



TEACHER HANDBOOK

Your complete guide to teaching on Educify

01

About Educify

Educify is a global learning platform that connects students with experienced teachers for personalized online lessons. Our mission is to make high-quality education accessible anywhere through technology and excellent teaching.

● Mathematics	● English Language Arts	● French
● Coding	● Piano & Music	● Science

Teachers play a vital role in helping students build confidence, improve academic performance, and develop a love for learning.

02

Teacher Responsibilities

As an Educify teacher, you are expected to maintain a high standard of professionalism and deliver engaging lessons.

- Join each lesson before the scheduled start time
- Prepare lesson materials ahead of class
- Encourage student participation and curiosity
- Maintain a supportive, positive learning environment
- Provide constructive feedback after each lesson
- Communicate respectfully with students and parents

03

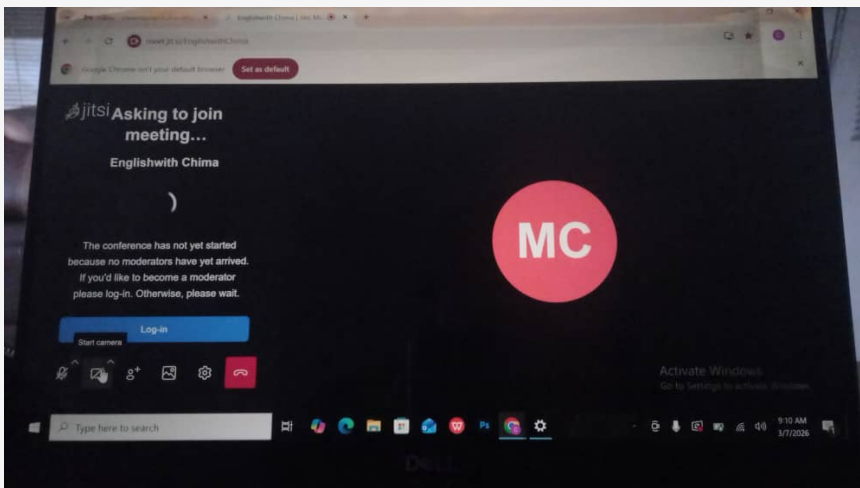
Using the Educify Online Classroom (Jitsi)

Educify uses **Jitsi Meet** as its online classroom platform. Each scheduled lesson includes a unique meeting link shared with the teacher and student.

Steps to Start a Lesson

- 1 Open the meeting link from your lesson schedule.
- 2 Allow your browser to access your camera and microphone.
- 3 Click **Join Meeting**.
- 4 Wait for the student to join the classroom.

What students see: If a student joins before the teacher, they will see the screen shown below: "The conference has not yet started because no moderators have arrived." This is completely normal — the student simply needs to wait. Once the teacher joins, the lesson begins automatically.



Screenshot: The Jitsi "Asking to join meeting..." screen a student sees while waiting for the teacher to arrive.

Teacher action: If you see this screen, click the **Log-in** button and sign in using your Gmail account. Once logged in, you will be granted moderator access and the lesson will begin immediately.

Classroom Tools Available

Tool	Function
Microphone	Toggle audio on/off during class
Camera	Enable or disable video feed
Screen Share	Desktop only — share slides, worksheets, or code (not available in mobile browser)
Chat	Send messages and share links in real time

■ **Mobile Screen Sharing:** Screen sharing is only available when using Jitsi in a desktop browser. It is not supported in the mobile browser version of Jitsi. If you are teaching from a phone or tablet and need to share your screen, you must download and use the Jitsi Meet mobile app (available free on the App Store and Google Play). Screen sharing works fully within the app.

How to get the app: To download: search 'Jitsi Meet' in the App Store (iPhone/iPad) or Google Play Store (Android) and install the free official app. Open your lesson link directly in the app to access all features including screen share.

04

Preparing for Lessons

Every great lesson starts with preparation. Before each class, teachers should:

- Confirm your internet connection is stable and fast
- Test your microphone and camera before the session
- Have your teaching materials and slides ready
- Join the meeting 2–3 minutes before the scheduled time

Connection: Recommended internet speed: Minimum 10 Mbps | Ideal: 20 Mbps or higher

05

Recommended Lesson Structure

A well-structured 60-minute lesson maximizes engagement and learning outcomes.

#	Activity	Duration	Purpose
1	Warm-up & Greeting	5 min	Build rapport and focus
2	Main Teaching	40 min	Core content delivery
3	Practice Exercises	10 min	Consolidate understanding
4	Feedback & Wrap-up	5 min	Review and encouragement

06

Teaching Best Practices

Great teachers create memorable learning experiences. We recommend:

- Use clear, structured explanations with real-world examples
- Encourage students to ask questions freely
- Adapt your pace to match the student's learning style
- Use visual aids — slides, diagrams, whiteboards — to illustrate ideas
- Offer consistent positive reinforcement and encouragement

07

Teacher Payment Policy

Educify pays all teachers twice monthly. Payments are processed on the **1st** and **16th** of each month.

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If your lesson cycle does not fall exactly on a pay date, your payment will be processed on the next upcoming pay date:

Lessons Completed	Payment Processed On
2nd – 15th of the month	16th of the month
16th – end of month	1st of the following month

08

International Payments & Currency

Educify works with teachers across the globe. International payments may be subject to exchange rate fluctuations, bank conversion charges, and local banking policies — all of which are outside Educify's control.

Currency Conversion

Payments are processed in **USD** or another agreed currency. The final amount received in your local currency may differ slightly from the original USD value due to exchange rate and conversion fees.

Processing Time

Most international payments arrive within **1–5 business days**. Processing times vary by country and banking system. Please allow sufficient time before contacting support.

Transfer Fees

Transfers of \$50 USD or less may incur fees that significantly reduce the received amount. In such cases, Educify may recommend accumulating a larger balance before processing the transfer.

Payment Confirmation

Tip: Check your **Educify Teacher Dashboard** at educify.org to confirm payment status before contacting support.

Professional Conduct

All teachers are expected to communicate respectfully with Educify support staff regarding payment matters. Our team works diligently to ensure accurate and timely payments for all teachers worldwide.

09

Teacher Code of Conduct

Educify is committed to maintaining a safe, respectful, and inclusive environment for all students and educators.

All Educify teachers are required to:

- Treat students, parents, and staff with courtesy and professionalism
- Foster a positive, supportive classroom environment
- Avoid discriminatory language or behavior of any kind
- Arrive punctually and fully prepared for every lesson
- Adhere to all Educify platform policies and community standards

Important: Failure to comply may result in disciplinary action, including suspension or permanent removal from the Educify platform.

10

Attendance & No-Show Policy

Teachers must join every scheduled lesson at least **2–3 minutes** before the start time.

Student No-Show

If a student has not joined within 10 minutes of the scheduled start, the lesson may be marked as a **student no-show**. Please report absences through the Educify system or contact support.

Teacher Lateness

Consistent tardiness negatively impacts student experience and may trigger a formal review by Educify administration.

11

In-Person Lessons — Punctuality & Courtesy

Educify teachers who conduct in-person lessons are held to the highest standard of punctuality and professional courtesy.

Arrival Time

The teacher must be present at the agreed place of lesson or teaching at least **5 to 15 minutes before** the scheduled start time. Lateness will not be accepted or tolerated.

If You Will Be Late or Absent

Should you anticipate being late or unable to attend, it is your responsibility to notify the student or parent in advance — either by **SMS message** or by **calling them directly**. This is a basic act of respect and courtesy, and it reflects the values Educify stands for.

Educify Value: This is what we stand for — Courtesy.

Finding the Lesson Location

If you do not have the address of the lesson venue, do not wait until the last minute. Log in to **educify.org** to check the lesson details. If the address is not listed there, contact **admin or support** immediately to obtain it well before the lesson date.

12

Lesson Rescheduling Policy

Rescheduling requests should be submitted through the Educify support system with as much advance notice as possible.

- Provide maximum advance notice when rescheduling
- Communicate scheduling issues promptly to Educify support
- Minimize lesson cancellations — repeated cancellations affect platform standing

13

Classroom Safety & Privacy

Student privacy and safety are paramount at Educify. All teachers must follow these guidelines without exception:

- Conduct all lessons exclusively through the official Educify classroom platform
- Never share personal contact details with students or parents
- Maintain clear professional boundaries at all times
- Report any safety concerns immediately to Educify support

Policy: Teachers must never move sessions to private or external platforms without written approval from Educify.

14

Performance & Quality Standards

Educify is committed to delivering world-class educational experiences. Teachers are periodically evaluated across four key dimensions:

Dimension	What We Look For
Communication	Clear, prompt, and professional interaction
Teaching Quality	Engaging, well-structured, and adaptive lessons
Punctuality	Consistent on-time attendance and preparation
Student Outcomes	Evidence of student progress and satisfaction

Teachers who consistently deliver exceptional results may receive additional opportunities, enhanced visibility, and other benefits on the Educify platform.

15

Getting Help & Support

Our support team is here to help. Please reach out through the channels below for any technical or administrative questions:

Channel	Details
Support Email	support@educify.org
Help Center	https://educify.org/help
Dashboard	educify.org — Teacher Dashboard

Please report classroom technical issues as soon as they occur so our team can assist promptly.

Thank You for Being Part of Educify

Your dedication helps students around the world learn, grow, and discover their potential.