Administrative tools

Google Calendar

Description

Google Calendar is a calendar system designed by Google. In fact, Google offers the ability to create multiple calendars, share them, and import them from other services online or on your computer.

Price

Free

How to use it in practice

It can be used for scheduling tutoring sessions, managing appointments, and setting reminders.

https://www.google.com/intl/en-GB/drive/

Calendly

Description

Calendly is the scheduling automation platform with team-based scheduling, solutions and integrations for every department, and advanced security features

Price

For individuals starting out with basic scheduling
10$ / month Standard
For those with more sophisticated scheduling needs.
16$ / month for advanced features
15k year for teams who need more security, admin control, support, and enterprise-grade procurement.

How to use it in practice

Allows students to book tutoring sessions based on your availability, eliminating scheduling conflicts.

https://calendly.com/

Administrative tools

MOOC4 Tutors

Moodle

Description

Moodle is a computer environment for course management, inspired by constructionism, a theory according to which all learning would be facilitated by the production of tangible objects.

Price

Free

How to use it in practice

Open-source LMS for creating online courses, managing assignments, and tracking student progress.

https://moodle.org/?lang=en

QuickBooks

Description

It allows users to create, store and send invoices from any device. It does not require saving files to the computer or loading disk drives. To access the QuickBooks Online account, simply log in from a Web browser. The user's personal data and settings remain securely stored in the cloud.

Price

17 $ Basic plan
25$ Essential
35$ Plus

How to use it in practice

Accounting software for small businesses with features for invoicing, expense tracking, and financial reporting.

https://quickbooks.intuit.com/global/it/

Administrative tools

Google Drive

Description

It contains tools for communication and folders for sharing.

Price

Basic is free
Business is 17.50$

How to use it in practice

For sharing resources, assignments, and study materials with students.

https://www.google.com/intl/en-GB/drive/

Tableau

Description

Tableau is a visual analytics platform that transforms the way data is used to solve problems. Thus, people and organizations can get the most out of data.

Price

Free version and pay version from 5$

How to use it in practice

Data visualization software that helps analyze and visualize data to track performance and make data-driven decisions.

https://www.tableau.com/en-gb

Administrative tools

Docuware

DocuWare

Description
DocuWare is a software that offers office automation solutions providing intelligent digital workflow and document control, setting new rhythms of productivity and business performance for workers.

Price
Complete package from 129$ / month

How to use it in practice

Document Management System with features for digitizing and managing student records, forms, and administrative documents.

https://start.docuware.com/

Padlet

Description
Padlet is a web-based tool that allows users to create digital bulletin boards, known as "walls," where they can collaborate, organize, and share various types of content, such as text, images, videos, links, and documents. These walls can be customized with different layouts, themes, and privacy settings, depending on the user's needs and preferences.

Price
Free
From 9$/month
To 150$ /year
If 2 tutors 199$/year

How to use it in practice
The primary use of Padlet is for collaborative brainstorming, creativity, and sharing of ideas and resources among groups, such as students. For example, a tutor can create a Padlet wall for a class project and invite students to contribute their research, insights, and feedback, to collect feedback, ideas, and suggestions.

https://padlet.com/

Administrative tools

MOOC4 Tutors

Doodle

Doodle

Description

Online scheduling tool that simplifies the process of finding suitable meeting times.

Price

From 0 to 8$ /month

How to use it in practice

Doodle can be used in a easy and fast way to establish time for tutoring sessions. It allows to leaves the possibility of choosing and showing the availability.

https://doodle.com/en//

Todoist

todoist

Description

Todoist is a simple and intuitive task management app that allows users to create and organize tasks and set due dates and reminders. It offers features like sub-tasks, labels, and priority levels.

Price

From 0 to 6$ /month

How to use it in practice

Tutors can use Todoist to create and organize tasks related to lesson planning, preparing materials, grading assignments, and scheduling tutoring sessions. With Todoist, tutors can set due dates and reminders for tasks, ensuring that they stay on track with their tutoring commitments and deadlines.

https://todoist.com/?locale=en