

— HELP & GUIDES

Teacher guide

How to teach paid one-to-one classes on Kokani Connect: set up, take bookings, teach, record sessions and get paid.

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The latest version is always at kokaniconnect.com/help/teacher

Questions: info@kokaniconnect.com

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THE SHORT VERSION

- **You set your prices.** An hourly price in rupees for each subject. Kokani Connect keeps 15%; you receive 85%.
- **Most learners start with a free 20-minute intro.** After it, you send a learning plan with a price. If you allow it, learners can also book and pay for sessions directly.
- **Learners pay before the course starts.** We pay you 7 days after the course is complete (monthly for long courses).
- **Reply within 24 hours** to intro requests, and record each session within 24 hours.
- **Everything stays on Kokani Connect:** messages, meeting links and payments. Phone numbers and emails are hidden automatically.

1 Before you start

You need four things:

- A Kokani Connect account and an **educator profile**. Open **My teaching** (or “Teach on Kokani Connect” in the footer) and click **Create educator profile**. Our team approves the profile first.
- Your own **Zoom, Google Meet or Microsoft Teams link**. One permanent link is enough.
- A quiet place, a working camera and microphone, and a good internet connection.
- A **bank account or UPI ID** to receive payments. You give these to our team privately when we first pay you; they are never stored on the website.

2 Set up paid classes

Open **My teaching** from the account menu (top right, under your name). Scroll to **Subjects, prices and details**.

- 1 **Default price per hour.** Type your usual hourly price in rupees. Learners outside India see the same amount in US dollars at our current rate.
- 2 **Subjects.** Add each subject, the level it is for, and a price if it is different from your default. Click **+ Add subject** for more rows.
- 3 **Session lengths you offer:** 30, 45, 60 or 90 minutes.
- 4 **Who you teach** (Class 1–7 up to Professionals) and the **languages** you teach in.

- 5 **Intro video (optional).** A YouTube link plays on your profile. Keep it under 2 minutes, and don't show phone numbers or other contact details.
- 6 **Your meeting link.** Learners never see it; they join with the Join button.
- 7 **Direct booking.** Leave “Learners can book and pay for sessions without an intro” ticked, or untick it if you want to meet every learner first (for example, when you teach young children).
- 8 Tick the **Teacher agreement** and click **Save changes**.

Subjects, prices and details

Set one default price, or a different price for any subject. Prices are in rupees; learners outside India pay the same amount in US dollars at our rate.

Default price per hour (₹)

600

Session lengths you offer

30 min

45 min

60 min

90 min

SUBJECT

LEVELS

PRICE / HR

Maths

Class 8–10



₹ default

Science

Class 8–10



₹ 500

Spoken English

Professionals



₹ 700

Another subject

All my levels



₹ default

+ Add subject

For a 1-hour class at ₹600: the learner pays ₹600 · Kokani Connect service charge 15% (₹90) · you receive ₹510. We pay the payment-gateway fee.

Who you teach

Class 1–7

Class 8–10

Class 11–12

College

Professionals

Languages you teach in

English

Hindi

Marathi

Urdu

Konkani

Arabic

Other language (optional)

Intro video link (optional)

<https://youtu.be/...>

YouTube plays on your profile. Instagram, Facebook, LinkedIn and Vimeo links open in a new tab. Keep it under 2 minutes, and don't show phone numbers or other contact details.

Your meeting link

<https://meet.google.com/abc-defg-hij>

Zoom, Google Meet or Teams. Learners never see it: they join with the Join button, from 10 minutes before.

☒ **Learners can book and pay for sessions without an intro**

Turn this off if you want to meet every learner first, for example when you teach young children.

☒ I agree to the **Teacher agreement**: the service charge, the cancellation rules, keeping all contact with learners on Kokani Connect, and being safe and respectful with every learner, including children.

Save changes

The green box shows what the learner pays and what you receive for one hour.

Our team checks your details within 2 working days and emails you. The **Your status** box shows where you are; when all four ticks are green, learners can book you.

Your status

- ✓ Educator profile live
- ✓ Subjects, prices and terms
- ✓ Approved by Kokani Connect
- 4 Add free times; learners book intros

[View my public profile](#)

Your status, on the right of My teaching.

3 Add your free times

Learners can only book times you have added. In **Your free times**:

- 1 Pick the **date**, **start time** and **length**. Times are in your own time zone (shown at the top of the page).
- 2 Choose **Repeat**: just once, or the same time every week for up to 8 weeks.
- 3 Tick the subjects this time is for, and **Free intros** if a learner may use it for an intro.
- 4 Click **Add time**.

Your free times

Learners book intros (and later, paid sessions) from these times. A 20-minute intro uses the start of a longer time; the rest stays open.

Thu 15 Oct · 6:00–7:00 pm

Maths, Science, Spoken English, free intros

OPEN

[Remove](#)

Fri 16 Oct · 6:00–7:00 pm

Maths, Science, Spoken English, free intros

OPEN

[Remove](#)

Fri 16 Oct · 6:00–7:00 pm

INTRO BOOKED

Sat 17 Oct · 6:00–7:00 pm

Maths, Science, Spoken English, free intros

OPEN

[Remove](#)

Mon 19 Oct · 6:00–7:00 pm

Maths, Science, Spoken English, free intros

OPEN

[Remove](#)

Date

mm/dd/yyyy



Start time

--:--:--



Length

60 minutes



Repeat

Just once



This time is for



Maths



Science



Spoken English



Free intros

Add time

Open times can be removed until someone books them.

Tip. A 20-minute intro uses only the start of a longer time; the rest stays open for others. Add times at least a week ahead so learners have choices.

4 Free intros

An intro is a free 20-minute call to understand the learner's goals and level. It is not paid.

- 1 When a learner asks for an intro, you get an email and a yellow card at the top of My teaching. It shows the subject, level, time and what they want help with.
- 2 Click **Confirm intro**, or **Decline** and send a message suggesting another time.
- 3 Please reply **within 24 hours**. We remind you after 12 hours. If the time arrives and you have not confirmed, the request is cancelled and the learner is told.

FREE INTRO REQUEST · PLEASE REPLY WITHIN 24 HOURS



Spoken English · Professionals
Imran · Wed 14 Oct · 6:00–6:20 pm

“I want to speak confidently in client meetings.”

Confirm intro

Decline

Sent 1 day ago. We remind you after 12 hours. If you can't make this time, decline and send a message suggesting another.

For a child, the parent books and joins with their child. You will see “booked by parent”, and only the child’s first name.

5 Send a learning plan

After the intro, send the learner a plan in **Send a learning plan**:

- 1 Open the learner’s name, choose the **subject**, **price per hour**, **number of sessions** and **session length**.
- 2 Write the **topics**, one per line, and an optional note.
- 3 Check the green line (what the learner pays and what you receive) and click **Send plan**.

Send a learning plan

After an intro, send the learner a plan: topics, number of sessions and price. They pay only if they accept.

► **Zaid, booked by parent Ameena** Maths · Class 8–10 · plan sent, waiting for reply

- You can offer a **lower** price than your profile, but not a higher one.
- The plan is valid for **7 days**. Sending a new version replaces the old one.
- When the learner accepts and pays, they pick session times from your free times (see the [Learner guide](#) for what they see). You get an email for each booking.

6 Direct bookings

If direct booking is on, a learner can skip the intro: they choose up to 10 of your free times at least 24 hours ahead and pay at once. The sessions are confirmed as soon as they pay, and appear in **Upcoming sessions** and in **Plans** as “booked directly”.

To turn it off, untick the direct booking box in **Subjects, prices and details** and save.

7 Teach a session

Your sessions are listed in **Upcoming sessions**. The **Join** button appears 10 minutes before the start and opens your meeting link. The learner joins the same way.

Upcoming sessions

Fri 16 Oct · 6:00–7:00 pm

Faisal · Spoken English · session 3 of 4 · paid

Join opens 10 min before

[Cancel](#)

- Never send your meeting link, phone number or email in messages.
- Be on time. If a learner doesn't join within 15 minutes, you may end the session; it counts as taken.
- A parent may sit in on any session with a child. Don't record a session unless the parent agrees in writing in messages.

8 Record each session

Within 24 hours after each session, fill in the card **Please record this session**:

PLEASE RECORD THIS SESSION · WITHIN 24 HOURS



Faisal · Spoken English · session 2 of 4

Tue 13 Oct · 8:20–9:20 am

Attendance

Present

Late

Learner didn't join

I couldn't join

Topics covered

Homework (optional)

Materials link (optional)

https://

Save session record

"Learner didn't join" counts as taken (you are paid). "I couldn't join" gives the session back to the learner.

ATTENDANCE	WHAT HAPPENS
Present / Late	Session done. You are paid for it.
Learner didn't join	Counts as taken. You are paid for it.
I couldn't join	The session goes back to the learner. Not paid.

Add the **topics covered**, any **homework**, and a link to **materials** (for example a Google Drive file). The learner, or the parent, sees these in My learning. When all sessions of a plan are recorded, the course is complete.

9 Cancellations

WHO CANCELS	WHEN	RESULT
Learner	24 hours or more before	Free. The session goes back to their plan.
Learner	Less than 24 hours, or doesn't join	Counts as taken. You are paid.
You	Any time	The session goes back to the learner. Not paid. Please offer a new time in messages.

To cancel, click **Cancel** next to the session in Upcoming sessions. Repeated late cancellations or no-shows may lead to suspension.

10 Messages

Messages with Faisal

Hello Sana, can we focus on presentations next time?

Faisal · Mon 12 Oct, 9:20 am

Yes, Faisal. Please bring one slide you presented at work.

You · Mon 12 Oct, 10:20 am

Write a message...

Send message

Messages are private between you, but the Kokani Connect team can read them to keep learners safe. Phone numbers, emails, links and social handles are hidden automatically.

► Report a problem

- You can message any learner who has booked an intro or a plan with you.

- Phone numbers, emails, links and social handles are hidden automatically.
- For a child, you are writing to the parent; they read every message.
- Our team can read messages to keep learners safe. Use **Report a problem** if something is wrong.

11 Getting paid

Your **Earnings** box in My teaching shows three amounts, all after the 15% service charge:

Waiting	The course is running, or finished less than 7 days ago.
Ready	7 days have passed with no problem reported. We pay you soon.
Paid	Paid to you so far.

Earnings

₹4,760

Waiting: course running or
7-day check

₹850

Ready: we pay you soon

₹8,823

Paid to you so far

COURSE	STATUS	YOUR SHARE
Omar · Science · 2 × 60 min Course complete · 2 sessions	READY	₹850
Nadia · Maths · 8 × 60 min Course complete · 8 sessions	PAID 2026-08-24	₹4,080
Omar · Science · 4 × 60 min Course complete · 4 sessions	PAID 2026-09-13	₹1,683
Aliya · Maths · 6 × 60 min Course complete · 6 sessions	PAID · PLEASE CONFIRM 2026-10-12	₹3,060

Ready = course finished (or the month ended for long courses) and 7 days passed with no problem reported. We pay by bank transfer or UPI; your details are never stored on the website.

Example. 8 one-hour sessions at ₹600 = ₹4,800 paid by the learner. Service charge 15% = ₹720. You receive **₹4,080**.

- **Long courses** (paid more than a month ago) are paid month by month, for the sessions completed, 7 days after each month ends.
- **Learners abroad** pay in US dollars. We convert what we receive into rupees and pay you 85% of that. The card shows both amounts.
- Kokani Connect pays the payment-gateway fees for now.
- You are responsible for your own income tax and, if it applies, GST.

When we pay you, you get an email and a card **Please confirm you received this payment**. Click **Yes, I received it**, or open **Something is wrong** and tell us within 7 days.

PLEASE CONFIRM YOU RECEIVED THIS PAYMENT

Paid on **2026-10-12**

For Maths · 6 × 60 min · 6 sessions

Learner paid ₹3,600

Kokani Connect 15% ₹540

Paid to you **₹3,060** · UPI · ref UPI 418273

Yes, I received it

► **Something is wrong**

12 Reviews and ratings

When a course is complete, the learner is asked to rate you on knowledge, clarity, preparation, value and overall, and whether they would recommend you.

- Your average shows on your profile and in Find a teacher once you have **3 reviews**. Until then you show as “New teacher”.
- Every rating counts in the average. Written reviews with 4 or 5 stars appear on your profile.

- Learners may also leave a **private note** that only you see.
- You can post **one public reply** to each written review. Keep it short and polite.
- Never offer anything in exchange for a review.

Reviews

Average 4.7 from 3 reviews.



Aliya finally enjoys algebra. Clear explanations and homework every week.

Parent of a Class 8–10 student · Maths · 28 Sep 2026

Private note for you: Could you share more past papers?

Your public reply (you can reply once)

Post reply



Patient teacher, good notes.

Omar K. · Science · 28 Sep 2026

Your reply: Thank you, Omar. All the best for your exams!



Nadia M. · Maths · 28 Sep 2026

In My teaching you see every review, private notes and the reply box.

REVIEWS

4.7



3 reviews · 3 would recommend

Knowledge of the subject		5.0
Explains clearly		4.7
Prepared and on time		5.0
Value for money		4.7



Aliya finally enjoys algebra. Clear explanations and homework every week.

Parent of a Class 8–10 student · Maths · Sep 2026 · 6 sessions



Patient teacher, good notes.

Omar K. · Science · Sep 2026 · 4 sessions

Sana replied: Thank you, Omar. All the best for your exams!

Only learners who finished a course with this teacher can review. Every rating counts in the average; written reviews with 4 or 5 stars are shown here.

What learners see on your profile.

13 Teaching children safely

- Teach online only, in sessions booked on Kokani Connect. Never ask to meet a child in person.
- Never ask a child for photos, personal details or private contact, and never message a child outside Kokani Connect.
- Keep your camera, background, language and behaviour appropriate at all times.
- If you are worried about a child's safety, email **info@kokaniconnect.com** at once.

14 Questions

Can I change my prices?

Yes, any time in My teaching. New prices apply to new plans, not ones already accepted.

Can I take a break?

Yes. Just don't add new free times. Finish the plans learners have already paid for.

A learner asked to pay me directly. What do I do?

Say no politely; all payments go through Kokani Connect. This protects you and the learner.

The learner says the session didn't happen.

Our team checks the session record and messages and contacts you both. Recording sessions on time protects you.

Where do I see my statement?

In Earnings, in My teaching: every payment with its date, sessions and reference.

Still need help? Email info@kokaniconnect.com or use the [Contact page](#). We reply within 2 working days.