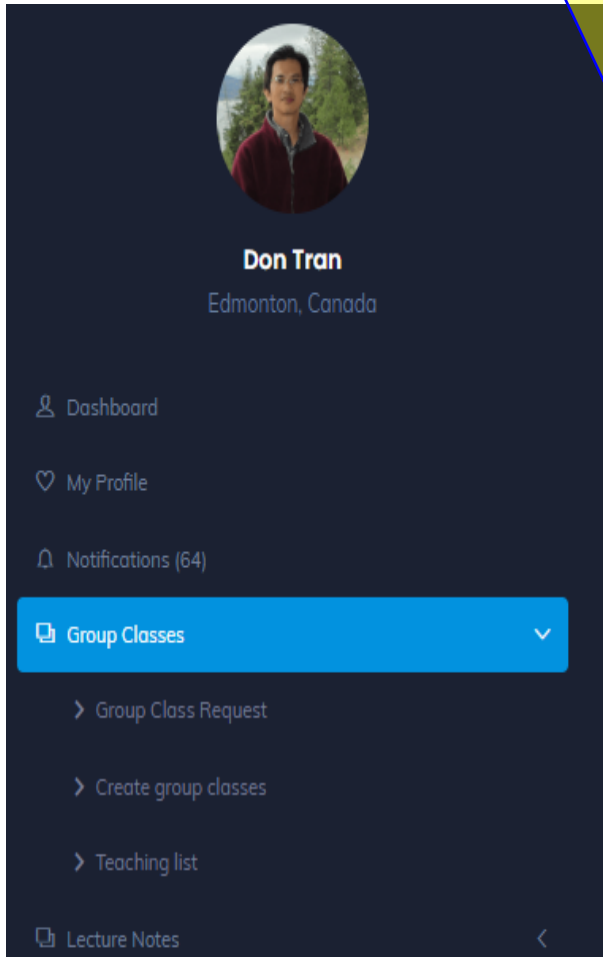
Create **Class name**

(include student's names and month with session number)

Add **number of students**

Enter your **pay-rate** per hour

Write some **Class Description**
(include student's names and session number)



Don Tran
Edmonton, Canada

- Dashboard
- My Profile
- Notifications (64)
- Group Classes**
- Group Class Request
- Create group classes
- Teaching list
- Lecture Notes

Home / Class room

Create Class Room

Class Image
Choose File No file chosen

Class name *
Don's April Class with Jordan, Kurt and Duong (Session #1/4)

Max student *
3

Price/Hour *
20

Description
Don's 1st April Class with Jordan, Kurt and Duong (Session #1/4)

STEP 4 (cont'd)

Choose **Class Start time** (your local time)
(a calendar will appear when click on the textbox)

Choose **Class End time** (your local time)
(a calendar will appear when click on the textbox)

Choose **Subject** from a drop-down menu
(If not on the list, need to update your profile)

Choose **Grade** from a drop-down menu
(If not on the list, need to update your profile)

- To find students:**
- 1) Type student's name
 - 2) Click **Search** button
 - 3) Click checkbox to select the student from the list
 - 4) Repeat 1-3 to add another student
 - 5) **DO NOT** click **Create** until all students selected

The screenshot shows the iTutorLive instructor interface for creating a class. The browser address bar shows the URL: 144.202.6.75/account/instructor/classgroupcreate. The page has a navigation menu with links like Home, Our Programs, Pricing, Blogs, About Us, Contact Us, FAQs/How-Tos, and Whiteboard. A 'Log Out' button is visible in the top left. The main form includes fields for 'Start time' (2022-04-09 10:00), 'End time' (2022-04-09 12:00), 'Subject' (Chemistry), and 'Grade Level' (Grade 10). Below these are input fields for 'Dagem', 'Class name', and 'Teacher's name', along with a 'Search' button. A table lists students with checkboxes for selection. The 'Create' button is at the bottom left.

Name	Phone number	Email	Class	Teacher's name	Avatar
<input type="checkbox"/> Dagem Kasa	7807082535	meseret22686@gmail.com		Austin Bosh	
<input checked="" type="checkbox"/> Trevor Pham	7807082535	trandpduong@hotmail.com		Hanh-Thuc Tran	
<input checked="" type="checkbox"/> Jasmine Vu	7805668235	jasmvu20@gmail.com	Grade 11	Heidi Tran	

Click **Create ONLY** when all students chosen

STEP 5

Welcome to iTutorLive Portal | iTutorLive - Online Course & Edu

144.202.6.75/account/instructor/classgroupcreated/

TutorLive Home Our Programs Pricing Blogs About Us Contact Us FAQs/How-Tos Whiteboard 155 Don Tran

Home / Group Classes

Group Classes Created Create

Name	Grade level	Duration	Max student	Status	Action
Class with Dagem, Trevor...	Grade 10 Chemistry	120 minutes	3	Draft	Edit
Group class testing 1	University Physics	120 minutes	3	Draft	Edit

Don Tran
Edmonton, Canada

- Dashboard
- My Profile
- Notifications (155)
- Group Classes**
 - Group Class Request
 - Create group classes
 - Teaching list
 - Lecture Notes

After changes saved, the created class will show status "Draft" pending approval from Admin.

Once approved by Admin, this class will become active and moved into the "Teaching List" tab

Activate Windows
Go to Settings to activate Windows.

STEP 6

The screenshot shows the iTutorLive instructor dashboard for Don Tran. The left sidebar contains a navigation menu with 'Teaching list' circled in red. The main content area displays a table of classes with columns for Name, Grade level, Total money, Time to start, Students, Allow record, and Action. The first row, 'Class with Dagem, Trevor and Jasmi...', has its name and the 'Cancel class' button circled in red. A yellow callout box points to the 'Cancel class' button, stating: 'Within 24h before class starts, this button will change to Join Class'. Another yellow callout box points to the 'Class with Dagem, Trevor and Jasmi...' row, stating: 'In Teaching list tab, a new class appears here'. The table data is as follows:

Name	Grade level	Total money	Time to start	Students	Allow record	Action
Class with Dagem, Trevor and Jasmi...	Grade 10 Chemistry	\$40	2022-04-09, 10:00 AM - 12:00 PM	2/3	<input type="radio"/> Yes <input checked="" type="radio"/> No	Cancel class
Can-Viet Marketing Team Meeting	University Grade 12	\$0	Finished	4/6	<input type="radio"/> Yes <input checked="" type="radio"/> No	View Record
ItutorLive meeting (Canada)	University Grade 12	\$0	Finished	4/10	<input type="radio"/> Yes <input checked="" type="radio"/> No	View Record
Don's June Monday Class with Tommy...	Grade 7 Math	\$160	Finished	5/5	<input type="radio"/> Yes <input checked="" type="radio"/> No	More >
Don's Class with Alex, Ahmed and L...	Grade 7 Math	\$40	Finished	0/3	<input type="radio"/> Yes <input checked="" type="radio"/> No	View Record
Don's Class with Lauren, Ahmed, To...	Grade 7 Grade 8 Math	\$40	Finished	5/5	<input type="radio"/> Yes <input checked="" type="radio"/> No	View Record
Don's Class with Josiah, Jordan an...	Grade 9 Grade 10 Math	\$40	Finished	3/3	<input type="radio"/> Yes <input checked="" type="radio"/> No	View Record