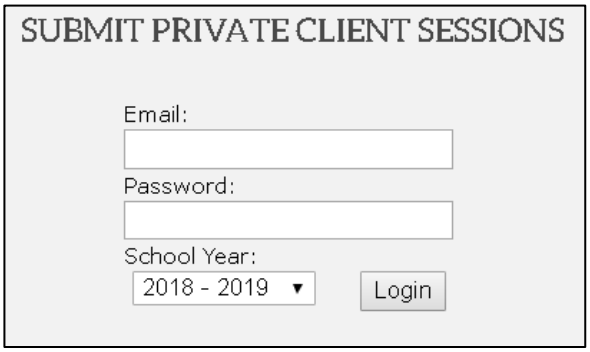
Tuition Management System – Tutor User Guide

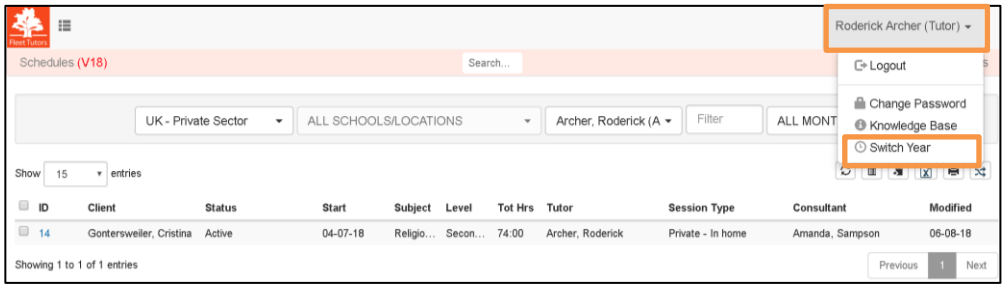
Login

- Log in to the Fleet Tutors website and select **Tutor Log In**



- Select the relevant school year using the drop down list ☐ before logging on.
- **NB** The school year runs from September to August.

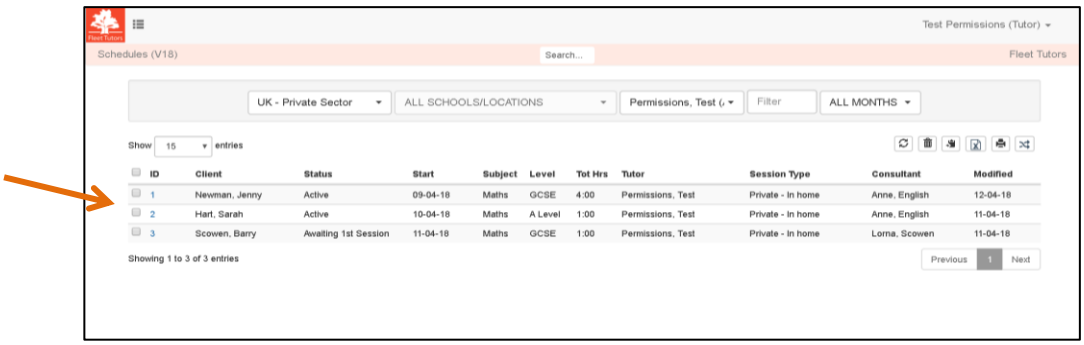
Changing the school year from the Schedule page



As you can only view and submit sessions if you are in appropriate school year you may need to change the school year from the Schedule screen.

- Click on your **name**
- Select **switch year** and select the appropriate school year on the following screen.

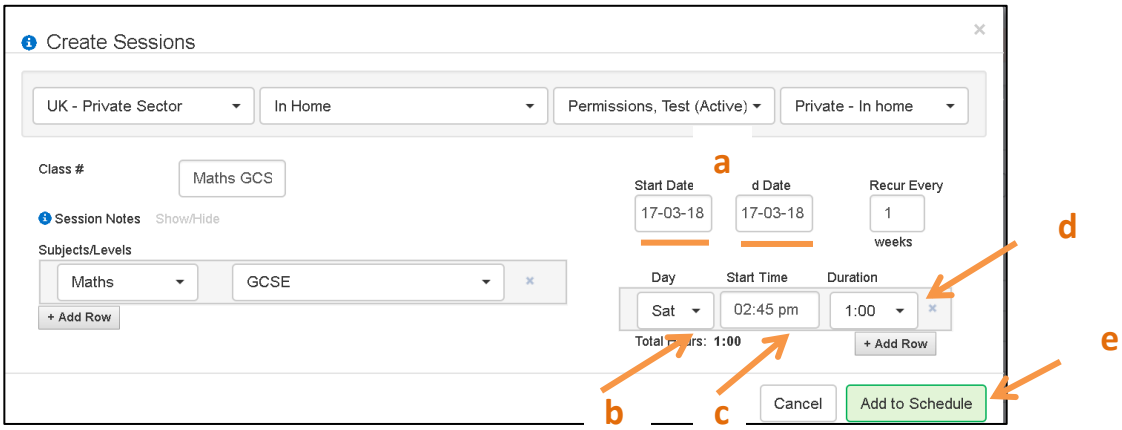
Creating Sessions



- **From the Schedules Screen (Home screen)** **Click** on the appropriate client assignment schedule ID number to open the **Schedule Details** screen and then select Create Sessions
  NB. You can only create sessions if the assignment status is showing as Active.

To create a single session:

- Select Release Dates/Times button on the right hand side of the create session screen to allow you to add the dates and times as follows:



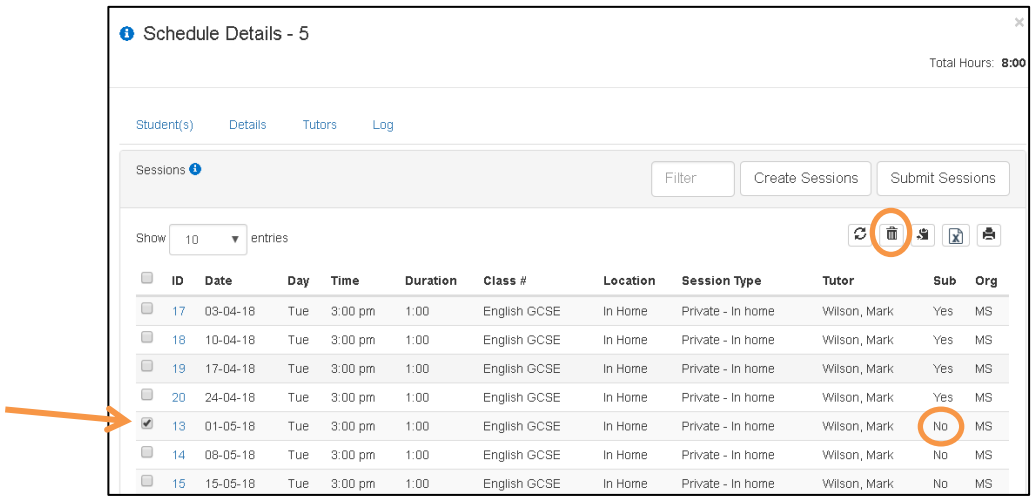
a. Select the appropriate date of the lesson with the same end date.
b. Change the day of the week to match the date.
c. Select the start time.
d. Select appropriate duration to ensure 'Total hours' has a value.
e. Select Add to Schedule

To create multiple sessions: *Recommended if you have regular sessions over a period of time*

a. Select start date and different end date which would be the end of the month or end of tuition programme.
b. Select the day of the week tuition occurs.
c. Select duration to ensure 'Total hours' has a value.
d. Select Add to Schedule

NB. Should there be two sessions per week you can select **+Add Row** and select the second day of the week before adding to schedule.

Submitting a Session for payment

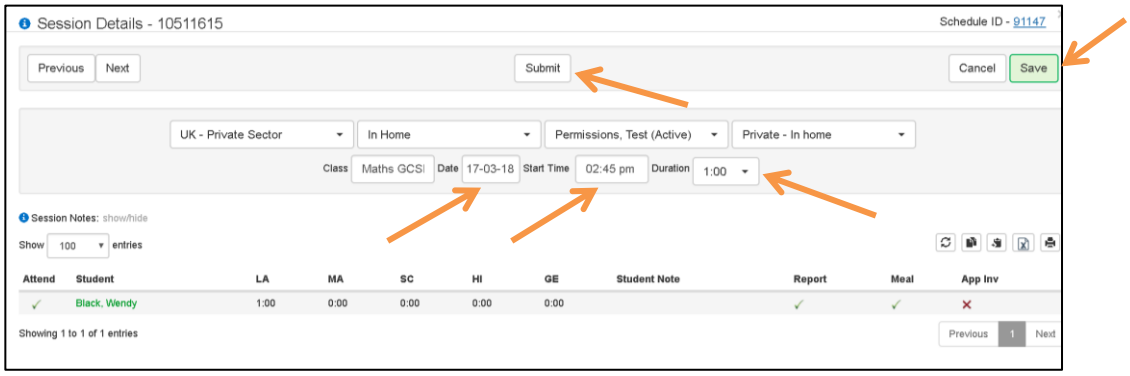


- In the Schedule details screen you can view all your created sessions for the assignment.
- If session has not been submitted yet 'No' will show in the Submitted (Sub) column.

- If a session did not take place you must tick the tick box next to the session ID and delete by clicking on the icon.

To submit sessions for payment:

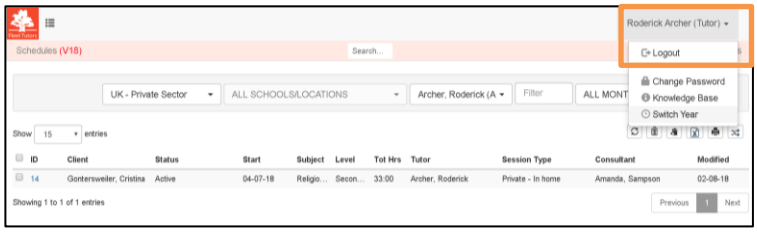
- Place a tick to the left of each session you wish to submit (checking date and duration*) and select Submit Sessions
- *If an amendment to a session needs to be made, eg, duration, click on session ID number to open up the session details screen.



- Check date and time details are correct.
- Select **Submit** and then **Save.**
- Session has now been submitted for payment.

IMPORTANT: Once submitted you cannot make any changes to the session so submit sessions AFTER the session has taken place. Please ensure all sessions are submitted by the end of each month.

Logging Out of the System



- Click on your name
- Select **Logout**

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Use symbols for additional information as you use the system.

If you have any concerns, or need assistance, please contact the private client team on 0333 920 2585.