Tilawo

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Teacher guide

Everything you need to run your Hifz lessons: adding students, setting assignments, recording lessons, messaging and payments.

BETA VERSION · TILAWO.APP

Quick start: your first 10 minutes

1. **Sign up** at tilawo.app and confirm your email.
2. Open **Students**, tap **Generate link**, and send the link to your students on WhatsApp.
3. Open a student and write their **next assignment**.
4. Add their **lesson times** on the **Schedule** page.
5. On lesson day, open **Sessions** and record the lesson.

Teaching a class instead of one-to-one? See section 3.

1 Create your account

1. Go to **tilawo.app** and tap **Get started**.
2. Stay on **I'm a teacher**. Enter your name, email and a password (twice), then tap **Create account**.
3. We email you a confirmation link. Tap it and you arrive signed in on your Dashboard.

CAN'T SEE THE EMAIL?
Check your Spam or Junk folder. It comes from Tilawo and arrives within a minute or two.

PUT TILAWO ON YOUR PHONE
Android (Chrome): menu → *Install app*. iPhone (Safari): Share → *Add to Home Screen*. It then opens like a normal app.

2 Add your students

The quick way: a class link

1. Open **Students** and tap **Generate link**.
2. Tap **Copy join link** and paste it into your WhatsApp class group.
3. Each student opens the link and enters their name, email (twice), and a password. They are added to your roster automatically and can sign in straight away. Students do **not** need to confirm their email.

You can also read out the 4-digit code shown under the button. Students type it in on the sign-up page after choosing *I'm a student*.

> **GOOD TO KNOW**
> The link and code work for one hour (you will see a countdown). Tap Get a new code whenever you need a fresh one. While it is live, anyone who has the link can join, so share it in your class group, not publicly.

A student without a login

At the bottom of the Students page, under *Prefer not to use a login?*, tap + Add student and type their name. You can still record their lessons and payments.

> **BE AWARE**
> A student added this way has no portal: they cannot see their assignment, tick things off, or receive messages from you.

Edit or remove a student

Open the student and tap Edit to change their name or plan text. Remove deletes the student and all of their history for good.

What your students see

- **Home:** their next assignment (they tap each part when ready), your announcements, feedback from the last lesson, and their **progress map**.
- **Progress map:** a map of the 30 juz that **the student colours themselves** (recent, needs work, solid) to show how well they know each one. You can see it, read-only, on their profile under **Progress map**, but you can't change it.
- **Schedule:** their lesson times. **Diary:** your lesson feedback plus their own private notes. **Messages:** chat with you (Growth and Pro).

There is a separate Student guide you can share with them.

3 Private lessons or a class?

Tilawo works for both, but you will use it a little differently. Pick the column that matches how you teach.

	One-to-one (private)	A class of students
Joining	Send your link to each student or family.	Post **one link** in the class WhatsApp group. The whole class joins from it.
Organising	Your student list is your timetable.	Make **one group per class** (for example *Class B*) and put each student in it. See section 8.
Lesson times	Each student gets their own booking.	Give every student in the class the **same recurring booking** (for example Sun–Thu, 5:00 pm) and choose *Group*. The whole class then appears on your Dashboard and Sessions page on class days.
Taking attendance	The switch on the Sessions page.	The same switch: leave present students on, and switch off anyone who is absent.
Recording progress	Open the student, grade Sabaq and Dhor, add a note.	Work down the list and record each student as you hear them. Skip anyone you did not hear today.
Telling everyone something	Message the student (Growth and Pro).	Use an **announcement**: one post that every student sees on their home screen. Good for class homework such as "Revise Surah Al-Mulk for Sunday".
Assignments	Set each student's Sabaq and Dhor.	Set each student's own Sabaq in their profile, and put anything shared by the whole class in an announcement.
Payments	One record per student.	One record per student (or per family), using the Payments tab.
Which plan?	Free covers up to 5 students.	A class of about 20 needs **Growth** (30 students) or **Pro** (60 students).

TEACHING A CLASS? PLEASE READ

Tilawo began as a tool for private teachers, so some class features are still on the way: tapping "present" for a whole class at once, giving the same assignment to everyone in one go, messaging a whole class at once (announcements cover this for now), and a timetable view by class. Recording each student's recitation one at a time works well but takes longer with 20 students. **A dedicated Madrasah version of Tilawo, made for whole classes, is coming soon.**

Teaching a class together with other teachers, such as in an academy? Each teacher has their own students, and the owner sees everyone. See **Teaching as a team**. Tell us what would make Tilawo work better for your class: **islamsaif22305@gmail.com**.

4 Set what each student prepares

1 Open **Students** and tap a student.

2. Under **Next assignment**, type the **Sabaq** (for example *Al-Baqarah 1–5*).
3. Tap **+ Add dhor** for each revision portion (for example *Juz 30*), then tap **Save assignment**.

The student sees it at once. When they tap *Ready* on each part, you see it on your Dashboard under **Ready for today** and on the Sessions page.

5 Book lessons

1. Open **Schedule** and tap **+ Add a booking**. (You can also add one from a student's profile under **Bookings**.)
2. Choose the student and the time.
3. **Weekly lesson:** keep *Recurring* ticked and tap the days (Mon–Sun). **One-off lesson:** untick *Recurring* and pick a date.
4. Tap **+ Add booking**.

The Schedule page shows your next 7 days; use **Previous** and **Next** to move between weeks. To delete a booking, open the day and tap the **×**.

> **GOOD TO KNOW**
> Deleting a weekly booking removes **every** repeat of it, not just that day. Tilawo asks you to confirm first. "Group" simply labels the lesson as a group lesson in your schedule.

6 Run a lesson

Open **Sessions**. It lists everyone booked today.

1. The switch on the left shows whether the student is **present**. Switch it off to mark them absent.
2. Tap the student's row to open it.
3. **Sabaq:** tap **Use assigned** to fill in what you set, or type the range. Then grade it: **Knew it**, **Needs work** or **Didn't know**.
4. **Dhor:** do the same for each revision portion. Add more with **+ Add dhor**.
5. Write a short note in **Notes**. The student reads it in their Diary as feedback from you.
6. Tap **Save session**. The lesson is marked done.
7. Optional: open *Set the next assignment* at the bottom of the card to set what comes next.

> **GOOD TO KNOW**
> Grade at least one part to save. Saving again on the same day updates the same record, so nothing is duplicated. Past lessons are under the student's profile, in **Recent sessions**.

7 Keep in touch

Announcements (all plans)

On the Dashboard, find **Announce to your students**, write your message (up to 500 characters) and tap Post. Every student in your class sees it at the top of their home screen. Use Remove to take one down. On Growth and Pro, students who turned on notifications also get a phone alert.

Messages (Growth and Pro)

Open Messages, choose a student, type, and tap Send. Messages arrive live. The student needs a login to receive them.

8 Payments, notes and groups

Payments (all plans)

1. Open Notes and choose the **Payments** tab.
2. Tap + Set up payment next to a student, enter the amount (for example *£60*), choose weekly or monthly, and tap Save.
3. Tap the status to switch between **Due** and **Paid**. Use the filters at the top to see who still owes.

> **GOOD TO KNOW**
> This is your own record book. Tilawo does not collect money from your students.

Private notes (Growth and Pro)

On the **Notes** tab, write a note, optionally pick the student it is about, and tap Add note. You can search, edit and delete them. Only you can see your notes.

Groups (all plans)

On Students, tap + New group and name it (for example *Beginners*). Open a student and pick a group under **Group**. Deleting a group never deletes its students.

9 Plans and billing

	Free	Growth	Pro
Price	£0	£6 / month	£12 / month
Students	Up to 5	Up to 30	Up to 60
Teachers	1	Up to 3	Up to 6
Sessions, schedule, payments, announcements, student portal	Yes	Yes	Yes
Messages, private notes, phone notifications, team overview	–	Yes	Yes

- **Upgrade:** Settings → **Plan & billing**, choose a plan, and pay on Stripe's secure page. If you have a promo code, enter it there.
- **Change card, see invoices, switch or cancel:** Settings → Manage billing. Or tap Downgrade to Free.
- Downgrading never deletes anything. If you have more students than the Free limit, you simply can't add new ones until you are under it.
- Only the account owner (the person who pays) can change the plan.

10 Teaching as a team (Growth and Pro)

Your plan includes extra teacher seats; you count as one. The Team page appears in your menu once you are on Growth or Pro.

1. On Team, tap Invite a teacher, then Copy invite link, and send it to them.
2. They open it, create their teacher account (or sign in if they already have one) and join your team. The link works for 7 days and for one person.

Who can do what	Owner	Admin	Teacher
Invite and remove teachers	Yes	Yes (not other admins)	–
Make or remove admins	Yes	–	–
Change plan and billing	Yes	–	–
See every teacher's student list	Yes	Yes	–

> PRIVACY
> The owner and admins see each teacher's student **names, plan and payment status**, read-only. They **cannot** see session notes, grades, private notes, messages or student diaries. Each teacher keeps those to themselves.

If a teacher is removed, they keep their own students and move to their own Free account.

11 Your account

- Settings lets you change your **name** (students see it), **email** and **password**, or delete your account.
- **Forgot your password?** Tap the link on the sign-in page and we email you a reset link.
- Deleting your account is permanent. It removes your students' records and cancels any paid plan.

Need help?

Tilawo is in beta, so your feedback shapes what happens next. Tell us what is confusing, missing or broken: **islamsaif22305@gmail.com**. Privacy and terms: tilawo.app/privacy and tilawo.app/terms.