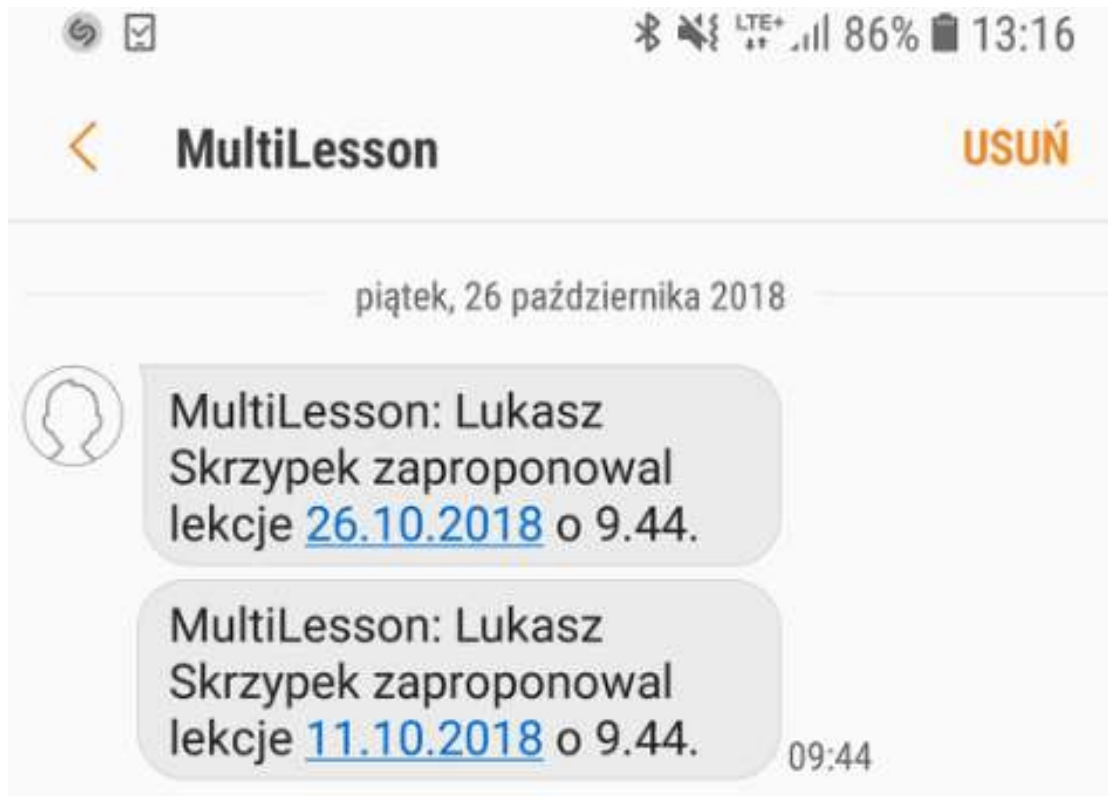


## Booking a lesson at MultiLesson.

1. A proposal to arrange a lesson is always made at the initiative of the Student.
2. The Language Teacher receives a proposal of the date and time of the meeting by SMS

Exemplary SMS:

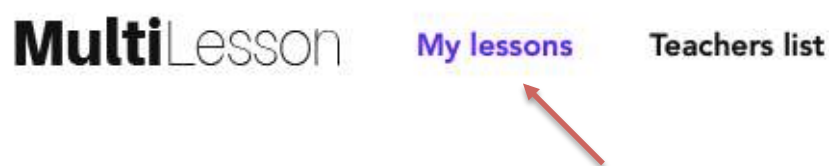


3. The SMS is for information only. It is not an "arranged lesson", but only a proposal for the date of the lesson. Details of the lesson location (whether it takes place face to face or Skype) and additional notes from the student are in the Language Teacher panel, from which the Language Teacher can manage his / her lessons.

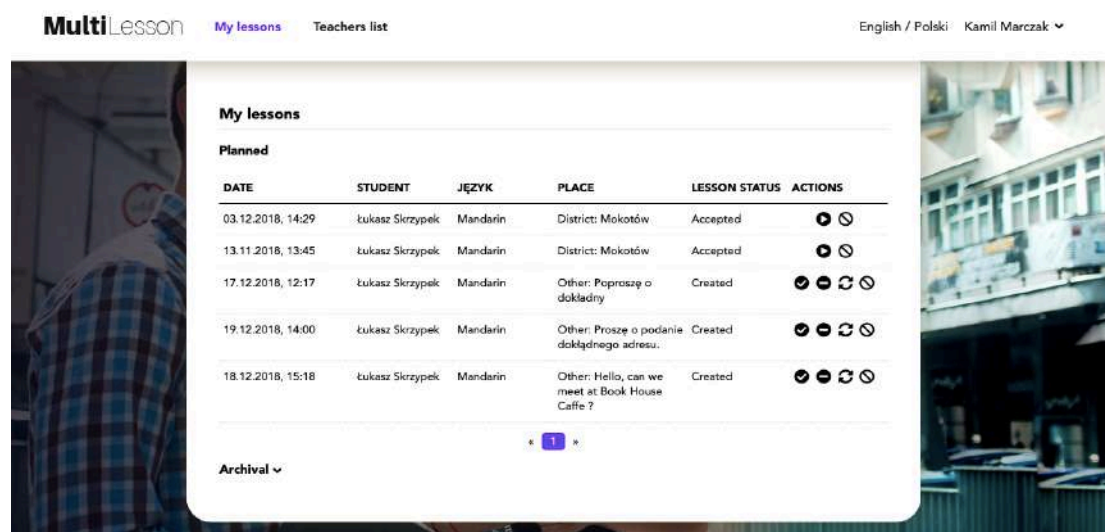
The Language Teacher Panel is available at:

<https://multilesson.pl/app/login>

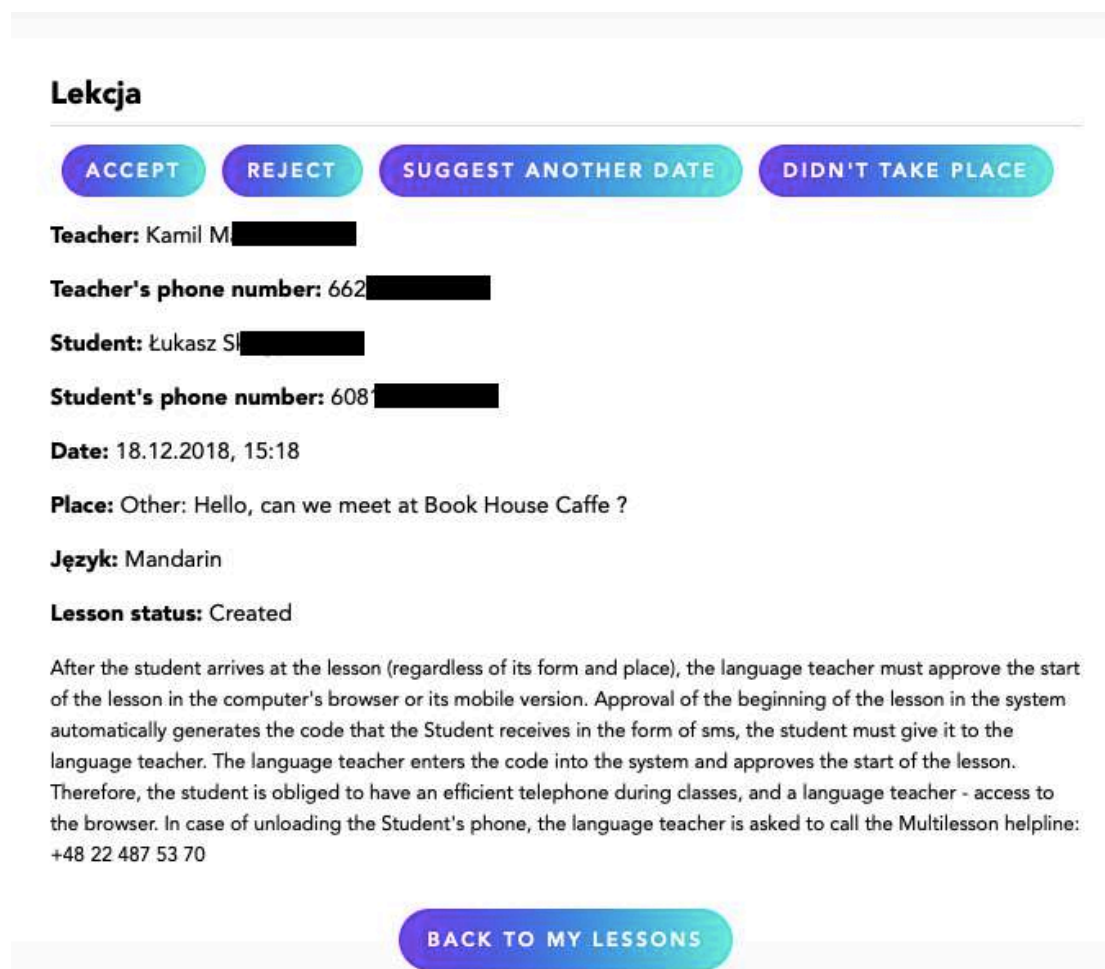
After logging in, click on My Lessons on the left on the top navigation panel.



The My Lessons tab is a view presenting planned lessons, accepted lessons and an archive of previous lessons.




The Language Teacher has the possibility to open the card of the proposed lesson so to get all the details about the lesson, the proposed place and time, comments from the student and how to contact him or her directly.



## With reference to the lesson proposed by the Student:

















### Lesson status: Planned


The Language Teacher has several options of reaction through the appropriate buttons, located to the right of the description of the lesson („ACTIONS”)

-  Acceptance of the proposed lesson. From that moment, the Student and Lektor are arranged for the indicated date and are waiting for the lesson.

#### My lessons

















##### Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	 
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	 
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	   
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	   
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffé ?	Created	   

-  Rejection of the lesson. Rejection of lessons does not have any consequences for the Language Teacher - the Language Teacher has the right to refuse to give classes to a given Student for any reason - whether due to an inadequate date or because of unwillingness to teach this particular Student or some other reason.

#### My lessons

##### Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	 
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	 
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	   
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	   
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffé ?	Created	   



Proposing a change in the date of a lesson or form of teaching, for example from a direct lesson to a lesson conducted via Skype.

### My lessons

#### Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffé ?	Created	



Clicking on the indicated button results in the appearance of a new screen that allows the Language Teacher to enter text that will be sent via SMS to the Student. At this point, it is necessary to propose in a synthetic form another date or manner of the lesson, as well as the proposed place of its to carry it out. SMS will go to the Student and the Language Teacher will wait for a response.

### My lessons

#### Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffé ?	Created	

**Suggest another date**

Proposing a different date will cancel the current reservation and allow the student to make a reservation on another date.

Message for student\*

Could you change the date of lesson to Jan 4th 2019 and after 5pm ? |

**CANCEL RESERVATION AND SEND MESSAGE**

**CANCEL**

Sending an SMS regarding a change in the lesson suggested by the Student automatically cancels the previously proposed reservation. A student who

receives an SMS from a Language Teacher may agree to a Teacher's suggestion or propose a different solution. Finally - if the Student and Language Teacher reach an agreement, Language Teacher accepts the re-arranged lesson in the manner described in point 4.

The status of the planned lesson, after being accepted by the Language Teacher, automatically changes to the **status of the lesson: Accepted**

#### 4. Starting the lesson

**Note:**

- ▶ **At the beginning of each lesson (regardless of whether it takes place at a face to face meeting or via Skype), the Language Teacher is obliged to click on the button in the "My Lessons" panel with the triangle symbol to start the lesson. Then, the Student will automatically receive an SMS with a code that must be passed to the Language Teacher to enter in a new window. Note: there is no need to mark the end of the lesson in the system.**

**My lessons**

Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⌛
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⌛
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	✔ ⏪ ⏩ ⌛
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	✔ ⏪ ⏩ ⌛
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffè ?	Created	✔ ⏪ ⏩ ⌛

**My lessons**

Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⌛
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⌛
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	✔ ⏪ ⏩ ⌛
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	✔ ⏪ ⏩ ⌛
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffè ?	Created	✔ ⏪ ⏩ ⌛

Activation code from SMS\*

⊘ If the Student did not appear at the arranged lesson, Lektor is obliged to press the button marked with the crossed-out circle in the panel. Thanks to this Lektor will receive a compensation of ½ rate for the lesson.

### My lessons

#### Planned

DATE	STUDENT	JĘZYK	PLACE	LESSON STATUS	ACTIONS
03.12.2018, 14:29	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⊘
13.11.2018, 13:45	Łukasz Skrzypek	Mandarin	District: Mokotów	Accepted	▶ ⊘
17.12.2018, 12:17	Łukasz Skrzypek	Mandarin	Other: Poproszę o dokładny	Created	✔ ◀ ↻ ⊘
19.12.2018, 14:00	Łukasz Skrzypek	Mandarin	Other: Proszę o podanie dokładnego adresu.	Created	✔ ◀ ↻ ⊘
18.12.2018, 15:18	Łukasz Skrzypek	Mandarin	Other: Hello, can we meet at Book House Caffè ?	Created	✔ ◀ ↻ ⊘

We are currently preparing the second part of the manual. It will contain information about the reports that the system will generate at the end of each month. We are doing our best to provide this information (including a set of screenshots) as soon as possible.