# Using tutè

If you experience any difficulties or need further guidance, please don't hesitate to call 0330 330 9751; a member of the Tute Team will be more than happy to assist you

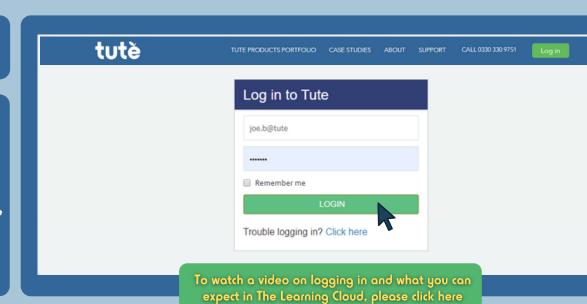
# Log in

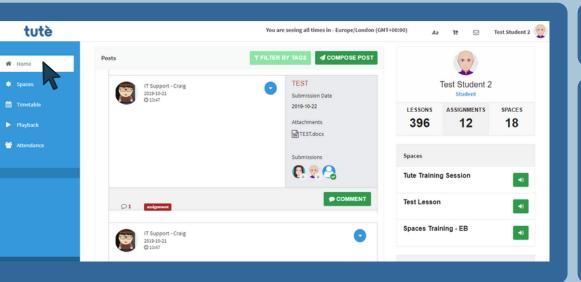
Navigate to www.tute.com and click
"Log in"

Enter your username and password

Your user name will always be: firstname.lastnameinitial@SchoolName

Please note: if you enter your password incorrectly 3 times, you'll need to phone the Tute office to unlock your account. To do this please call 0330 330 9751 and have your username to hand



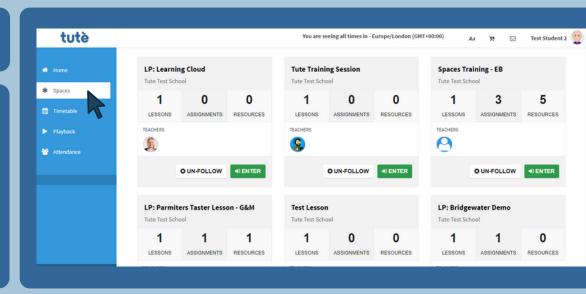


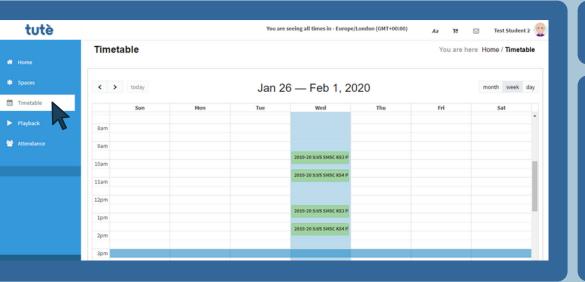
### Homè

This takes you to your home page, the page you see when you log in. The latest posts from your Tute teachers and classmates will show here (if homework is included in your lessons).

# Spacès

If your lessons include homework and independent learning, this is where you'll find them! A Tute Space is where your teacher will post assignments, set homework and provide useful resources. You can submit your work here and ask for help from your teacher.





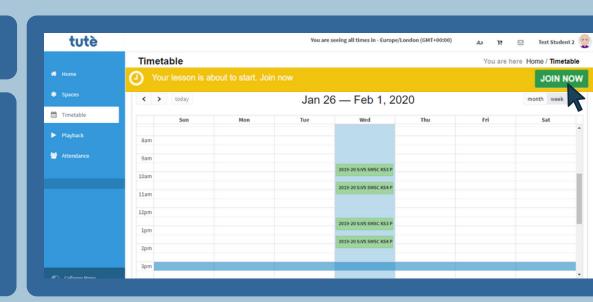
### **Timètablès**

All of the lessons that you're enrolled onto will show here, in your personal timetable.

Hovering over the lessons will show you more info and when it's time for the lesson, you just click it and it will take you to the Learning Cloud – the online classroom where your teacher will be waiting.

### Join lèsson

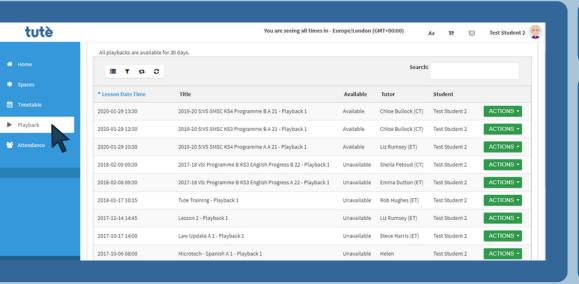
If your lesson is about to start, you will see a yellow banner across the top of the page, Just click the green "Join Now" button it and it will take you to the Learning Cloud – the online classroom where your teacher will be waiting.



# How would you like to join the audio? | Microphone | Listen only | List

### Allow audio

You have the option to join microphone or just listen only. You have to choose one to hear your teacher, but which one you choose is up to you. If you miss this step, just log out and log back in.

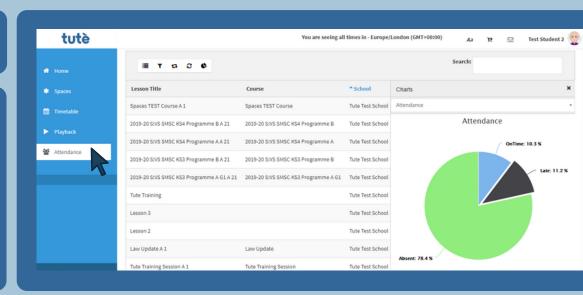


### Playback

All Tute lessons are recorded. You can access the lessons by clicking here and filtering to find the one you need. It's a great revision tool, fantastic when you've missed a lesson and it's something that we can share with your teachers too. You might need to scroll to get to the point where your teacher started the lesson.

#### **Attěndancě**

Attending lessons is important for your progress. This tab allows you, and teachers, to look at your attendance data. This is captured automatically when you log in (or don't log in!) to a lesson. An email is sent to your contact if you're late and we always report any absence; it's very important for them to check that you're ok.



# Happy to help

If you experience any difficulties or need immediate guidance, please don't hesitate to call the office; a member of the Tute Team will be more than happy to assist you

0330 330 9751



