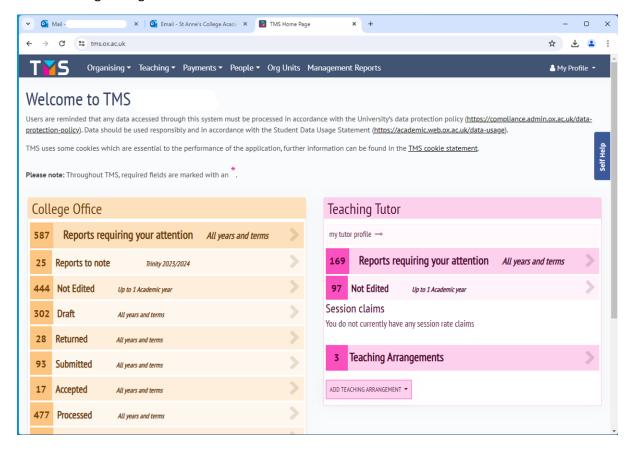
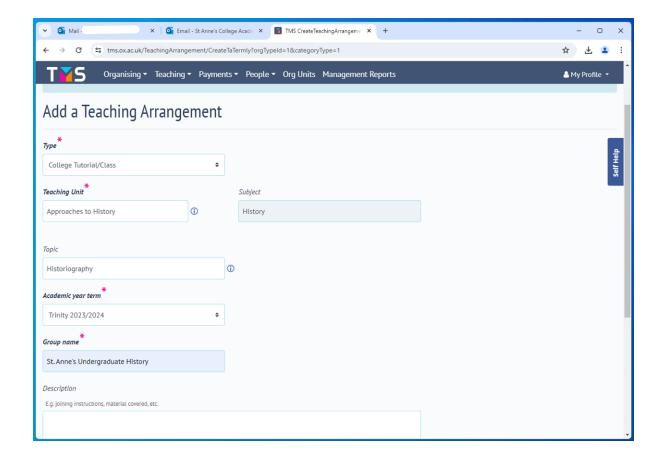
## Create a Teaching Arrangement

To create a teaching arrangement, the user must first be registered as a tutor in TMS. Note that most TMS admin support staff do not have these permissions and so cannot create teaching arrangements for tutors.

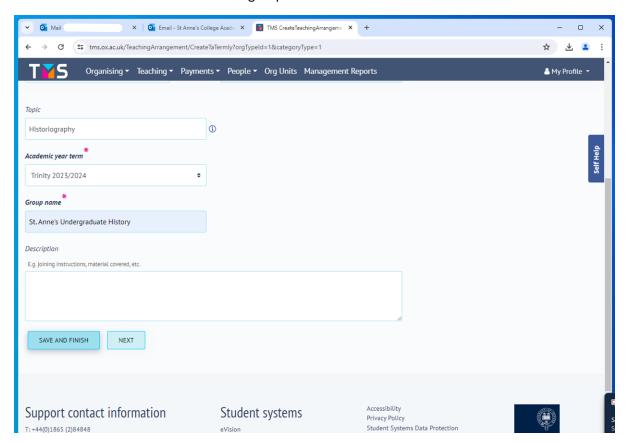
To create a new teaching arrangement, tutors can start from the homepage. At the bottom in pink is the button to 'Add Teaching Arrangement'.



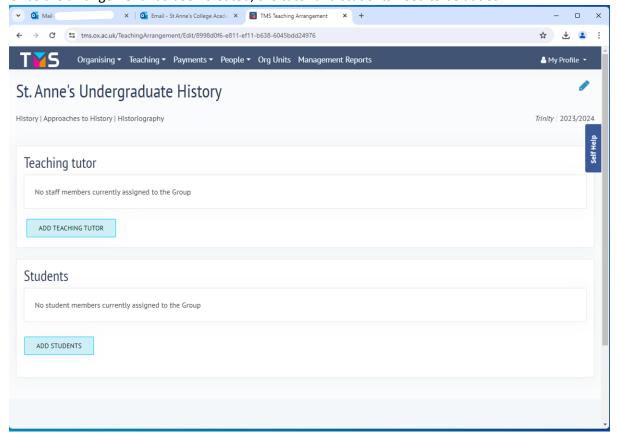
Once in the arrangement, tutors should complete the fields below with relevant information.



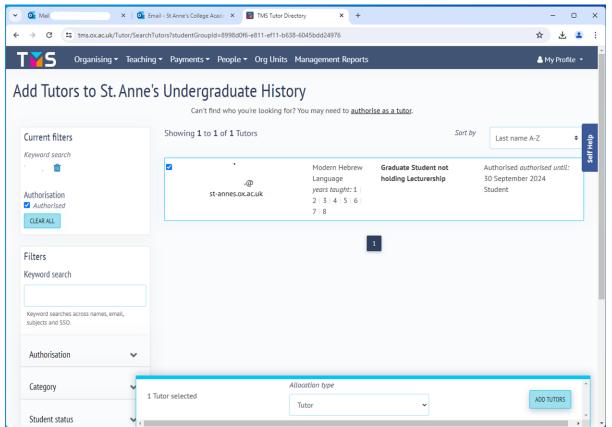
Then click save and finish to create the group.



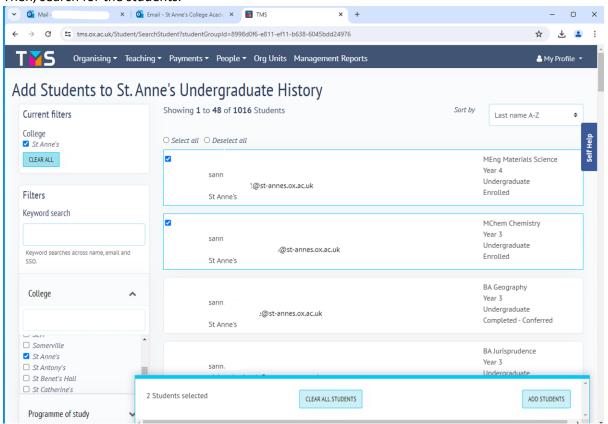
Once the arrangement has been created, the tutor and students need to be added.



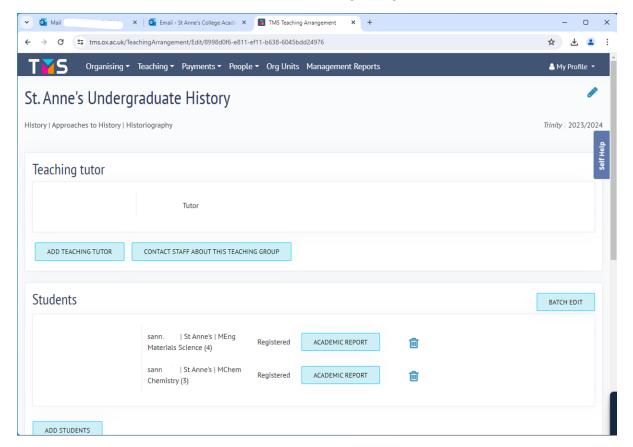
Users can search for the tutor.



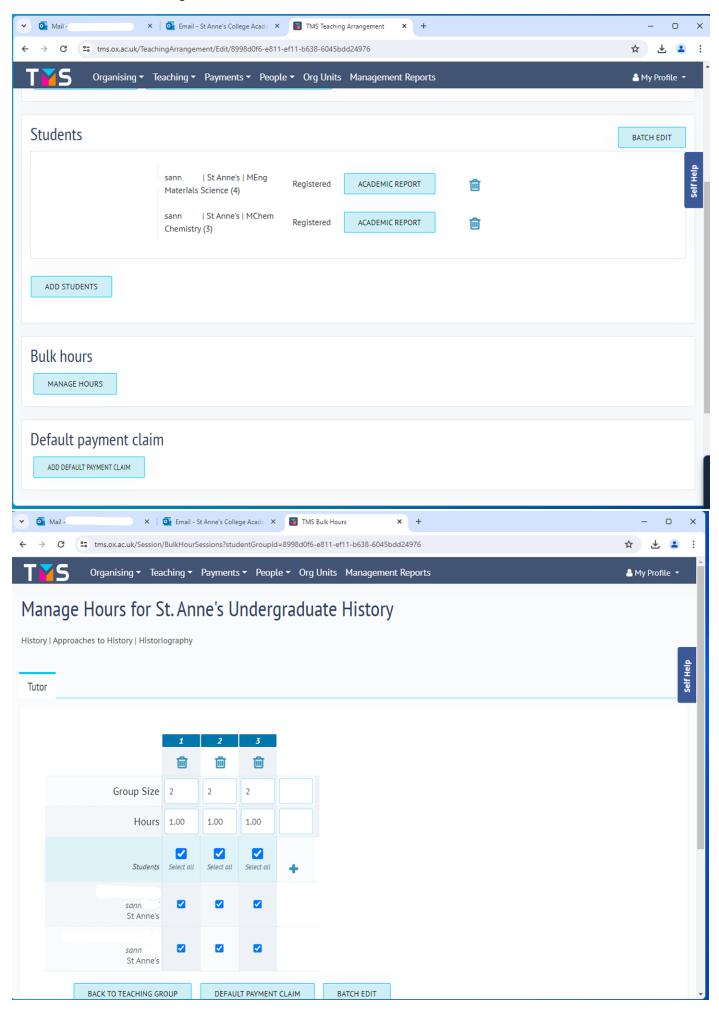
Then, search for the students.



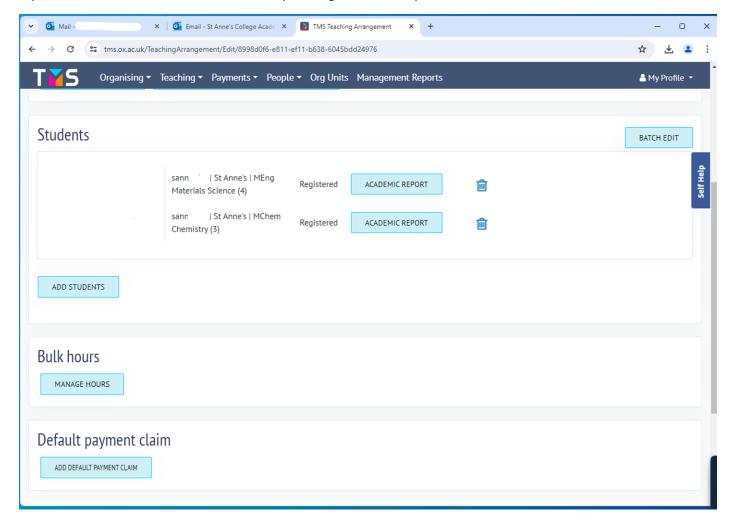
Once tutors and students have been added, the teaching arrangement should look like so:

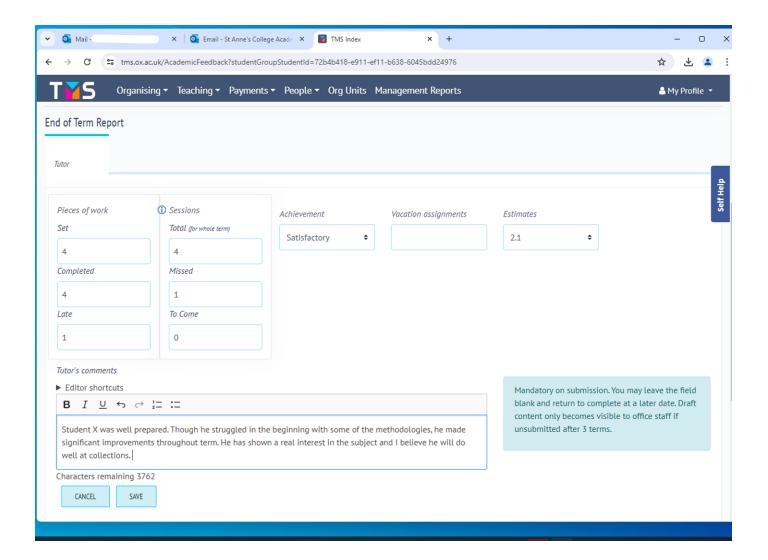


Tutors can then add teaching hours under 'Bulk Hours.'



Teaching arrangements are also where tutors add end of term reports. Each student requires an individualized report with feedback, which can be added by clicking 'academic report'.





Once a report has been completed with all the relevant information, it is only after the tutors hit 'save' that the option to complete the payment claim becomes available.

