



Making education accessible from anywhere and **maintain the continuity of learning** to make a difference in our student's academic success!



HYBRID LEARNING
FACE TO FACE &
ONLINE TUITION



Tutors SA

www.TutorsSA.com.au



Making a difference in
our student's academic life,
especially during **COVID** times!



HYBRID
ZOOM CLASSES
TERM 1 - 2022



Tutors SA

www.TutorsSA.com.au

Dear Parents/Caregivers,

Tutors SA is a proud provider of Hybrid Tuition as a leading tutoring institute in Adelaide. That is we are equipped to provide our lessons both face-to-face and online.

- We will be delivering these lessons face-to-face for those students attending the Centre.
- Students can opt to attend the live sessions via Spark* Portal following the guide provided in this document

Thank you for your understanding and collaboration.

All the best,

The Tutors SA team

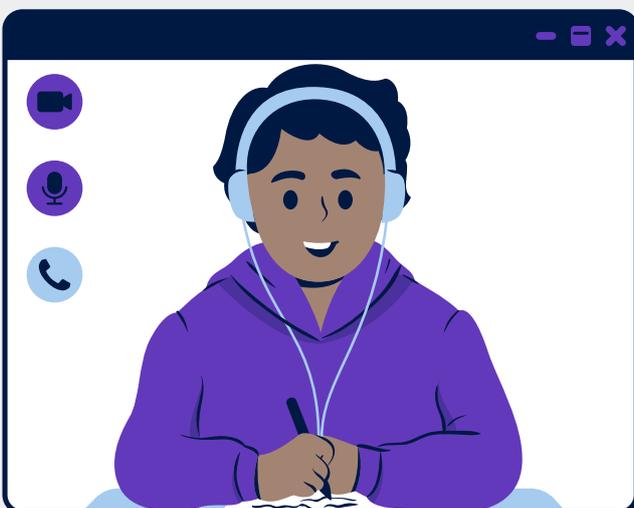
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"Dream big and pursue your goals with self-discipline and persistence. Have a plan in place and always take action to achieve your goals."

- Dr Don Wenura Dissanayake
Managing Director

1. ONLINE SESSIONS



Introduction to Spark*

A. STEP 1 - Check your profile

All new and existing students should have received an email from Spark* to create or activate an account. Once you log in, it is important you check and update your personal details by clicking the yellow 'edit' button under your profile picture.

The screenshot shows the user dashboard for Daniela Vergara. On the left is a navigation menu with 'Home' selected. The main content area includes a profile section with a photo, name, contact email, and an 'Edit' button highlighted by a purple mouse cursor. Below the profile is a 'Profile' section with fields for 'Paying Client', 'Date of birth', 'Gender', and 'Current School', along with consent checkboxes. The 'UPCOMING LESSONS' section lists five 'Testing Lesson' entries with dates, times, and 'Zoom' links. The 'CLASSES' section contains a table with one entry: 'Test Attendance - 2021' created on 23/11/2021 by Eve Hough, with a status of 'In Progress'.

Name	Date Created	Tutors	Status
Test Attendance - 2021	23/11/2021	Eve Hough	In Progress

NOTE: When you log into your Spark* account you will first have an overview of your Dashboard (As per image above). This will show all the information you have provided, as well as any classes and upcoming lessons you are currently on.

In case you have not received an email from Spark* to activate an account or you are having issues accessing your profile, please email us at info@TutorsSA.com.au



Home
Calendar
Classes
Documents
Spark LMS
Spark Video

Edit Profile

Associated Google account: —
Associated Facebook account: —

Title	First Name	Last Name *
Miss x ▾	Daniela	Vergara
Photo	Email	
Currently: one1-digital/photos/dodccff5-5585-4e87-9268-29f633eb2a0f.jpg <input type="checkbox"/> Clear	daniela.vergara@tutorssa.com.au	
Change:	Change the user's email address.	
<input type="button" value="Choose file"/> No file chosen		

ADDRESS & CONTACT DETAILS ▾

Street Address

Zipcode/Postcode

Town

Country

Timezone

Mobile

Telephone

If blank defaults to the Branch's timezone.

Academic year

Receive SMSs
If checked and the user has a mobile number, they will receive SMSs sent to them from the company.

Received notifications

Broadcasts

Lesson Reminders

[EXTRA FIELDS ▾](#) CLICK TO VIEW MORE OPTIONS

B. STEP 2 - Add information to your profile

How to Upload a photo?

It's not mandatory but we do recommend students adding a profile picture so our team and tutors can familiarise themselves with faces. You can do so by clicking the 'Choose a file' under the photo section as indicated per the first arrow.

Is all information correct?

Please make sure the information in your profile is up to date and correct. This will help us keep on top of any changes in residency, school or any important information regarding our students.

Extra fields

Please click on the 'Extra Fields' link to expand the information visible in your profile, this will bring up new information fields that are important for you to complete such as any medical conditions, emergency contacts and consent.

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SPARK*

Home
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Date of birth: 14/01/2013
Gender: Female
Current School: Adelaide East Education Centre

Medical Conditions

Emergency Contact #1

Emergency Contact #2

Please provide Name, Relationship and Contact Number.

I give consent for my child's photo to be published on Tutors SA printed materials.

I give consent for my child's photo/video to be published on Tutors SA online promotional materials and channels.

I have read and agree to the terms and conditions. <https://tutors.com.au/terms-conditions/>

Submit

A B C

C. STEP 3 - Consent

A. Terms and Conditions

All new and existing clients should have agreed to our terms and conditions prior to enrolment, so if you are able to access Spark* is because you have initially accepted these terms. We advise parents to go through the terms again and tick the box at the end of their profile, so in the future they know where to find them. Ticking the box It's not mandatory but its helpful to support on your initial agreement.

B. Marketing material

Photographs or videos of children taken for work related purposes must adhere to standards arising from DFATs Child Protection Policy. So before we photograph or film a studet or a client, it's important we obtain your informed consent. We will notify you ahead of time of any scheduled photoshoots and video sessions for any promotional or social media purposes. **Giving consent is optional** and it only takes two clicks under the student profile.

C. NOTE: Please make sure you click on the '**Submit**' button to save any changes.

D. STEP 4 - Accessing Online classes

After logging into your Spark* Student Account, on the left navigation at the bottom click on the 'Add Zoom Free' link.

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Tutors SA SPARK*

Classes

Open Classes 1 Finished Classes 0

Name

Test Attendance - 2021

Home
Calendar
Classes
Documents
Spark LMS
Spark Video

On the right side of your Dashboard look for the classes you are currently enrolled in and click on it

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Tutors SA SPARK*

● **Test Attendance - 2021**

Name: Test Attendance - 2021 Total Hours: 59.00

LESSONS 30

Testing Lesson • 21/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 16/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 14/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 09/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 07/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 02/02/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 31/01/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

Testing Lesson • 26/01/2022 02:04 PM 1 hour • Editable
Students: 4 • Tutors: 1

[View more info](#)

STUDENTS

Daniela Vergara

TUTORS

Eve Hough

AD HOC CHARGES

No Ad Hoc Charges

DOCUMENTS Upload

No Documents

Home
Calendar
Classes
Documents
Spark LMS
Spark Video

Look for the lessons scheduled for the day and click on it

Prior to the Lesson starting, click the big **ZOOM button** to launch zoom.
The tutor assigned to the lesson will be waiting for you.

The screenshot displays the Tutors SA SPARK user interface. At the top left, the logo for Tutors SA SPARK is visible. The main content area shows a 'Testing Lesson' scheduled for Tuesday 12 July from 03:00 PM to 04:00 PM. A green button with a camera icon and the text 'Join your lesson with Spark* Video now' is prominently displayed and highlighted with a purple box and a mouse cursor. Below this, there are four sections: 'STUDENTS' (listing Daniela Vergara), 'TUTORS' (listing Swetha Avula), 'DOCUMENTS' (with an 'Upload' button), and 'AD HOC CHARGES'.

E. Online Etiquette For Students

To ensure a successful zoom classroom meeting, and engage in a productive learning environment, please keep the following “do’s and don’ts” in mind:

DO'S

- Find a clean, quiet space and dress appropriately.
- Let all household members know when and where you will be in class, and ask them not to disturb you.
- Be aware of your background, lighting, and noise.
- Mute until you are required to talk. Use the Zoom functions to communicate if needed (chat, raise your hand, answer yes/no, etc.).
- Close other windows on your computer.
- Be on time to class.
- Let us know with time if you are late for a session
- Make sure you pay attention and maintain eye contact with your tutor on screen.
- Be prepared to take notes and have your course material handy

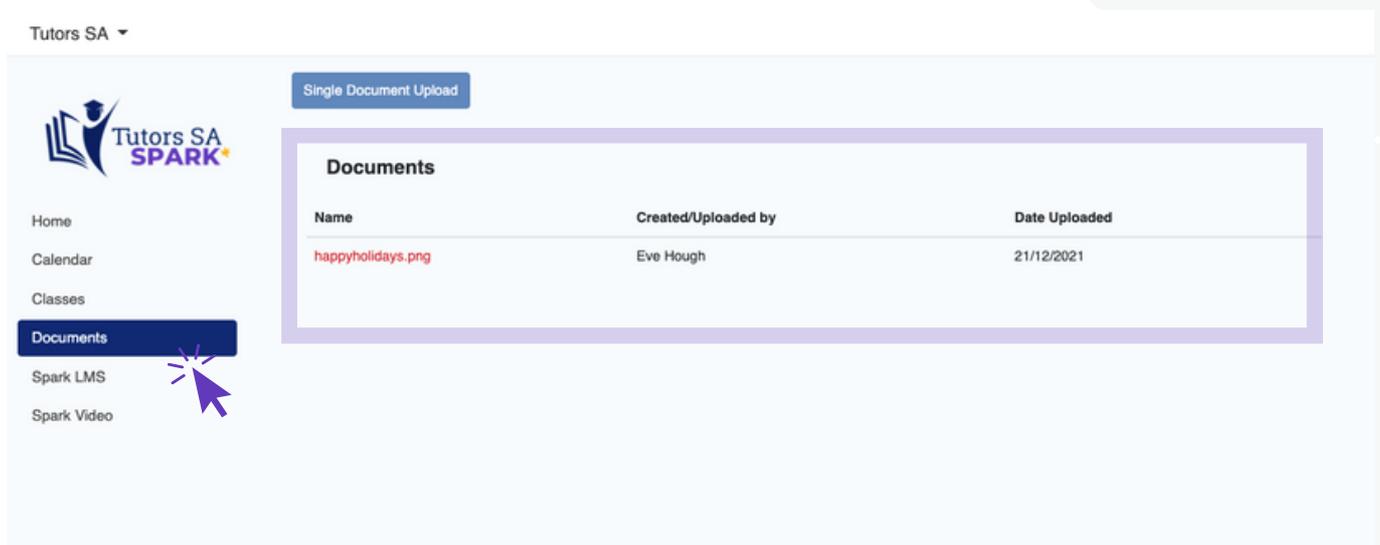
DONT'S

- Take screenshots, cell phone pictures, or otherwise record the class, your classmates, or your instructor without express permission to do so.
- Change your name or change your zoom background during the meeting.
- Walk around during the class meeting.
- Use the chat for side conversations with classmates.
- Sit in front of a window or bright light, this will make your face too dark to see.
- Have conversations with household members off camera.
- Allow household members to walk around behind you during your class.
- Engage in texting, social media, work from other classes, or other distractions while in class.

F. How can I view documents shared with me?

Tutors SA Spark* allows you to upload documents and view documents shared with you via the system. You can access documents using the 'Documents' folder on the left hand side of your dashboard. This area can be used to upload documents such as the homework.

This is also where your tutor might share important information such as weekly work, homework support, FAQs or weekly updates, so be sure to keep an eye on this tab!



The screenshot shows the Tutors SA Spark dashboard. On the left is a navigation menu with options: Home, Calendar, Classes, Documents (highlighted with a purple bar and a mouse cursor), Spark LMS, and Spark Video. The main content area has a 'Single Document Upload' button at the top. Below it is a table titled 'Documents' with the following data:

Name	Created/Uploaded by	Date Uploaded
happyholidays.png	Eve Hough	21/12/2021

G. Changing classes

If you have another lesson for a different subject, you are required to follow the same instructions and open the appropriate class and lesson in your student dashboard. Just like moving from one classroom to another, just that we are doing it virtually.

2. YOUR COMMITMENT



Tutors SA would like to emphasise the importance of regular class attendance. While most students are consistent with their attendance, in the past we have experienced some irregularities. Irregular class attendance directly impacts on students' performance, and the ability to grasp concepts taught in subsequent lessons.



At Tutors SA, in most situations there are multiple groups per year level for a given subject at different times of the week. This facilitates up to a maximum of 2 replacement classes/sessions per term should the student be unavailable to attend their regular session.



However, we appreciate if parents can monitor their child's attendance more closely and actively work on sending them to all the scheduled classes. We believe tutors, students, as well as parents should work together to ensure the best outcome is achieved for the students.





Tutors SA

Your partner in **academic excellence!**

www.TutorsSA.com.au



CONTACT US

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 Tutors SA

 @TutorsSAadelaide