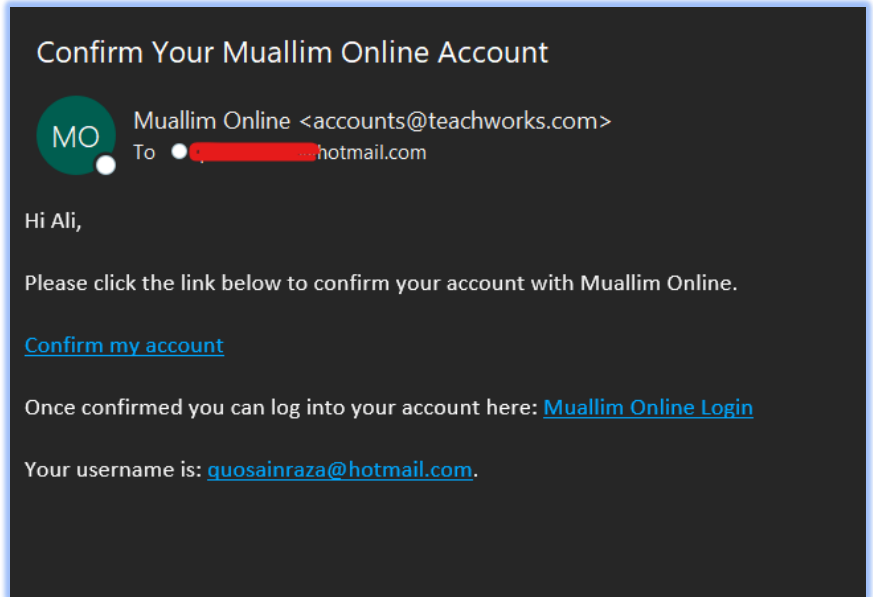


TEACHWORKS STUDENT'S MANUAL

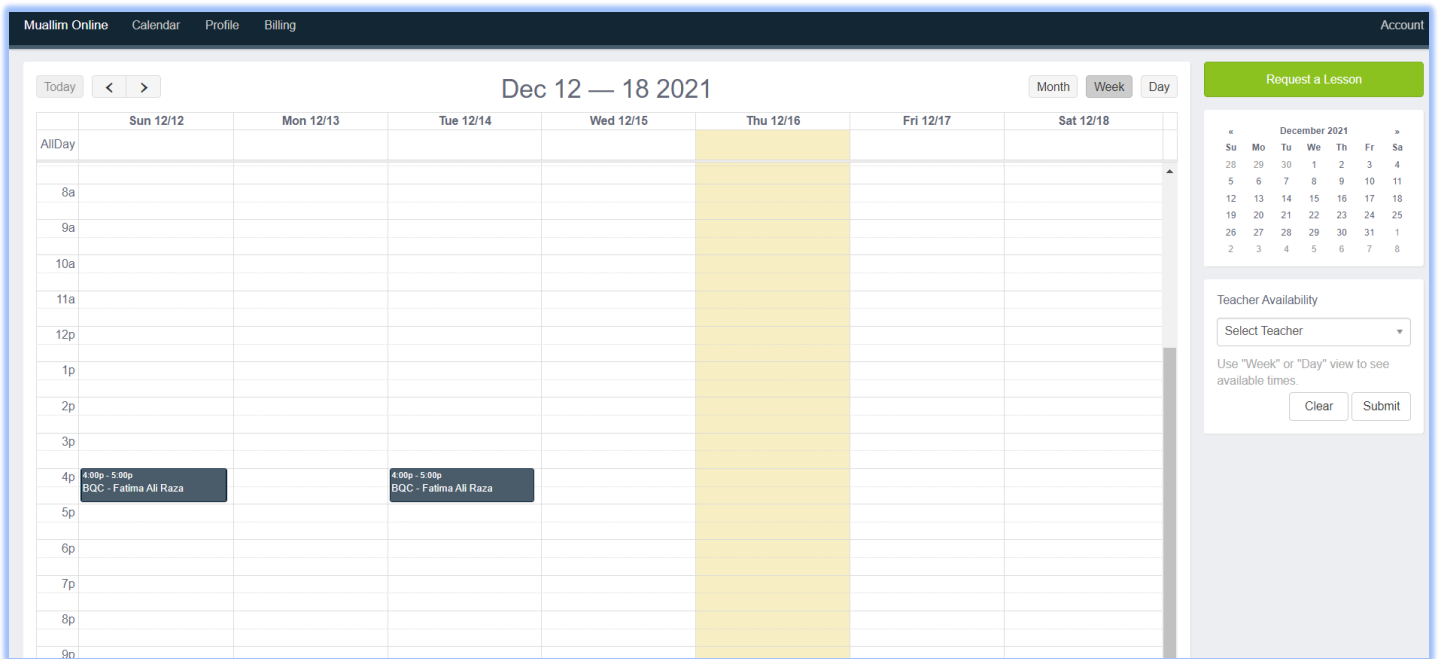
Email:

You will find an email which will be registered on Teachworks. You need to click on Confirm my account to set the password and access your account.

If it shows an error, kindly contact the admin and they will resend you the welcome email.



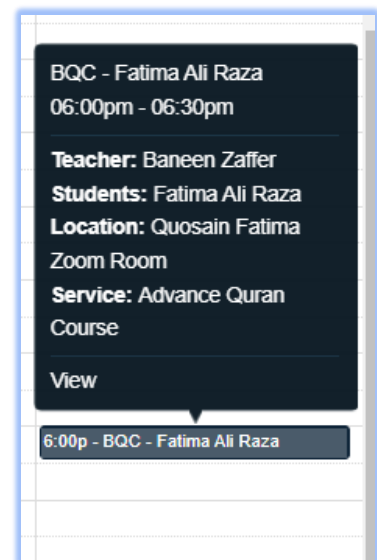
Calendar:



Calendar is going to be the first page you will see when you log in. Here you can check all the classes arranged for you in the week.

If you click on the class, you will be able to view this box with all the details.

Click on "View" to access further details.



You can cancel your class 2 hours prior to class timings from here.

To access the class, you simply need to click on the location that is mentioned in this box and it will redirect you to zoom.

The screenshot shows a modal window titled "BQC - Fatima Ali Raza" with a close button in the top right corner. Below the title, the time "06:00 PM - 06:30 PM on 2021-12-18" is displayed, along with a "Scheduled" status button. The modal lists the following details: Service: Advance Quran Course, Location: Quosain Fatima Zoom Room, Teacher: Baneen Zaffer, Student Count: 1, and Duration: 0.5 hours. Below this information is a table with three columns: Student, Cost, and Status. The table contains one row for "Fatima Ali Raza" with a "Scheduled" status and a "Cancel" button next to it. At the bottom of the modal, there is a "Close" button.

Lesson History:

Lesson History by Student						2021-11-01	2021-12-16	All	Go
Date	Start	Lesson Name	Teacher	Student	Status				
2021-12-14	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-12-12	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-12-11	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Cancelled				
2021-12-09	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Cancelled				
2021-12-07	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-12-05	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-12-04	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-12-02	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-11-30	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-11-28	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Scheduled				
2021-11-25	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Attended				
2021-11-23	04:00 PM	BQC - Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	Attended				

In "Lesson History" you can check the history of classes according to the date, time, teacher and status.

Request Lesson:

Request Lesson

Students Begin typing a student's name and click on the search result to add them to the lesson. For touchscreens, tap to select.

Teacher

Service

Location

Lesson Starts Lesson Ends

Time Zone: Karachi [Edit](#)

Comments

If you want to have an extra class in the week, you can simply request a lesson.

You need to fill in the details, and make sure the time bracket is 30 mins.

Once all the details are filled you will simply click on “Check Availability Conflicts” to make sure the teacher is available otherwise you will need to change the time or day.

Once that is done, simply click on “Submit”.

**You will also find Request a lesson on your homepage.

Pending Requests:

Lesson Requests						
Date	Start	End	Lesson Name	Teacher	Students	Requested At
2021-12-09	12:00 PM	12:30 PM	Fatima Ali Raza	Baneen Zaffer	Fatima Ali Raza	2021-12-07 10:48 AM

In pending requests, you can view all the class requests that you have made and are still pending.

Profile:

Mr. Ali Raza [Edit](#)

Contact Information

Email	quosainraza@hotmail.com	Additional email	
Mobile phone	+923332710471	Home phone	
Address		Address line 2	
City		State	
Zip/postal code		Country	Pakistan
Time zone	Karachi		

Notifications

Lesson reminders	On	SMS Reminders	On
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Students

Name	Email	Mobile Phone	Status
Fatima Ali Raza	quosainraza@hotmail.com	+923332710471	Active

In profile, you can make changes to your profile and check all the details that have been entered.

The most important details are Email, phone number, country, and time zone.

If you are a parent, you will see the children registered under your name.

Billing:



Transactions:

Ali Raza						Balance: \$282.36
Date	Record	Type	Due Date	Status	Amount	
2021-12-09	INV-0007	Invoice	2021-12-11	Awaiting Payment	\$96.00	
2021-12-07	INV-0005	Invoice	2021-12-09	Awaiting Payment	\$99.96	
2021-12-07	Payment	Payment			-\$96.00	
2021-11-29	INV-0004	Invoice	2021-11-30	Paid	\$96.00	
2021-11-25	INV-0003	Invoice	2021-11-26	Awaiting Payment	\$86.40	

In transactions, you can view all the transactions you have made. You can access the invoices and the payments you have made from here.

You can also view the balance that is due. If the amount is in negative means the company owes you, if the amount is in positive means you owe to the company (as above).

Packages

Packages										
First Name	Last Name	Service Type	Purchased	Scheduled	Unscheduled	Overscheduled	Used	Unused	Overused	
Ali	Raza	Beginner Quran Course	36.0	10.0	26.0	0.0	2.0	34.0	0.0	
Ali	Raza	Advance Quran Course	12.0	1.0	11.0	0.0	0.0	12.0	0.0	

The classes are assembled into sets. And for this reason, you can see the sets that have been bought. The first one is Beginner Quran Course, number of classes bought is 36, which means 3 sets have been bought of this Service. Out of which only 10 classes are scheduled, 26 are unscheduled, 2 are used and 34 are unused.