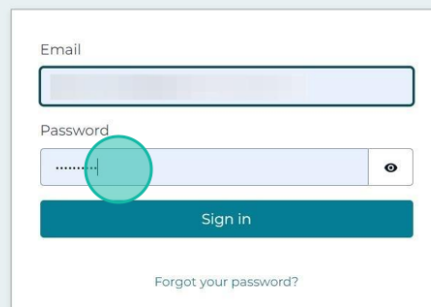


ElevateDD Learner User Guide

1 Navigate to <https://elevatedd.learningaidohio.org/>

2 Sign into your ElevateDD Learner account.



Email

Password

Sign in

[Forgot your password?](#)



510 E. North Broadway, 4th Floor (614) 263-6020 phone 9:00 AM - 5:00 PM
Columbus, OH 43214 (614) 263-6094 fax Monday - Friday
info@learningaidohio.org

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3 This is the Dashboard view.

You can schedule a session by clicking "Schedule Session" next to the Learner name.

You can also click "Schedule Tutor" on the left.

The screenshot displays the Learning Aid Ohio dashboard. At the top, there are two status boxes: "Current semester ends 08/30/2024" and "Next open enrollment begins 05/30/2024". The main content area is titled "Learners" and shows "Summer 2024 Approved Learners". A table lists learners with columns for "Learner Name", "Remaining balance: \$500", and "Schedule Session". The "Schedule Session" button is highlighted with a red circle. Below this is an "Add Learner" button. The bottom section is titled "This Week's Schedule" and contains a table with columns for "Date", "Learner", "Tutor", "Session Time", and "Duration". A left sidebar contains navigation links: "Dashboard", "Session Calendar", "My Learners", "My Bio", "Schedule Tutor" (highlighted with a red circle), and "Account Manager" (with sub-links for "Settings" and "Sign Out").

4 On this page you can update your search criteria for a tutor.

- You can update the distance
- Search by tutor name
- Search by educational subject
- Search by therapy type
- Select the grade level
- Use the toggle button to search tutors that are only Accepting New Learners

Click "Search Tutors" for results.

The screenshot shows the Learning Aid Ohio search interface. At the top, there are two blue buttons: "Current semester ends 08/30/2024" and "Next open enrollment begins 05/30/2024". Below these is a "Criteria" section with a "Select a Learner" dropdown menu set to "Learner". There are input fields for "Distance (in miles)" (set to 10), "Tutor Name", "Subject Area", "Therapy", and "Elementary School". An "Accepting New Learners" toggle switch is also present. A "Search Tutors" button is highlighted with a green circle. Below the search criteria is a "Results" section with a "Sort by" dropdown menu set to "Best Match". At the bottom, there is a "Results per page:" dropdown menu set to 10, and a "1 - 0 of 0" indicator with navigation arrows. On the left side, there is a dark blue sidebar with navigation links: "Dashboard", "Session Calendar", "My Learners", "My Bio", and "Schedule Tutor". At the bottom of the sidebar, there is a user profile for "KF" with links for "Account Manager", "Settings", and "Sign Out".

5

Search results will show you the tutors that meet your criteria entered.

- A green checkmark on their listing means they are Accepting New Learners.
- A red X means they are NOT Accepting New Learners at this time.

Click on "Tutor Bio" to review more details.

The screenshot shows a search results page for Learning Aid Ohio. On the left is a dark blue sidebar with a user profile for 'KF Account Manager' and options for 'Settings' and 'Sign Out'. The main content area displays three tutor listings. Each listing includes a profile picture, a name, a status for 'Accepting New Learners' (marked with a red X or a green checkmark), a short bio, distance in miles, and rate per hour. Below the listings is a 'Results per page' dropdown set to 10 and a pagination indicator '11 - 20 of 35'. At the bottom, the Learning Aid Ohio logo and contact information are visible.

Name	Accepting New Learners	Distance (miles)	Rate (per hour)
[Profile Picture]	✗	14	\$75
Marsha Bradley	✗	15	\$25
Ashley Babb	✓	13	\$75

6

The screenshot shows a modal window for the tutor Ashley Babb. The modal is overlaid on the search results page. It contains the following information:

- Name:** Ashley Babb
- Email:** ash.babb@yahoo.com
- Bio:** I provide reading strategies, writing, and math skills. I will work with the student to see how they learn and plan lessons based on their learning style. I also work with adults on life skills and becoming a successful reader.
- Professional Experience:**
 - Highest Completed Education: Masters
 - Years of Licensed Teaching: 24
 - Years of Tutoring Experience: 0
 - Years of Relevant Experience: 24
- Additional Information:**
 - Certifications: Wilson Foundations & OG Multisensory & Phonics
 - Subject Expertise: Kindergarten Readiness, Reading / Language Arts / English, Elementary School, Pre-K
 - Ages/Grades Served: PreK, Elementary, Middle
 - Hourly Rate: \$75
 - Subject Matter Expertise: Kindergarten Readiness, Reading / Language Arts / English, Elementary School, Pre-K

A green 'Close' button is located at the bottom of the modal.

7

Click "Schedule Session" to book an appointment.

Account Manager
Settings
Sign Out

Tutor	Accepting New Learners	Distance in miles	Rate per hour
[Profile]	✖	14	\$75
Marsha Bradley	✖	15	\$25
Ashley Babb	✔	13	\$75

Results per page: 10 11 - 20 of 35 < >

Learning Aid Ohio
330 E North Broadway, 4th Floor Columbus, OH 43214
(614) 263-6020 phone (614) 263-6094 fax info@learningaidohio.org
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8

Click "Next" to move to the next week's availability.

My Learners

My Bio

Schedule Tutor

Account Manager
Settings
Sign Out

Ashley Babb

I provide reading strategies, writing, and math skills. I will work with the student to see how they learn and plan...

Rate per hour \$75

Availability for Ashley Babb

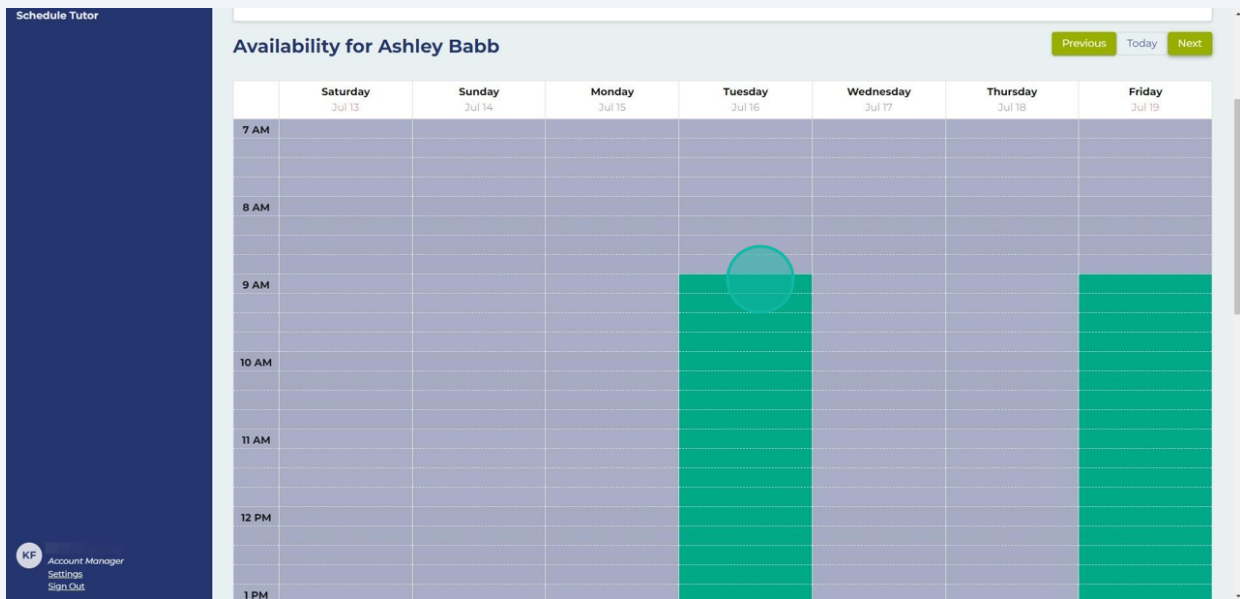
Previous Today Next

	Saturday Jul 6	Sunday Jul 7	Monday Jul 8	Tuesday Jul 9	Wednesday Jul 10	Thursday Jul 11	Friday Jul 12
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							

9

The timeslots colored green are available for booking.

Click on the timeslot you would like to book.



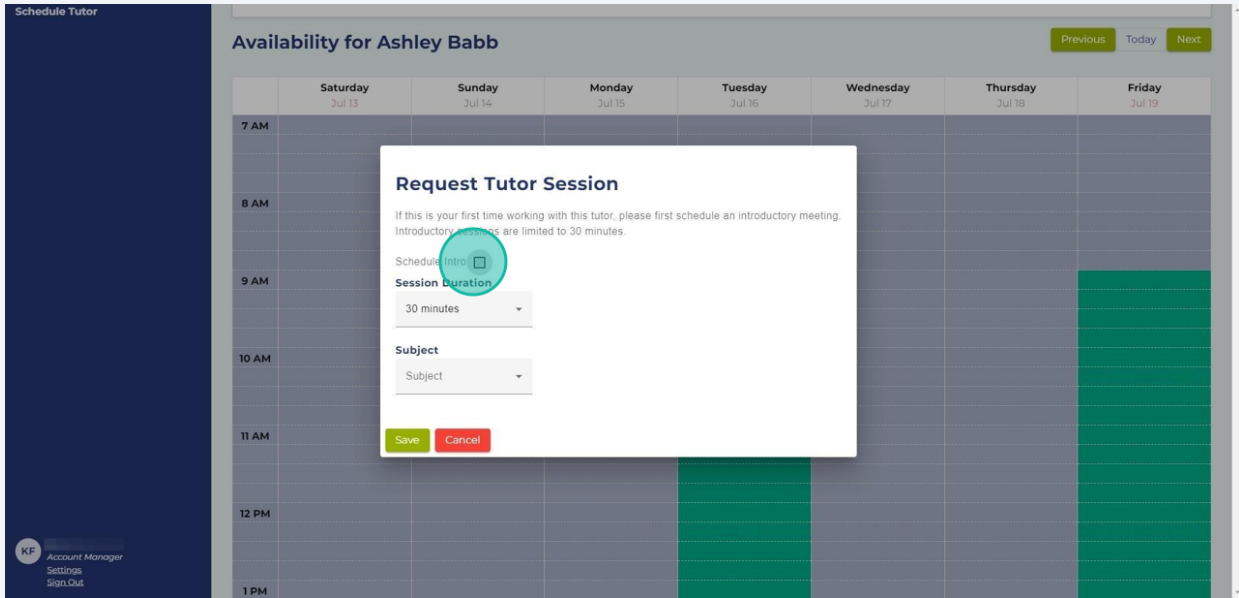
Reminders:

! Tutors have up to 72 hours to confirm an appointment request.

! Do not schedule over three hours of paid services for a single learner within one week, over two hours in a single session, or four hours of paid sessions in the same household on the same day.

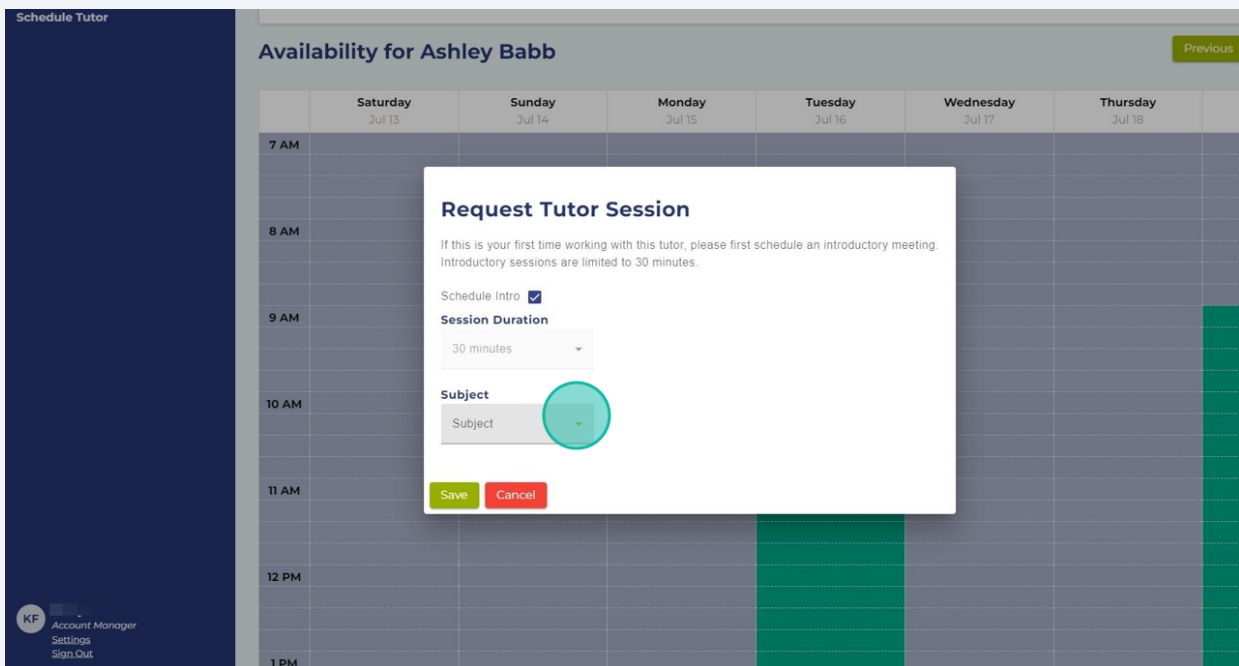
10

If you have not worked with this tutor before, click the "Schedule Intro" checkbox to schedule a free introductory interview.



11

Select the subject you would like to focus on.



12 Click "Save"

Dashboard

Session Calendar

My Learners

My Bio

Schedule Tutor

KF Account Manager Settings Sign Out

Schedule a session for [Learner Name]

Funds remaining: \$500.00

Ashley Babb

I provide reading strategies, writing, and math skills. I will work with the student to see how they learn and plan...

Request Tutor Session

If this is your first time working with this tutor, please first schedule an introductory meeting. Introductory sessions are limited to 30 minutes.

Schedule Intro

Session Duration: 30 minutes

Subject: Reading / Language...

Save Cancel

Availability for [Learner Name]

	Saturday Jul 13	Sunday Jul 14	Monday Jul 15	Tuesday Jul 16	Wednesday Jul 17	Thursday Jul 18	Friday Jul 19
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							

13 When a paid appointment is scheduled, it will show your remaining balance for the semester at the top of the page.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 05/30/2024

Schedule a session for Learner Name

Funds remaining: \$425.00

Ashley Babb

I provide reading strategies, writing, and math skills. I will work with the student to see how they learn and plan...

Rate per hour \$75

Availability for Ashley Babb

Previous Today Next

	Saturday Jul 6	Sunday Jul 7	Monday Jul 8	Tuesday Jul 9	Wednesday Jul 10	Thursday Jul 11	Friday Jul 12
7 AM							
8 AM							
9 AM							Learning Session
10 AM							

14

Your learner's remaining balance can also be found on your dashboard along with this week's scheduled appointments.

The screenshot shows the Learning Aid Ohio dashboard. At the top, there are two teal buttons: "Current semester ends 08/30/2024" and "Next open enrollment begins 05/30/2024". The main content area is titled "Learners" and includes a section for "Summer 2024 Approved Learners". A learner's name is displayed in a white box, with a teal circle next to it. To the right of the name, it says "Remaining balance: \$425" and there is a "Schedule Session" button. Below the name is an "Add Learner" button. Underneath is a section titled "This Week's Schedule" with a table:

Date	Learner	Tutor	Session Time	Duration
7/12/24	Learner	Ashley Babb	9:00 AM	1 hours

On the left side, there is a dark blue navigation menu with options: Dashboard, Session Calendar, My Learners, My Bio, and Schedule Tutor. At the bottom left of the menu, there is a user profile for "KF Account Manager" with links for Settings and Sign Out.

15

Your requested appointments will now show on the calendar.

You can click "Session Calendar" in the menu on the left to see your schedule of all sessions booked.

The screenshot shows the Learning Aid Ohio "Session Calendar" page. At the top, there are two teal buttons: "Current semester ends 08/30/2024" and "Next open enrollment begins 05/30/2024". The main content area is titled "Session Calendar" and includes a dropdown menu for "Learner". Below this is a monthly calendar for "July 2024" with days of the week as columns and dates as rows. The date 11th is highlighted in green, and there is a red dot on the 12th and a blue dot on the 15th. Below the monthly calendar is a section for "August 2024". To the right of the monthly calendar is a detailed view for "Thursday, July 11, 2024" showing a vertical timeline from 7 AM to 5 PM. A red horizontal line is visible at the 2 PM mark. On the left side, there is a dark blue navigation menu with options: Dashboard, Session Calendar, My Learners, My Bio, and Schedule Tutor. At the bottom left of the menu, there is a user profile for "KF Account Manager" with links for Settings and Sign Out.

16

Click here to toggle between learners if you have more than one learner on the program.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 05/30/2024

Session Calendar

Learner

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

August 2024

Tuesday, July 16, 2024

7 AM	
8 AM	
9 AM	[Appointment]
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	

17

Click the appointment to open for details.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 05/30/2024

Session Calendar

Learner

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

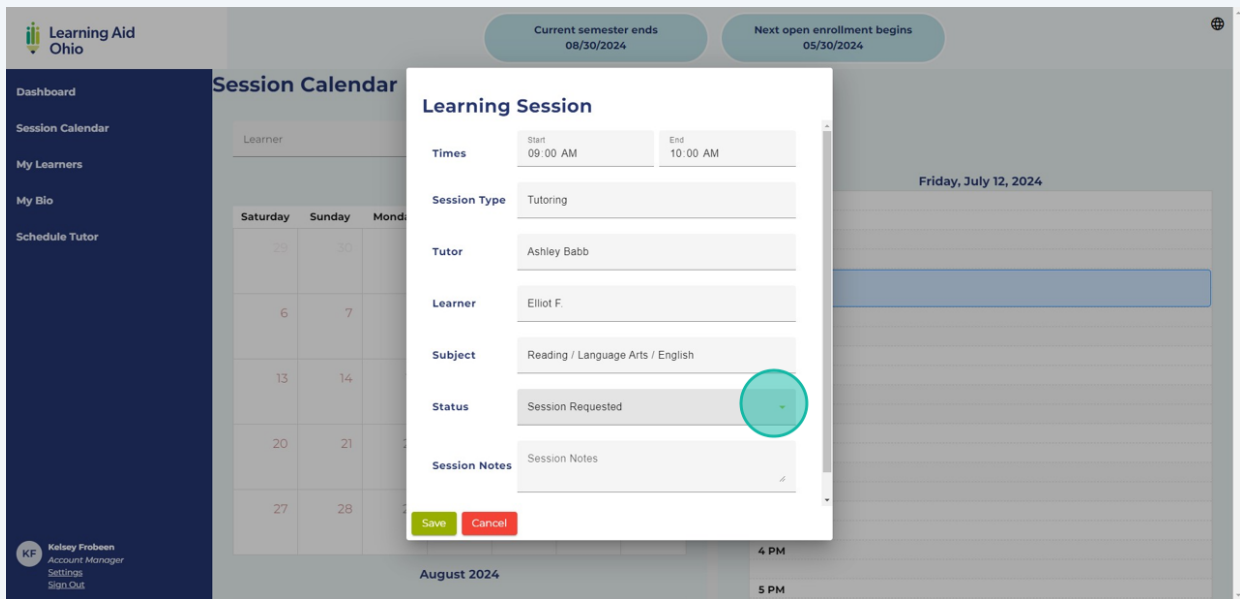
August 2024

Friday, July 12, 2024

7 AM	
8 AM	
9 AM	[Appointment]
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	

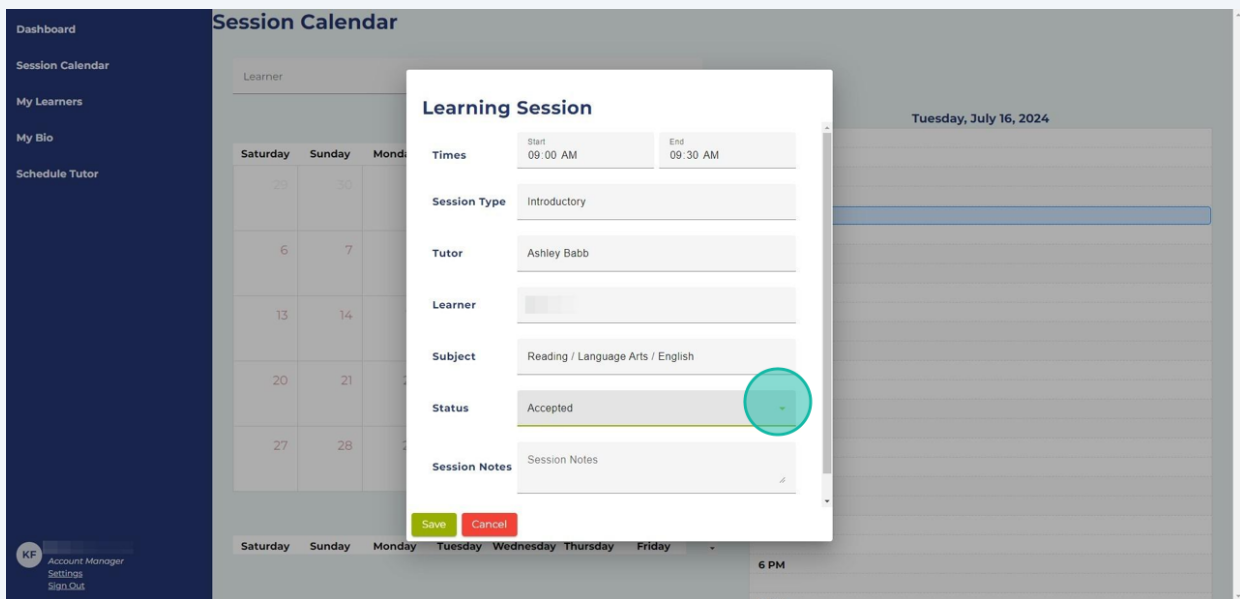
18

The status will be "Session Requested" until the tutor has accepted your request.



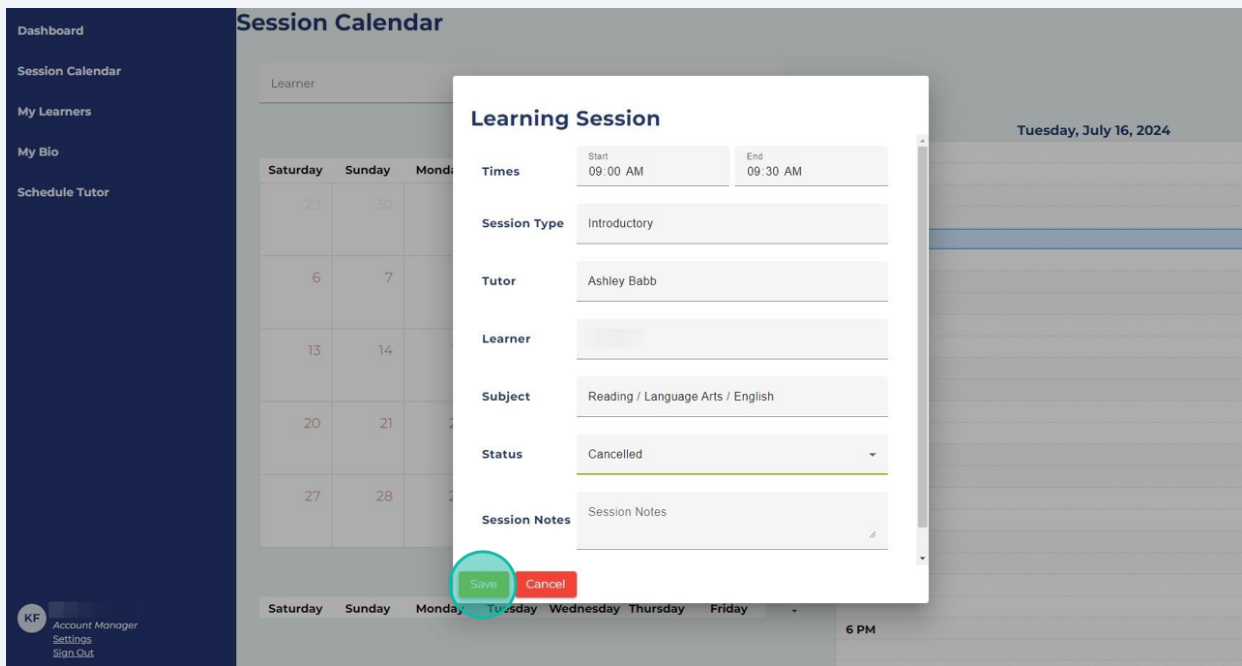
19

Once the tutor has accepted your appointment request, you will receive a text if a cell phone number was provided.



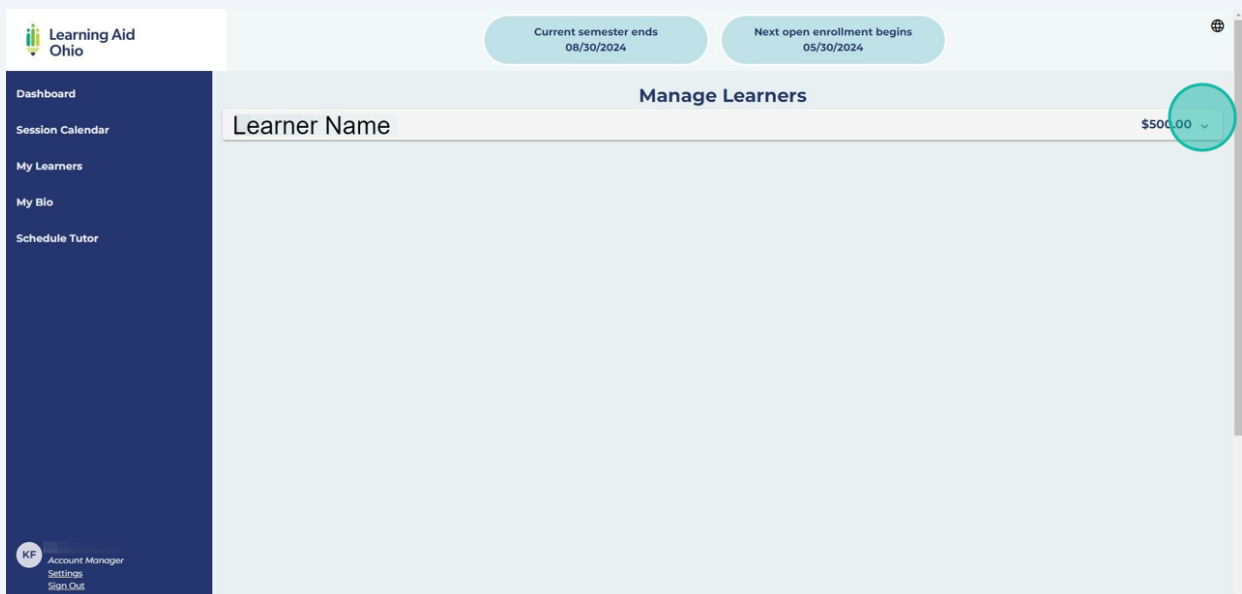
20 To cancel an appointment select "Canceled" in the Status dropdown.

Click "Save" once all changes are made.



21 Account Managers can update their learner's information and see past and present funding amounts.

Click on My Learners in the menu to the left. Click the down carrot to open the learner's profile.



22 The top of the page shows the learner's information.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 05/30/2024

Manage Learners

\$500.00 ^

Learner Details

First Name * [] Last Name * [] Date of Birth * [] Program * Learning Aid Ohio

Grade * [] Gender [] School District * [] Student in Foster Care of Group Home
 Yes No

Funding Amount * 500 Subject Focus * Math, Reading / Language...

Qualifying Disability (LAO)

ADHD Anxiety Autism Deaf-blindness
 Deafness Developmental Delay (DD) Dyslexia Emotional Disturbance (ED)
 Hearing Impairment Intellectual Disability Multiple Disabilities Orthopedic Impairment
 Other Health Impairment (OHI) Other Reason Specific Learning Disability (SLD) Speech or Language Impairment
 Traumatic Brain Injury (TBI) Visual Impairment

Other Reason Comment []

Learner Funding

23 At the bottom of the page you will find the Learner Funding section. This will show you current and past semester funding amount. This can be helpful when deciding to participate in future semesters.

Funding Amount * 500 Subject Focus * Math, Reading / Language Arts / En...

Qualifying Disability (LAO)

ADHD Anxiety Autism Deaf-blindness
 Deafness Developmental Delay (DD) Dyslexia Emotional Disturbance (ED)
 Hearing Impairment Intellectual Disability Multiple Disabilities Orthopedic Impairment
 Other Health Impairment (OHI) Other Reason Specific Learning Disability (SLD) Speech or Language Impairment
 Traumatic Brain Injury (TBI) Visual Impairment

Other Reason Comment []

Learner Funding

Amount Accepted for Semester	Amount Spent for Semester	Amount Scheduled	Semester Remaining	Lifetime Remaining
\$500	\$0	\$75	\$425	\$2,450

Uploaded Documents

Filename [] .pdf Issued 2024/01/29 Expires 2025/01
Upload

Save