Pearson Tutoring
Getting Started with Bramble

Now that you have placed your order, we recommend meeting with your named Onboarding Executive who can assist with the set-up process.

The following steps need to take place prior to tuition starting

Step 1: Teacher registration

Step 2: Register your students

Step 3: Create your tutoring blocks

Step 4: Choose a tutor

Step 5: View your schedule

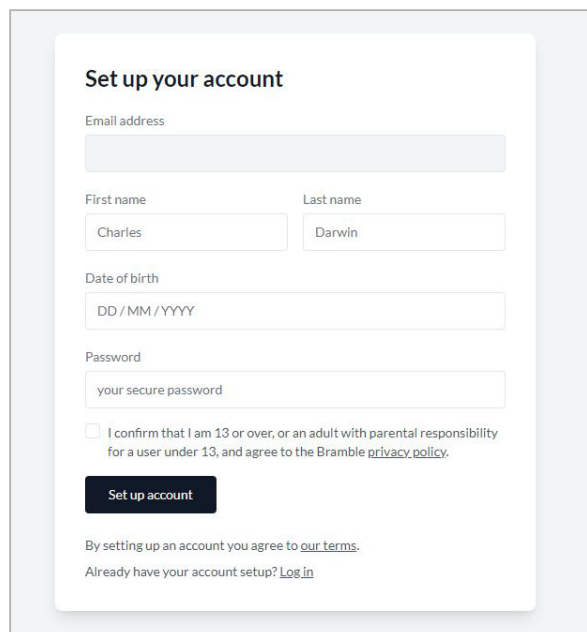Watch the Bramble Booking (Teacher Walkthrough) video ▶

Step 1: Teacher registration

Following your order, you'll receive an email containing your booking codes to register your tutoring blocks on the Bramble platform and a link to register on Bramble as a teacher.

You can add up to five members of staff to a tuition block on Bramble if you are sharing the administration. All staff requiring access need to create their account using the same link.
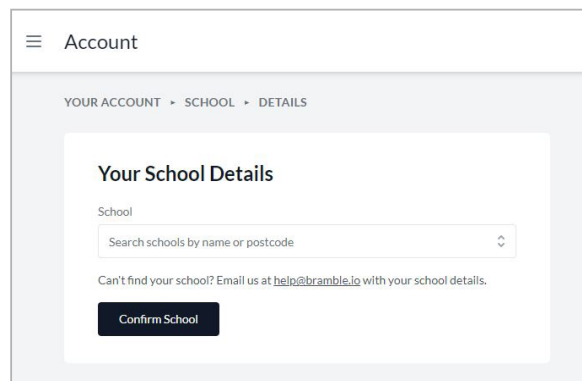
Register on Bramble as a teacher ▶

Once you've signed up and activated your account you can set up your teacher account and the details of your school (search by the name or postcode of your school).

Set up your account

Email address

First name | Last name
Charles | Darwin

Date of birth
DD / MM / YYYY

Password
your secure password

☐ I confirm that I am 13 or over, or an adult with parental responsibility for a user under 13, and agree to the Bramble privacy policy.

Set up account

By setting up an account you agree to our terms.

Already have your account setup? Log in

≡ Account

YOUR ACCOUNT ▸ SCHOOL ▸ DETAILS

Your School Details

School
Search schools by name or postcode ⇕

Can't find your school? Email us at help@bramble.io with your school details.

Confirm School

Step 2: Register your students

Once you've completed your registration, you will then need to register your students.

Watch the 'Registering students on Bramble' video ▶

Please note - students will need a school email address and UPN before they can access Bramble.

There are two methods to register students:
1) Invite students to self-register
2) Bulk upload and auto register

If your students do not have their own school email address, you'll need to bulk upload your students and enter a dummy email address for them, but it must contain the school domain e.g., johnsmith@schoolname.sch.uk.

1) Invite students to self-register

Navigate to the Bramble menu by hovering over the three lines at the top left of your screen and select Students.
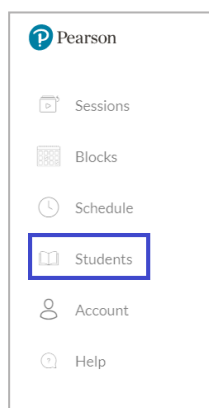
To register your students, from here, you'll need to click the plus icon in the top left of the page. This will take you to the student registration section of Bramble.
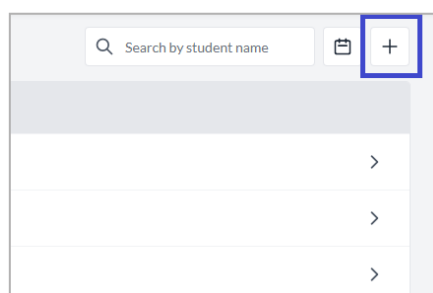
Here you will see the option to add a student's details (email address, UPN, year group and an option to select if a child has Special Educational Needs or confirm if they are Pupil Premium).
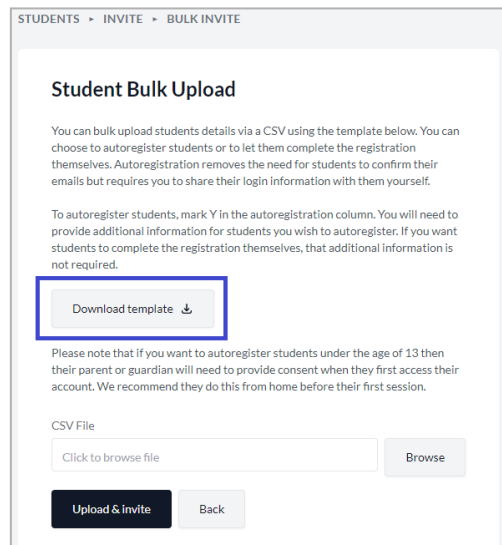

Please note: you do not need to wait for your students to activate their accounts before adding them to their tutoring block. However, they will need to complete their registration before they can start their tutoring sessions.

Entering a student's details and selecting **Invite** will generate an email to the student with a link they will need to activate to complete registration

2) Bulk upload and auto register

From here, you'll see an option to download the **bulk upload** template.

Please ensure that you complete all cells for each student you are looking to register. You'll need to provide the following information:

- School email address (or dummy school email address if your students do not have a school email address – this will only be used as a username to access Bramble – students will not receive email correspondence)
- Student UPN
- Student year group
- Pupil premium status (Input Y or N)
- Special Educational Needs (Input Y or N)
- Autoregister (putting a Y in this column means a student is automatically registered to Bramble without the need to complete the registration themselves – it is essential to put a Y in this column if you are registering students using dummy school email addresses)
- First name
- Last name
- Date of birth (ensure you follow a DD/MM/YYYY format)
- Password (this will be used alongside the student email address to access Bramble).

Once you have added your students' details, please ensure you delete the 3 information rows (highlighted above) at the top of the template, leaving just the very top row with the column headings and the rows underneath with your student information.

You will then need to save the file as a **CSV file**, return to Bramble to upload the file and click **Upload and invite**.

> **Top tip**: If you have selected the auto-register function, once you have submitted the bulk upload spreadsheet, you'll need to provide the login details to students that was used for registration to allow them to log in and access their sessions. We recommend keeping a copy of the spreadsheet containing student login details

Step 3: Create your tutoring blocks

You can watch a video walkthrough guide on how to create blocks, or refer to our written guidance below.

Watch the video that explains how to create tutoring blocks ▶

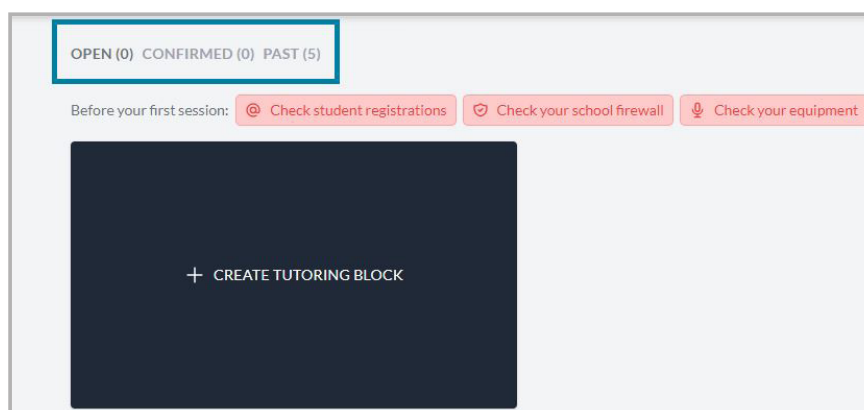Select **Blocks** from the Bramble menu.
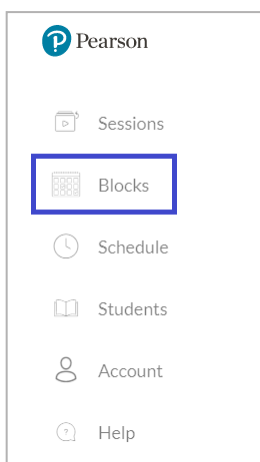
Here, you'll see three different tabs at the top:
Open: blocks you have posted that are open for tutor applications.
Confirmed: blocks that are yet to start or are in progress and have a tutor assigned to them.
Past: completed blocks that are no longer active.

To create new blocks, you will need to ensure you are in the **Open** tab and select "**Create tutoring block**".

You'll then be asked to provide the details of the tutoring blocks you are looking to create.

You can upload multiple blocks at the same time. For example, if you were planning to create 10 blocks to take place every Monday at 13:30 and another 10 blocks to take place every Wednesday at 14:30, you could upload the Monday and Wednesday blocks at the same time, rather than having to upload each block individually.

You'll need to confirm the subject, key stage, whether the sessions will be conducted at school or at home, members of staff managing the tutoring blocks, how many sessions each week and how many blocks you would like to create corresponding to these details.
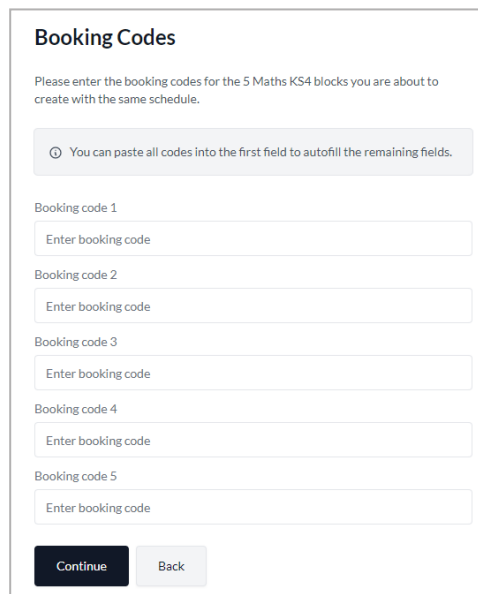
Please note
If the sessions are taking place at home, you need to ensure that you have parental consent. Please see the parental consent form below

Download the Parent/Guardian Guide and Consent Form ▶

You can add up to five members of staff to a block. Please list the teacher managing the block first, as tutors will direct all communication to the teacher that is listed first.

Once you click **Continue**, you will be asked to enter a booking code for each of the blocks you are looking to create.
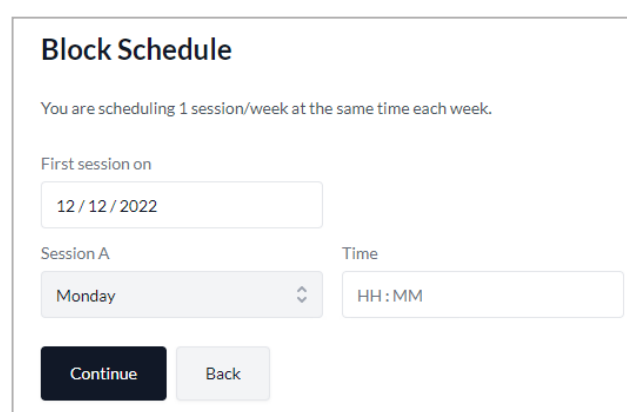
Booking Codes

Please enter the booking codes for the 5 Maths KS4 blocks you are about to create with the same schedule.

ⓘ You can paste all codes into the first field to autofill the remaining fields.

Booking code 1

Enter booking code

Booking code 2

Enter booking code

Booking code 3

Enter booking code

Booking code 4

Enter booking code

Booking code 5

Enter booking code

Continue   Back

You'll find your booking codes in the email we sent following your order confirmation. If you are unable to locate this email, your Onboarding Executive can arrange for codes to be re-sent to you.
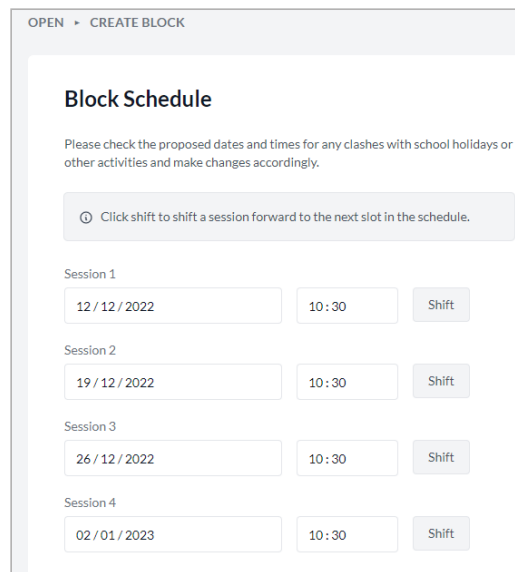
Top tip: we recommend that you keep a record of the booking codes you have used. This is especially important if you place a large order with us.

Once you have entered the booking codes, the next step is to confirm the date and time of the first session.

Block Schedule

You are scheduling 1 session/week at the same time each week.

First session on

12 / 12 / 2022

Session A

Monday

Time

HH : MM

Continue   Back

You'll then be taken to the scheduling tool to select dates and times for all 15 sessions of the blocks you are creating.

The scheduling tool will pre-populate the 15 sessions to take place on the same day and time each week. Please ensure all dates are correct before continuing.

Top tip: if you would like to remove school holidays from the schedule, press the Shift button next to the sessions you wish to skip. This will move the current session and all subsequent sessions back a week.

Once you are happy with the dates and times, the next step is to add up to three students to the block and any notes you wish to make the tutor aware of. We encourage you to put as much detail as possible to help attract the right tutor for your students.

Please note, no sensitive information regarding your students should be included in the Notes section. If there is sensitive information which a tutor needs to be aware of, please communicate this via email.

 You will need to complete this page for each block you are creating. Once completed, your tutoring blocks will appear in the **Open** tab of your **Blocks** page.
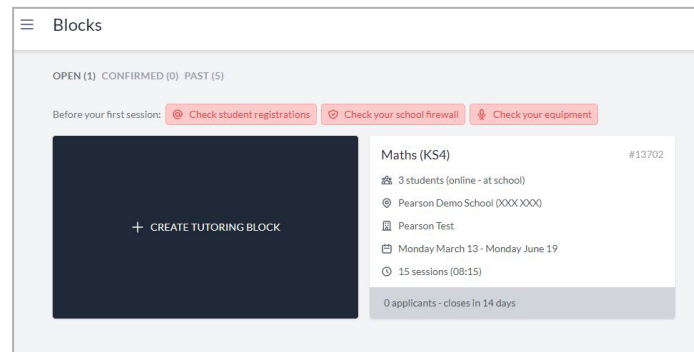
This means your blocks are now open for tutor applications.

Step 4: Choose a tutor

Once you have created your tutoring block(s), the details will become visible to all tutors meeting your requirements for 14 days.

To view applicants, select **Blocks** from the Bramble menu to view the number of applicants in each of your open blocks.

To aid with capacity, particularly during our busier times, we recommend allowing us to select tutors on your behalf. If you would prefer to select tutors yourself, please make your named Onboarding Executive aware of this during your meeting with them. If we do not hear from you, we will proceed with selecting tutors on your behalf.

If you are selecting your own tutors, click on a block and "select" on the tutor profile to find out more about the tutors that have applied, including a brief overview of their experience and details of their session availability.
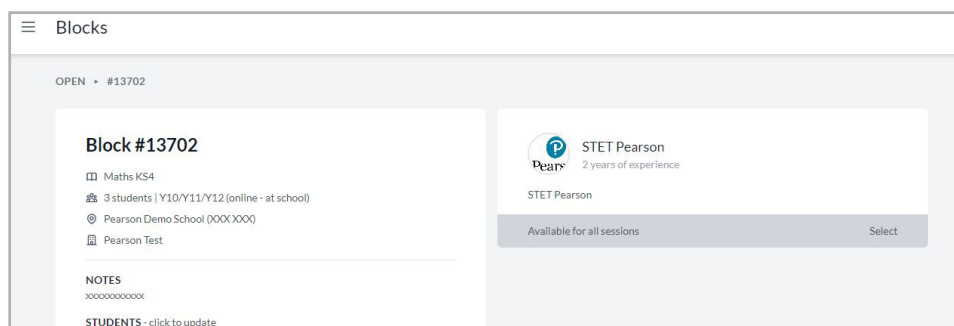
Once a tutor is allocated, this is the point at which your block is confirmed, and confirmation emails are sent to you and the tutor.

Ideally, tutors would be fully available for the 15 dates and times you have selected. However, if a tutor is selected who is unavailable for a small number of the sessions, you will need to communicate with the tutor to discuss suitable alternative dates and times and the changes can then be made on Bramble.

Any unavailable dates will show in red when you click into a block.

Once new times have been agreed, click on the red dates to change them.

You and the tutor will receive an email notifying you of the amended time.
If you ever need to reschedule times throughout the tutoring block, simply repeat the rescheduling process as outlined here. **Remember, all changes to schedules must be agreed with tutors before being actioned in Bramble and you must provide at least 24 hours' notice when rescheduling a session**.

Your tutoring block then moves from **Open** to **Confirmed** on the Blocks page.

Step 5: View your schedule

Once your blocks are confirmed, you can view your school schedule via the Bramble menu - select **Schedule**.
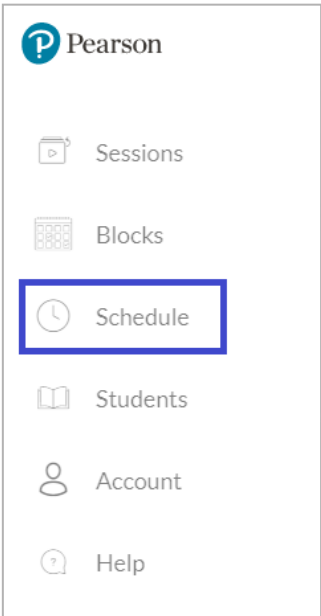
You can then see that all your sessions have been booked in.

You can review the details and if you ever want to join a session you can do so by clicking the **join session** button to the right of each session.