AYULQURAN

Family Guide (Computer)

How to use your Ayulquran account, step by step, on a computer

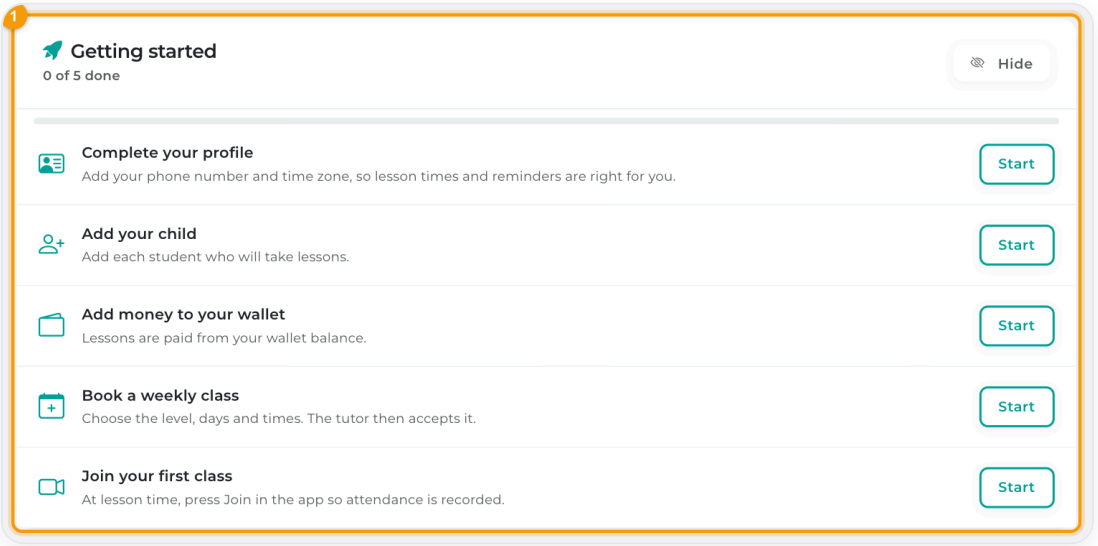
This guide follows your first week: add your child, add money, book a class, join it, and keep track of progress. The orange numbers in each picture match the numbered points next to it.

1 Your first steps
2 Add your child
3 Add money to your wallet
4 Book a weekly class
5 Join your class
6 Mark attendance
7 Change a lesson
8 Taking a break
9 Progress reports
10 Help and messages

1 Your first steps

When you log in, your dashboard shows **Getting started**: your first steps in order. Each step ticks itself when it is done.

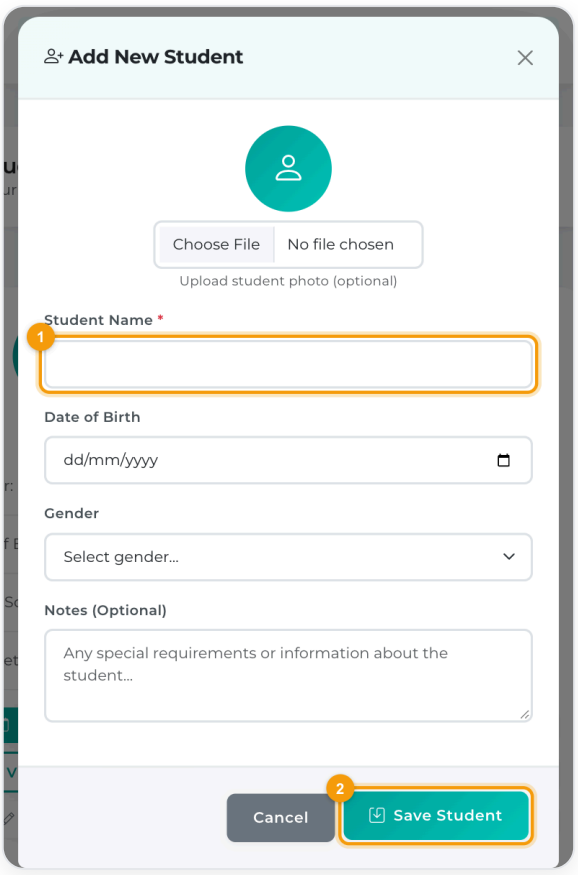
1. Press **Start** next to a step to go straight to the right page.



2 Add your child

Open **Students** from the menu on the left and press **Add Student**.

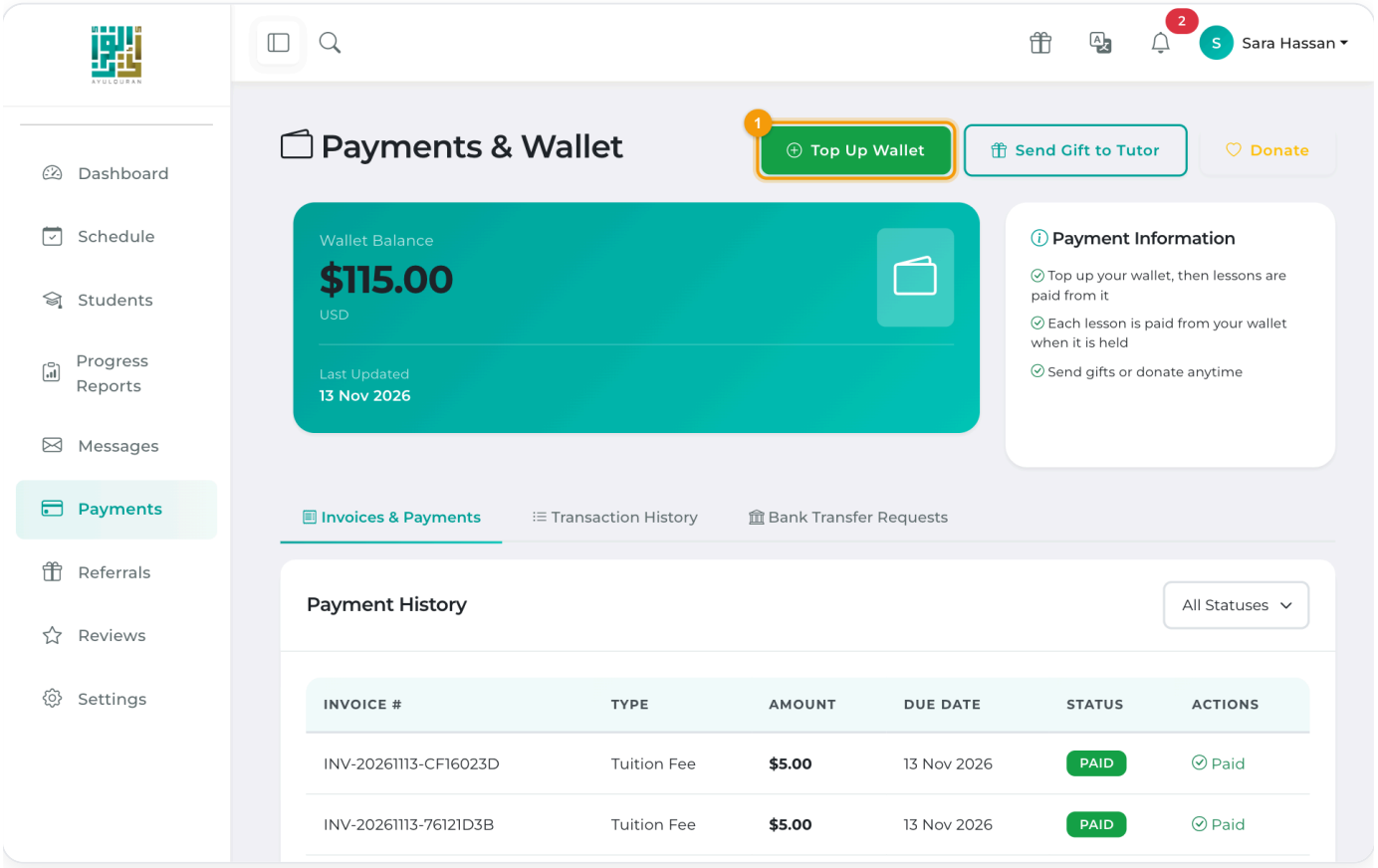
1. Type your child's name (the photo, birthday and notes are optional).
2. Press **Save Student**. Add each child who will take lessons.

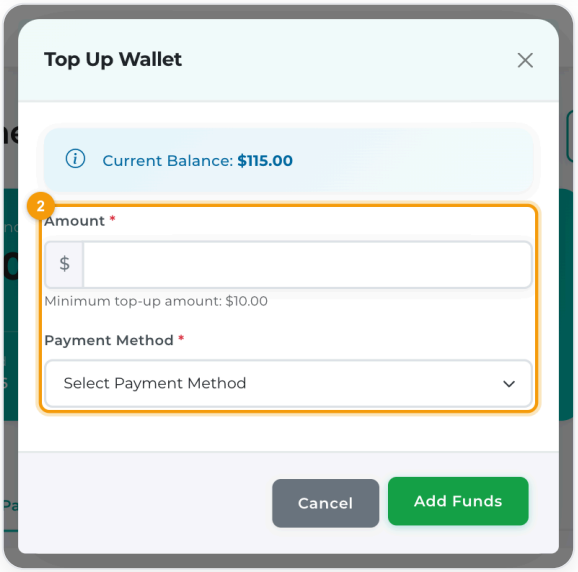


3 Add money to your wallet

Lessons are paid from your wallet, one lesson at a time, after the lesson. Open **Payments** from the menu on the left.

1. Press **Top Up Wallet**.
2. Enter the amount, then choose **PayPal** or **bank transfer**. For a bank transfer, upload the receipt and we confirm it.

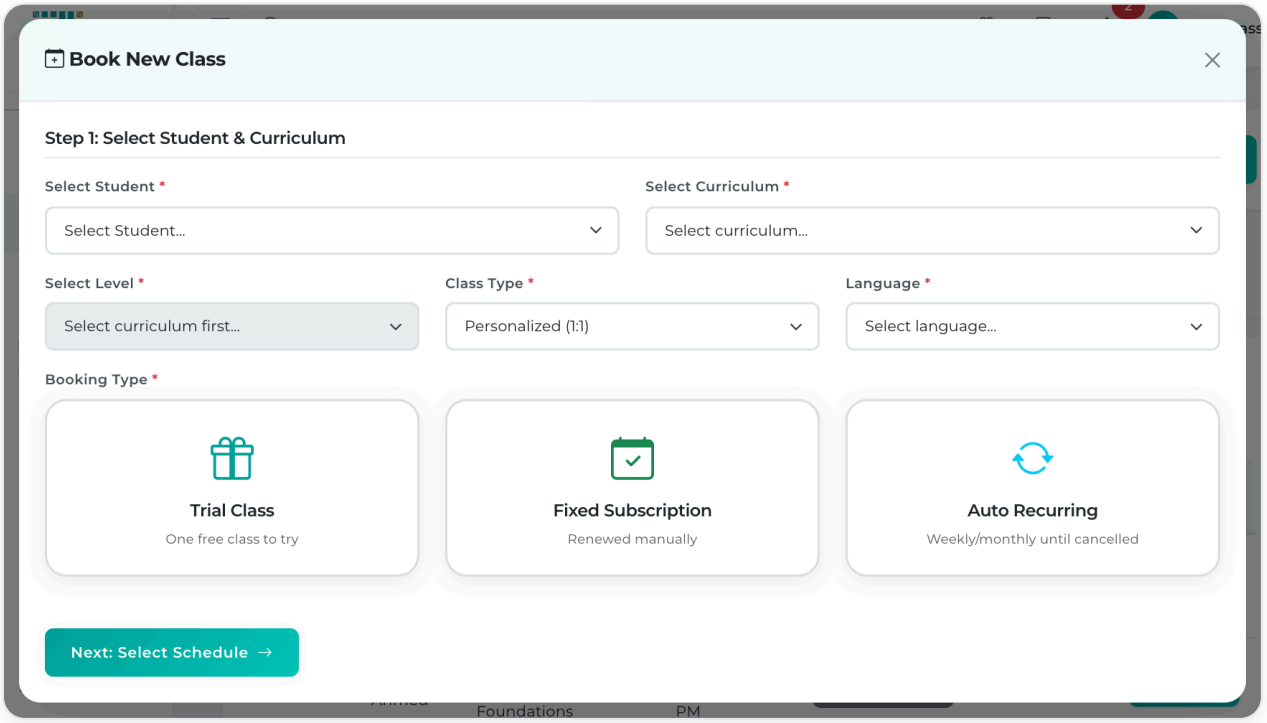




4 Book a weekly class

Open **Schedule** from the menu on the left and press **Book New Class**. Choose your child, the curriculum and level, the class type and language, then a **free trial** or regular weekly class, and the days and times that suit you.

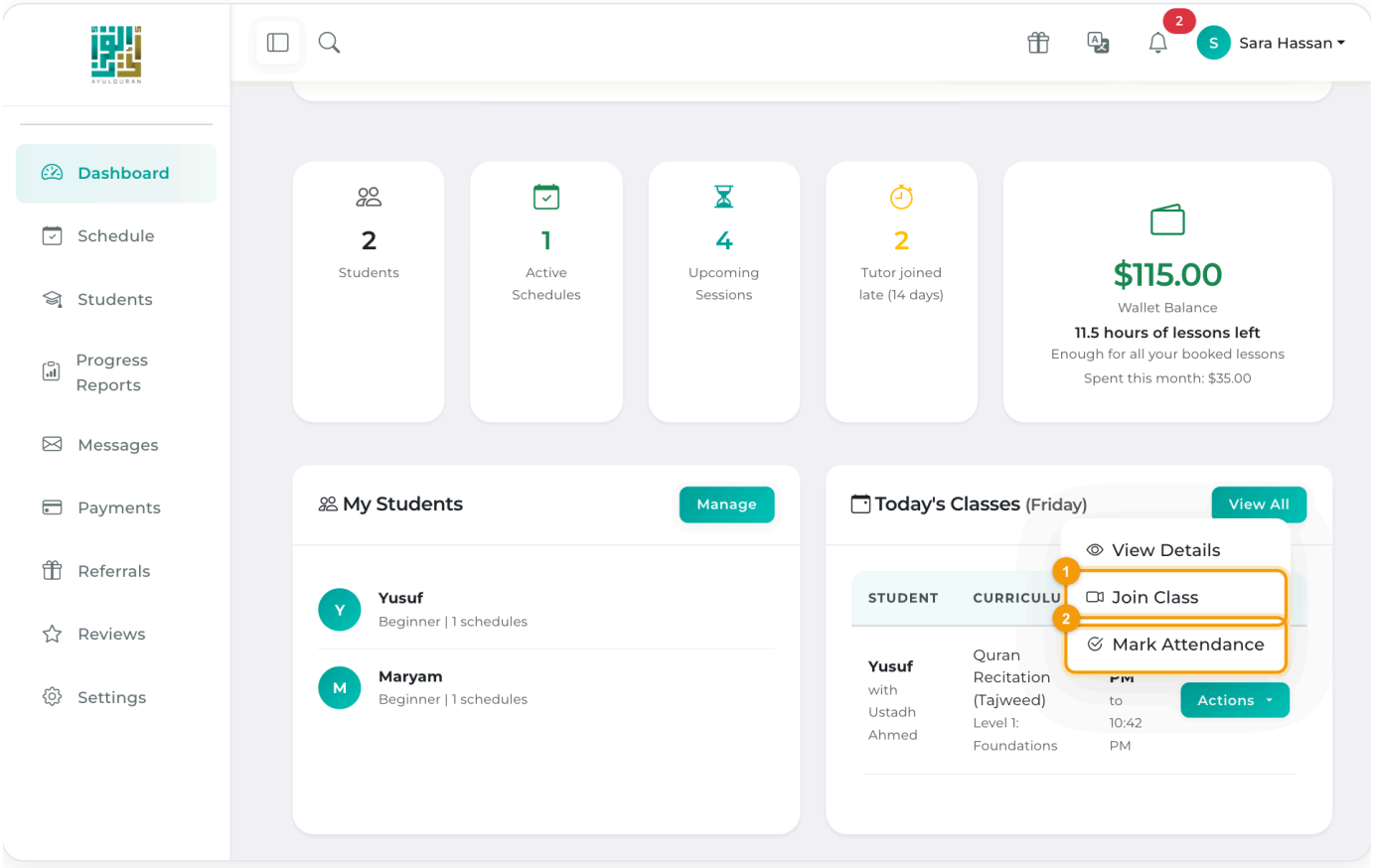
> Times are shown in your own time zone. The tutor accepts the request, and the lessons then appear every week.



5 Join your class

You get a reminder **2 hours** and **15 minutes** before each class. On your dashboard, under **Today's Classes**, press **Actions**.

1. **Join Class** opens the lesson. It becomes active 5 minutes before the start. Always join from here: it records that your child came, and when.
2. **Mark Attendance**: see the next step.

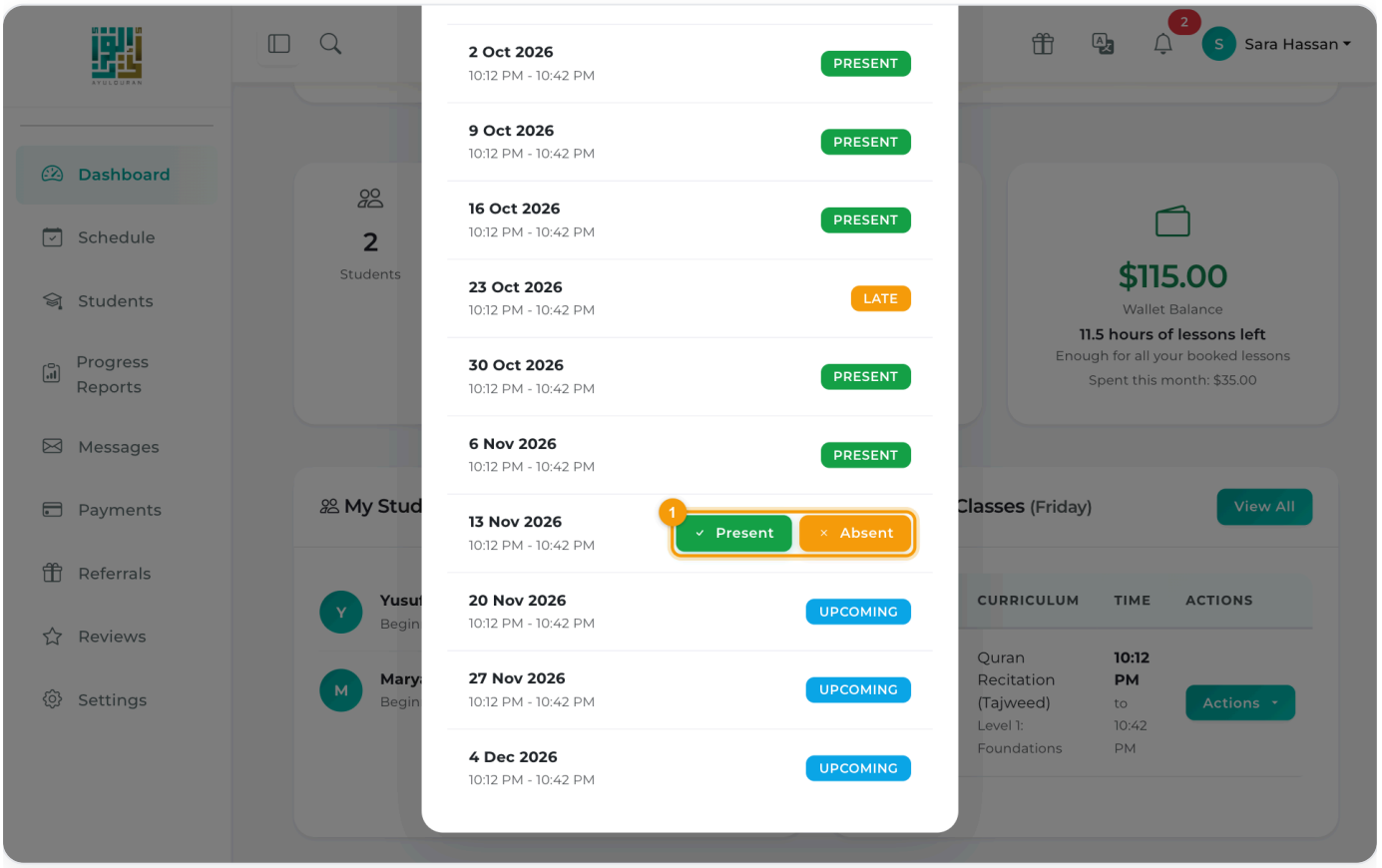


6 Mark attendance

Near the end of the lesson, open **Actions** → **Mark Attendance**.

1. Choose **Present** or **Absent**. The tutor confirms too; when you agree, the lesson is recorded and paid from your wallet.

> If nobody marks it, you get a reminder after the lesson and the next morning. After 24 hours the app records it from who pressed Join.

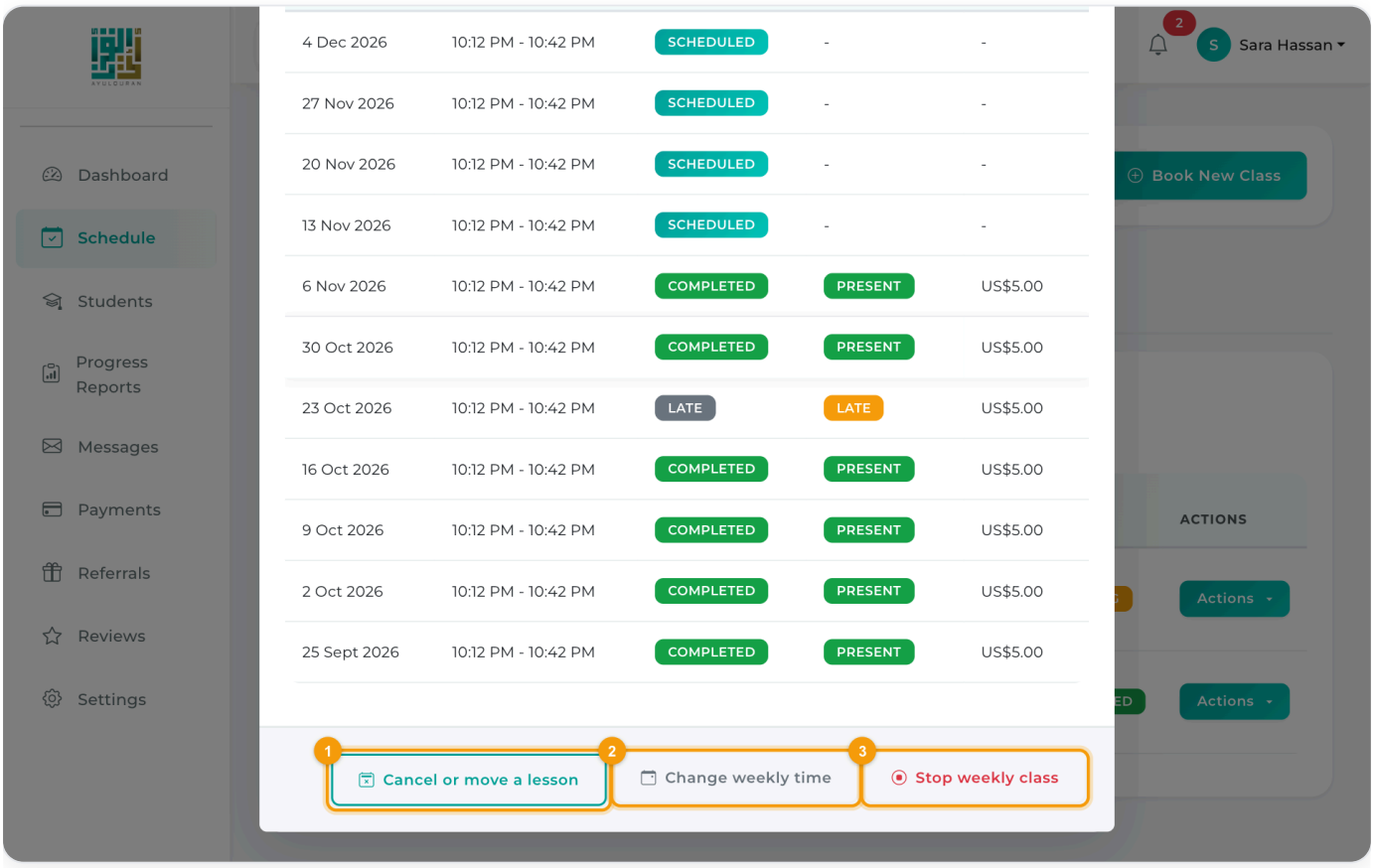


7 Change a lesson

In **Schedule**, press **Actions** → **View Details** on a class.

1. **Cancel or move a lesson**: up to 2 hours before it starts. When moving, you see the tutor's free times.
2. **Change weekly time**: a new regular day or time.
3. **Stop weekly class**: we review the request and confirm the last lesson with you.

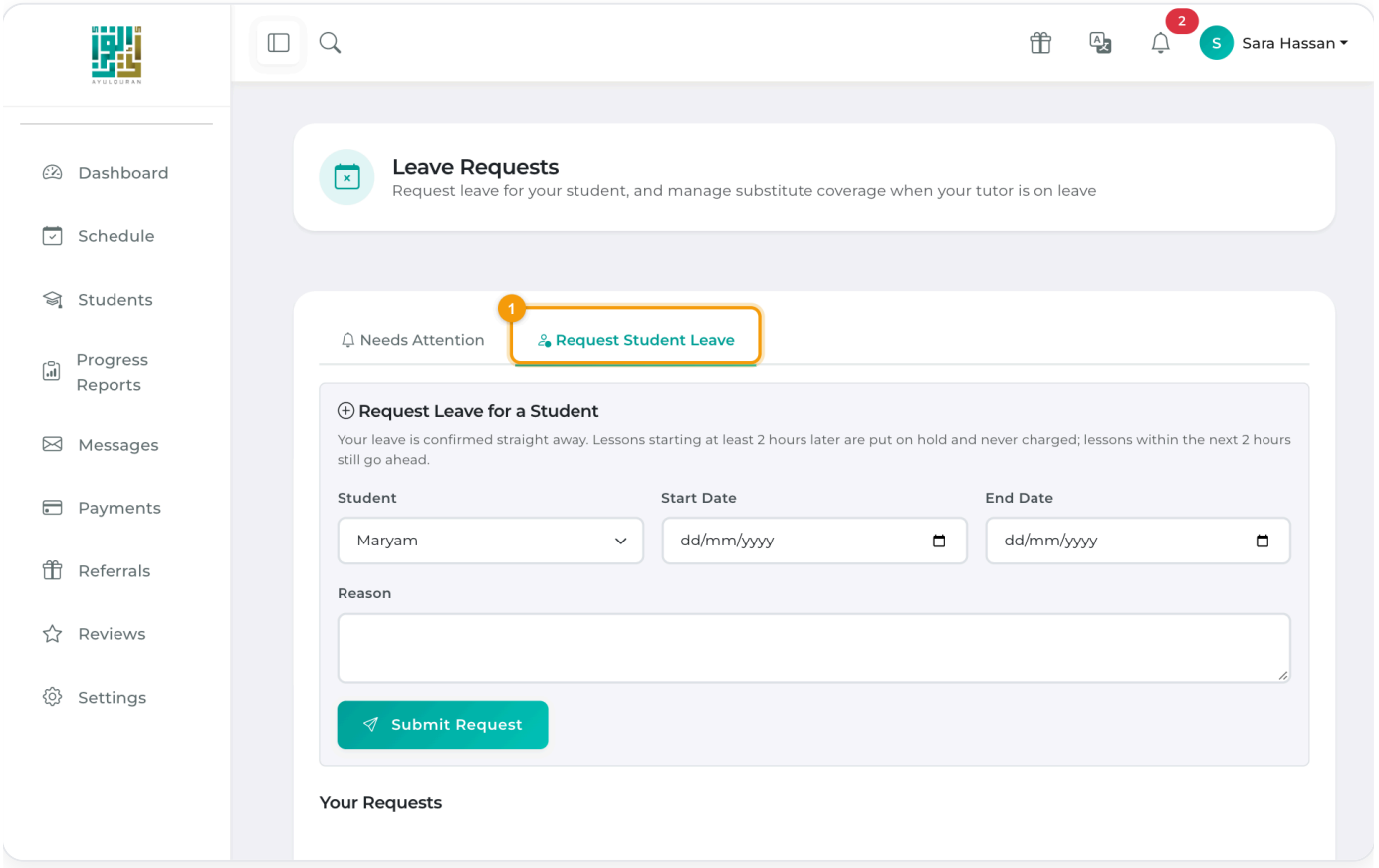
> A lesson missed without cancelling at least 2 hours before counts as a no-show.



8 Taking a break

Travelling or on holiday? Open **Schedule → Leave Requests**.

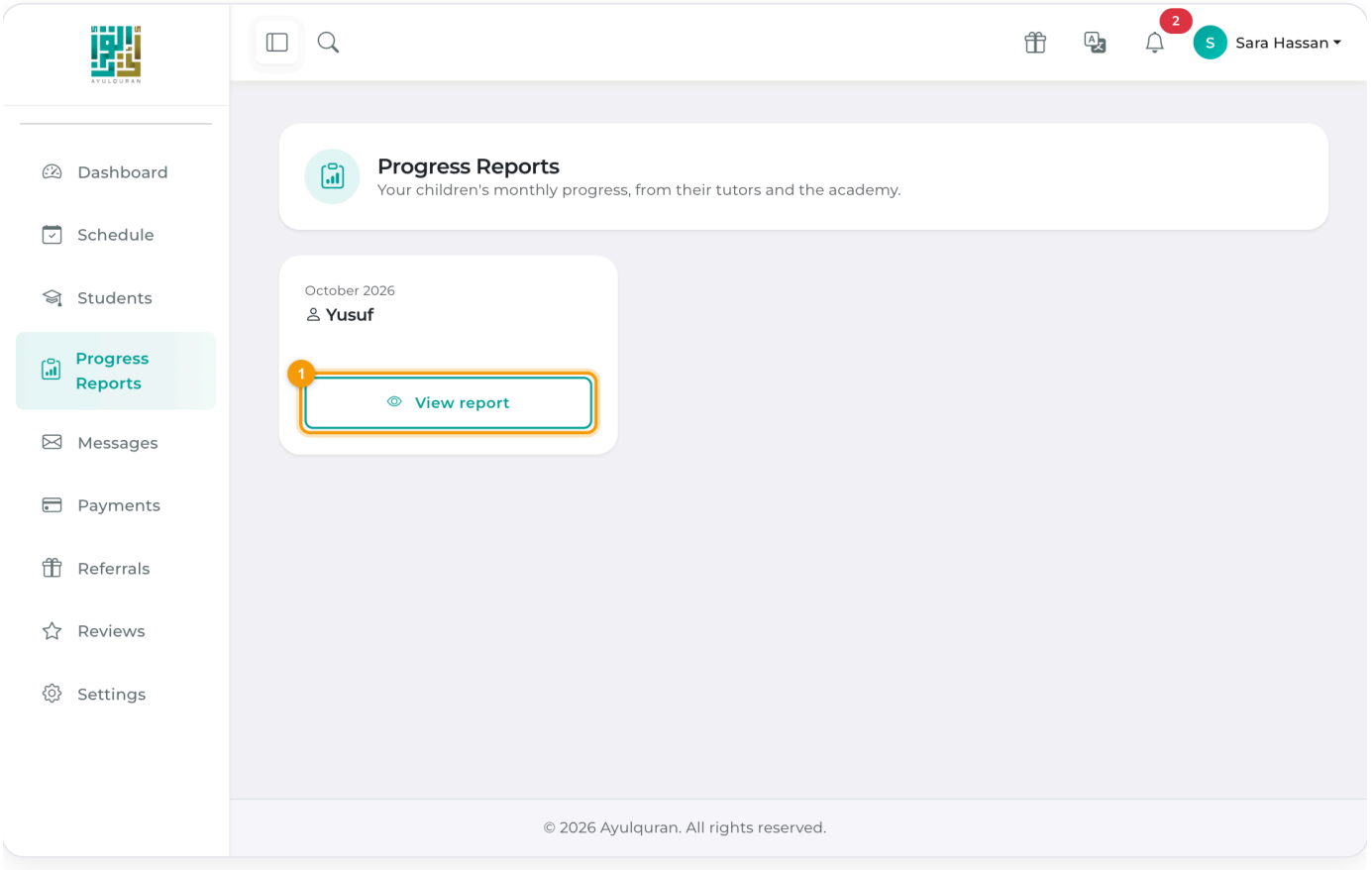
1. Choose **Request Student Leave**, pick the child and the dates. Lessons in that time are put on hold and not charged.



9 Progress reports

Every month the tutor writes a short report about your child's progress. Open **Progress Reports** from the menu on the left.

1. Press **View report**.



10 Help and messages

Open your name at the top right and choose **Help**. To write to the tutor or the school, open **Messages** from the menu on the left.

1. Search the questions and answers.
2. **Take the dashboard tour** to see the short tour again.

