

# FCCT Tutor Instructions

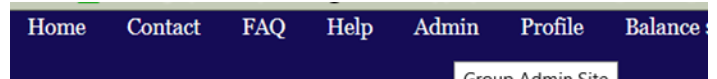
## To Submit a Class Proposal or Update Class Description

Current FCCT tutors, please continue following the steps below. **If you are not a current FCCT tutor, you will first need to complete an FCCT Tutor Application.** Find the application through our website; under the Tutor Access drop down on the top navigation bar. Our FCCT Director will contact you upon receiving your application.

**Please note:** If this is only a proposal of a class you would like to teach, FCCT's Leadership Team will need to first approve the class before it can be implemented into the schedule. If making a proposal for a new class, or updating a current class description, follow the steps below.

**Make sure to SAVE at the end of inputting or updating any information. Or it will not be saved!**

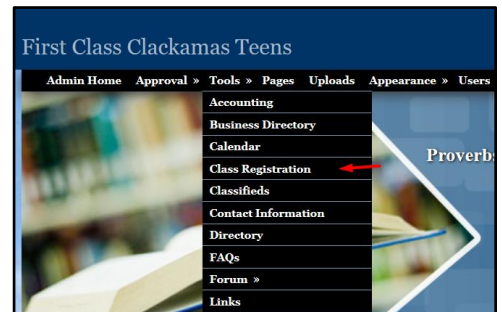
1. Login to your **FCCT Tutor or Family account** (firstclassclackamasteens.org)



- Click the **Admin button** at the very top navigation bar to open the Admin Log In page.
- User Name: **TADMIN** (same for all tutors)
- Password: **will be sent separately or please request it.** (this gives access to the Class Registration and Accounting sections of FCCT's Admin side).
- Click Submit Query



2. On the top navigational bar, put your mouse over the **Tools** link. Then click on **Class Registration**.

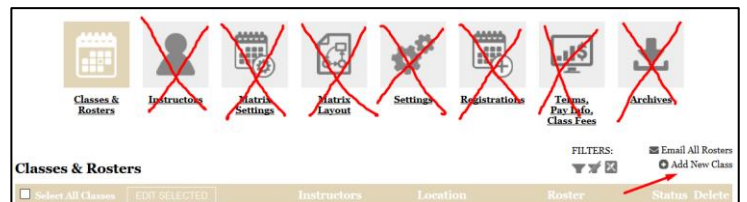


This takes you into the Class Registration set-up area; setting up class details and laying out the matrix. You will only need to go into the area listed below.

3. **To update a class** from the **Class Registration**, scroll through the list to find the class title. Make sure that it is for the correct term. Verify by (f) for fall, or (s) for spring. The date range should also match the term. Then put your mouse over the name and click to open the class structure page. **At this point move on to #5.**

4. **To add a new class** from the **Class Registration**, click on "**Add A New Class**"

This opens a page to build a new class structure.



**(Note:** If you are teaching the same class next term or year, you can **copy this year's class for next term/year**. Follow these instructions: Once you click on **Class Registration**, click on your class title; making sure you get the correct one! This will bring up the description that you typed in last term or year. **Scroll down to the bottom of the page and click on "Save and Duplicate"**. This will save it and duplicate the page. It will go back to the top of the page, looking like nothing happened. Go through the page and make any changes necessary for this coming year and then click on "save" at the bottom. Some classes may have also been put in the Archives; if they haven't been taught in a year of two.)

**Fill out all the pertinent information as listed in steps below #5:**

**\*Except: DON'T FILL OUT the following sections. These are for the ADMIN ONLY.**

- Class ID Number
- Location
- Matrix
- Class Column
- Class Row
- Maximum Parents Allowed
- Minimum Children Date
- Status
- Sign up Start Date
- Start up Start Time
- Registration Deadline
- Account
- Category

**5. Coordinator Email Address(es):** please put the email address that you will use for FCCT. Also, if you have someone helping with your class, you can list their email address as well.

**6. Secure Class Forum:** make sure this is selected, as it will create a forum for your class. Any parent & student that signs up will be added to the forum. As a tutor, your email address will be added to the forum as well.

**7. Grade/Age:** To choose more than one grade or age, hold down the shift button while you click on the grades for your class. You do not need to select from both sections. FCCT mainly uses Grade levels.

**8. Age Restriction:** FCCT mainly uses Grade levels; see above.

**9. Instructors:** If you do not find your name listed as an instructor, please click on add instructor and fill out the information. If you are an FCCT member and have an account, you can select your name from the Family drop down list. This should populate all the fields for you. Add your Bio, picture and payment information. (Please note: as a tutor, you will need to have either a current Family/Member account set up, or a free tutor account. This will give you access to the forum and other areas of the website.)

**10. Curriculum Used:** You can list the curriculum you are using here.

**11. Textbook needed:** List any textbook the student will need here.

**12. ISBN:** List ISBN numbers for any required books the students needs to purchase. Separate multiple ISBN numbers with a comma.

**13. Supply List and Course Syllabus.** You may download a supply list and course syllabus if you want. Please save your document as a *PDF* file so everyone can open this document. (If typed in Word, you can save as a PDF file.) *If you do not have a supply list or course syllabus typed up, you can add it in the Description area.*

**14. Days of Class:** please make sure that Monday is selected!

**15. Start/Finish Dates:** This would be the first and last day of the term teaching in for class being set up.

**16. Start/End Time:** This would be the start and end time for the class being set up. FCCT's current period times are as follows:

- Period 1: 9:00 AM - 10:30 AM
- Period 2: 10:40 AM - 12:10 PM
- Period 3: 1:00 PM - 2:00 PM
- Period 4: 2:10 PM - 3:10 PM

**17. Class Description.** Please include the following **with the description of the class:**

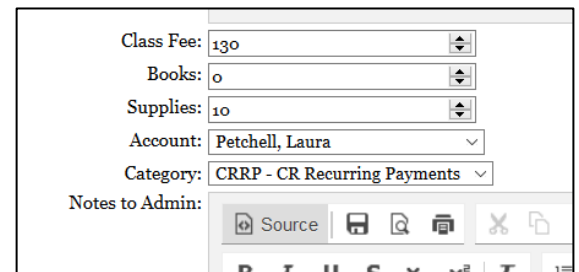
- Homework (please list any tests, quizzes, projects, reports, etc that will be required)
- Any other pertinent information that the students need to know about your class.
- Class Length: (i.e., list the term teaching; fall, spring, or full year)
- Prerequisites:
- Additional Fees:
- Payments accepted: (*i.e., cash, check, PayPal-in or out of system, Venmo, Square Cash, etc.*)

**18. Send a Reminder:** You can send a reminder to your students set to a number of days of your choosing before the first day of classes.

**19. Reminder Message:** Place your reminder message here. Maybe they need to bring books/supplies to the first day of class. Or you might just want to put a welcome to class message here.

**Finances for class.** Here is the description for each financial section.

An example is show to the right.



The screenshot shows a form with the following fields and values:

Class Fee:	130
Books:	0
Supplies:	10
Account:	Petchell, Laura
Category:	CRRP - CR Recurring Payments
Notes to Admin:	

Below the form, there is a toolbar with icons for Source, Save, Print, Copy, and Paste.

**20. Class Fee:** This is where you would list (for the website system) the class tuition. This would be charged per student.

**21. Books:** This is where you would put any book fees due up-front.

**22. Supplies:** Any other fees due up-front go in here (i.e. supplies you would need to buy for class).

**23. Account:** If you are a current tutor, you will find your name listed here. It is tied to your class; as the system invoices your class tuition to each family as students are signed up. If you are a prospective tutor, your name will not be listed. An FCCT Admin will need to add this after a Tutor Application is completed.

**24. Category:** Please choose the **CRRP – CR Recurring Payments** option. This allows the system to invoice families on a monthly basis. In the example above, the tuition is \$130; the system would invoice monthly \$32.50 in 4 months of the term.

**25. Notes to Admin:** Please let us know anything we would need to know as far as your class goes. For example:

- Any special classroom needs, set up or space requests?
- Table workspace needed?
- Note other equipment needed and approximately how many weeks they will be needed:
  - White Board
  - TV/VCR or DVD
  - Overhead Projector
  - CD player
  - Monitor
  - Easel
  - Other

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