

OnBoarding Teachers

- [Overview](#)
- [Proctor, Principal and Homeroom](#)
- [Requirements](#)

Overview

In PEMS, we have the role of Proctor. A proctor is responsible for ensuring their students complete their work and for grading any assignments. Proctors have access to only their students.

Multiple Proctors and students are assigned to a homeroom. PEMS creates Groups in Moodle based on homeroom. So multiple proctors can 'share' a group of students.

The Word Press site is used for online student enrollment and bill pay. The parent enters the enrollment form for their student after becoming a member of the Word Press site. The enrollment form is entered directly into PEMS for potential enrollment.

The principal of the Word Press Site is the owner of the site itself. The principal establishes the bank account that all fees are paid into and then pays Studia Nova the agreed share of revenue.

Studia Nova recruits principals as its customers, and principals pay Studia Nova revenue.

Principals recruit proctors. Proctors recruit students. Proctors act like teachers and through their own networks get students and parents to trust them as their teachers. This is aligned with the market, parents do not trust systems, they trust people with their children.

Proctors are motivated to recruit students because the share in the tuition revenue. Because proctors share in the revenue, they pay a fee to access the services of Studia Nova and they pay a fee to the principal to manage the billing and sharing out of revenue.

Proctors must also sign up on the Word Press Site and pay a membership fee in order to run their own 'micro-school.'

Proctor, Principal and Homeroom

Proctor > new role

The proctor role will be defined on the Word Press site as a 'teacher' role. This is confusing because the proctor is not the same thing as the teacher in Moodle, but is called the teacher on Word Press.

When a proctor role is established on Word Press, then the proctor must be auto-created in PEMS.

A proctor will need to sign forms, pay membership fees and attend training before the user is created in PEMS and is available to students.

A proctor needs a dashboard to see their students.

The students must be able to select the proctor so that the proctor is rewarded from recruitment.

Principal > sets shared fees collects payments

The principal has no role in PEMS and only exists in the Word Press Site and eventually the CRM. The principal is billed by Studia Nova for all tuition fees and is responsible for payment.

The principal establishes the shared percents allocated to the proctors. The shared percent may vary from Site to Site and must be set by the principal.

Homeroom > location

The Homeroom sets the privacy requirements in Moodle. In Moodle a homeroom is a group,. The principal enters the homerooms on the Word Press site. All students must select a homeroom in their enrollment form.

On the Word Press Site, Homerooms are called locations.

Requirements

Create the Teacher (Proctor in pems)

- ☐ Create a role called Teacher on the Word Press Site.
- ☐ Create a Teacher dashboard.
- ☐ The 'teacher' can not see the Principal dashboard.
- ☐ When the proctor logs on to their word press account, they can see all proctor log-on credentials to Moodle.
- ☐ The proctors can see all the students they manage in their Word Press Account.
- ☐ Proctors can see if their student has enrolled, been accepted or is paying tuition fees.
- ☐ Proctors can see the student log-on credentials and are responsible for telling students their log-ons.
- ☐ Proctors must sign terms and conditions before becoming active e-sign.

Principal

- ☐ The principal has to approve the teacher/proctor user role
- ☐ When a new teacher/proctor is added, the principal requests the user to be created in Moodle.
 - *note: when ever a new teacher/proctor is added in PEMS/Moodle, the principal is billed a fee.*
- ☐ A principal can also be a teacher/proctor.

Enrollment Form

- ☐ Parents must select the location (homeroom) and proctor when they submit their enrollment form.

Location

- ☐ Change the location page on the Word Press site to a simple table that lists the homeroom name as defined by the Principal
- ☐ Add location features: "on-site" "mobile" or "virtual" to accommodate different modalities of business models.

- ☐ Principals can control the features
- ☐ When a new location is added to any Word Press site, a homeroom is added to the PEMS.
 - *principals are not billed fees for a new location, since they are billed for the teacher/proctors associated to that location.*
- ☐ A unique code is created that links the word press location name to the PEMS homeroom, that the principal can not change.
- ☐ The principal can change the name of the location at any time.
- ☐ The principal can re-assign the student to a different location/homeroom.
- ☐ All teacher/proctors must be associated to the location in the Word Press site, there can be one teacher/proctor per location or multiple teacher/proctors per location.
- ☐ Parents should be able to enroll from a location table with listed proctors, if the click on a teacher/proctor, then this information is auto-entered in the enrollment form.

Proctor Advertising

Some proctors may want to advertise themselves on the Word Press Site. Create a page that showcases teachers and their qualifications, currently only visible to parents who have signed up as members. Later maybe public. In the teacher account, let the upload a picture and write a short bio. Present this information on the teacher page.

Billing

We need to provide payment acceptance on the Word Press site - then auto-log the sale, and also allow the principal to pay Studia Nova and teachers through the site, then auto log the expenses.

Principal sets up one bank account for the entire site and collects all fees.

Teachers pay membership fees using paid member pro, principal has admin access and sets the fees.

The membership fees are entered into the accounting module as a sale **when they are paid.**

Expenses paid through the Word Press site, including fees to Studia Nova and payments to teachers should be automatically logged as expenses in the accounting module. (using paypal?)

When the principal approves/requests a new teacher/proctor, a fee must be paid before the teacher is granted access.

- *note: Principals pay a one-time fee only for new teachers, no recurring. All recurring goes to the principal.*
- *can a payment confirmation show up in PEMS so we know to create the logins???*

When a parent pays the tuition, the revenue from the tuition is entered when paid into the accounting module as a sale.

Studia Nova bills tuition monthly by is done by invoicing the principal for the number of students enrolled at the end of the month. This invoice is done through Suite CRM. The Principal can pay with the site and then the payment is logged as an expense.

Bank to bank transfer capability would be good for b2b payments.

Paypal is needed for parents.