

TEACHWORKS INSTRUCTIONS FOR CLIENTS

Teachworks is you and your student's go-to for the following:

1. Requesting and keeping up with appointments
2. Viewing billing information (invoices, etc.)
3. Reading appointment reports from tutors
4. Updating preferences for notifications

NOTE: Please save or print the instructions out to be able to refer to these if you have any questions or problems.

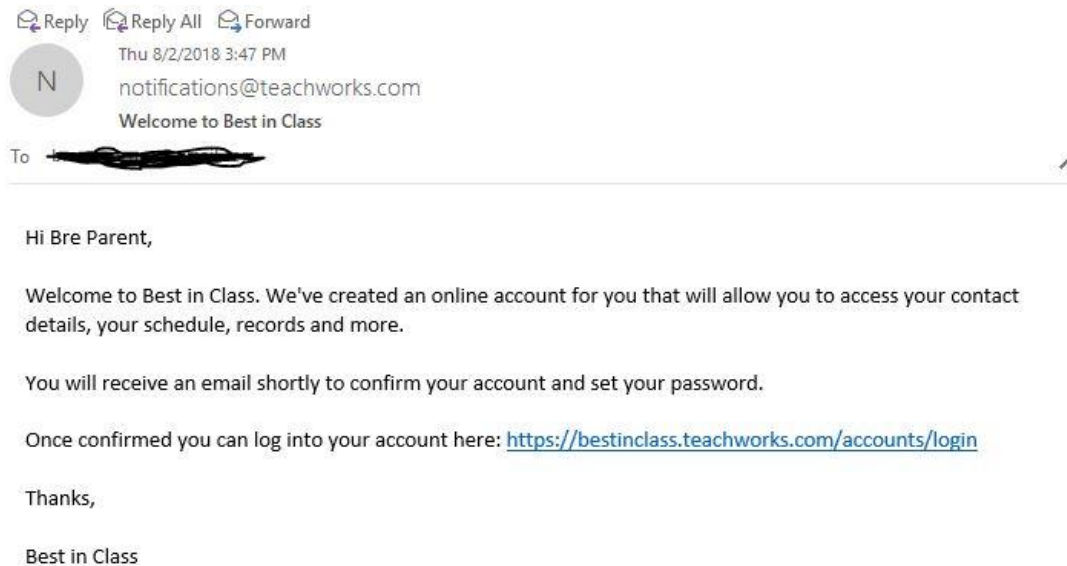
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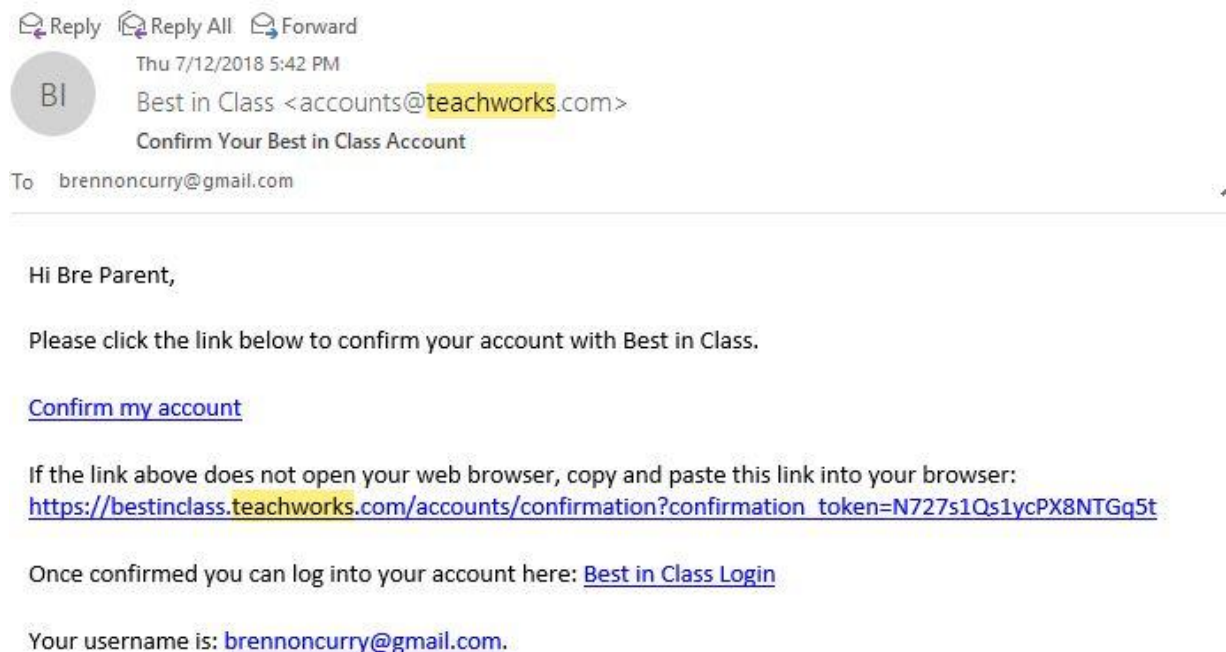
TEACHWORKS INSTRUCTIONS FOR CLIENTS

Here are the step-by step instructions for using Teachworks.

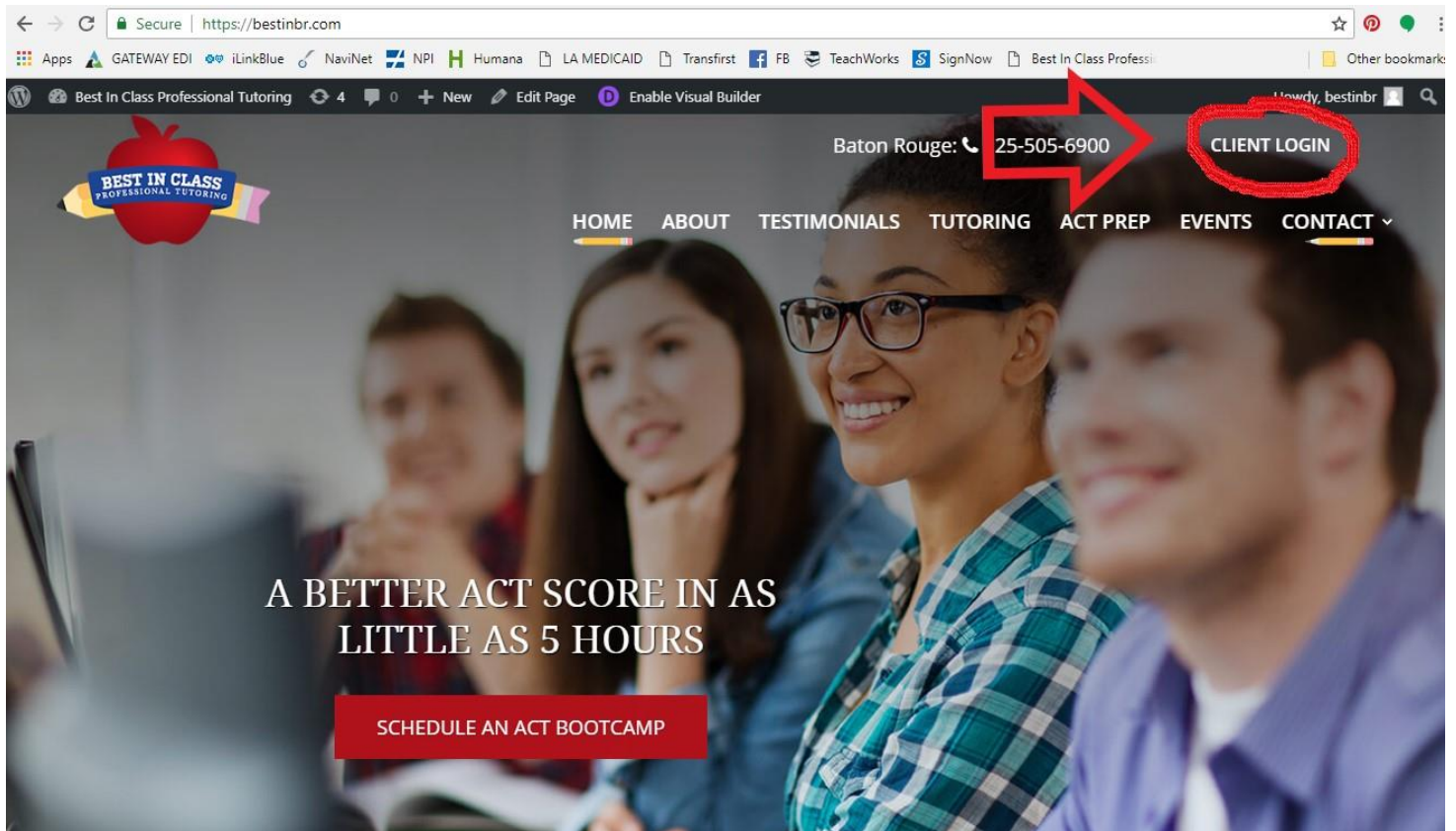
1. Once you have registered with Best in Class, you will receive an email and text message welcoming you to our system. Both you and your student will be sent the welcome emails/texts if you have given us their contact information when you registered for our services. Your accounts will be connected even with different confirmations because you were entered into our system under the same account. You will see the exact same information.



2. You will receive a second email to confirm your account. Click link to confirm account. Click link to login.



3. Once confirmed, you may also access your account by going to www.bestinbr.com and clicking “Client Login”.



4. Login to Teachworks using your username and password.

A screenshot of the login form on the Best in Class website. The form is titled 'Best in Class' and includes a 'Welcome back!' message. It has two input fields: one for the username 'brennon.bestinbr@yahoo.com' and one for the password, which is masked with dots. There is a 'Remember me' checkbox and a 'Log in' button. Links for 'Forgot your password?' and 'Didn't receive confirmation instructions?' are also present. The form is powered by Teachworks.

5. Once logged in, you can view the Calendar by clicking “Calendar” then “Calendar” in the drop-down menu.

The screenshot shows the 'Best in Class' dashboard. At the top, there is a navigation bar with links: 'Best in Class', 'Calendar', 'Profile', and 'Billing'. Below this, a dropdown menu is open under the 'Calendar' link, showing options: 'Calendar', 'Session History', 'Request Session', and 'Pending Requests'. A red arrow points from the 'Calendar' link in the top bar to the 'Calendar' option in the dropdown menu. Below the dropdown, there is a table with session history. The table has columns: 'Date', 'Session Name', 'Teacher', 'Student', and 'Status'. The first row shows a session on 08/03/2018 for 'Bre Student Nosacka (test)' by 'Stephanie Crawford', with status 'Scheduled'. The second row shows a session on 07/14/2018 at 03:00 PM for 'Bre Student Nosacka' by 'Stephanie Crawford', with status 'Cancelled'.

Date	Session Name	Teacher	Student	Status
08/03/2018	Bre Student Nosacka (test)	Stephanie Crawford	Bre Student Nosacka	Scheduled
07/14/2018 03:00 PM	Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	Cancelled

6. You can now see the student’s upcoming appointments listed on the calendar.

The screenshot shows the 'Best in Class' dashboard with the calendar view. At the top, there is a navigation bar with links: 'Best in Class', 'Calendar', 'Profile', 'Billing', and 'Account'. Below the navigation bar, there is a green banner that says 'Signed in successfully.'. Below the banner, there is a calendar view for the week of Jul 29 — Aug 4 2018. The calendar shows a grid of days and times. A green box highlights an appointment for 'Bre Student Nosacka' on Friday, August 3rd, from 5:00p to 6:00p. On the right side of the calendar, there is a sidebar with a calendar for August 2018, a 'Teacher Availability' section with a 'Select Teacher' dropdown, and an 'Open Sessions' section with a 'Hide' dropdown and 'Clear' and 'Submit' buttons.

	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4
AllDay							
12p							
1p							
2p							
3p							
4p							
5p						5:00p - 6:00p Bre Student Nosacka (test)	
6p							
7p							
8p							
9p							
10p							
11p							

7. You can view the tutor's availability by clicking on the "Teacher Availability" drop box, selecting the teacher and pressing "Submit". The grayed sections are unavailable times.

Best in Class Calendar Profile Billing Account

Today < > Jul 29 — Aug 4 2018 Month Week Day

	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4
AllDay							
8a							
9a							
10a							
11a							
12p							
1p							
2p							
3p							
4p							
5p						5:00p - 6:00p Bre Student Nosacka	
6p							
7p							
8p							

« August 2018 »

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Teacher Availability

Crawford, Stephanie ▾

Use "Week" or "Day" view to see available times.

Open Sessions

Hide ▾

Clear Submit

8. To request a session, click on "Calendar" then "Request Session".

Best in Class Calendar Profile Billing

Session History

Calendar

Session History

Request Session

Pending Requests

07/01/2018 08/03/2018 All ▾ Go

Date	Session Name	Teacher	Student	Status
08/03/2018	Bre Student Nosacka (test)	Stephanie Crawford	Bre Student Nosacka	Scheduled
07/14/2018	03:00 PM Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	Cancelled

9. Fill out the options for the appointment. ALWAYS click “Check Conflicts” before submitting. If there are no conflicts then press “Submit”.

Best in Class Calendar Profile Billing Account

Request Session

Make sure you are choosing times that are NOT SHADED.
Shaded=Not available
Not Shaded=Available

click on Calendar. Then Request Session.

Session Details

Students
Select Students

Teacher
Select Teacher

Location
Select Location

Session Starts
08/03/2018 11:00 PM

Session Ends
02:00 PM 08/03/2018

Time Zone: Central Time (US & Canada) Edit

Comments

Cancel Check Conflicts Submit

ALWAYS click on "Check Conflicts" before "submitting"

Calendar
Use this form to request a session.

10. Pending Request will be blue on the Calendar.

Sessions successfully added.

Today < > Jul 29 — Aug 4 2018 Month Week Day

	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4
AllDay							
8a							
9a							
10a							
11a							
12p							
1p							
2p							
3p							
4p							
5p						5:00p - 6:00p Bre Student Nosacka (test)	
6p							

Requested Sessions will be blue

2:00p - 3:00p
Requested - Bre Student
Nosacka

11. You can also access your pending request by clicking “Calendar” then “Pending

Best in Class | Calendar | Profile | Billing

Session History

Calendar


Session History

Request Session

Pending Requests

07/01/2018 08/03/2018 All Go

Date	Session Name	Teacher	Student	Status
08/03/2018	Bre Student Nosacka (test)	Stephanie Crawford	Bre Student Nosacka	Scheduled
07/14/2018 03:00 PM	Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	Cancelled



Best in Class | Calendar | Profile | Billing

Session Requests

Date	Start	End	Session Name	Teacher	Students	Requested At
08/04/2018	02:00 PM	03:00 PM	Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	08/03/2018 01:44 PM

12. If your request was denied, you will receive a denial email. If your request was approved, the session will appear on the calendar no longer saying "Requested".

 Reply  Reply All  Forward



Fri 8/3/2018 2:25 PM

notifications@teachworks.com

Request Declined

To brennoncurry@gmail.com

Hi Bre Parent,

Your recent session request for Saturday, Aug 04, 2018 at 02:00 PM could not be scheduled.

I am not available at this time

Sincerely,

Best in Class

Signed in successfully.

Today



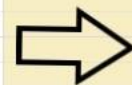
Jul 29 — Aug 4 2018

Month

Week

Day

	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4
AllDay							
8a							
9a							
10a	Once request is accepted the appointment will no longer be blue.						
11a							
12p							
1p							
2p							
3p							
4p							
5p						5:00p - 6:00p Bre Student Nosacka (test)	
6p							



2:00p - 3:00p
Bre Student Nosacka

13.To view session history, click on “Calendar” then “Session History”.

Best in Class

Calendar

Profile

Billing

Session History

07/01/2018

08/03/2018

All

Go

Calendar

Session History

Request Session

Pending Requests

Date	Session Name	Teacher	Student	Status
08/03/2018	Bre Student Nosacka (test)	Stephanie Crawford	Bre Student Nosacka	Scheduled
07/14/2018	Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	Cancelled

Best in Class

Calendar

Profile

Billing

Session History by Student

07/01/2018

08/03/2018

All

Go

Date	Start	Session Name	Teacher	Student	Status
08/03/2018	05:00 PM	Bre Student Nosacka (test)	Stephanie Crawford	Bre Student Nosacka	Scheduled
07/14/2018	03:00 PM	Bre Student Nosacka	Stephanie Crawford	Bre Student Nosacka	Cancelled

14.To view your profile, click “Profile”. To edit your profile, click “Edit”. To view your student’s profile, scroll down to “Students” section and click the student’s name.

[Best in Class](#)
[Calendar](#)
[Profile](#)
[Billing](#)

Bre Parent Nosacka

Edit

click "Edit" to edit your profile

Contact Information

Email	brennoncurry@gmail.com	Additional email	
Mobile phone	2256145688	Home phone	
Address	18164 Lake Harbor Ln	Address line 2	
City	Prairieville	State	LA
Zip/postal code	70769	Country	United States
Time zone	Central Time (US & Canada)		

Notifications

Session reminders	On	SMS Reminders	On
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Students

click on your students name to access their file

Name	Email	Mobile Phone	Status
Bre Student Nosacka	brennon.nosacka@yahoo.com	225-614-5688	Active

Files

No attachments found

15.You can also view the upcoming appointments and history under the student’s profile. Scroll down until you see “Upcoming Sessions”

Student Details

Time zone	Central Time (US & Canada)		
Birth date		Start date	07/17/2018
School	Brusly High	Grade/Year	12
Default service	Group ACT Boot Camp	Default location	Best in Class
Teachers	Stephanie Crawford	Subjects	ACT Boot Camp

Notifications

Session reminders	Off	SMS Reminders	On
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Upcoming Sessions

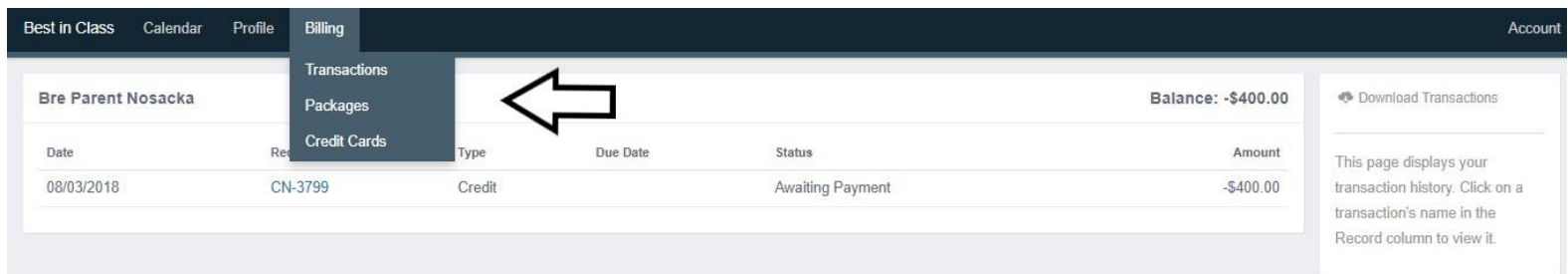
Date	Start	End	Title	Status
08/03/2018	05:00 PM	06:00 PM	Bre Student Nosacka (test)	Scheduled
08/04/2018	02:00 PM	03:00 PM	Bre Student Nosacka	Requested

Recent Sessions

Date	Start	End	Title	Status
07/14/2018	03:00 PM	04:00 PM	Bre Student Nosacka	Cancelled

[View All Sessions](#)

16. You can view your billing, by clicking “Billing”, then “Transactions” in the drop-down menu.



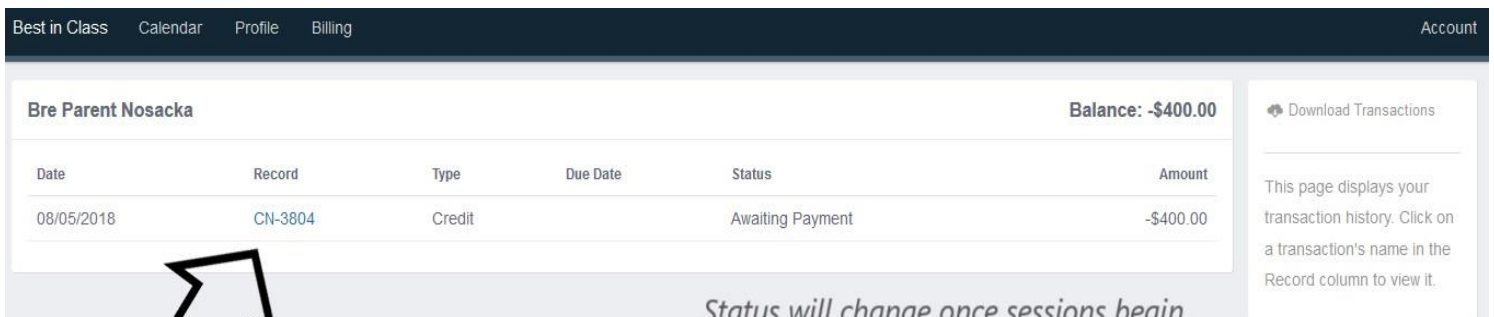
The screenshot shows a web interface with a dark blue header containing navigation links: "Best in Class", "Calendar", "Profile", "Billing", and "Account". The "Billing" menu is open, showing options: "Transactions", "Packages", and "Credit Cards". A white arrow points to the "Transactions" option. Below the menu, the page title is "Bre Parent Nosacka" and the balance is "Balance: -\$400.00". A table displays transaction data:

Date	Record	Type	Due Date	Status	Amount
08/03/2018	CN-3799	Credit		Awaiting Payment	-\$400.00

On the right side, there is a "Download Transactions" link and a text box stating: "This page displays your transaction history. Click on a transaction's name in the Record column to view it."

Click on "Transactions" to view invoices and recent payments

17. To open the invoice, click on the Record number. Status of payment will change once the session begins and the payment is linked to the session.



This screenshot is similar to the previous one, but the "Transactions" menu option is selected. The table now shows a transaction with Record number "CN-3804". A white arrow points to this record number. The status is still "Awaiting Payment".

Date	Record	Type	Due Date	Status	Amount
08/05/2018	CN-3804	Credit		Awaiting Payment	-\$400.00

Below the table, the text "Status will change once sessions begin." is displayed in italics.

Click on Record number to view the invoice.

18.Once you open invoice, you can download it as a PDF by clicking “PDF” in right corner.

CN-3799 Awaiting Allocation

PDF

Best in Class
7516 Picardy Avenue
Suite A
Baton Rouge LA 70808
United States

Bre Parent Nosacka
18164 Lake Harbor Ln
Prairieville LA 70769
United States

Credit Note Number	CN-3799
Date	08/03/2018
Remaining Credit	\$400.00

Service	Description	Qty/Hrs	Unit Price	Disc %	Line Total
testing this	testing this	1.0	400.00	0.0	400.00
Subtotal					\$400.00
Total Sales Tax (0.0%)					\$0.00
Total					\$400.00
Remaining Credit					\$400.00