1-on-1 Class Booking Tutor's Instructions
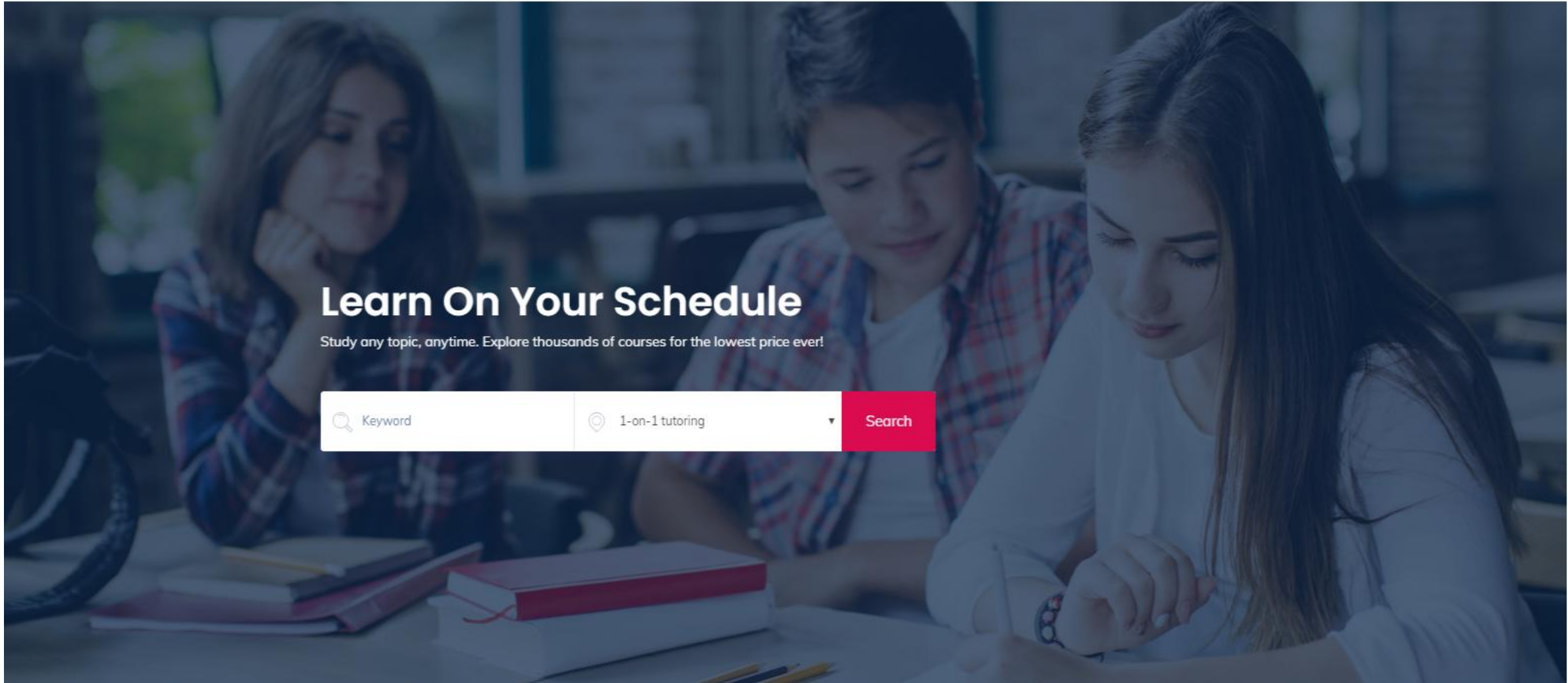
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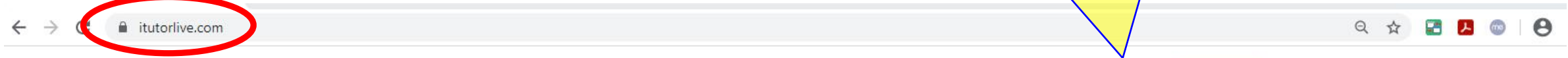
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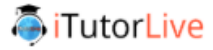
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TUTOR DASHBOARD

Click **1-on-1 Classes** to create 1-on-1 class with your student. A drop-down menu will appear

TUTOR 1-ON-1 CLASSES

Click Create 1-on-1 Class

TUTOR 1-ON-1 CLASS CREATION PAGE

Click **Create** to create 1-on-1 class. The calendar will pop up to choose the date and time

TUTOR 1-ON-1 CLASS PAGE

Enter Start time and End time ACCURATELY.
Note: Fee is charged per minute

Choose Subject you need help with

Choose Grade for your subject

Write a short Description about the class

To add student, type student's name then click Search, then then click the checkbox next to student

Click Book Session to notify your tutor
Note: Cancellation must be 24h in advance to get full refund

TUTOR 1-ON-1 CLASS PAGE

Once submitted, the 1-on-1 class will show up in the Dashboard with status **Waiting Student** for student to accept

Student must go into their account and click **1-on-1 Classes** on the Dashboard and then click **Accept** in order for class to be active

TUTOR DASHBOARD

Class cancellation can be done by going into **Teaching List** under 1-on-1 Classes on your Dashboard. Cancellation must be done at least **24 h** before class time

Once accepted by your student the class will have status **Upcoming** which will become **Join** when class starts. Click on "**Join**" to start tutoring session with your student