



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 ▶](#)

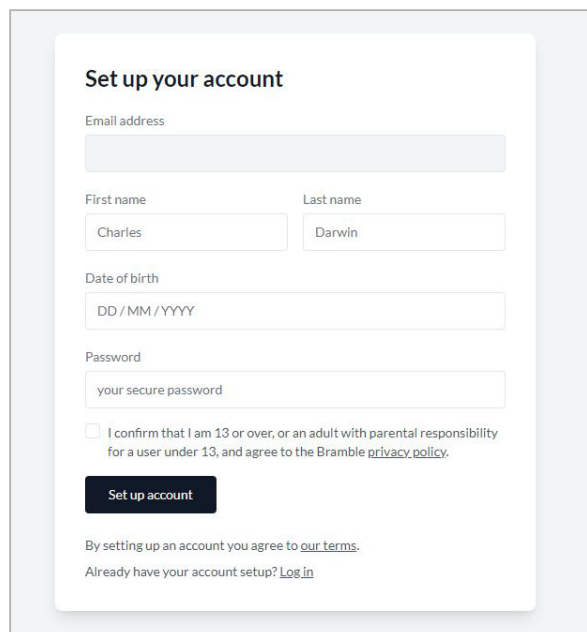
Step 1: Teacher registration

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.

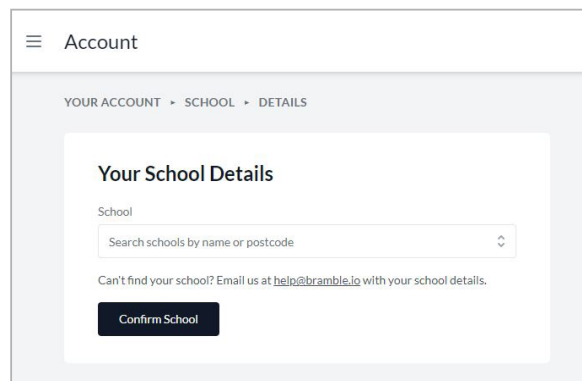
[Register on Bramble as a teacher ▶](#)

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).



The 'Set up your account' form includes the following fields and elements:

- Email address:** A single-line text input field.
- First name:** A text input field containing the example 'Charles'.
- Last name:** A text input field containing the example 'Darwin'.
- Date of birth:** A text input field with the placeholder 'DD / MM / YYYY'.
- Password:** A text input field with the placeholder 'your secure password'.
- Confirmation:** A checkbox followed by the text: '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](#).'
- Buttons:** A dark blue 'Set up account' button.
- Footer:** Text stating 'By setting up an account you agree to [our terms](#).' and 'Already have your account setup? [Log in](#)'.



The 'Your School Details' form is part of the 'Account' section and includes:

- Navigation:** A breadcrumb trail 'YOUR ACCOUNT > SCHOOL > DETAILS'.
- Section Header:** 'Your School Details'.
- School Search:** A dropdown menu labeled 'School' with the placeholder text 'Search schools by name or postcode'.
- Help Text:** 'Can't find your school? Email us at help@bramble.io with your school details.'
- Button:** A dark blue 'Confirm School' button.

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.

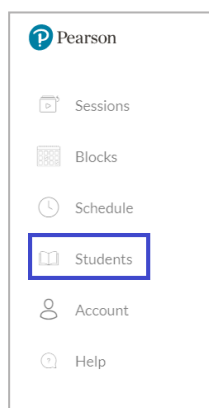
There are two methods to register students:

- 1) Invite students to self-register
- 2) Bulk upload and auto register

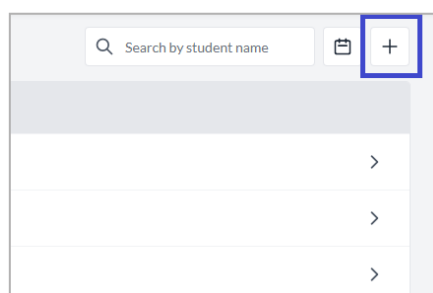
If your students do not have their own school email address, you'll need to bulk upload your students and enter a dummy email address for them, but it must contain the school domain e.g., johnsmith@schoolname.sch.uk.

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).

Invite students

To invite your students to register, simply enter their details below. They will receive an email asking them to complete their registration. They must do this before their first session, so please encourage them to do so as soon as possible. Alternatively, you can upload and register multiple students at once using bulk upload.

⚠ Confirm students can receive external emails from support@bramble.io before inviting them. Test by inviting one student first and checking the email.

Email

charles.darwin@email.com

UPN

Y000000000000

Year Group

Choose year

☐ Pupil Premium

☐ Special Educational Needs

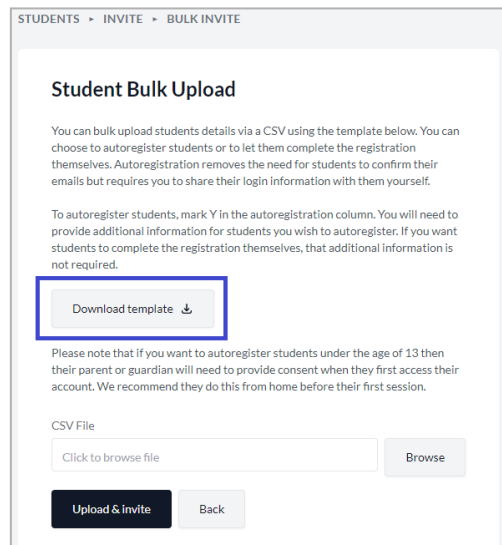
Invite

Bulk upload

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



STUDENTS > INVITE > BULK INVITE

Student Bulk Upload

You can bulk upload students details via a CSV using the template below. You can choose to autoregister students or to let them complete the registration themselves. Autoregistration removes the need for students to confirm their emails but requires you to share their login information with them yourself.

To autoregister students, mark Y in the autoregistration column. You will need to provide additional information for students you wish to autoregister. If you want students to complete the registration themselves, that additional information is not required.

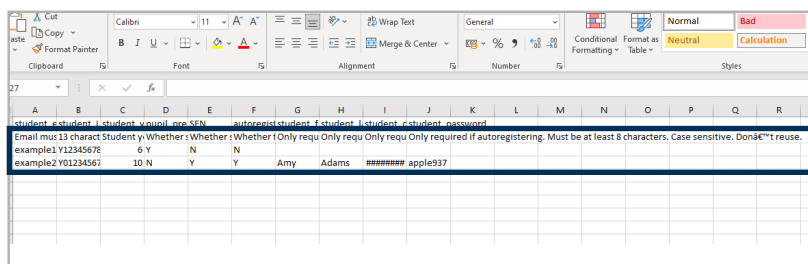
Please note that if you want to autoregister students under the age of 13 then their parent or guardian will need to provide consent when they first access their account. We recommend they do this from home before their first session.

CSV File

[Click to browse file](#) [Browse](#)

[Upload & invite](#) [Back](#)

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



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
student_email	student_upn	student_year_group	SEN	autoregister	student_firstname	student_lastname	student_password										
example1 Y12345678	6	Y	N		Amy	Adams	#####apple937										
example2 Y01234567	10	N	Y	Y	Amy	Adams	#####apple937										

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**.

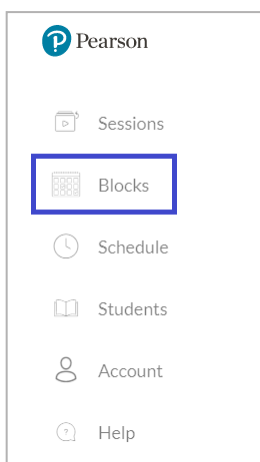
Top tip: If you have selected the auto-register function, once you have submitted the bulk upload spreadsheet, you'll need to provide the login details to students that was used for registration to allow them to log in and access their sessions. We recommend keeping a copy of the spreadsheet containing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

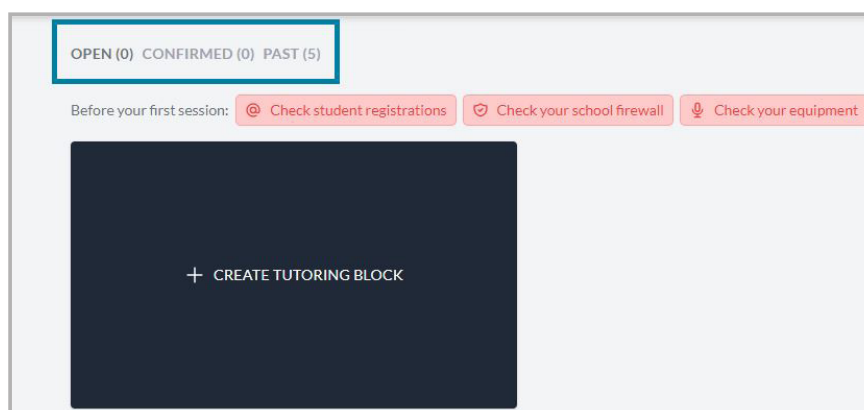


Here, you'll see three different tabs at the top:

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.

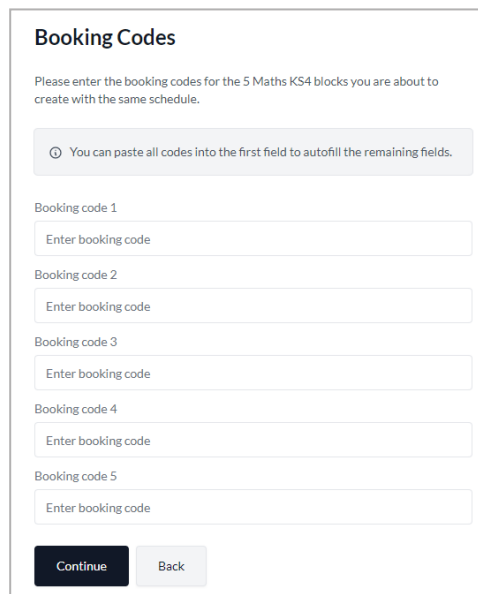
Please note

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.

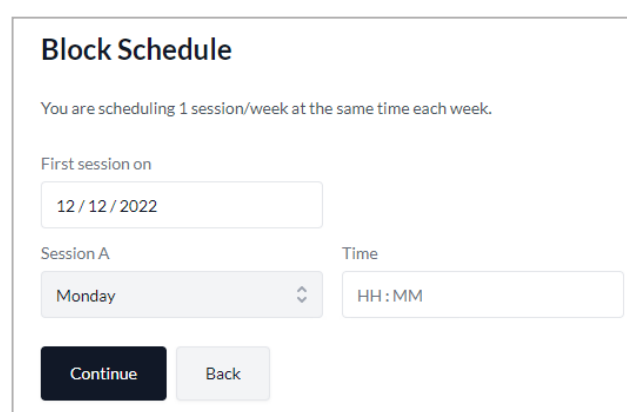


The 'Booking Codes' form is titled 'Booking Codes' and contains the instruction: 'Please enter the booking codes for the 5 Maths KS4 blocks you are about to create with the same schedule.' Below this is a grey tip box that says: 'You can paste all codes into the first field to autofill the remaining fields.' There are five input fields, each labeled 'Booking code 1' through 'Booking code 5', each containing the placeholder text 'Enter booking code'. At the bottom are two buttons: 'Continue' and '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.

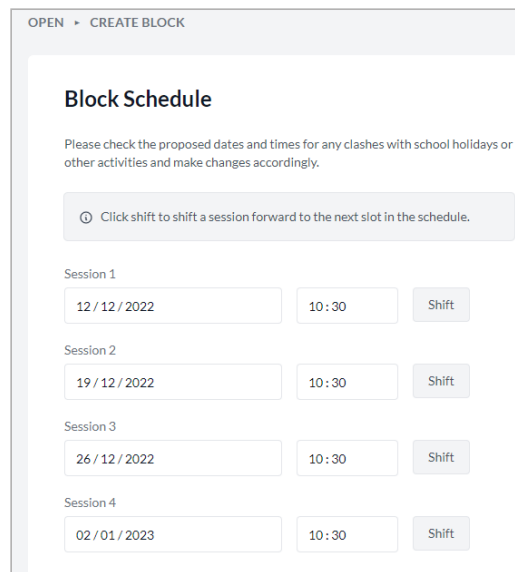
Top tip: we recommend that you keep a record of the booking codes you have used. This is especially important if you place a large order with us.

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



The 'Block Schedule' form is titled 'Block Schedule' and contains the instruction: 'You are scheduling 1 session/week at the same time each week.' Below this is a section for 'First session on' with a date input field showing '12 / 12 / 2022'. There are two columns: 'Session A' with a dropdown menu showing 'Monday' and a small up/down arrow, and 'Time' with an input field showing 'HH : MM'. At the bottom are two buttons: 'Continue' and '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 screenshot shows a web interface titled "OPEN ► CREATE BLOCK" with a sub-header "Block Schedule". Below the header, there is a instruction: "Please check the proposed dates and times for any clashes with school holidays or other activities and make changes accordingly." A button with a circular arrow icon and the text "Click shift to shift a session forward to the next slot in the schedule." is present. Below this, there are four sessions listed:

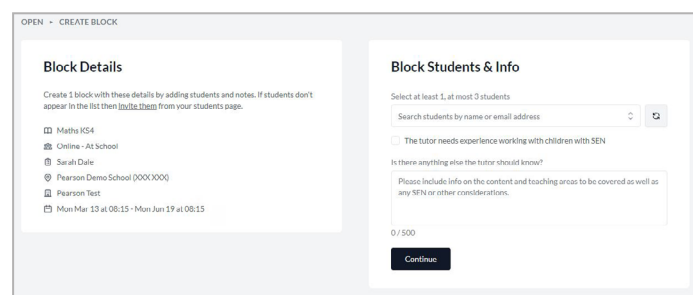
Session	Date	Time	Action
Session 1	12 / 12 / 2022	10 : 30	Shift
Session 2	19 / 12 / 2022	10 : 30	Shift
Session 3	26 / 12 / 2022	10 : 30	Shift
Session 4	02 / 01 / 2023	10 : 30	Shift

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.



The screenshot shows a web interface titled "OPEN ► CREATE BLOCK" with two main sections: "Block Details" and "Block Students & Info".

Block Details

Create 1 block with these details by adding students and notes. If students don't appear in the list then [invite them](#) from your students page.

- Maths KS4
- Online - At School
- Sarah Dale
- Pearson Demo School (XXXXXX)
- Pearson Test
- Mon Mar 13 at 08:15 - Mon Jun 19 at 08:15

Block Students & Info

Select at least 1, at most 3 students

Search students by name or email address

☐ The tutor needs experience working with children with SEN

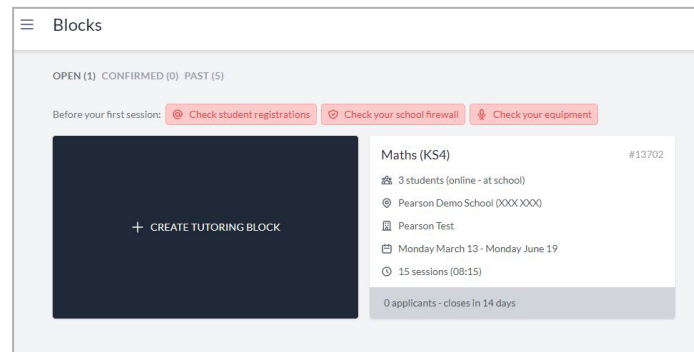
Is there anything else the tutor should know?

Please include info on the content and teaching areas to be covered as well as any SEN or other considerations.

0 / 500

Continue

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.

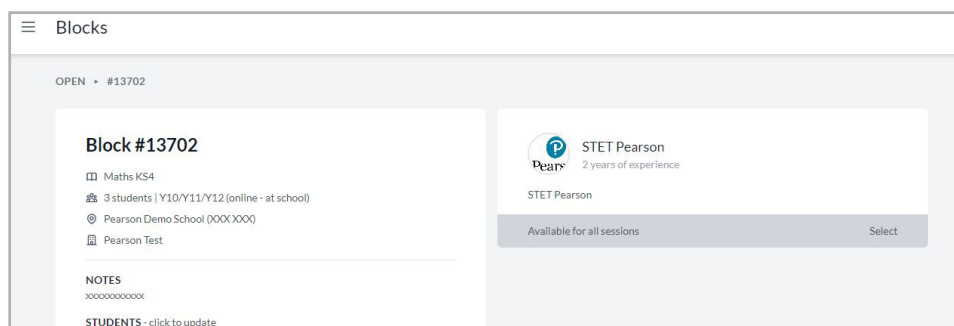
Step 4: Choose a tutor

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.

DATES - click to reschedule	
01. Fri Mar 10 at 11:30	
02. Fri Mar 17 at 11:30	
03. Fri Mar 24 at 11:30	
04. Fri Mar 31 at 11:30	
05. Fri Apr 07 at 11:30	
06. Fri Apr 14 at 11:30	
07. Fri Apr 21 at 11:30	
08. Fri Apr 28 at 11:30	
09. Fri May 05 at 11:30	
10. Fri May 12 at 11:30	
11. Fri May 19 at 11:30	
12. Fri May 26 at 11:30	
13. Fri Jun 02 at 11:30	
14. Fri Jun 09 at 11:30	
15. Fri Jun 16 at 11:30	

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

Reschedule Session

To reschedule a session, first contact the tutor and agree any changes.
Then update the schedule below.

Tutor: STET Pearson (stetpearson@gmail.com)

Session 5

07/04/2023 11:30

Reschedule

< morning >

09:00	09:15	09:30	09:45
10:00	10:15	10:30	10:45
11:00	11:15	11:30	11:45
12:00	12:15	12:30	12:45
13:00	13:15	13:30	13:45

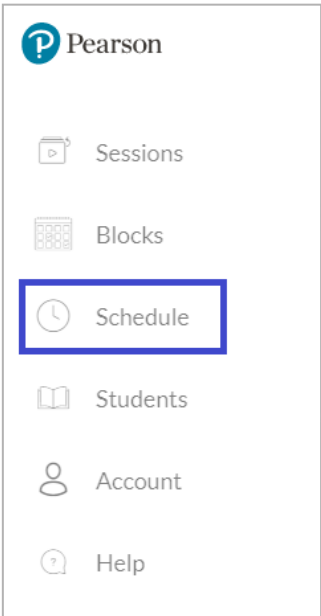
You and the tutor will receive an email notifying you of the amended time.

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.

