The instructor guide

How a course is built and run on Thinkera

This guide explains the platform's method, not one particular course. Every course here (programming, English, management, any field) is built the same way and run from the same workspace, so what is on this page applies to whichever course you work on. Sections 1 to 10 are for the academy trainer who builds the course. Sections 11 to 16 cover the associate trainer and the content partner trainer: from “Join as a trainer” and the agreement to students, sessions, money and the rules of conduct.

The official syllabus is the base; additions come on top of it where they are needed.

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1 · The method

The principle every screen in the workspace is built on.

A course on the platform starts from **the official syllabus**: its lessons, its order, its terms. That is the base and it does not change, because the student is examined on it, and a term translated to taste costs them a mark. On top of that base, two things are added:

The base

The syllabus lessons

Each lesson becomes a full lesson: an explanation, files, assessments and practice. The order is the syllabus's order.

The addition

Extra lessons

For a part the syllabus passes over quickly, or a practical skill it assumes and never teaches. It goes in as its own lesson, named “Extra lesson”, and is marked as such, so the student knows it

is an addition and not examinable material.

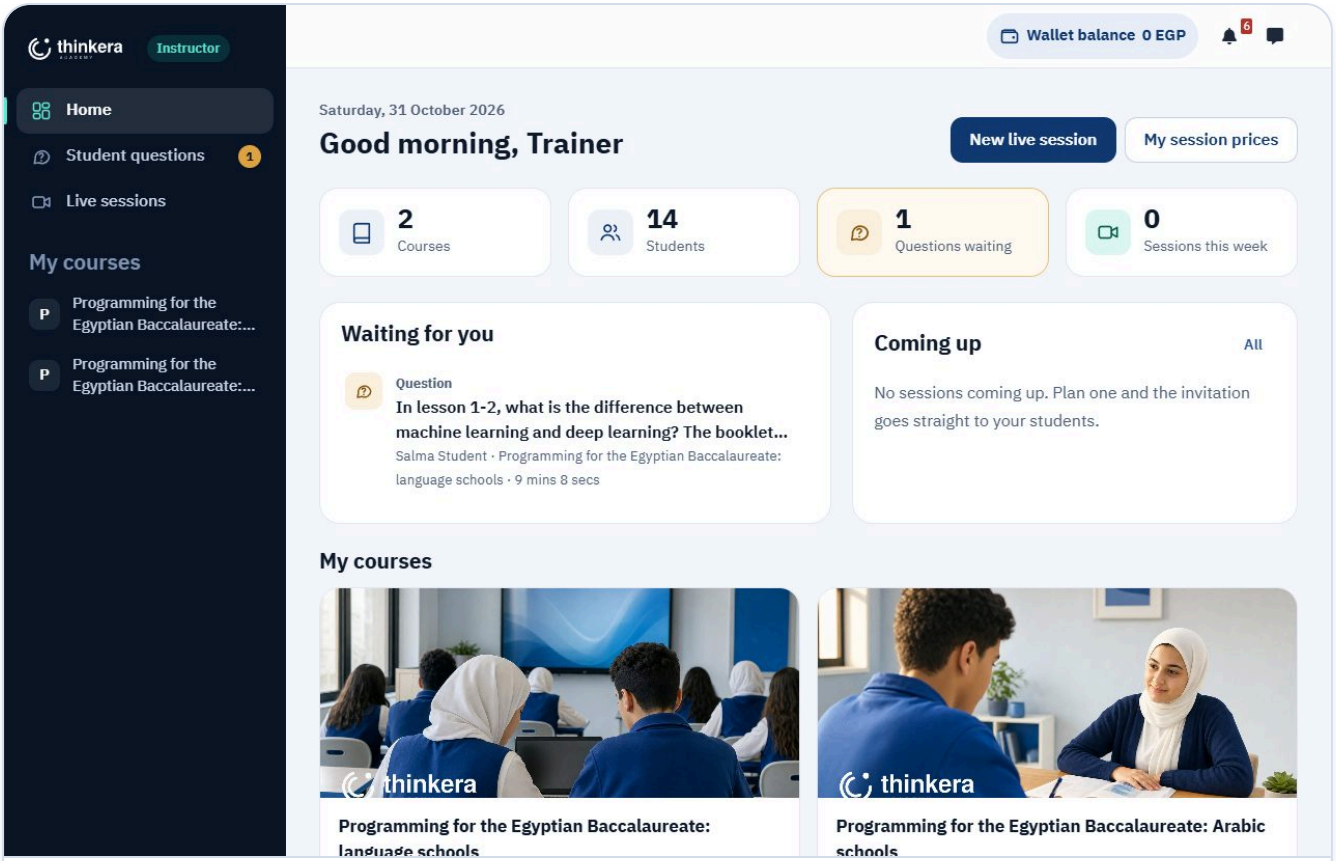
The rule

What is separate stays separate

Material from outside the syllabus is never merged into a syllabus lesson. Merging it makes examinable something nobody was ever examined on.



The same structure in every course, whatever its field.



The academy trainer's workspace opens on “Waiting for you”: answers to mark, student questions to reply to, and session requests. At the top: “New live session” and “My session prices”.

2 · Building the course

From a syllabus to a course that runs.

1 **Divide the syllabus into units**

One subject per unit, with its lessons in the syllabus's order and an “end-of-unit exams” section at the end. Unit 1 stays open and free in full. That is the platform's way in every course, not a temporary offer.

2 **Put in the syllabus lessons**

One lesson for each, with the same name and the same order. Each takes the four steps in the next section.

3 Add the extra lessons

After reading the whole syllabus and knowing where the gaps are. An extra lesson goes into its place in the sequence and carries its own mark.

4 Set the order and the conditions

From “Lesson order and conditions”: whether lessons open in sequence or all at once, and what opens each one. It has “Preview as a student”: choose a student and see which lessons they can open now, and why the rest are locked.

The default condition is one stated thing: a lesson counts as finished when the student scores **75% or more on its “Practice: Advanced level”**, and the next lesson opens on that, not on opening every file or completing every activity. You can change it per lesson on the same page: choose other activities to count, raise or lower the percentage, or leave a lesson open with no condition at all.

A lesson opens in one of four ways: after the lesson before it (the default), after one or more lessons you choose, **after a whole unit**, or always open. “After a whole unit” is kept as **the unit itself**, not as the lessons it held when you saved it: add a lesson to that unit later and the waiting lesson waits for it too, without your going back to the page. The units offered are those whose lessons all come before the lesson you are editing.

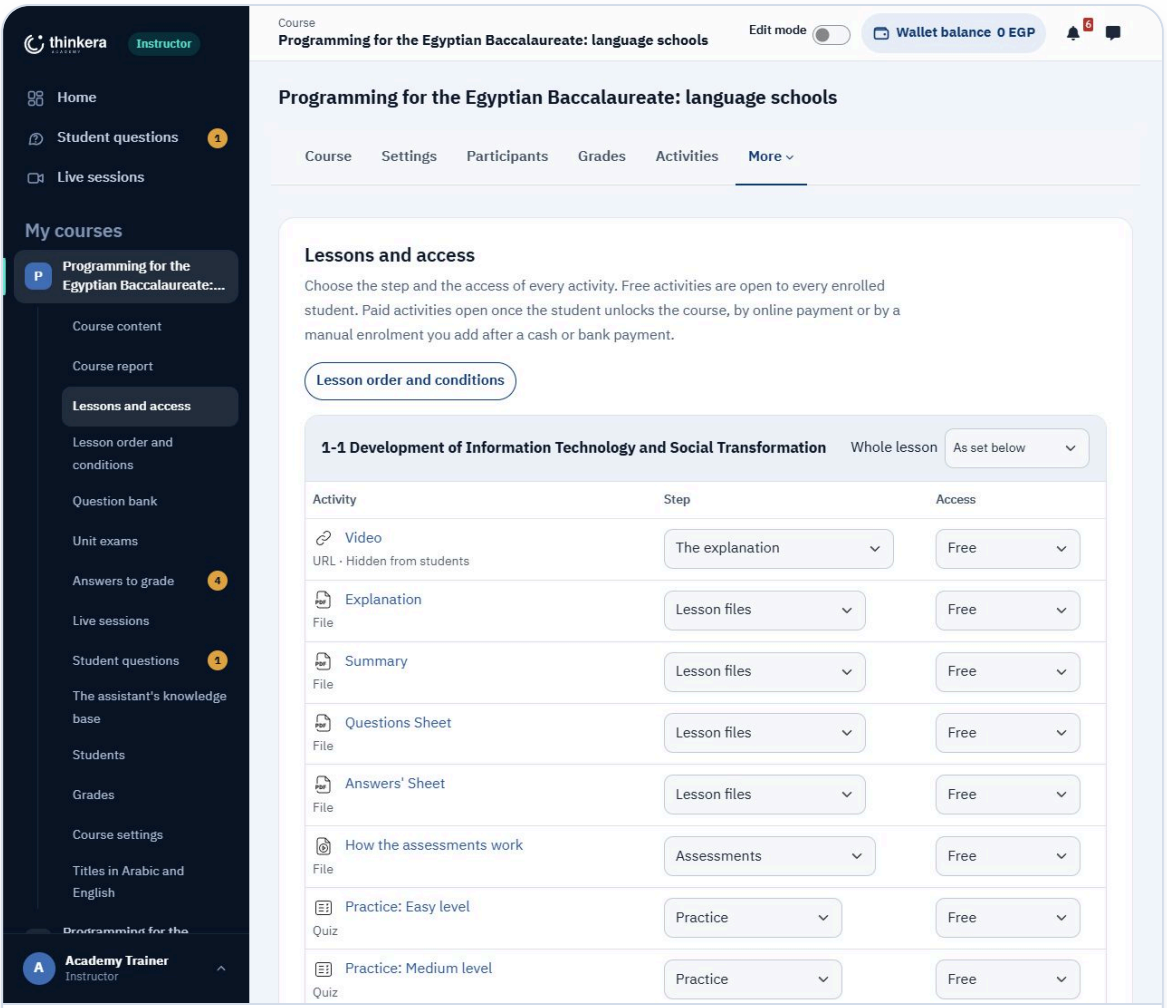
And “what counts as finishing this lesson” has three choices: every activity in the lesson, only the activities chosen below (all of them), or **any one of the activities chosen below**. The third is the one to use when the student may choose their road: watch the video **or** read the booklet. Under them sit **a lowest practice mark** (optional) and **“Opens from”** (optional), for a lesson that must not open before a given date.

And the unit itself is closed by its exams: on the same page, under each unit, “Finishing the unit with its exams” sets how many exams a student must pass for the next unit to open. The details are in section 5.

5 Place the activities on the steps, and decide free or paid

The “Lessons and access” page shows a lesson's activities in one table: for each one its **step** (The explanation · Lesson files · Assessments · Practice, or “automatic”, which puts it where it is expected), and its **access**, free or paid.

Both are yours: open a whole lesson as a sample, or leave a single activity open; the student sees the change at once. What stays with the administrator is the course price, the enrolment methods and publishing it on the site.



"Lessons and access": every activity with its step and its access, in one table per lesson.

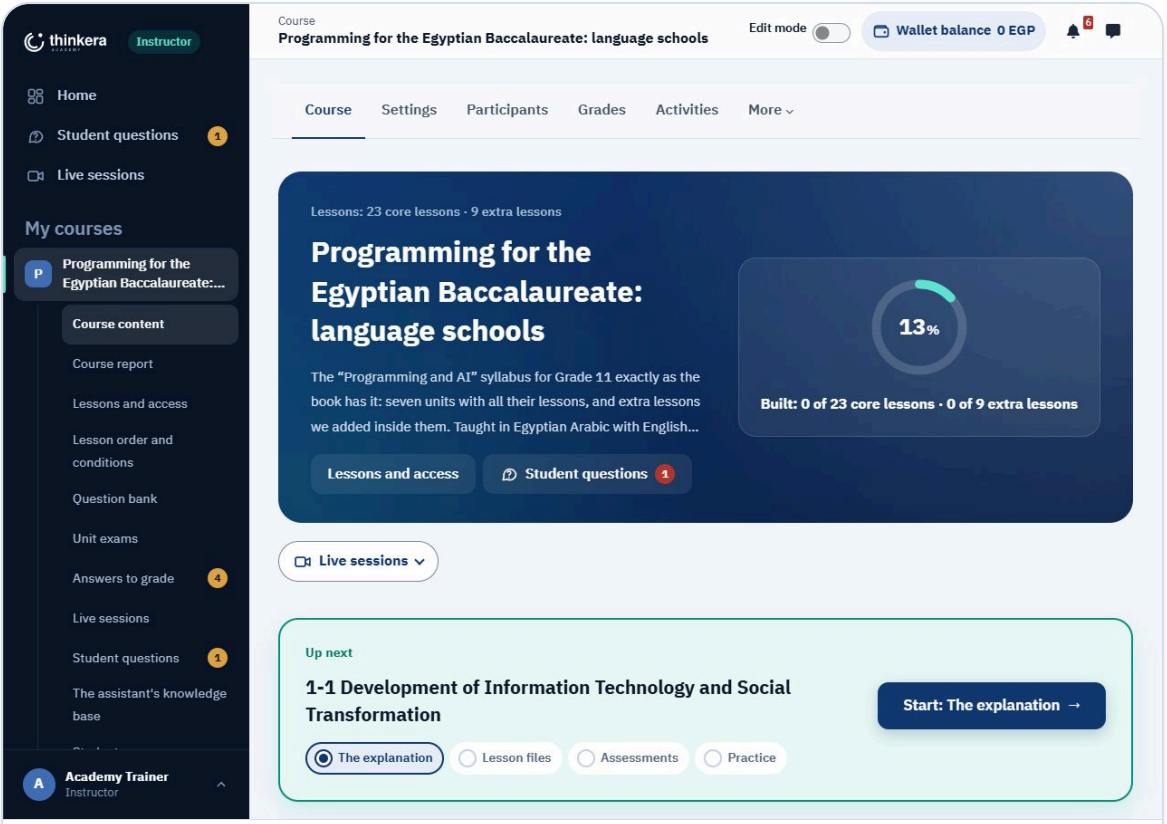
6 And as you build: the page tells you where you are

The course's own home page shows you numbers a student does not see. At the top, the **lesson count split** into its two kinds, the syllabus lessons and the extra ones, rather than one figure that mixes them. In the ring, **how much of the content is built**: how much of the course exists, not how much of it you have opened. And under it, **how many are finished**, of each kind.

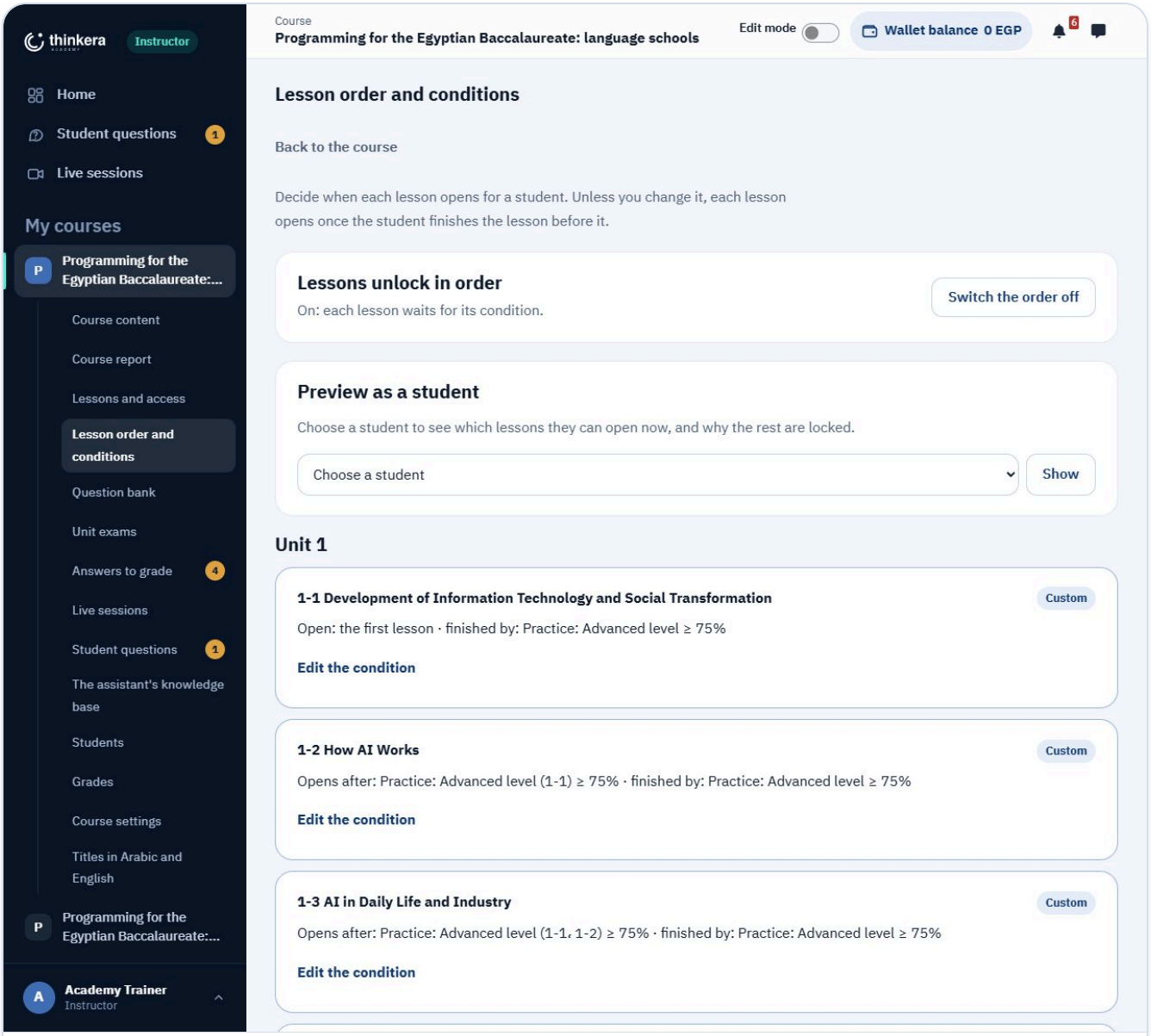
The measure is the shape of a finished lesson itself: an explanation (interactive and plain) + the lesson files + the assessments + practice (three levels and the

interactive set), with every unit ending in its exams. The lessons not written yet are already in the outline, shown as “coming soon”, and that is what gives the figure a denominator. So the percentage tells you **how much is left**, and the line under it tells you where.

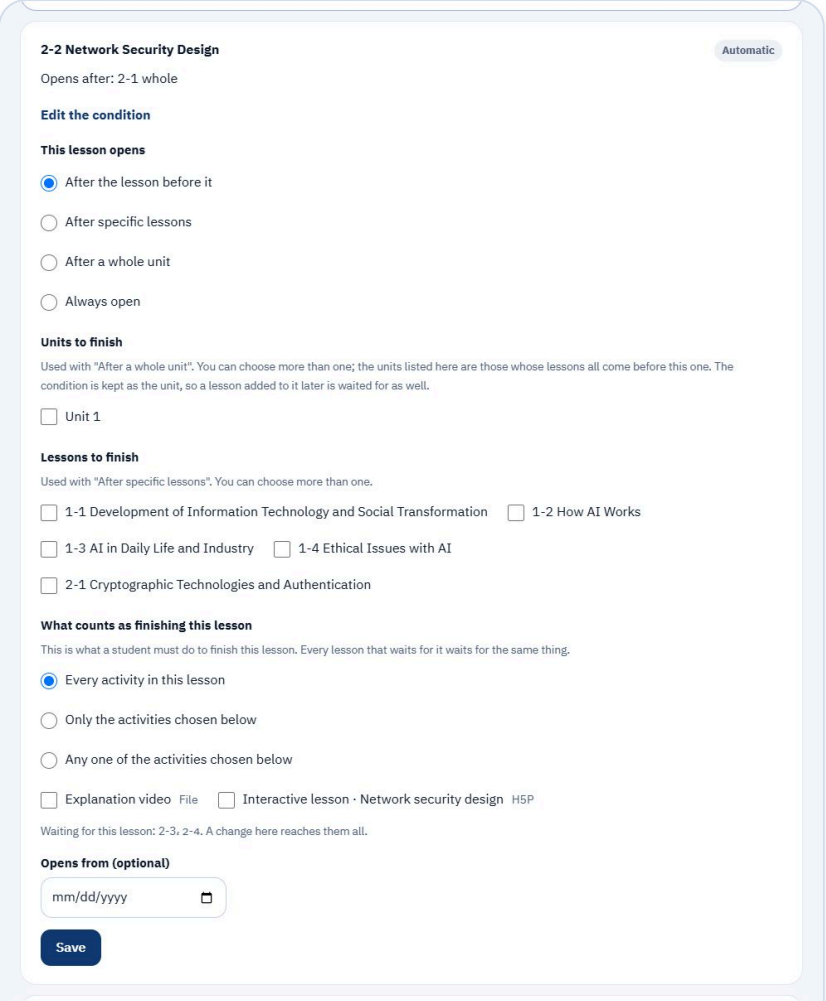
It counts pieces; it does not judge them. A lesson with a booklet has its booklet. Read it as an estimate of the work still to do.



Through your eyes: the ring is how much of the content is built, not how far you have got through it, and under it how many lessons of each kind are finished. Every course tool is in the sidebar.



Lesson order and the condition that opens each lesson, with a preview through the student's eyes.



The condition editor: after the lesson before it, after chosen lessons, after a whole unit, or always open. Below that, what counts as finishing it, and the opening date.

This page belongs to the academy trainer and to the administrator alike. The trainer reaches it from the course's own sidebar (“Lesson order and conditions”), the administrator from the course menu: the same screen, the same powers. There is nowhere else the progression conditions are set.

3 · A lesson's four steps

The student sees the same four steps in every lesson; you decide what goes in each one.



The steps are the same in every course; what differs is what goes inside them.

Step	What goes in it
The explanation	The lesson video in two versions: an **interactive lesson** (an H5P activity that stops the video and asks), and a plain video that runs straight through. The student opens on the interactive one, with a link under it to the plain one. The video is a YouTube link or an uploaded file.
Lesson files	The explanation booklet, the mind map, the question sheet, its answers, and anything else. They are shown inside the page and download under their own names.
Assessments	The assessments video, which shows the student how to use the sheet and its answers: answer first, mark second. An assessment paper and its answer key, where there are any, go here too.
Practice	**Three quizzes**, marked and graded: “Practice: Easy level”, “Medium” and “Advanced”, each drawing its questions from the lesson's bank (next section). Under them, an **interactive practice** tab for H5P activities with no mark: terms, ordering, matching and more. The student opens on the quizzes.

What drives the steps: every activity you put in a lesson sits in one of the four steps, and that is where the student finds it. A hidden activity is not shown to them at all. “Automatic” means a quiz or an interactive activity goes to practice, the first other activity is the explanation video, and the rest are lesson files. “Assessments” is always set by hand.

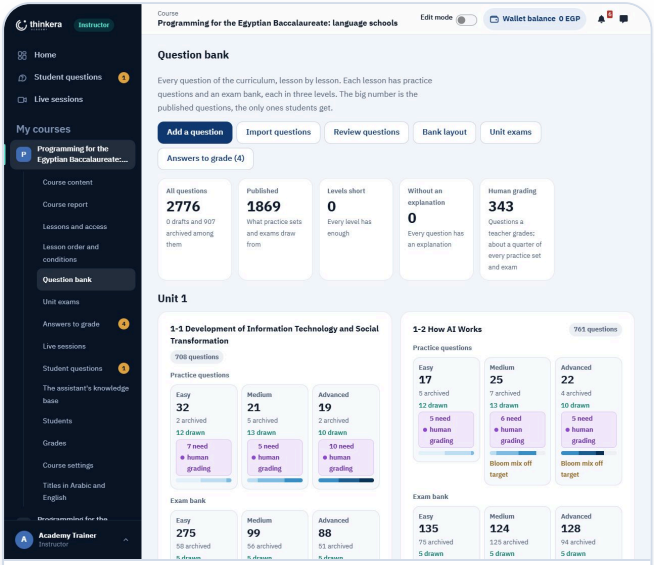
Interactive activities are in their edition's language: the Arabic course's activities are in Arabic and the English course's in English, buttons, feedback and reasons included.

An activity in two languages reads to a student as unfinished.

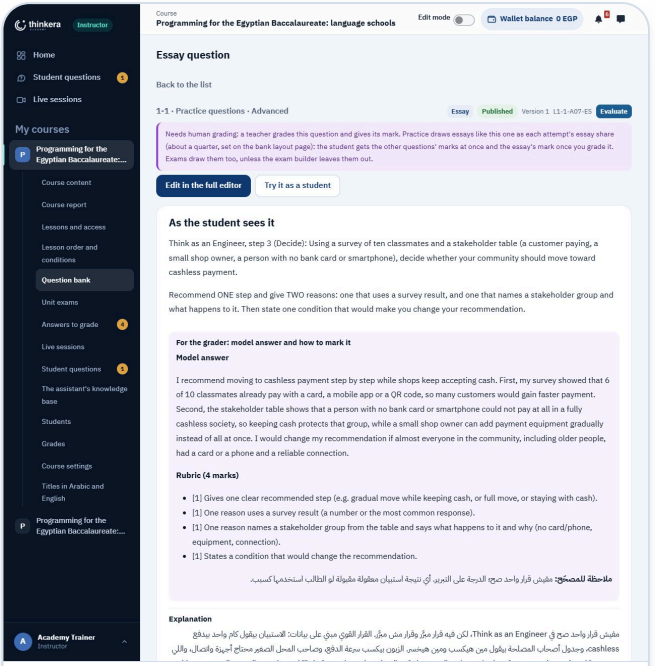
4 · The question bank and practice

All of a course's questions in one place, split by lesson and level, and the practice built from them.

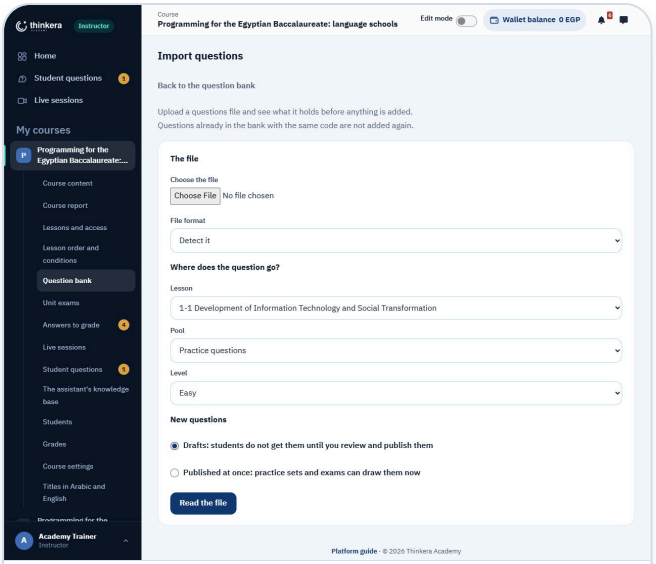
Each lesson has two banks, **practice questions** and **the exam bank**, and each has three levels: easy, medium and advanced. Each question records its type and the thinking it asks for (Bloom), so practice does not come out as one long recall test.



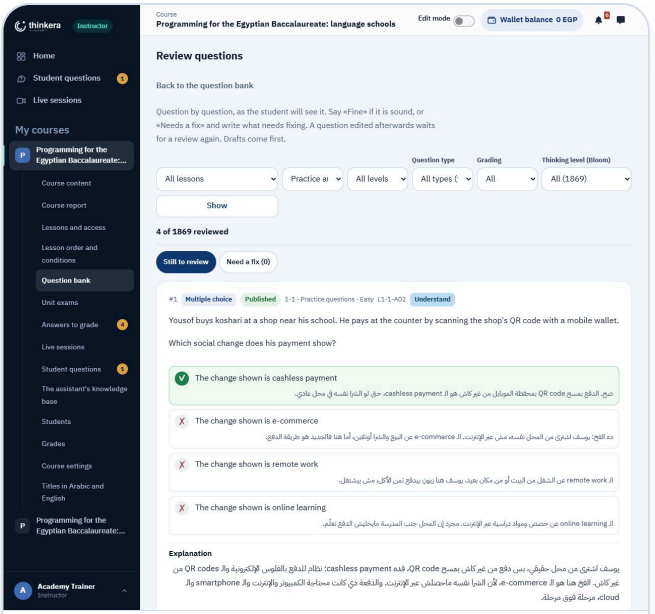
The bank: each lesson with its levels and counts, and how many questions need human marking.



An essay question is written with a model answer and a rubric, each line with its marks, adding up to the question's mark. That is what it is marked against later, by you or automatically.



Import in bulk from an XML, GIFT or Aiken file. You see the file before it is added, and a question whose code is already there is not added again.



Review mode: one question at a time, through the student's eyes.

- **New questions arrive as drafts** until you review and publish them, unless you choose “published straight away” when you import.
- **Essays need an XML file:** it is what carries the model answer and the rubric. GIFT and Aiken are for multiple choice and true or false only.
- **“Bank layout”** creates any bank a lesson is missing, and orders the bank like the course.

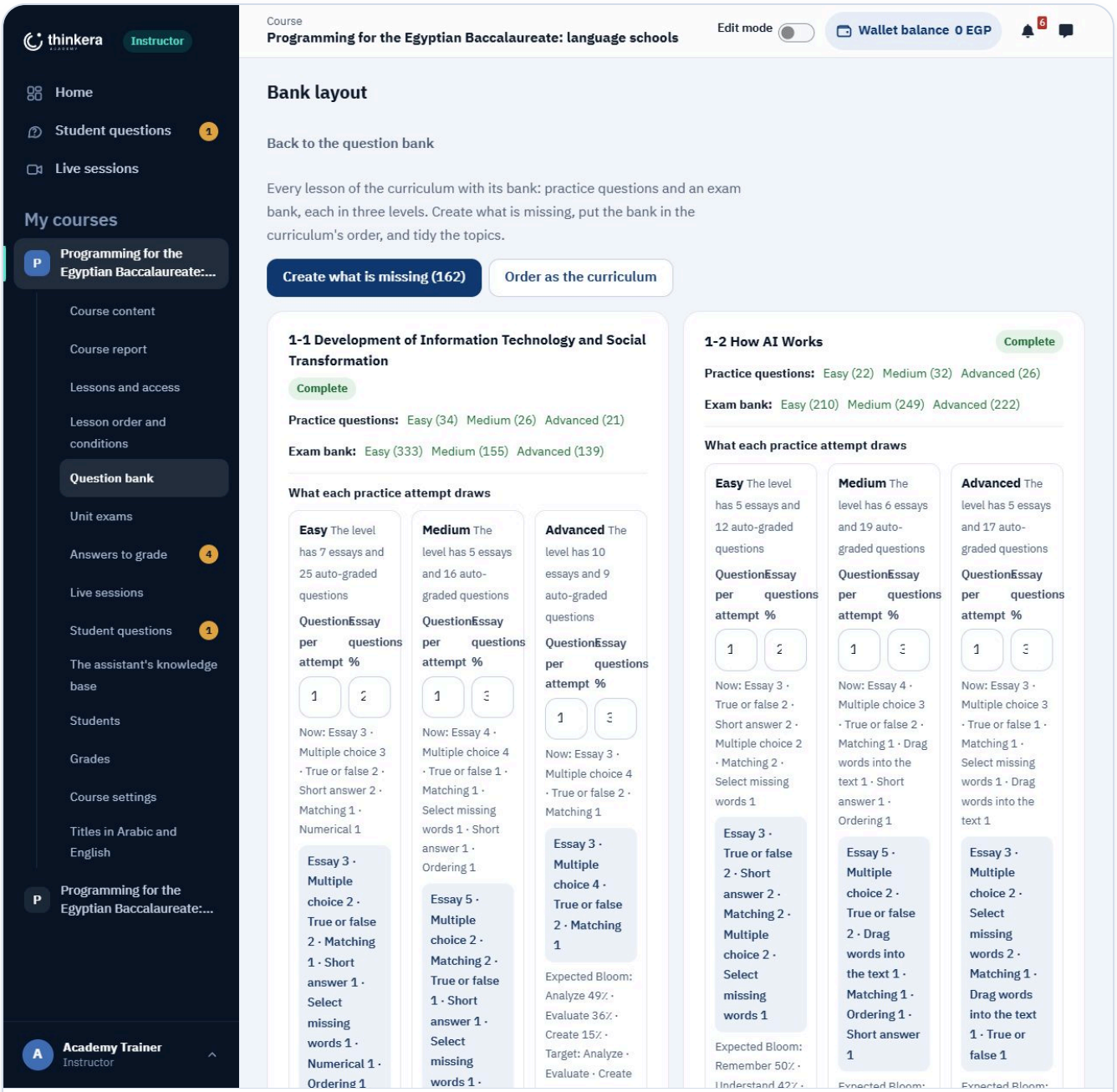
Practice: three quizzes per lesson

What the student does in the “Practice” step is not the bank itself: it is **three quizzes**, one per level, each drawing its questions at random from the published practice questions of its level, so every attempt has new questions in a new order. A full bank without these quizzes gives the student nothing.

What an attempt is made of is set on “Bank layout”, for each level:

- **How many questions in each attempt.**
- **The share of essay questions**, at least 20%. The rest is spread over the other types, at least one of each, with the bigger types in the bank taking more.
- **The expected Bloom spread** beside the level's target, so you see when an attempt has turned into memorisation.
- A practice quiz counts as done as soon as the student submits, even before its essays are marked.

- If you change the structure after students have attempted a quiz, a new quiz is made with the new structure, the old one is hidden, and their attempts stay as they were.



What one attempt is made of: how many questions, how many essays, and how the thinking levels are spread. This is what keeps practice from turning into memorisation.

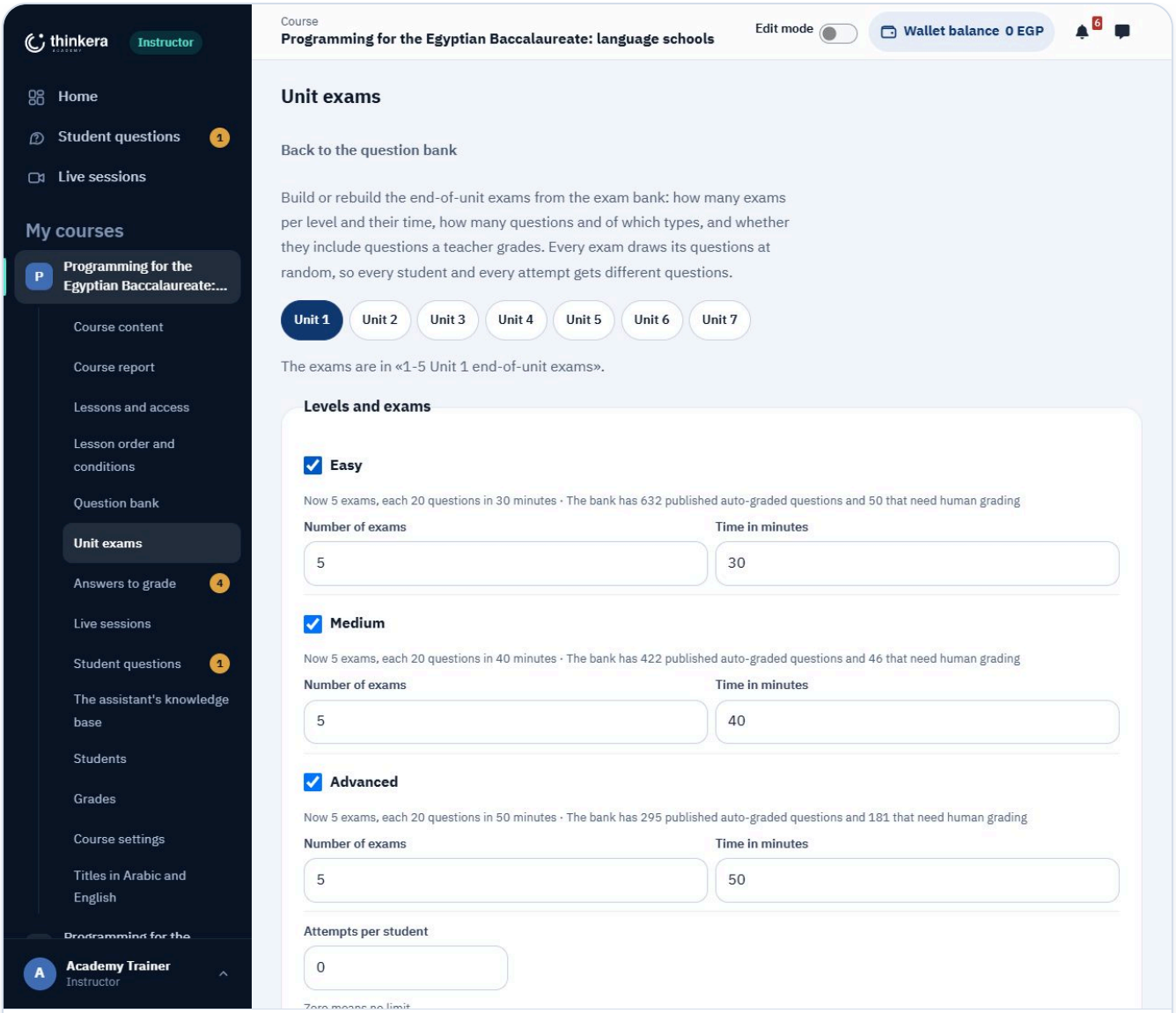
5 · Unit exams

Exams at the end of every unit, at three levels, with different questions for every student.

End-of-unit exams are built from the exam bank on the “Unit exams” page, and they sit in the unit's “end-of-unit exams” section. You choose the unit, then:

- **For each level** (easy, medium, advanced): how many exams, and how long each one lasts in minutes.
- **Attempts per student.** Zero means no limit.
- **The questions:** a fixed number from each lesson, or a total shared equally across the lessons. You can spread them by Bloom, and by question type with an essay share you set. “Balanced mix” fills the boxes from what the bank holds, and clears any figure you typed by hand.
- **Without the questions that need human marking:** tick it when you want the result at once. Without it, a student's final mark appears once the essays are marked.
- **Who can take the exams:** paid (students who opened the whole course) or free for every student.
- Each exam draws its questions at random, so every student and every attempt gets different ones. An exam nobody has taken is rebuilt in its place under the same name, and “Check before building” shows you what will be made before it is made.

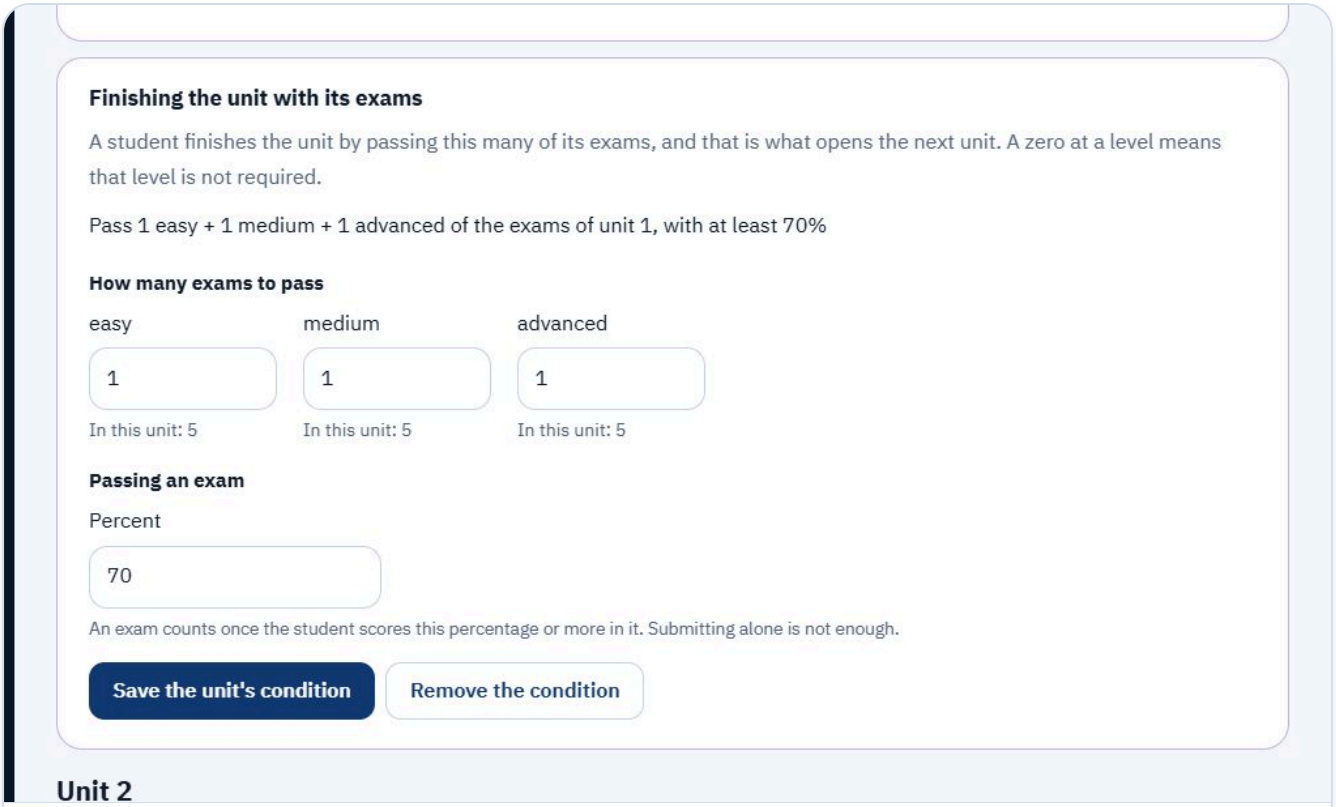
The course rule: there are essay questions at every level, not only the advanced one. An exam of nothing but multiple choice measures recognition, not understanding.



A unit's exams by level, with what exists now and what the bank holds for each level.

Finishing the unit with its exams

On “Lesson order and conditions”, under each unit that has exams: a student finishes the unit by passing a given number of its exams, and that is what opens the next unit. You set how many exams of each level (zero means that level is not required) and the pass mark. An exam counts once the student scores that percentage or more; submitting alone is not enough. A unit with no exams yet cannot be closed this way.



For example: passing one exam at each level with at least 70% opens the next unit.

6 · Marking and review

Written answers are marked against your rubric, the machine takes the obvious ones off your hands, and in each course the decision is yours.

“Answers to grade” holds the essay answers students submitted in practice and exams that are waiting for your mark. You open an attempt, read each answer beside the model answer and the rubric, give a mark and a comment, and the mark counts in the student's result at once. Above them, the “Grading suggestions” card has three choices for this course:

1. **Practice answers: marked at once by a suggestion, then confirmed by you**

   Three choices: as the site says, “Yes, in this course”, or “No, I grade them myself”. When it is on, an answer takes the suggestion's mark at once and stays with you until you confirm or change it.

2 **Exam answers: off by default**

“Exam answers in this course are marked at once too” starts off, because an exam mark a student has read is harder to take back than a practice one. If you turn it on, every machine mark still waits for your confirmation.

3 **“Check” on an essay: the mark stands when the model is sure**

An essay in practice carries a **Check** button like every other question. The student presses it, the answer is handed in, and the model reads it in front of them against the marking criteria. If the model's confidence in its own marking reaches the set percentage or more, the mark is worked out and shown to the student there and then, without waiting for you, and it does not appear in your queue, because it is settled. You can still open any attempt and change the mark at any time.

Below that percentage no mark is given at all: the answer reaches your “waiting to be marked” queue with the model's reading of it beside it as a suggestion, and the student is told that you will read it, with no number shown.

4 **The percentage is yours, and so is the switch**

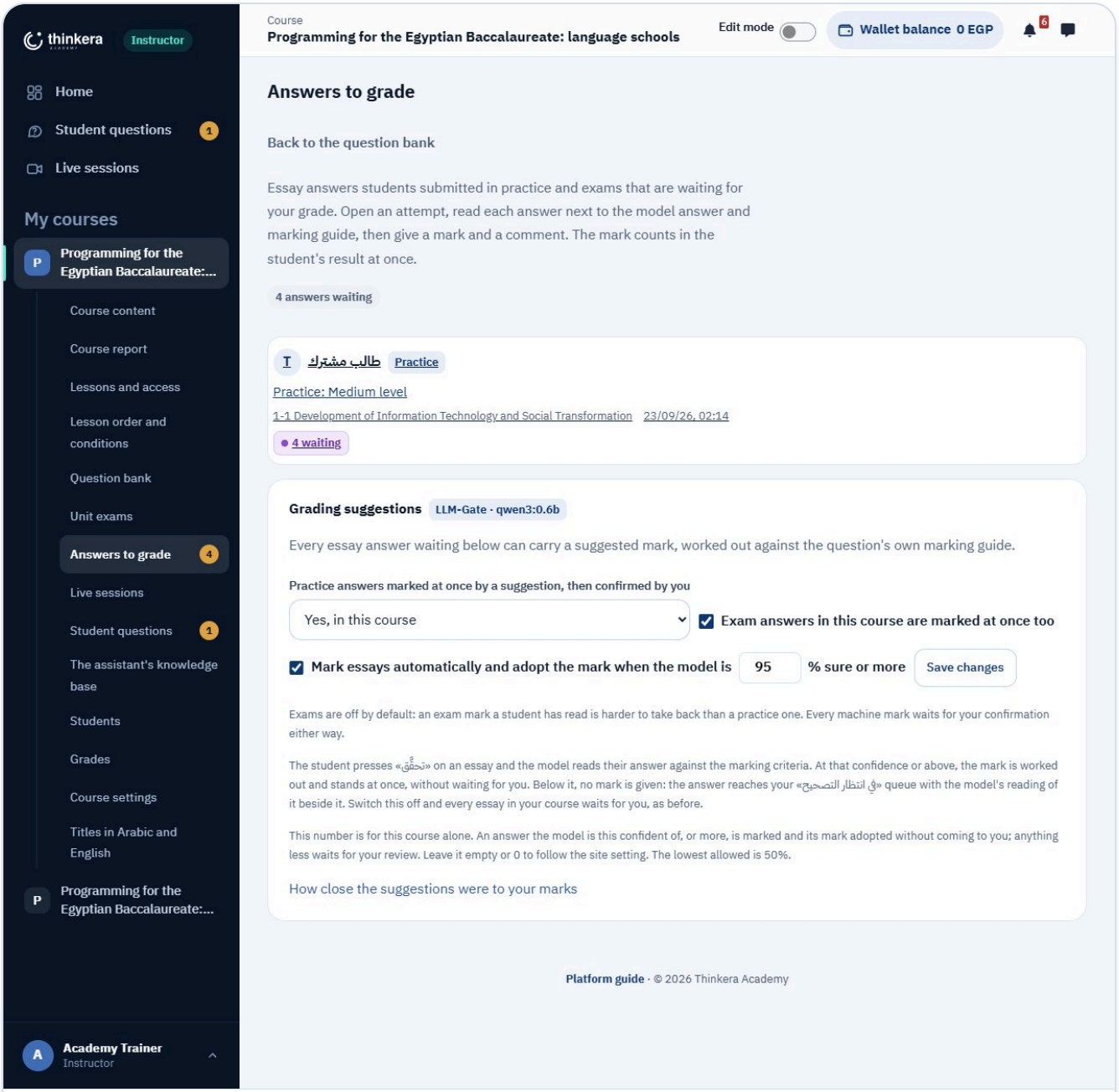
This choice is **on by default**. The percentage is for this course alone: leave it empty or 0 to follow the platform's setting (95% today); the lowest allowed is 50%. Turn the choice off and every essay in your course waits for you.

5 **The doubtful ones come first**

A suggestion the model is not confident of is flagged and sorted to the top of your queue, so the answers most likely to be marked wrongly are the first ones you read.

6 **If you change a mark, they are told why**

A changed mark reaches the student as a notification with the reason. That is what makes a student trust the number instead of arguing with it.



“Answers to grade”: the attempts waiting, and the “Grading suggestions” card with its three choices and the percentage.

7 · The AI assistant

It answers students from your course's lessons, and you decide what it may read.

The assistant searches in three steps: the lesson the student is in, then the rest of the course, then it asks the student whether they want an answer from outside the course. The first two read from **the course's knowledge base**, which is yours to control.

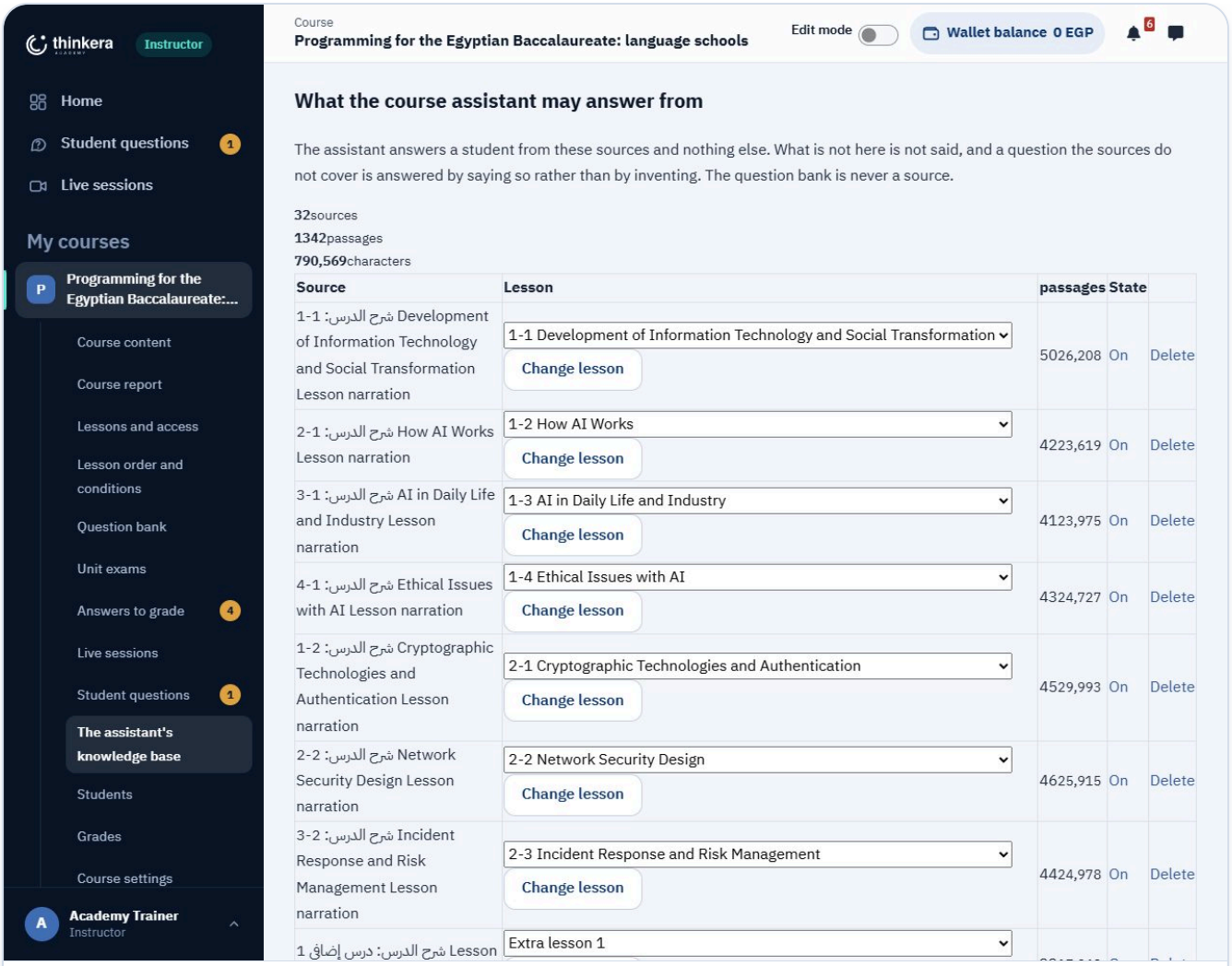


The assistant reads nothing else. What is not in here is never presented to a student as coming from the course.

The knowledge base page

In the course's sidebar: “The assistant's knowledge base”. It shows how many sources and passages there are, and holds:

- **Uploads** in md or PDF, each tagged with the lesson it belongs to, so the assistant can return it in the right place.
- **A switch per source**, without deleting it. A source that is off is not read.
- **Deletion** of what no longer holds, and a view of what was imported and when.
- **The question bank is never a source**, so the assistant never solves a student's practice for them.



The assistant's sources: one per lesson, with its lesson, size and state, each switched off on its own.

The rule behind it: the assistant names the part of the lesson an answer came from, and when it finds nothing it says so rather than inventing. Going outside the course happens only when the student says yes, and that answer is labelled as being from outside. The student always knows whose words they are reading.

AI on the platform: two jobs, not a general “intelligence”

The platform does not run a model in order to be able to say it runs one. There are exactly **two jobs**, each with its own model chosen in the platform's settings:

For the student

The course assistant

For marking

A suggested mark

It answers from the knowledge base above, in its three steps, and names its source. That takes off your hands the questions whose answer is already written in the lesson, so what reaches “Student questions” is what actually needs you.

It compares the student's answer with the model answer and the rubric, and returns a proposed mark with its reasoning and its confidence. It is what sits behind the student's “Check” and behind the suggestion you see beside each answer when marking. The work carries on server-side even if you close the page.

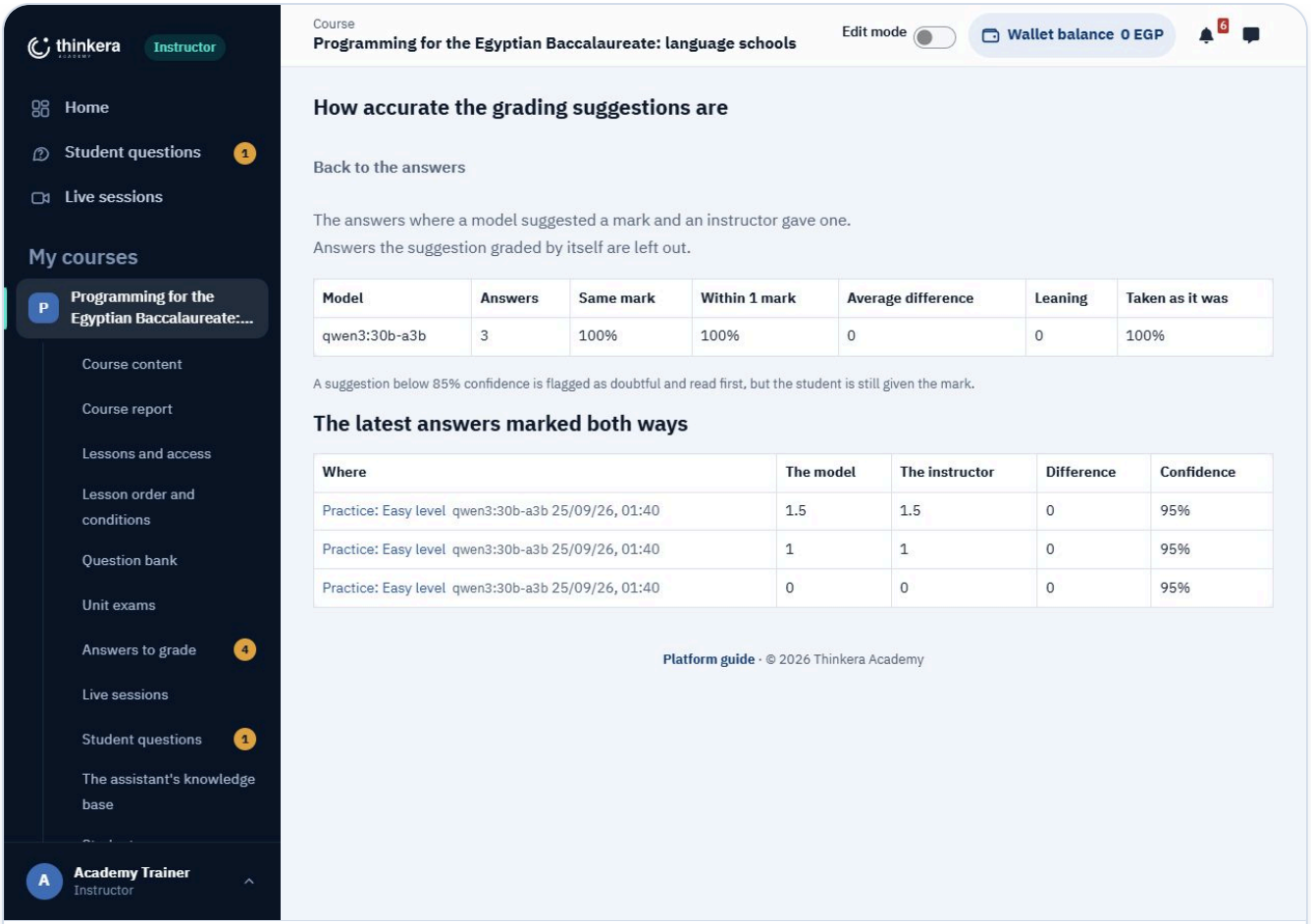
The decision

Your rules decide

A suggestion becomes a mark only under the rules in section 6, which you set for your course. You can change any mark and write a reason, and the reason reaches the student.

And how do you know whether to trust a suggestion?

There is a page called **“How accurate the AI's suggestions are”**, linked from the marking page as “How close the suggestions were to your marks”. It compares each model's suggestions with the marks trainers gave themselves, over the answers that have both, and lists the latest answers marked both ways. Answers the suggestion marked on its own are left out of the comparison, because they would only agree with themselves. So “how far do I trust this” rests on a number rather than an impression.



“How accurate the AI's suggestions are”: the suggestion beside your mark, over the answers that have both.

What is recorded

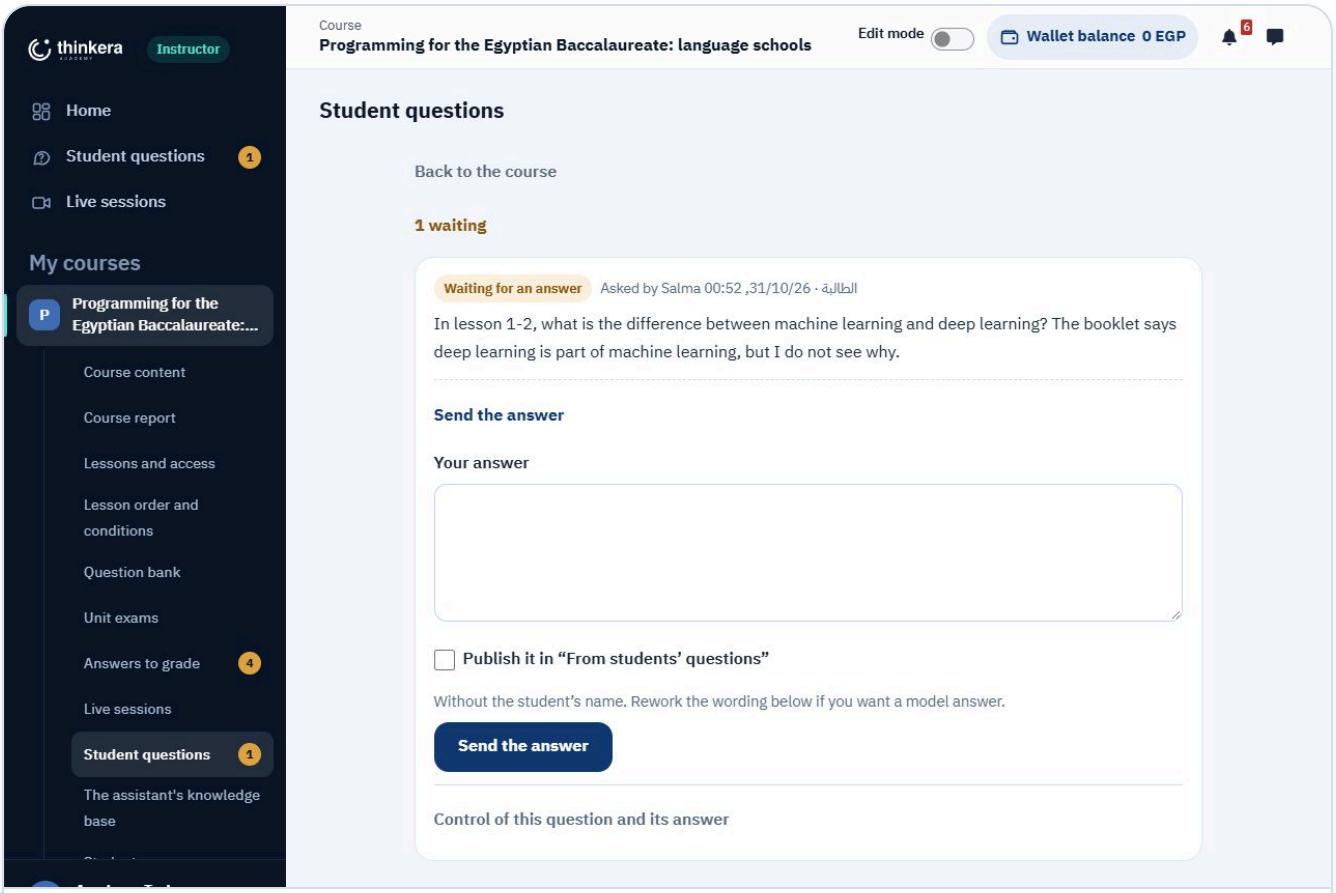
- **A usage log** with one line per request: the model, how big the request was, how long it took, and whether it worked.
- **What is never written there**: a single word a student wrote, or any key.
- **The model runs on the academy's own server**, so neither students' answers nor your course's content leaves for an outside service.

8 · Questions and sessions

What the assistant does not replace.

Student questions

All of a course's questions on one page, unanswered first, each answered in place. When a question would help the others, tick “Publish it in ‘From students' questions’” and it appears to every student of the course with its answer, without the student's name; you can reword it before it is published. Without a course, the page gathers the questions of every course you teach.



A question waiting for you, with the reply box and the choice to publish it for the other students.

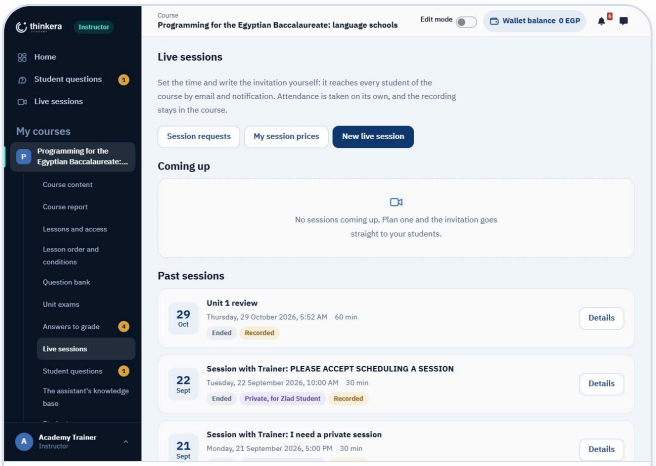
Live sessions

From “Live sessions” you hold a session for every student of the course: the time and length, an invitation in your own words that reaches them by email and notification, whether it is recorded, and who may see the recording. Attendance is recorded on its own, and the recording stays in the course. You can change or call off a session from its page.

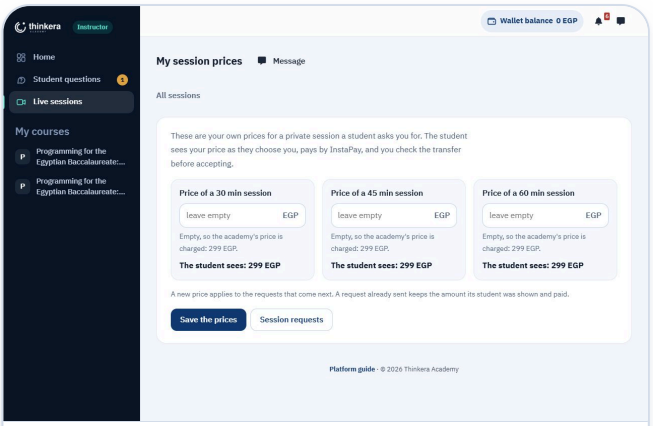
Private sessions: requests and prices

- **“My session prices”:** your own price for a private session, for each length (30, 45 and 60 minutes). An empty box means the academy's price. A new price applies to requests still to come; a request already sent keeps the amount its student saw and paid.

- **The student asks:** they choose the trainer, the topic, the time and the length, see your price, and pay **from their wallet** or **by transfer** with one of the methods the administrator has switched on (InstaPay, and Vodafone Cash once it is on), uploading the receipt.
- **“Session requests”:** you see the amount, and for a transfer the method, the transaction number and the receipt. You check the transfer, may move the time or change the length, then accept, or reject with a reason. A request paid from the wallet and rejected has its money back in the wallet before the student is told.



Live sessions: those ahead and those past with their recordings, and the way to session requests and your prices.

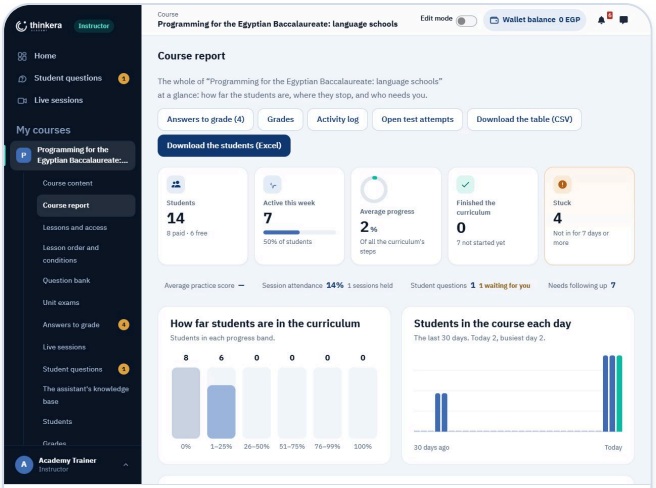


“My session prices”: a price per length; an empty one takes the academy's price.

9 · Following the class

Who is working, who has stopped, and where they stopped.

The course report holds the numbers (students, active students, average progress, those stuck), how progress is spread, daily activity, and the students table: exactly where each student is, their videos and practice, when they were last in, and their state (on track, slow, stuck, not started yet). A student's name opens their report: every lesson with its steps, and their best score at each practice level. You can download the table, and message a group of students at once.



The course report: the numbers, how progress is spread, and daily activity.

Student	Progress	Where now	Videos	Practice	Last visit	Status
K Karim Student 0 of 9 lessons · Free	2%	1-1 Development of Information Technology an... The explanation	0/9	–	36 days 8 hours ago	Stuck
N Nour Student 0 of 9 lessons · Free	2%	1-1 Development of Information Technology an... The explanation	0/9	–	34 days 8 hours ago	Stuck
Z Ziad Student 0 of 9 lessons · Free	6%	1-1 Development of Information Technology an... The explanation	0/9	–	30 days 4 hours ago	Stuck
L Laila Student 0 of 9 lessons · Paid	6%	1-1 Development of Information Technology an... The explanation	0/9	–	32 days 7 hours ago	Stuck
M Mariam Student 0 of 9 lessons · Paid	0%	1-1 Development of Information Technology an... The explanation	0/9	–	1 day 17 hours ago	Slow
T Test Student 0 of 9 lessons · Paid	2%	1-1 Development of Information Technology an... The explanation	1/9	–	1 hour 26 mins ago	Slow
A Adam Student 0 of 9 lessons · Free	0%	Not started yet	0/9	–	33 days 7 hours ago	Not started
T Test Student 2 0 of 9 lessons · Paid	0%	Not started yet	0/9	–	32 days 16 hours ago	Not started
H Hana Student 0 of 9 lessons	0%	Not started yet	0/9	–	32 days 8 hours ago	Not started

The students table tells you exactly where each one stands, and when they were last here. (The names in the picture are stand-ins.)

Who sees what: the academy trainer sees every student in the course. The associate trainer and the content partner trainer see their own students only, without email or mobile (section 13).

10 · Course settings

The last part, and usually done once.

- **Course settings**: the “top five” ranking (off by default; points count either way), and the badges: 7 badges per course, each of which you can rename, describe, set a number for or switch off; a badge a student has earned stays theirs. It also leads to the course's basic details: name, description, dates and picture.
- **Titles in Arabic and English**: the names of the units, lessons and activities in the other language, for students who switch in their preferences.

- **Prices**: the course price, the enrolment methods and publishing on the site belong to the administrator. What is yours: free or paid on “Lessons and access”, and your private session prices on “My session prices”. Unit 1 stays open and free.

11 · The kinds of trainer on Thinkera, and their roles

Three roles, each with its own permissions, its own money and its own way in.

Academy trainer

One of Thinkera's own team, given the “trainer” role in a course by the administrator. Builds and runs the course with everything in sections 1 to 10: the lessons, their order and conditions, the question bank, the exams, marking, the AI assistant, every student's questions and the live sessions. Has a dark interface with a sidebar, and is not asked to sign the trainer agreement.

Associate trainer

An independent trainer approved on the platform, who teaches the course's content as it is to students who choose them, in live sessions on the platform: one-to-one or with a group. Sees their own students only, and does not edit the content. Earns from sessions, and from the first payment of a new student who came through their link.

Content partner trainer

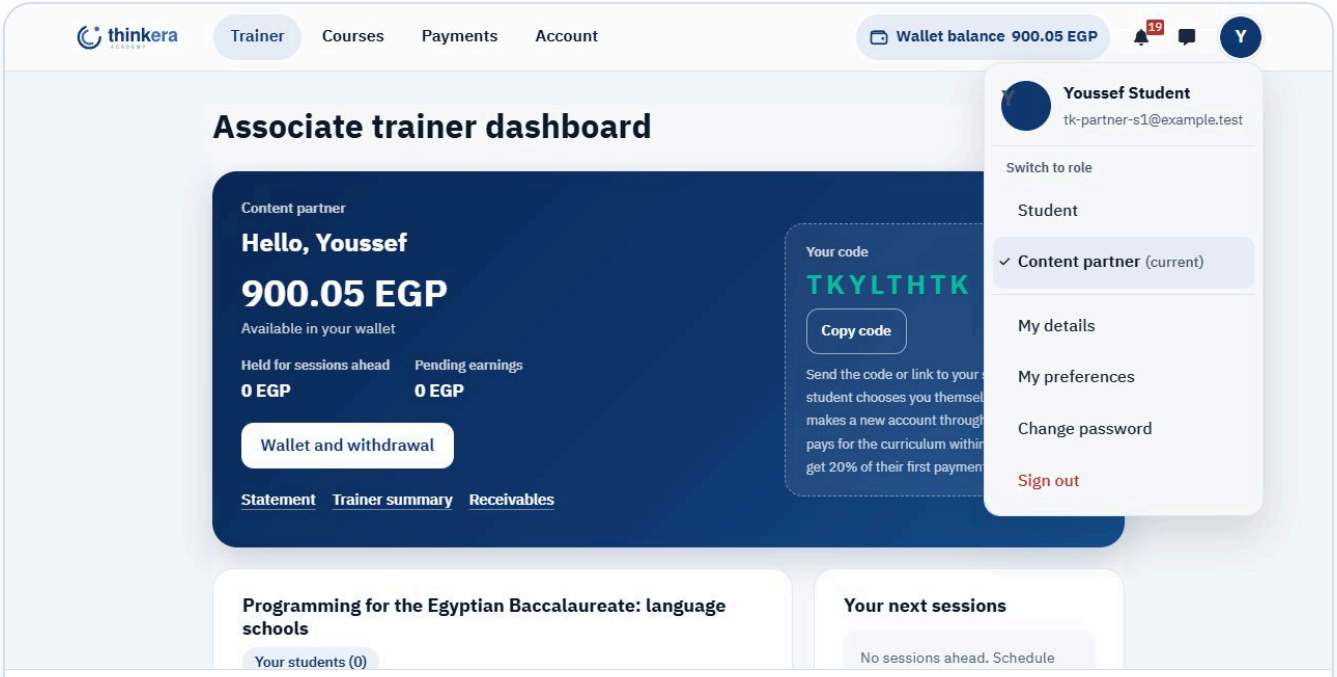
The top rank: everything an associate trainer has, plus editing the course's content from “Content tools”: “Open the curriculum” and “Manage lessons”. What they add is reviewed before students see it. Lesson order, the question bank and the exams stay with the academy trainer.

Permission	Academy trainer	Associate trainer	Content partner trainer
Students they see	Every student in the course	Their own students only	Their own students only
Live sessions	For every student of the course, and private sessions at their own prices	For their students and groups, at the administrator's prices	For their students and groups, at the administrator's prices
Opening the course and managing lessons	Yes	No	Yes; what is new is reviewed first
Lesson order, question bank, exams	Yes	No	No
Marking, every student's questions, the knowledge base	Yes	No	No
A share of the programme's session prices	No	Yes	Yes
A share of a new student's first payment	No	Yes	Yes
The trainer agreement	Not required	Must accept it	Must accept it

Permission	Academy trainer	Associate trainer	Content partner trainer
Interface	“Academy trainer”: dark, with a sidebar	The trainer theme: top bar and “Trainer dashboard”	The trainer theme, with “Content tools”

You can hold more than one role

A student approved as a trainer can stay a student in their courses, and switches between the two from the account menu → **“Switch to role”**, with “current” beside the role in use. In a course where they are both, they work as one at a time: the role they chose is the one that counts, so they can never follow or pay themselves. An academy trainer also placed as a content partner trainer opens on the trainer theme, has all five tools in “Content tools” (open the curriculum, manage lessons, lesson order and conditions, question bank, exams), switches to “Academy trainer” the same way, and finds “Trainer dashboard” at the end of the sidebar to come back.



“Switch to role” in the account menu: student, or content partner.

Placement by the administrator: the administrator can place any member in a course as a student, an associate trainer, a content partner trainer, or a trainer who also studies there. This placement is a direct approval, without the stages. If a trainer is moved back

to student, their students in that course are released and asked to choose another trainer, their sessions not yet held are called off and refunded, and their pending and available earnings stay where they are. Every change is logged, and the member is told.

12 · Joining, and the agreement

From your student account to an approved trainer, and from associate trainer to content partner.

1 **“Join as a trainer”**

A fixed link in the top bar beside “Account”, at laptop width and wider; on a phone and smaller screens it is in the account menu. It is also on “Choose your trainer” in any course: “Want to be a trainer in this curriculum?”. Only students see it: academy trainers, administrators and suspended trainers do not. If you chose “Join as an associate trainer” when you first completed your account, the platform takes you to the application each time you sign in until you finish it.

2 **Choose the course and the role**

The role is “Associate trainer” or “Content partner trainer”, each explained under it. Write your subject and grade, your teaching experience, the students you teach now, and a link to an explanation you recorded.

3 **Read the whole trainer agreement**

The agreement is shown in full in a box on the same page, with a link to open it on its own page, and it starts with your name and username. The application cannot be sent until you tick the acceptance, which says plainly that breaking any of the platform's rules stops your account for good. Send without it and nothing is sent, and what you wrote stays as it was. The agreement is in Arabic in both editions, and the Arabic text is the authoritative one.

4 **The application goes to the administrator**

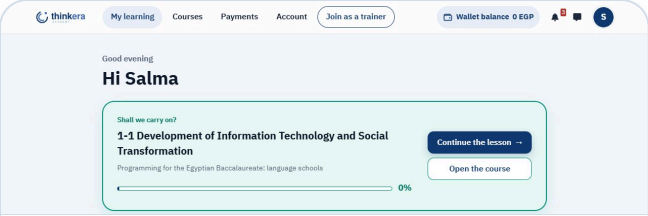
The platform keeps your acceptance with the agreement's version, the date and time, your device's address, the browser, and the agreement's text exactly as you saw it. After sending you see “Your application is under review” with the role and the course, and the answer comes within 3 working days. Until you are approved, your account stays a student's and you carry on studying.

5 An application under review stays open

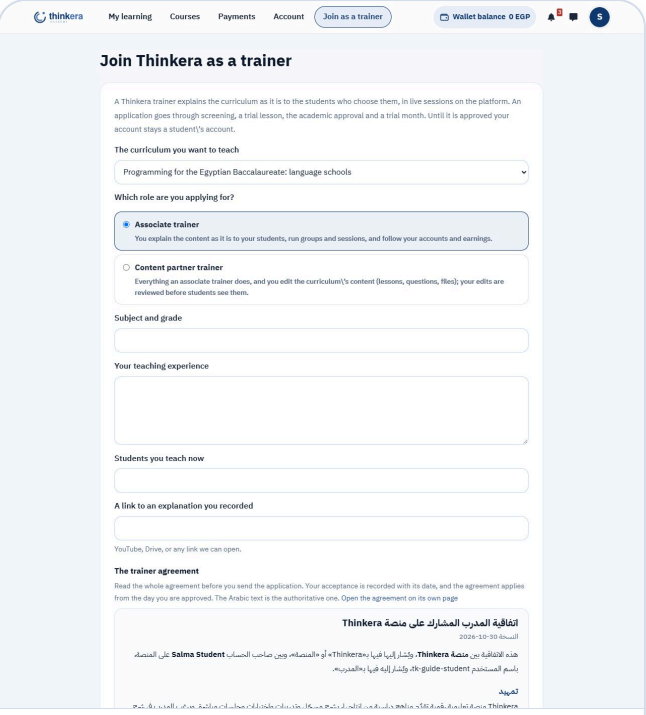
Open “Join as a trainer” while your application is under review and you find the application page itself with the full agreement. If you have not accepted the agreement as it now stands, you accept it on the same page, because the administrator cannot approve an application without an acceptance.

6 Approval

The application goes in stages: screening, a trial lesson, academic approval, then a trial month. The administrator approves you for chosen courses and a chosen role (and may change the role you asked for); if you were a student in that course you stay one. You are notified.



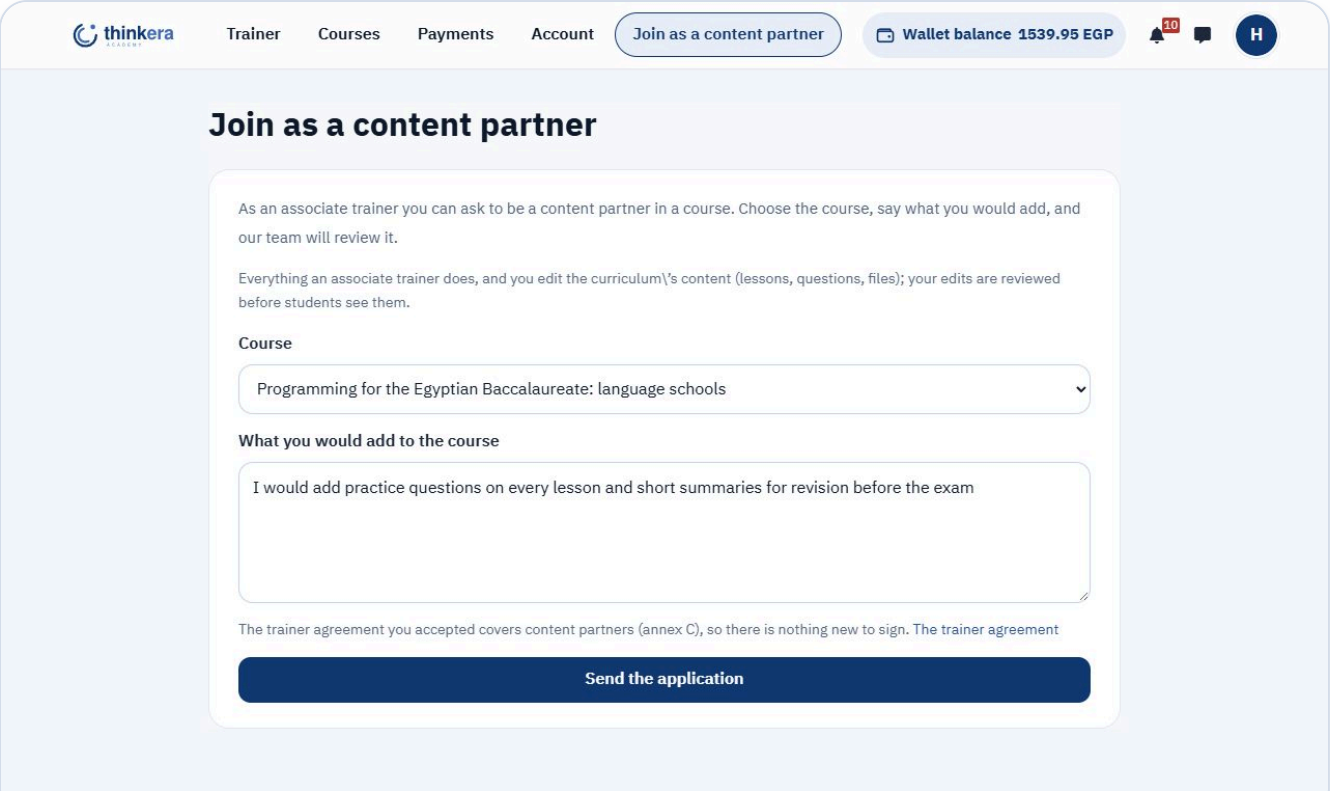
“Join as a trainer” in the top bar, beside “Account”.



The application: the course, the role and your details, with the full agreement under them.

From associate trainer to content partner: “Join as a content partner”

An approved associate trainer finds **“Join as a content partner”** in the top bar where “Join as a trainer” was. They choose the course and write, in at least a couple of lines, what they would add to it. Nothing new is signed: the agreement they accepted covers content partners (annex C). The administrators are notified, and the request shows on “Trainers” with two buttons: “Approve” (which places them as a content partner in that course) and “Refuse”; the trainer is notified either way, and the answer comes within 3 working days. While they wait, the page tells them since when the request has been under review.



“Join as a content partner”: the course, what you would add, and no new signature.

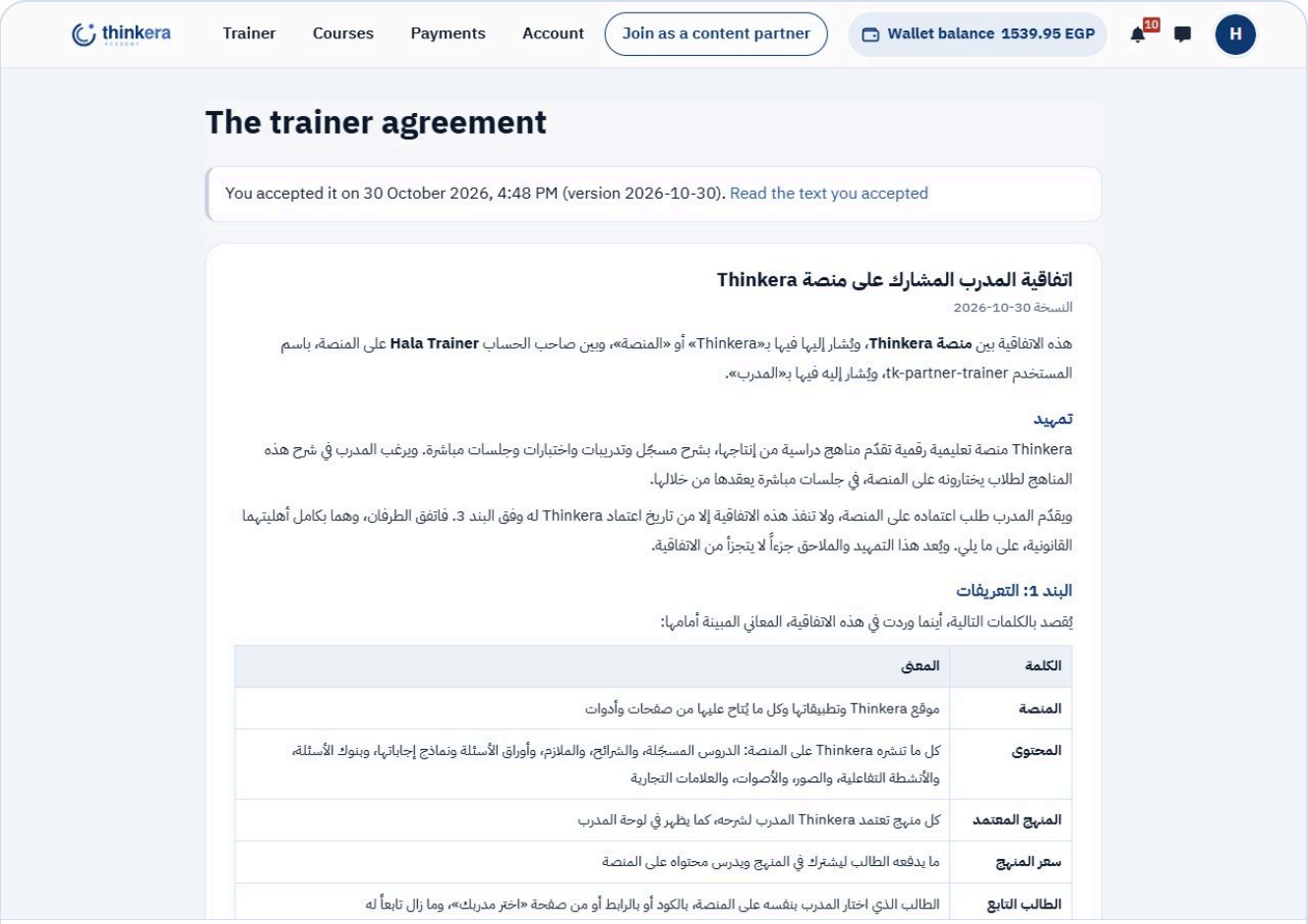
The agreement at any time

Every trainer, and anyone who has applied, finds **“The trainer agreement”** under “Account”. Above it are the date and version you accepted, and “Read the text you accepted” opens the text exactly as you accepted it, even if the agreement has changed since.

At its end is **annex A**: the values set on the platform today, such as the platform's rate, the cancellation notice, the withdrawal fee and method, the most students in a group session, and **the group session sizes** (today up to 10, up to 20 and up to 30 students) with their rule: you choose the size when you schedule and its cost is held, the session takes no more than that, and once it is held the cost of the smallest size that holds those who came is charged

and the rest comes back to you. The annex reads these values from the platform, so when the administrator changes one it changes with it. You are told of such a change at least 14 days before it applies (clause 15), it does not touch a session scheduled before it, and you do not need to accept again.

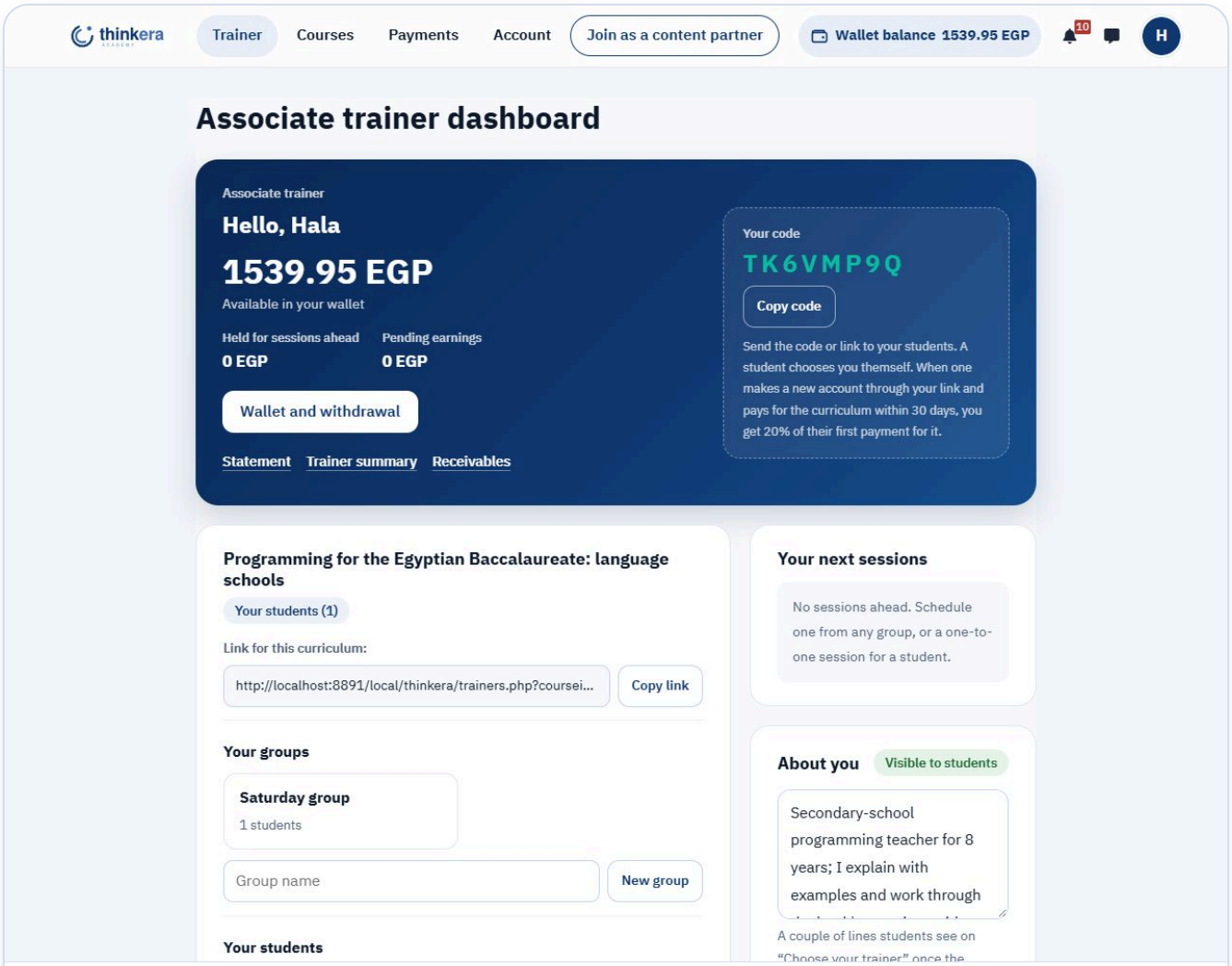
When the agreement changes: the platform publishes the new text under a new version number (now 2026-10-30). The next time an approved trainer opens their dashboard they find the new agreement with “I accept” under it, and cannot carry on working until they accept it. Your earlier acceptance is kept with its text. The academy trainer is exempt, being part of the platform's team.



“The trainer agreement” from “Account”: the date and version you accepted, and a link to the exact text.

13 · The trainer's dashboard and students

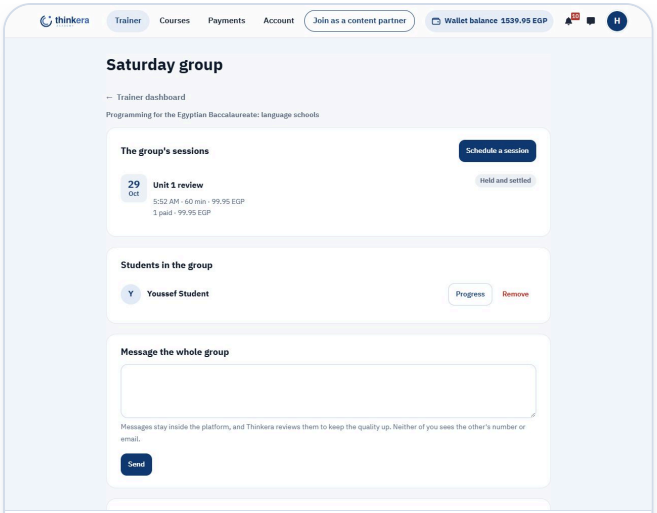
The student chooses you, and you work with those who did.



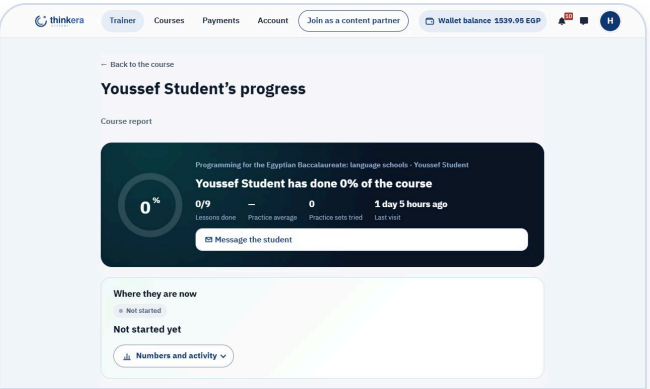
Your dashboard: money available, held and pending on one card, your code and link, your students and groups in each course, your sessions ahead and your bio.

On the dashboard	What it does
Your code and link	One code for you, and a link for each course. A student types the code, opens the link, or picks you from the approved trainers on “Choose your trainer”.
Your students in each course	The student's name, since when they have been with you, their group, and the “Progress”, “One-to-one session” and “Messages” buttons. You never see their mobile, their email or their guardian's details, and the student agrees to this before joining you.

On the dashboard	What it does
Progress	The student's own report: lessons done, practice average, last visit, where they are now, and every lesson with its steps. Without email or contact details, and only for students who follow you.
Groups	You create a group by name on the dashboard and put your students in it. A group's page holds its sessions, its students (progress, remove), and “Message the whole group”.
Messages	You message a student inside the platform only, for as long as they follow you. Neither of you sees the other's number or email. The Thinkera team reviews messages, and one with a phone number, an email, a link, or talk of paying or meeting outside the platform is flagged and shown to the administrator first.
Sessions	A one-to-one session for one student, or a group session. The administrator sets the lengths, their prices and their cost (section 14).
Your bio	A couple of lines students see on “Choose your trainer” once the administration has approved them, with the state shown beside it (“Waiting for review” or “Visible to students”). A bio with a mobile number, an email or a link is refused, and if the administration refuses one you are shown why.
Ratings	A student who attended a session that was held rates it from one to five stars, once, within 14 days of its end. The rating reaches the Thinkera administration only, and you never know who rated. Two stars or fewer alerts the administrator.
Reports	“Statement”, “Trainer summary” and “Receivables”, on screen or as Excel or PDF, for any period.



A group's page: its sessions, its students, and a message to all of them.



The progress of a student who follows you: their own report, without contact details.

- **The student is free:** they need not choose a trainer at all, and can study on their own with Thinkera's weekly session. They can leave you at any time, and change trainer once every 14 days. If they leave, paid sessions still beyond the notice period are refunded to them.
- **“Choose your trainer”** shows each trainer with their approved bio, their number of students and the lowest session price, and every card says “Independent trainer approved on Thinkera”. The page tells students that associate trainers are independent and not Thinkera's staff, and that any arrangement or payment outside the platform is not its responsibility.
- **Your students have accepted the “Guidelines for students and parents”** when they first came in (the student or a parent). As an approved trainer you are not asked; if your application is refused or your partnership ends, you are a student again and you are asked.
- **The session room** closes when the session's length is up, with a warning five minutes before. Sessions are recorded, and the Thinkera team reviews recordings, messages and ratings.
- **Your standing on the platform** is “independent trainer approved on the Thinkera platform”, not a member of its team.

14 · A trainer's money, and how students pay

The course price is not the session price, and the administrator sets every figure on one page: “Trainer shares and prices”.

The course price

The course, its videos, explanations, assessments and question banks, is the academy team's work, so its price is the academy's, with one exception. A student **new to the platform** who makes their account through your link and pays for the course within 30 days of signing up gives you 20% of their first payment for it, once. **The student pays the full price, with no discount.** A student who already had an account and then joined you brings no share.

The session price

For each kind of session (one-to-one or group) and each length, the administrator sets **a price for the student** and **a cost for you**. The student pays the price from their wallet. The platform keeps its share of what each student paid, a rate the administrator sets, and the rest is yours. The cost is taken from your wallet for the platform when the session is held.

A group session's cost goes **by size**: each size (such as up to 10, up to 20 or up to 30 students) has its cost, and you pay the cost of the size that actually came. The sizes and the rule are written into your agreement, in annex A, on the line “Group session sizes”.

1 When you schedule

From a group (“Schedule a session”) or a student (“One-to-one session”): you choose the title, the time and the length, and write the invitation. For a group session you also choose **the session size**: the most students who can come in. Beside it is a table showing, for each length, your cost (for each size, in a group session), the student's price, your share from each student and what you can expect to keep. The cost is held from your wallet as soon as you schedule, for a group session the cost of the size you chose, and the figures are fixed on the session, so no later change of prices touches them. A length the administrator has not priced is not offered.

2 Students book

Students book a seat and pay from their wallets. A group session has a maximum set by the administrator, 30 students today, and the room lets in no more students than the size you chose, and there is a longest session, 90 minutes today.

3 When the session is held

The cost goes to the platform, and each student's price is split: the platform's rate, and your share recorded as “pending”.

In a group session the platform counts the students who actually came in, charges the cost of the smallest size that holds them, and the rest of what was held goes straight back to your wallet. So if you chose “up to 20” and 7 came, you pay the cost of “up to 10” only. The session page shows how many came, what was charged and what came back.

4 After the dispute period

After 7 days, the pending amount becomes available in your wallet, unless there is an objection or complaint about the session. The same goes for your share of a course price, and you are notified of it.

5 Withdrawing

From “Wallet and withdrawal” → “Withdraw balance”: you enter the amount (at least 50 EGP), the account to send to, the name the account is in, and the mobile number. The amount is held from your balance while the administration checks the request, then transferred less the withdrawal fee, 10% of the amount today. The page shows you the fee before you send.

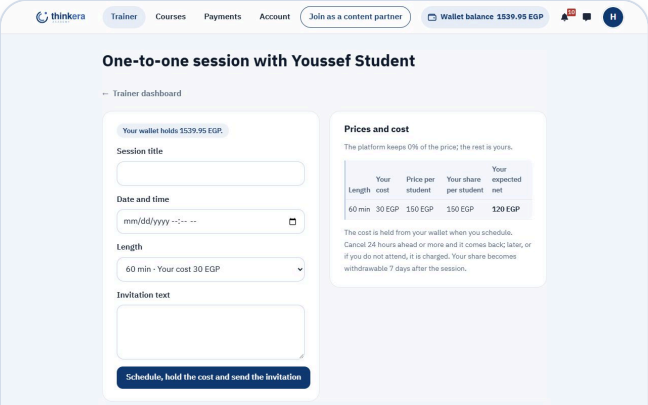
Withdrawals go out by the same payment methods the administrator has switched on, and the page offers only those:

- **InstaPay:** you enter your InstaPay address.
- **Vodafone Cash:** you enter a Vodafone number with Vodafone Cash on it, 11 digits starting with 010. If you type it with +20 or in Arabic digits, the page puts it right.

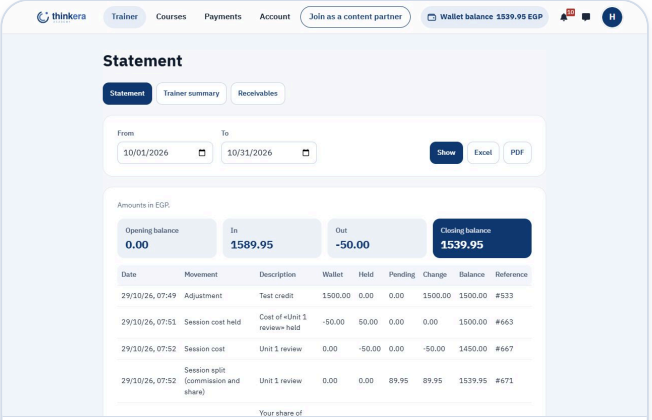
When both are on, you choose “Send it by” InstaPay or Vodafone Cash at the top of the request, and the field below changes with your choice. When only one is

on, it goes there without a choice. The method you chose is kept with your request, and the administration sees it while checking and transfers by it. These are the same methods your agreement names in annex A. Today InstaPay is on, with Vodafone Cash ready to switch on.

If	The student	You
You cancel 24 hours or more ahead	Refunded in full	The cost comes back
You cancel later, or do not come	Refunded in full	The cost is charged; in a group session, the cost of the size that came, or the smallest size if nobody came
The student cancels 24 hours or more ahead	Refunded in full	Nothing
The student cancels later, or does not come	Nothing back	The session counts as held
A platform fault stopped the session	Refunded in full	The cost comes back
The administrator refunds the whole course subscription	The money goes back to their wallet and the subscription ends	Your share of that course is cancelled: from pending, or from your wallet if it had arrived
The administrator refunds part of it	That part goes back to their wallet	You give back your same rate of the part refunded



When you schedule: your cost, the student's price, your share and what you can expect to keep, before you book.

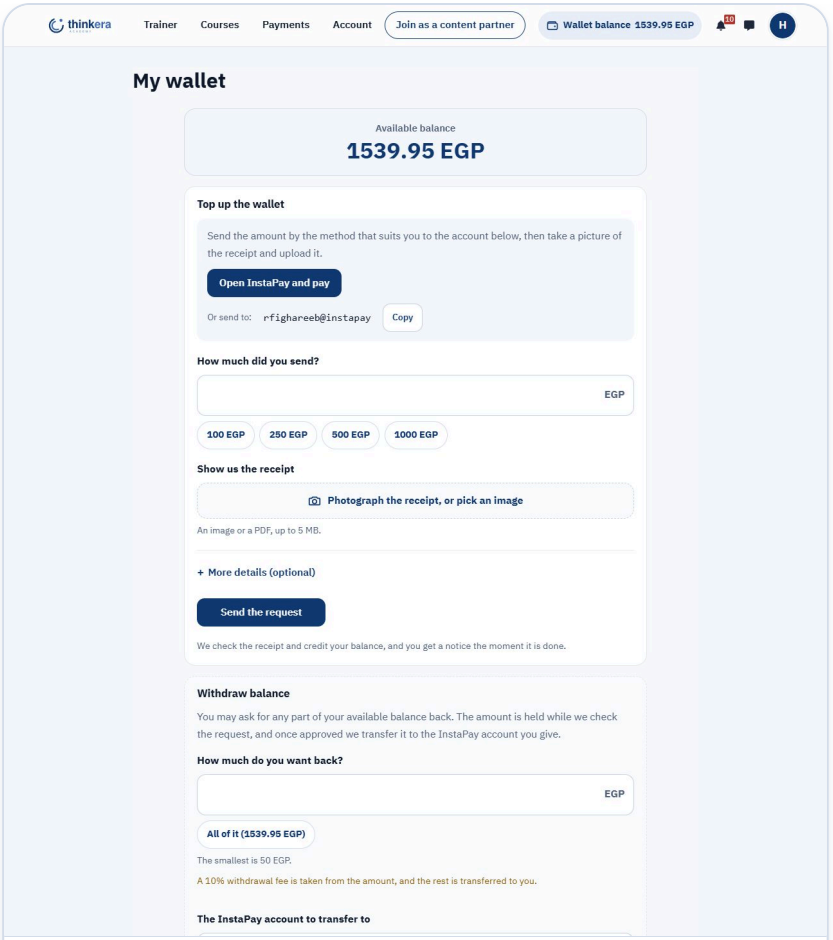


“Statement”: every movement with its entry and balance, downloadable as Excel or PDF.

How students pay

Manual payment works the same everywhere: the student transfers and uploads the receipt, and the administration checks it and accepts or rejects. The administrator chooses the transfer methods on offer and enters their details, and a method shows to students only once it is ticked and its details are filled in. Today that is InstaPay, with Vodafone Cash ready to switch on. When more than one is on, the student chooses, and the method chosen is kept with their request.

Where	How the student pays	What it means for you
Topping up the wallet	A transfer by one of the methods on offer, with a receipt	The wallet balance is what books seats in your sessions
A course subscription	From the wallet, or by transfer with a receipt	Your 20% is counted either way; a transfer once the administrator approves it
Sessions of the trainers programme	From the wallet only	Your share is recorded as pending when the session is held
A private session with an academy trainer	From the wallet, or by transfer with a receipt	The academy trainer checks it under “Session requests” (section 8)



"My wallet": topping up by transfer and receipt, and under it "Withdraw balance" with the amount, the account and the fee.

Every pound is in the books. Every movement of money is a double entry that is never deleted or edited, and a mistake is corrected by a reversing entry with a written reason. An automatic check compares the books with the wallets every day, and a difference in your account pauses withdrawals from it until it is reviewed. Your statement is always on the dashboard.

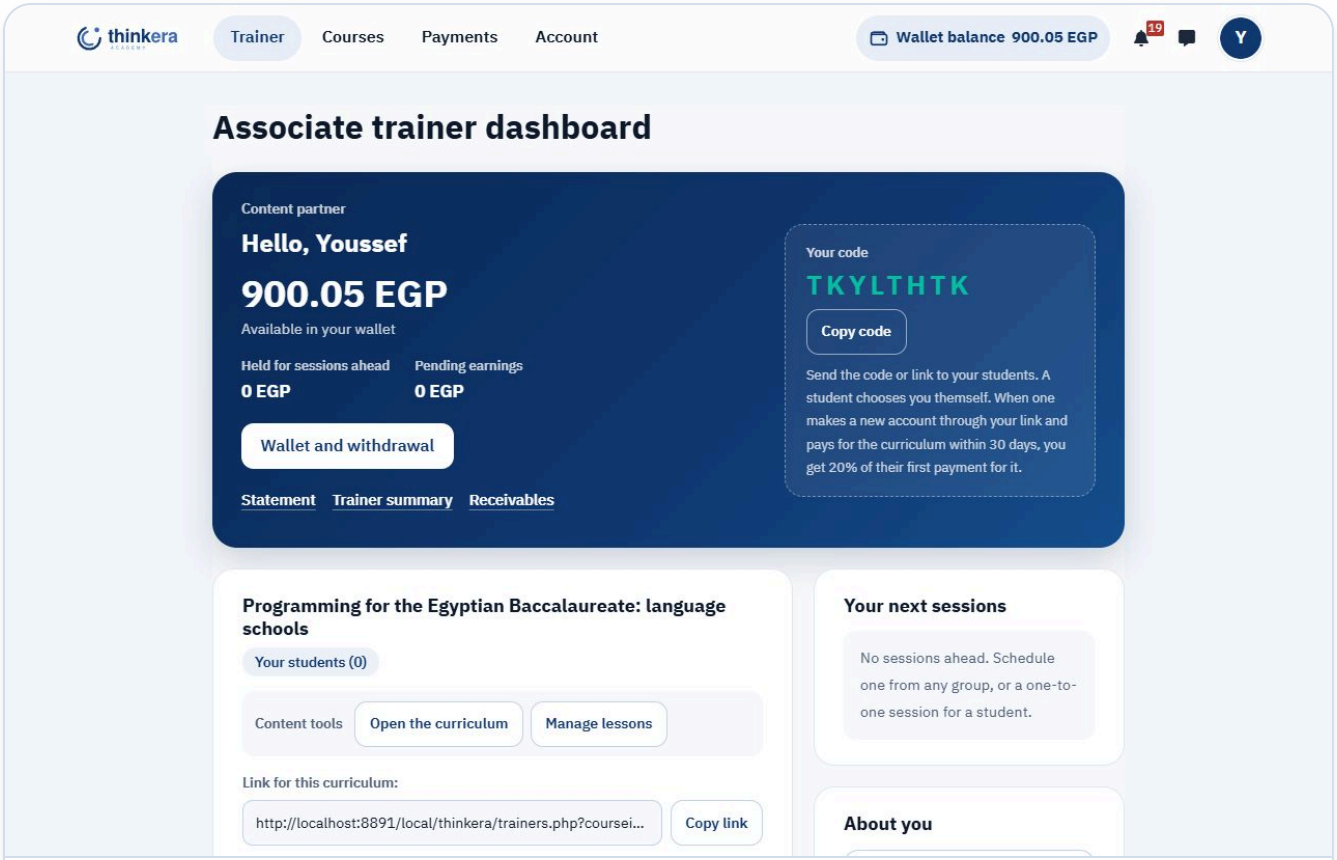
15 · The content partner trainer

Everything an associate trainer has, with editing the content.

- **"Content tools"** appear on each course card on your dashboard: "Open the curriculum" and "Manage lessons". From there you edit lessons, their files and their activities. A tool

only shows when the page behind it will open for you.

- **What is not yours:** lesson order and conditions, the question bank, the exams, and the participants, grades and reports pages. They belong to the academy trainer, because they reveal every student in the course.
- **Your limits with students** are an associate trainer's: your own students only. Editing gives you no view of other students.
- **Review:** a new lesson or activity you add stays hidden from students until the Thinkera team has reviewed and approved it, and if you show it yourself it is hidden again. A change to existing content shows at once and is reviewed afterwards. If something is refused or hidden you are told why, and once you edit it, it goes back for review. Deletions are recorded. How many of your additions are waiting shows beside “Content tools”.
- **Who owns the edits:** what you add to or change in Thinkera's course content becomes Thinkera's, and Thinkera credits you where that is customary. Your pay for content is set in annex C of the agreement.



“Content tools” on each course card of a content partner trainer's dashboard.

16 · Conduct, and stopping an account

A few clear rules. Breaking any of them stops the account for good.

1. Take no money for a course, a session or a lesson outside the platform.
2. Ask no student or guardian for a phone number or contact details, give none of yours, and move no conversation off the platform.
3. Publish no session recording, and copy or publish nothing from the content.
4. Do not present yourself as part of the Thinkera team or speak in its name, and use neither its name nor its logo in an advertisement without written consent.
5. Teach the content as it is, accurately and in the course's terms, and report any mistake you find.
6. Respect your students, most of whom are under 18, and keep to the limits of a teaching relationship.
7. Come to your sessions on time, cancel only for good reason, and within the notice period where you can.

Falling short on quality alone (attendance or ratings below the bar): a warning, then scheduling is suspended.

Stopping for good (clause 10, paragraph 4 of the agreement): any breach of the platform's rules, the rules of conduct or the agreement stops the account on the whole platform, as a trainer and as a student; the agreement ends at once, and opening another account is not allowed. Your students are released from you, your sessions not

yet held are cancelled and refunded to the students, and your pending earnings are held until review. You are told the reason in writing; to object, write to info@thinkera.academy.

Short of that, the administrator may suspend scheduling and joining while something is reviewed, or end the partnership under the agreement.
