

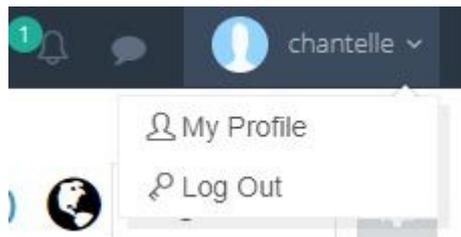
# Account Set-Up

**STEP 1-** You will receive an e-mail from Ayotree



**STEP 2-** Login with username and password given and change your login and password under My Profile

[Lacasitadeingles.ayotree.com](https://lacasitadeingles.ayotree.com)



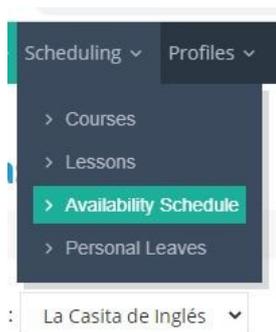
**STEP 3-**

**Edit your profile:**

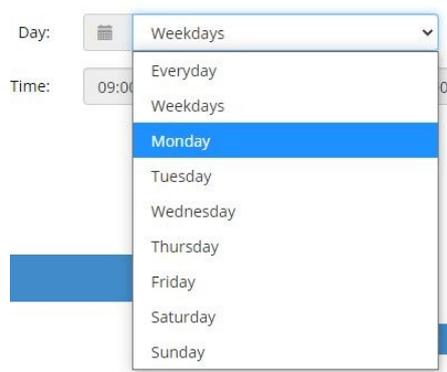
- Fill in all the blanks
- Upload a picture of yourself (shoulders up, plain background, clean appearance)
- Upload documents:
  - A copy of your CV
  - A scanned copy of your NIE/DNI or appropriate visa
  - A scanned copy of your passport
  - A signed copy of the "Clausula de Confidencialidad" Release Form, mentioned above.
  - A copy of your background check (certificado de delitos de naturaleza sexual). You can acquire this by going to Calle Bolsa 8. You need to ask for an appointment online and bring 2 copies of the form as well as your NIE and a copy of your passport. IMPORTANT: Please rename the photo file with your name e.g. "Leila Gherabli Background Check"
    - <https://citaprevia.mjusticia.gob.es/es/reservar/>

# Availability

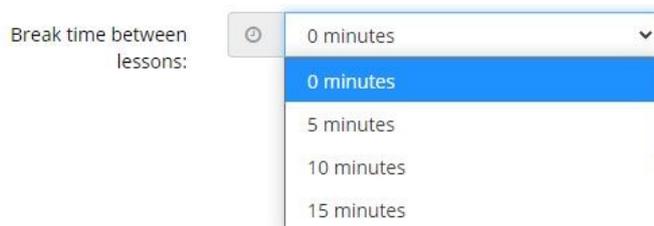
## Step 1- Choose Availability Schedule



## Step 2- Select the day you would like to add the availability to.



## Step 3- Choose your break times between classes. Please keep in mind this will affect the amount of classes you can schedule in your available times.



## Step 4- Select the available time.

- When you select these times, a class may be scheduled at any time within these hours.
- We cannot guarantee the amount of classes that will be scheduled, but you will ONLY be paid for the classes you teach during those hours. It may be slow at the beginning, but the more hours you are available the more chances you will have for classes.
- If necessary add two different time slots (morning/afternoon).
- **If you are teaching presentially in the afternoon/Saturday DO NOT say you are available during those times.**

## Step 5- Your schedule will look something like this, and will save automatically.

[+ Add Available Time\(s\) »](#)

[Week Calendar](#) [Delete Selected](#)

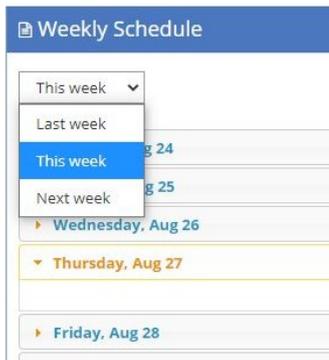
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
<input type="checkbox"/> 10:00 AM - 12:00 PM		<input type="checkbox"/> 10:00 AM - 12:00 PM <input type="checkbox"/> 03:00 PM - 05:00 PM	<input type="checkbox"/> 09:00 AM - 05:00 PM	<input type="checkbox"/> 09:00 AM - 05:00 PM	<input type="checkbox"/> 11:00 AM - 01:00 PM	

# Classes

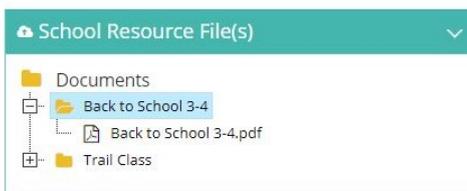
**Your Calendar- Here you can view your calendar of scheduled classes. YOU WILL RECEIVE AN EMAIL EACH TIME A NEW CLASS IS BOOKED WITH YOU.**



**Upcoming Schedule- This is available on the right side of the page.**

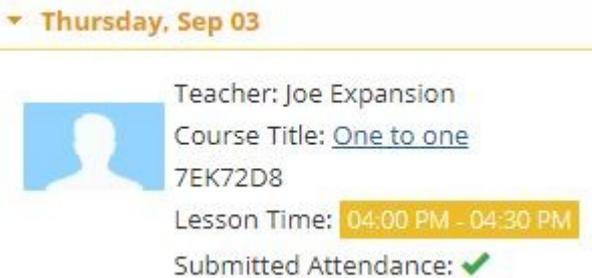


**Lesson Plans- These will be available in the bottom right corner.**



**Starting a Class-**

**Click the link that appears in the course name. Here for example it would be "One to One"**



Next, You will see the students in that class and more class information and time.

**Student(s)**

[Send Email](#) Total Number of Students: 2

All

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 Ines Mendoza  
S220993  
Lesson Hour(s) Available 400.00

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 Yago Mendoza  
S226352  
Lesson Hour(s) Available 40.00

Click "Launch Virtual Classroom" to start the class.

**Course Information**

 Joe Expansion

Course Title  
One to one

Course Code  
7EK72D8

Course Dates  
01-09-2020 - 30

[Course Calendar](#)

[Check In](#)

Ayotree

[Launch Virtual Classroom](#)

How to know if a student only attends a group class once a week?

**Course Information**

Course Title  
Clase Grupal-  
2014/2015

Course Code  
9GK335B

Course Dates  
16-09-2020 - 14-06-2021

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**Student(s)** Total Number of Students: 3

[Send Email](#)

All

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 clàudia [redacted] Tuesdays Only  
S232102  
Lesson Hour(s) Available 18.00 [Add Hours »](#)

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 Maria [redacted]  
S232284  
Lesson Hour(s) Available 36.00 [Add Hours »](#)

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 Vega [redacted] Tuesdays Only  
S232158  
Lesson Hour(s) Available 18.00 [Add Hours »](#)

Please note that in the group classes, if the student's name appears "Name- (Day of the Week) Only" they will only be attending class that day.

For example, Claudia- Tuesdays Only

## **ONE HOUR CLASSES**

When teaching 1 hour classes launch the virtual class with the Ayotree video platform instead of Zoom. Zoom will kick you out after 45 minutes of class, but the program that Ayotree provides won't.

## **When Requesting Time Off**

When requesting time off message me (Joe) directly and I will make sure to reassign your classes and upload your time off on to the platform.

## **What Should You Do If a Student Doesn't Show Up?**

If a student doesn't show up to class within the first 5 minutes you should immediately contact us through the platform.



If unsuccessful you may then proceed to contact us through WhatsApp.

## **Classes Are NOT Being Deleted**

Classes may be removed from your calendar, but not deleted from the platform. These are trial classes that decided not to sign up, but the platform keeps track of them and they are accounted for in your payroll.

## **How to see your classes on different Campuses**

Here's how to switch between locations, if you're teaching classes for two different locations:

1. Click on the "Campus" tab on the top left of your "Home" page and more locations should come up.

### **La Casita de Inglés**

(UTC +02:00) English

Home > La Casita de Inglés

Campus: La Casita de Inglés

#### La Casita de Inglés Information Board

**LA CASITA DE INGLÉS**

School Name  
lacasitadeingles

School URL  
www.clasesonlineingles.com

Subscription Marketplace

Expiration Date  
19-11-2020

Upgrade

Renew

#### Booking(s)

Course: (All) Status: Pending

Pending 0 Accepted 36 Canceled 5 History 63

Course	Day of Week	Lesson Time	Teacher	Student Booking
No booking data				

#### Weekly Schedule

This week

- Monday, Sep 21
- Tuesday, Sep 22
- Wednesday, Sep 23
- Thursday, Sep 24
- Friday, Sep 25
- Saturday, Sep 26
- Sunday, Sep 27

School Resource File(s)

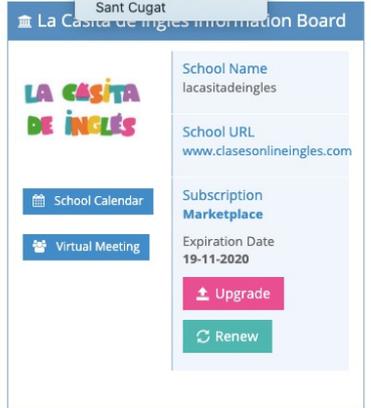
- Then just click on the location and you should be able to see the classes you have scheduled for that location.

## La Casita de Inglés

Home > La Casita de Inglés

Campus **La Casita de Inglés**  
Getafe Casita de Inglés  
Sant Cugat

### La Casita de Inglés Information Board



	School Name lacasitadeingles
<a href="#">School Calendar</a>	School URL www.clasesonlineingles.com
<a href="#">Virtual Meeting</a>	Subscription <b>Marketplace</b>
	Expiration Date 19-11-2020
	<a href="#">Upgrade</a>
	<a href="#">Renew</a>