How to use TutorCruncher
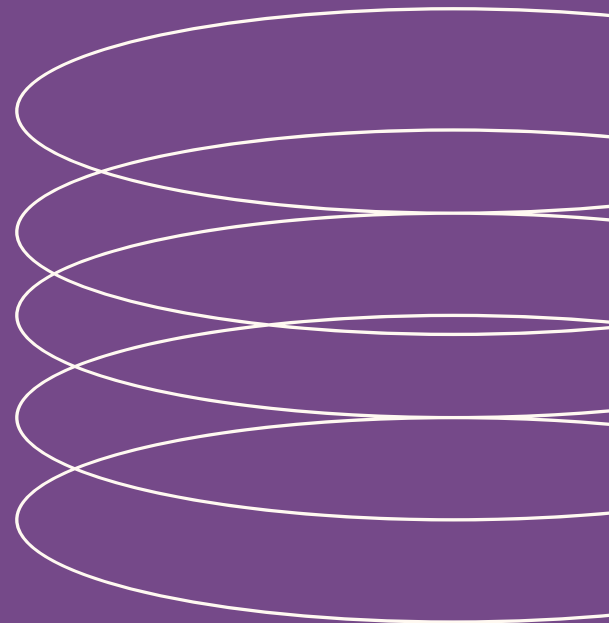
A STEP-BY-STEP GUIDE
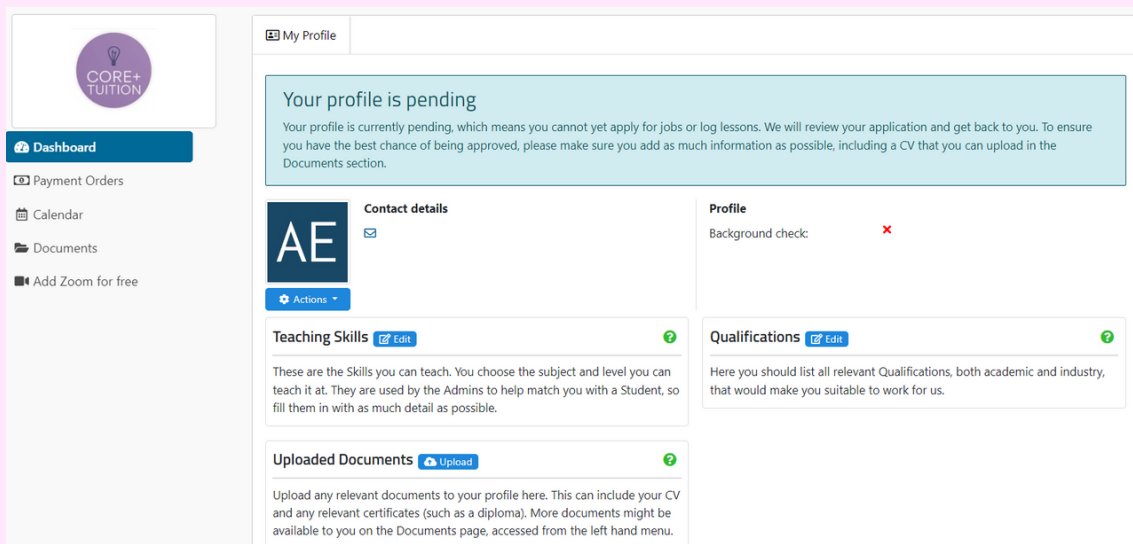Using TutorCruncher with Core+ Tuition

Contents

Getting Started

You should receive a welcome email from TutorCruncher on behalf of Core+ Tuition.

Click on the link to **Set Password** and log in.
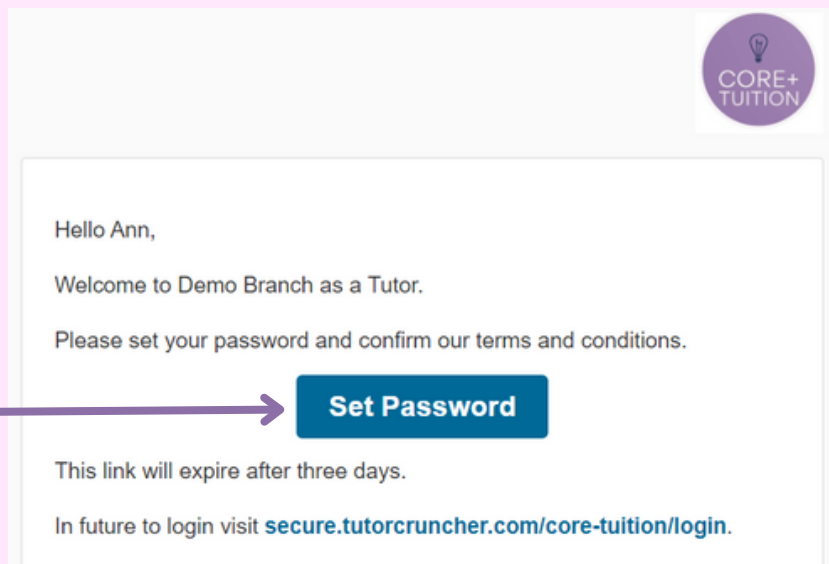
You then should automatically be taken to your profile, which will look like this.

Your profile

Click on **Actions** followed by **Edit profile.**
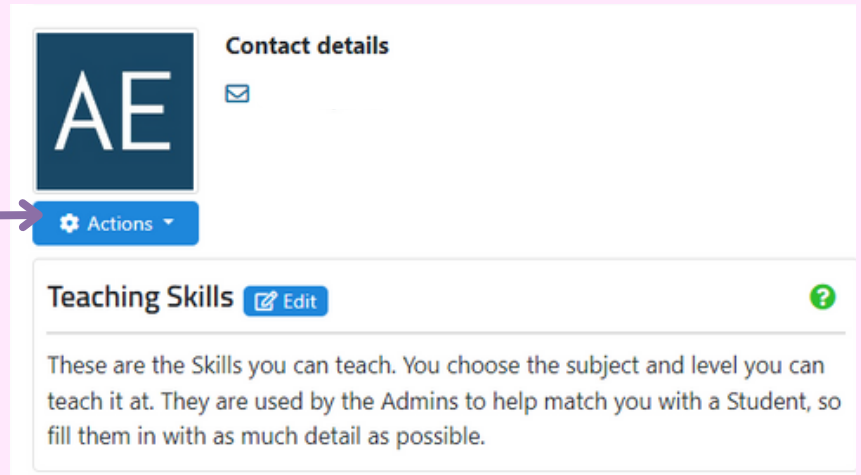
You then need to complete all of your personal details at the top.

Don't forget to upload a photo of yourself that you are happy to be shared with clients and on social media.

Click on **Extra Fields** to update your Date of birth, Gender and Bio.

Please note your Bio is what we will share with clients and on social media.

Scroll to the bottom and press **Submit** for now.

Your **profile** (cont.)

Back on your profile page go to Teaching Skills and click **Edit**.

This is the section where you list all the subjects and levels you are able to teach.

Teaching Skills ✎ Edit ❓

These are the Skills you can teach. You choose the subject and level you can teach it at. They are used by the Admins to help match you with a Student, so fill them in with as much detail as possible.

Don't forget to click **Submit** to save your updates.

Qualifications ✎ Edit ❓

Here you should list all relevant Qualifications, both academic and industry, that would make you suitable to work for us.

Back on your profile page go to Qualifications and click **Edit**.

This is the section where you list all the subjects and levels of your own qualifications.

Don't forget to click **Submit** to save your updates.

Safer recruitment Checks

Back on your profile page you need to go down to Uploaded documents and click **Upload.**

Uploaded Documents ☁ Upload

Upload any relevant documents to your profile here. This can include your CV and any relevant certificates (such as a diploma). More documents might be available to you on the Documents page, accessed from the left hand menu.

Here you will need to upload the following documents (please label the file with what it is):
- Photo ID
- DBS Certificate (both sides)
- Evidence of safeguarding & prevent training
- Evidence of QTS
- Your highest qualification (degree if you have it)
- CV

Once you have uploaded your documents head back into Edit profile and then further down on the Extra Fields box are the questions required for our safer recruitment checks.

Gender

⌄

Viewable by: **Administrators, Tutors**

Date of birth

📅

Viewable by: **Administrators, Tutors**

Full Name

Please provide your full name as if appears on your ID & DBS. Viewable by: **Administrators, Tutors**

☐ ID uploaded

Please check this box to indicate you have uploaded your ID in the document section on your profile page. Viewable by: **Administrators, Tutors**

DBS Certificate Uploaded

YES   × ⌄

Please check this box to indicate you have uploaded your CV in the document section on your profile page. Viewable by: **Administrators, Tutors**

DBS Number

TBC

Please provide your DBS Certificate Number. Viewable by: **Administrators, Tutors**

☐ DBS Update Service

Please check this box if you are signed up for the update service. Viewable by: **Administrators, Tutors**

Date of DBS Certificate

01/06/2022   📅

Viewable by: **Administrators, Tutors**

Have you completed safeguarding and prevent training in the last 12 months?

Safeguarding only   × ⌄

Viewable by: **Administrators, Tutors**

☐ Safeguarding/Prevent evidence uploaded

Please check this box to indicate you have uploaded your safeguarding certificate/s in the document section on your profile page. Viewable by: **Administrators, Tutors**

☐ QTS

Please check the box if you hold QTS. Viewable by: **Administrators, Tutors**

TRN

Please provide your teacher reference number if you have one. Viewable by: **Administrators, Tutors**

☐ CV uploaded

Please check this box to indicate you have uploaded your CV in the document section on your profile page. Viewable by: **Administrators, Tutors**

☐ Qualification certificates uploaded

Please check this box to indicate you have uploaded your certificates in the document section on your profile page. Viewable by: **Administrators, Tutors**

Scroll to the bottom and press **Submit**.

Approved tutor

Once the background check is complete you will receive an email to let you know you have been approved as a tutor for Core+ Tuition.

Next time you log in you will now have a dashboard with running totals and upcoming and recent lessons.
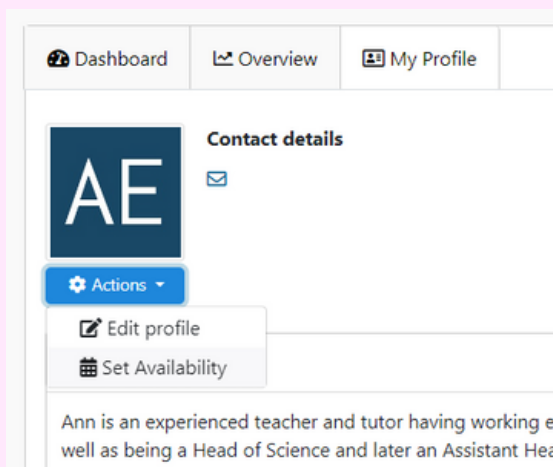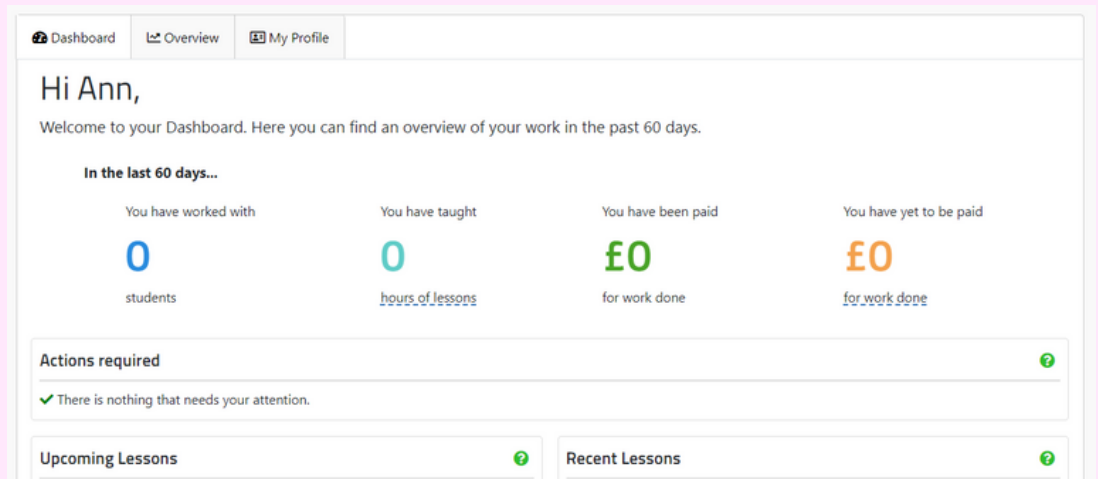
In your profile you can then click on **Actions** and **Set Availability**.

Within this you can then either add individual blocks of availability or click Mass Create to set up weekly availability for a prolonged time.

Note: This availability will just allow me to have an idea if you are available for a new student, I will ALWAYS double check with you before I allocate a job in case you have taken on any other commitments since completing availability.
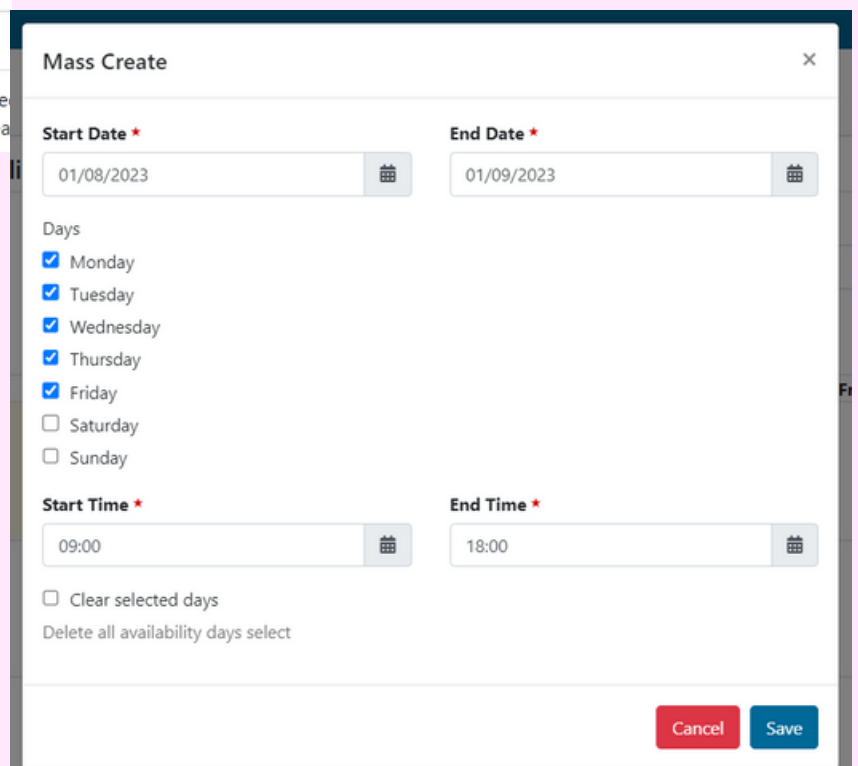
Jobs

Once you have been allocated a student or group session and you have agreed to it, a job will be created and you will receive an email notification.
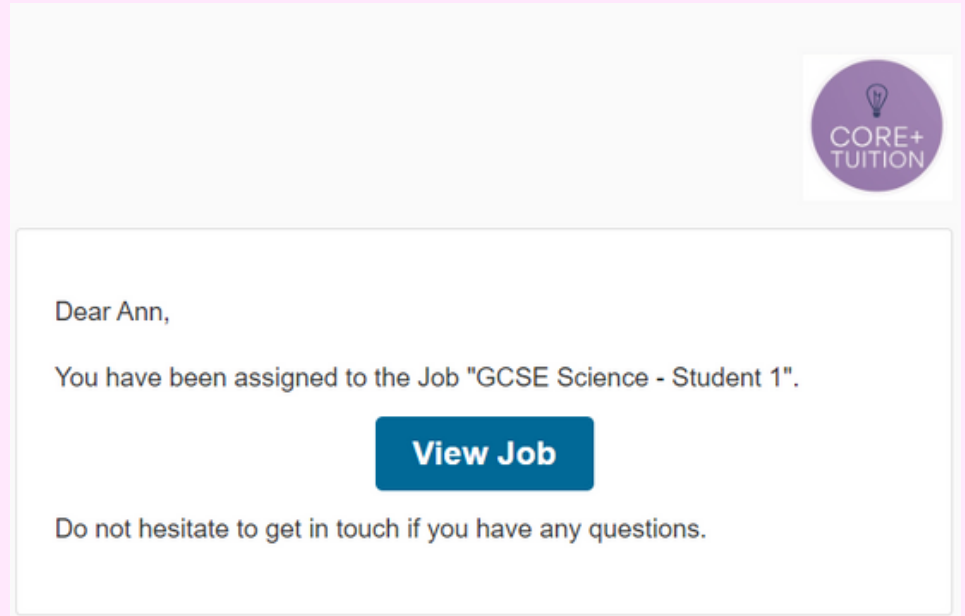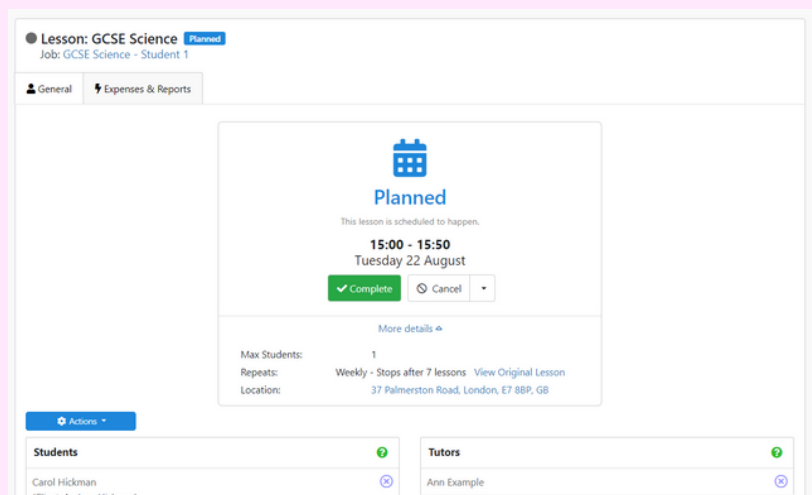

Lessons will then be added to that job each term and these will be viewable from the job section in the menu or on your Upcoming lessons on the dashboard.

You can then click on the lesson to see the lesson details including time, venue, online link, student names etc.

Accessing Student Details

You can either go into the job from the menu or click on the lesson from your dashboard.

Click on the student name and it will bring up the student and client details.

Lessons

If your lesson is in person you do not need to log in to TutorCruncher until after the lesson.

If your lesson is online you will need to log in and then you can open the TutorCruncher Video either from the dashboard or from the lesson.
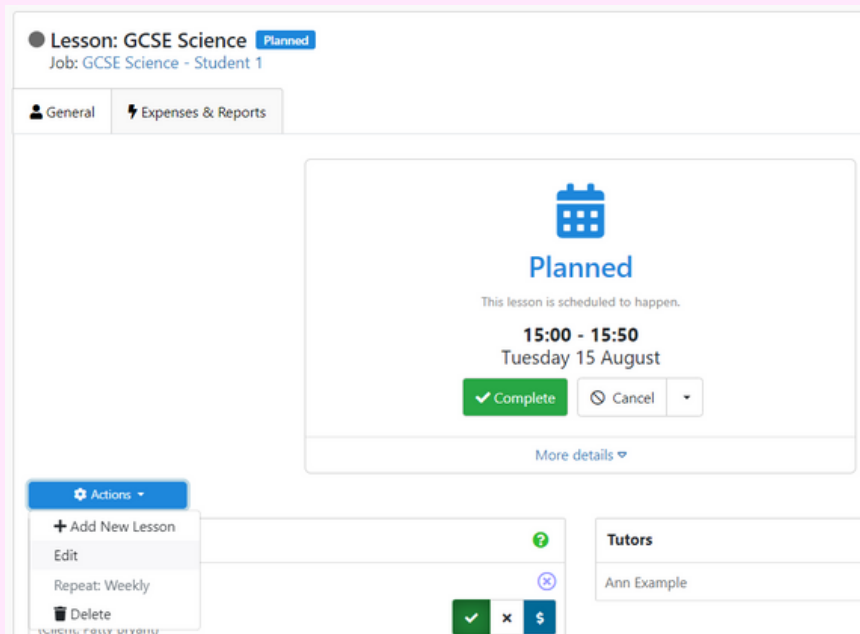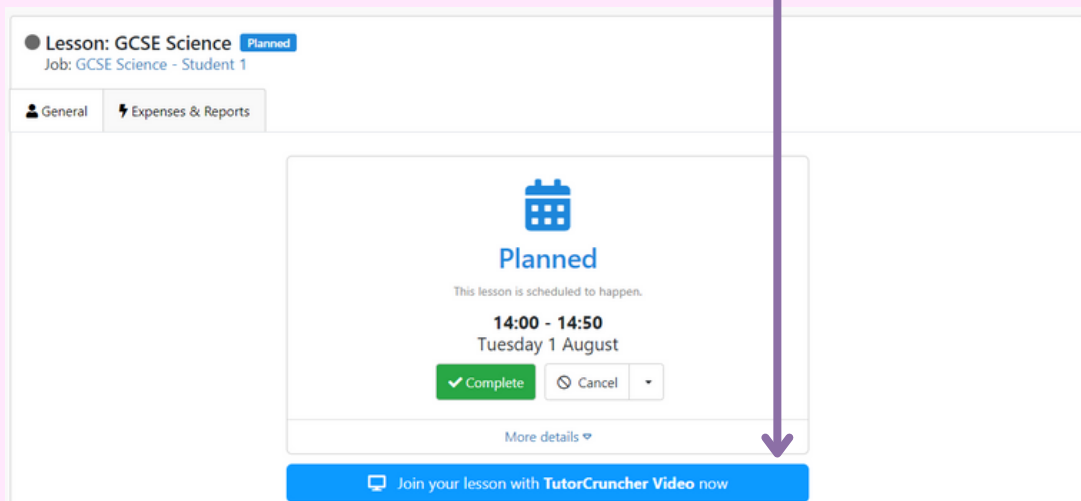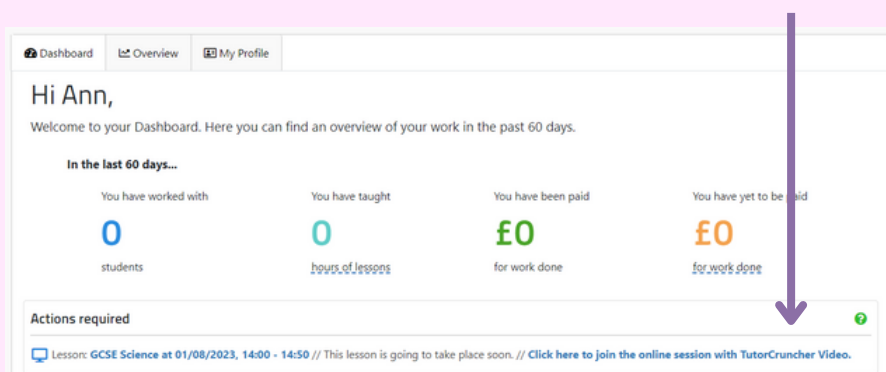
If you need to change the time or date of a lesson, open the lesson, click on **Actions** then **Edit**. You should then be able to edit the time and date of the lesson.

After lessons

If the lesson has been completed as planned you will need to click on the **complete** (this is for online and face to face lesson).

If you have had to cancel the lesson click on **cancel**.

If the student has to cancel please use the **cancel but still charge**.

Note: If a student cancels and you are willing to reschedule (you don't have to) just use the Edit function in Actions. If you cancel please aim to rearrange if you can.

For group lessons you need to mark **Complete** at the top and then each individual will be marked as attended below.

To edit this just click on **Did not attend - chargeable** individually, the status will change under their name.

Please do not use the cancel button for individuals on group sessions.

Getting paid

At the end of each half term I will raise a payment order which will pull through all your completed lessons for that term.

The payment will then be sent via bank transfer to your account without you having to create an invoice.

Tutor Payment/Invoice Breakdown

CORE+ TUITION

PO-45
07/07/2023

Ana Oliver
64b Tunis Road
Shepherd's Bush
United Kingdom
W12 7HN
-
ana_oliver@core-tuition.example.com

Demo Branch
Testing House, Demo street
London
United Kingdom
SW1W 0EN

Date	Item Description	Units	Payment Due to Tutor
28/05/2023	Tax and applicable laws, lesson 3 Job #761227 Lesson #10584958 Student: Victor Beggs Client: Nicole Beggs	1.500	£45.00
04/06/2023	Tax and applicable laws, lesson 4 Job #761227 Lesson #10584959 Student: Victor Beggs Client: Nicole Beggs	1.500	£45.00
Tax:			
Totals:			£90.00

Total Due to Tutor: **£90.00**

To share your bank details with Core+ Tuition in order to facilitate this process, return to your profile and click the **Accounting** tab at the top and then where it says Payout Bank Account click on **Add Bank Details**.

👤 Profile	⚡ Activity	✉ Communications	★ Reviews	💳 Accounting

Payouts Account

This tutor hasn't signed up for a Payouts account yet.

`Send sign up request`

Payout Bank Account 🏛 Add Bank Details ❓

No bank details have been added yet.

Payment Orders ❓

Total Paid: **0**   Total Unpaid: **0**

No Payment Orders

Payments over the last year

Total 2023: **0**   Total 2022: **0**

You haven't paid this tutor anything.