


ElevateDD Learner User Guide - Tutors

-  Page 1 - Accessing Account
- Page 2 - Updating Bio
- Page 3 - Updating Availability
- Page 10 - Managing Requests
- Page 16 - Reports

Accessing Your Account

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

2 Login to your ElevateDD Learner account.

3

This is the Dashboard view. It will show you important program dates such as the current semester end date and the upcoming enrollment date.

You can see the number of pending session requests that need approved prior to the appointment.

You can also see the sessions scheduled for the current week.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 07/22/2024

0 Confirmed Sessions

2 Pending Sessions Needing Approval

0 Sessions Completed This Year

This Week's Schedule

Date	Learner	Subject	Session Time	Duration	Type
7/12/24	Learner	Kindergarten Readiness	10:15 AM	0.5 hours	Introductory

Test Test Tutor Settings Sign Out

Updating Bio

4

Click "My Bio" in the menu to review and/or update your Bio information.

Learning Aid Ohio

Current semester ends 08/30/2024

Next open enrollment begins 07/22/2024

Edit Profile

Add Your Profile Picture

Drag and drop a file here
or
[Choose File...](#)

Allowed file types are .jpg, .jpeg, .png

Accepting New Learners

Tutor Bio

Provide a short summary to let managers and learners know more about you

Tutor Bio

Test Test Tutor Settings Sign Out

5 Click this checkbox to mark yourself as "Accepting New Learners".

Updating Availability

6 Tutors can now manage their calendars and availability by selecting "Availability" from the menu.

Click "Summer 2024" or the semester you would like to set up availability for.

7

Click the date that you would like to add availability to.

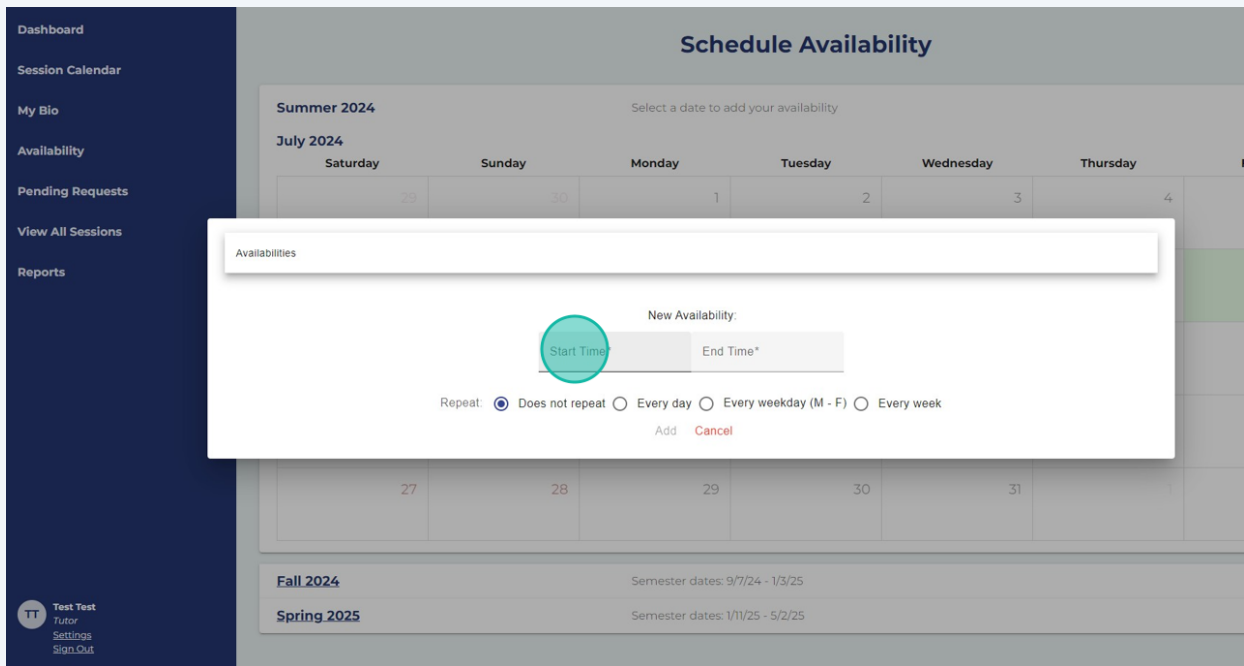
The screenshot shows a web interface titled "Schedule Availability". On the left is a dark blue sidebar with navigation links: Dashboard, Session Calendar, My Bio, Availability, Pending Requests, View All Sessions, and Reports. At the bottom of the sidebar are user options: TT Test Test, Tutor, Settings, and Sign Out. The main content area has a header "Schedule Availability" and a sub-header "Summer 2024" with a prompt "Select a date to add your availability" and navigation arrows. Below this is a calendar for "July 2024" with columns for days of the week. The date 12 is highlighted with a teal circle. At the bottom, there are dropdown menus for "Fall 2024" (Semester dates: 9/7/24 - 1/3/25) and "Spring 2025" (Semester dates: 1/11/25 - 5/2/25).

8

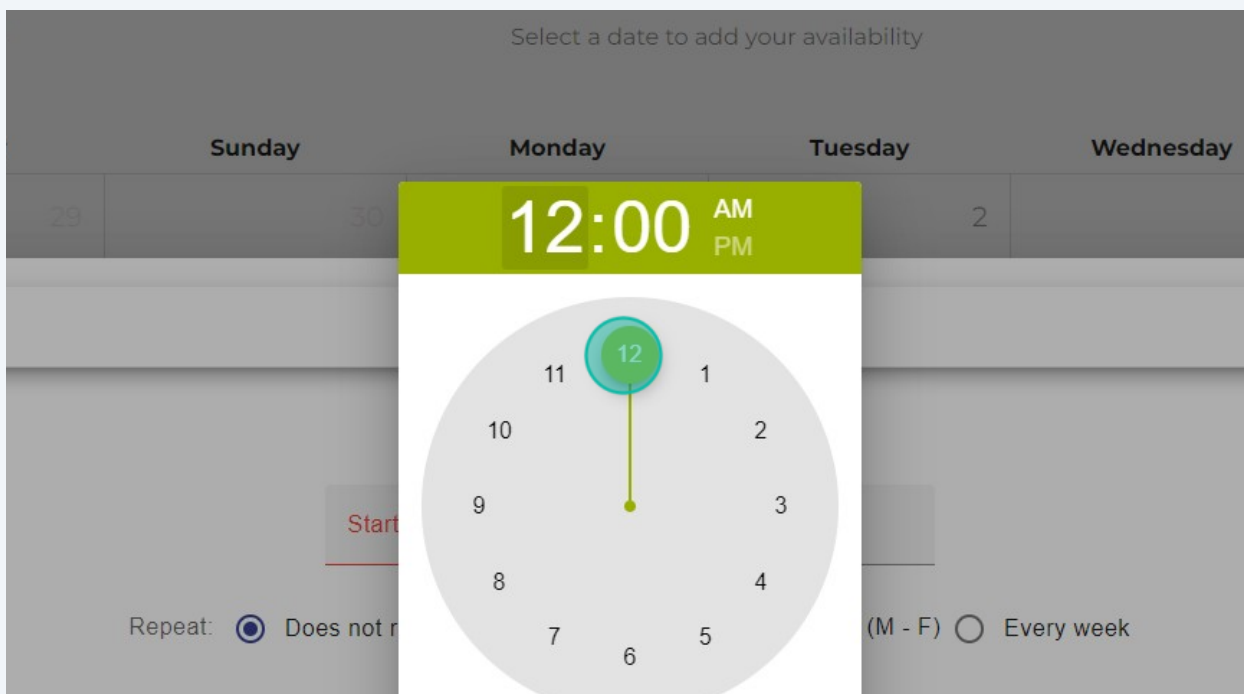
Click "Add Times"

This screenshot is similar to the previous one but shows a modal dialog box overlaid on the calendar. The dialog box has a title "Availabilities" and a list of options: "Add Times" (highlighted with a teal circle) and "Close". The background calendar is dimmed, and the "Add Times" button is the focus of the instruction.

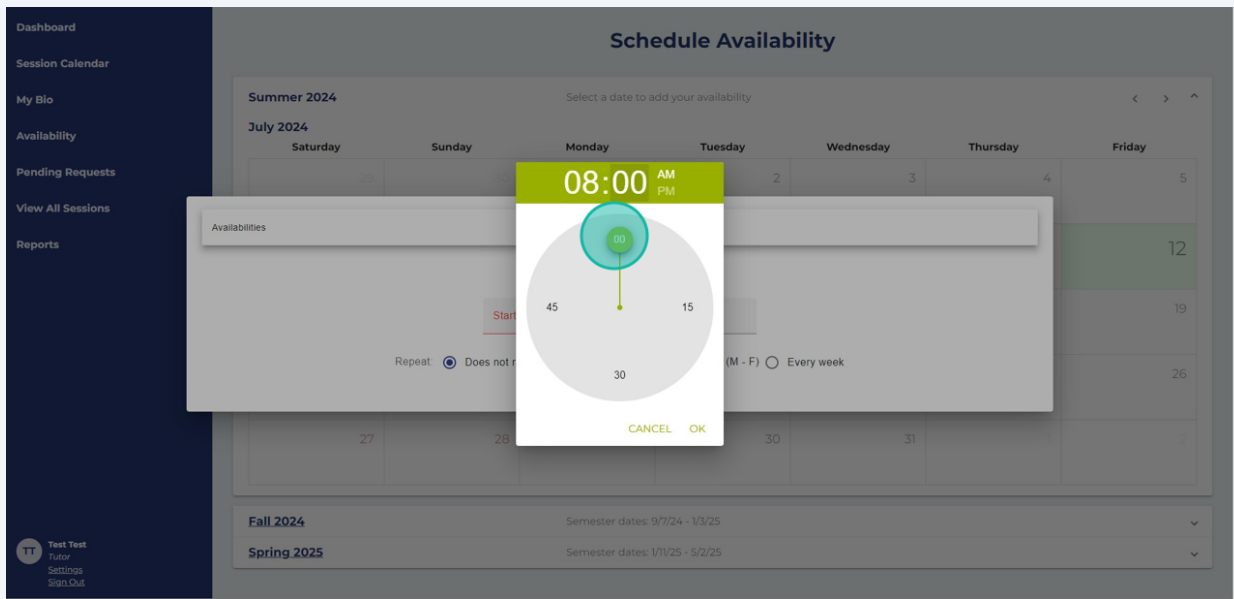
9 Click "Start Time"



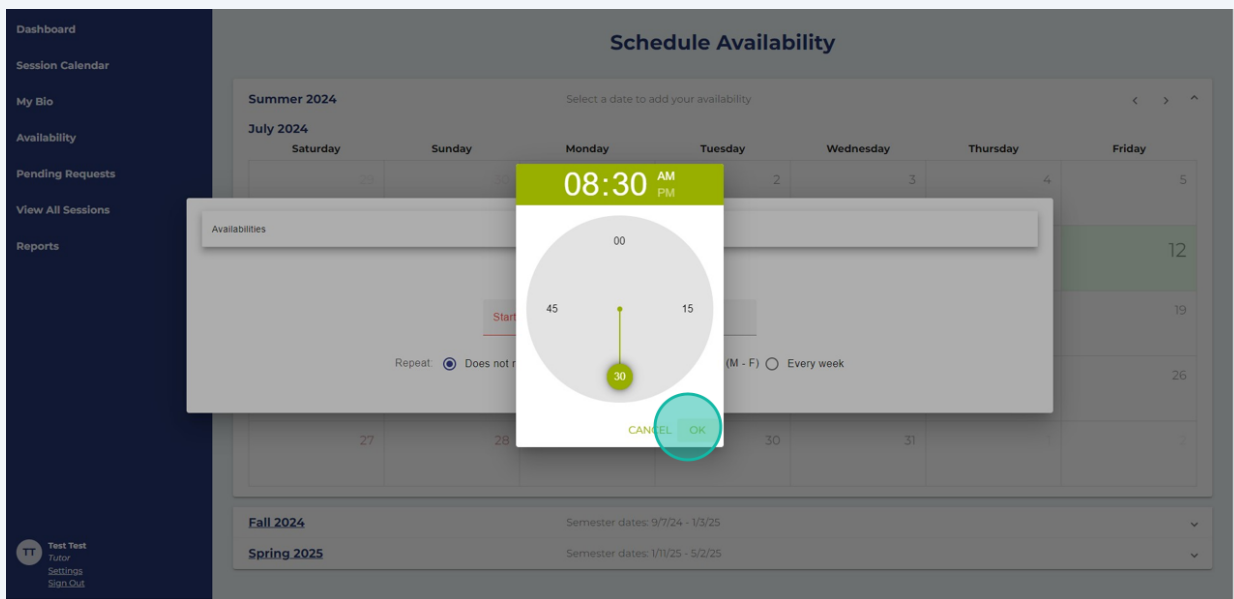
10 Move the green circle to your selection.



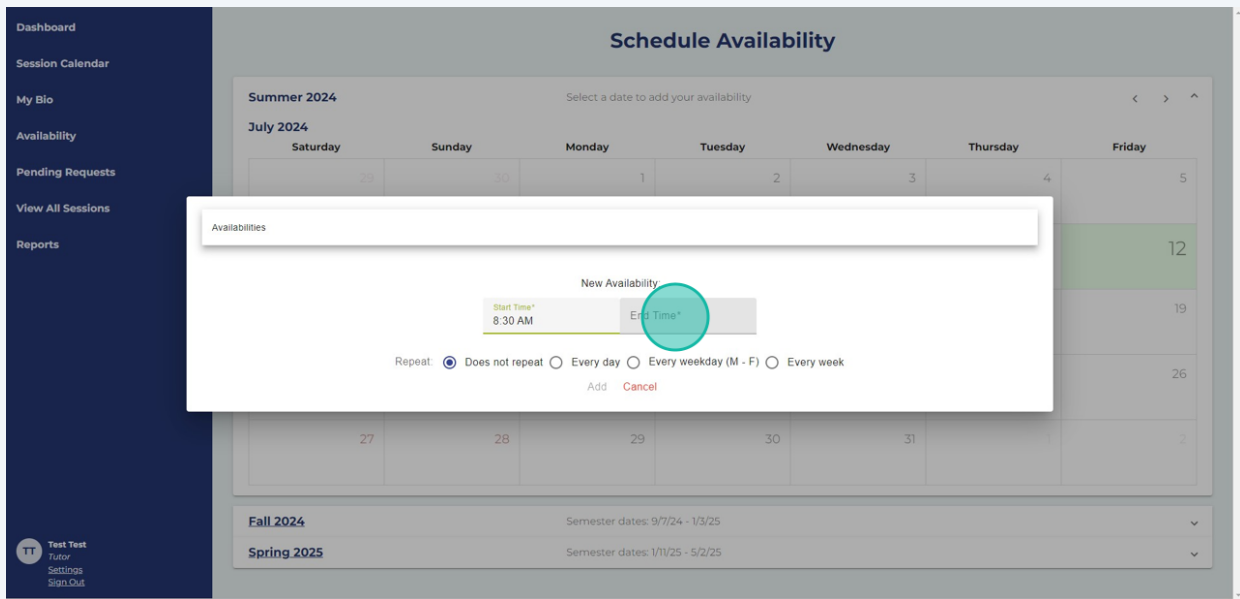
11



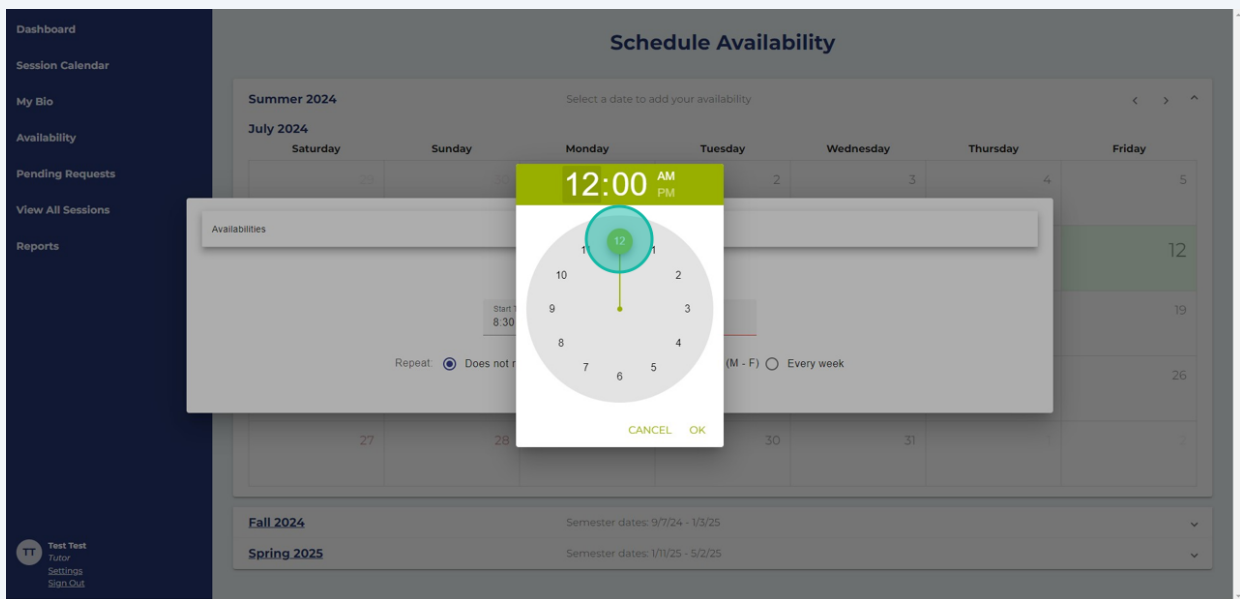
12 Click "OK"



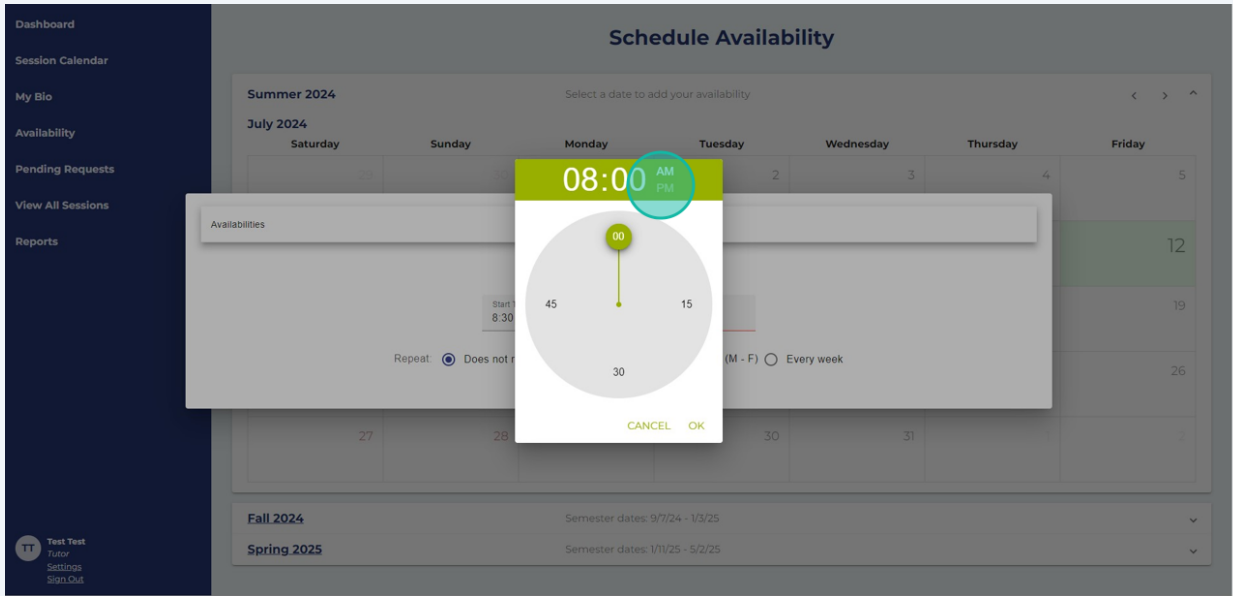
13 Click the "End Time" field to select your end time.



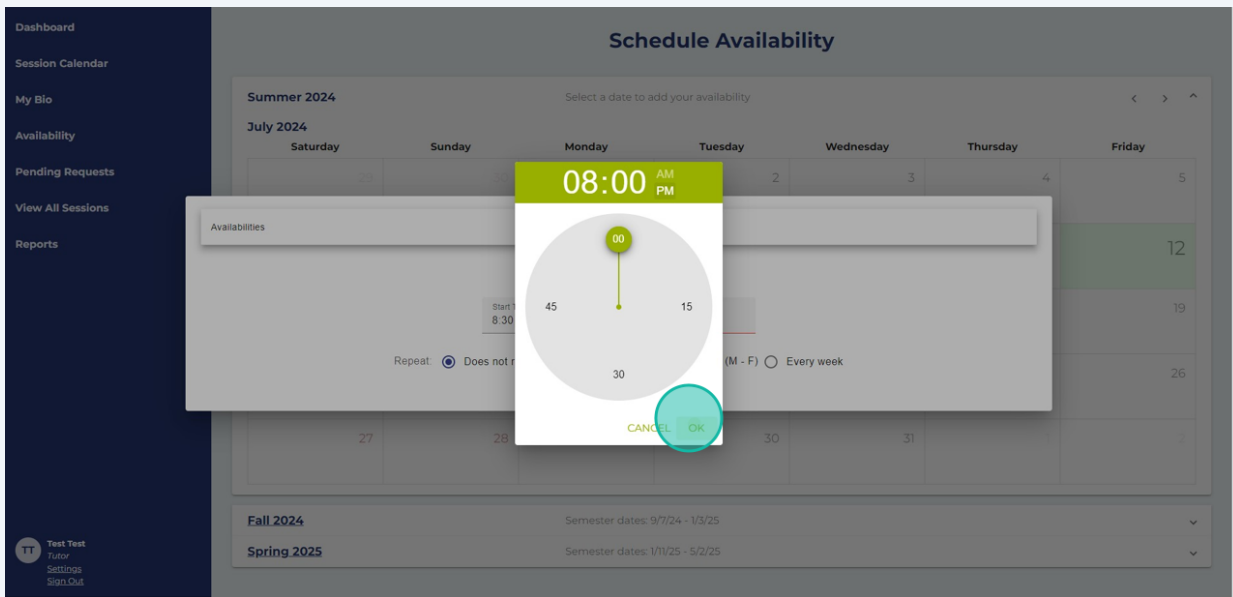
14



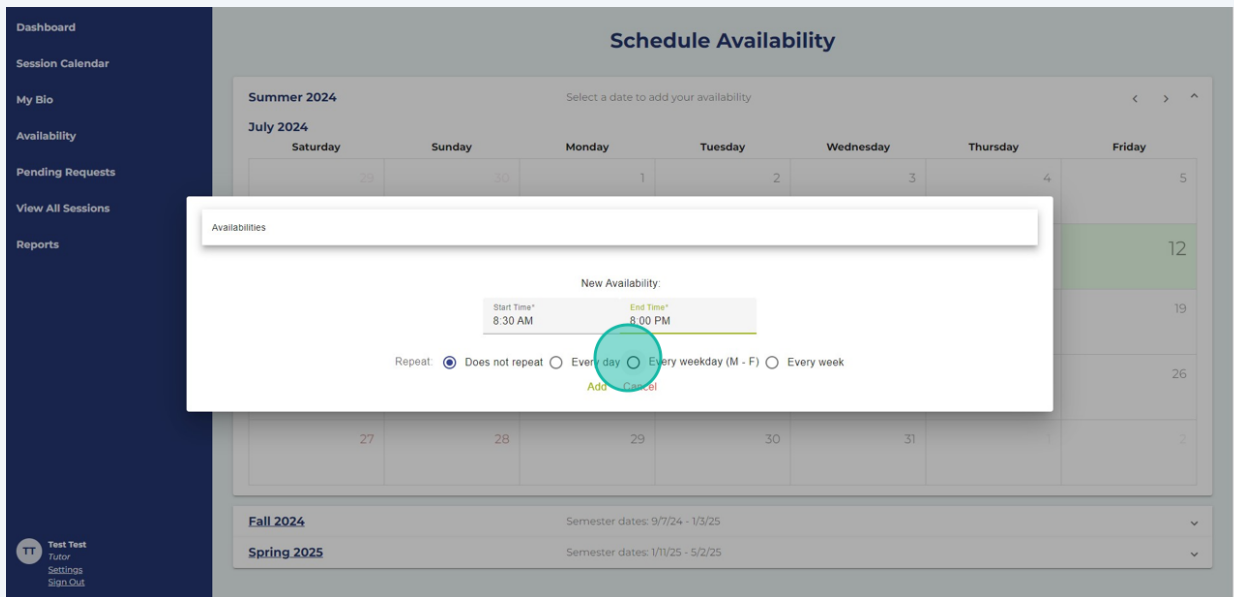
15



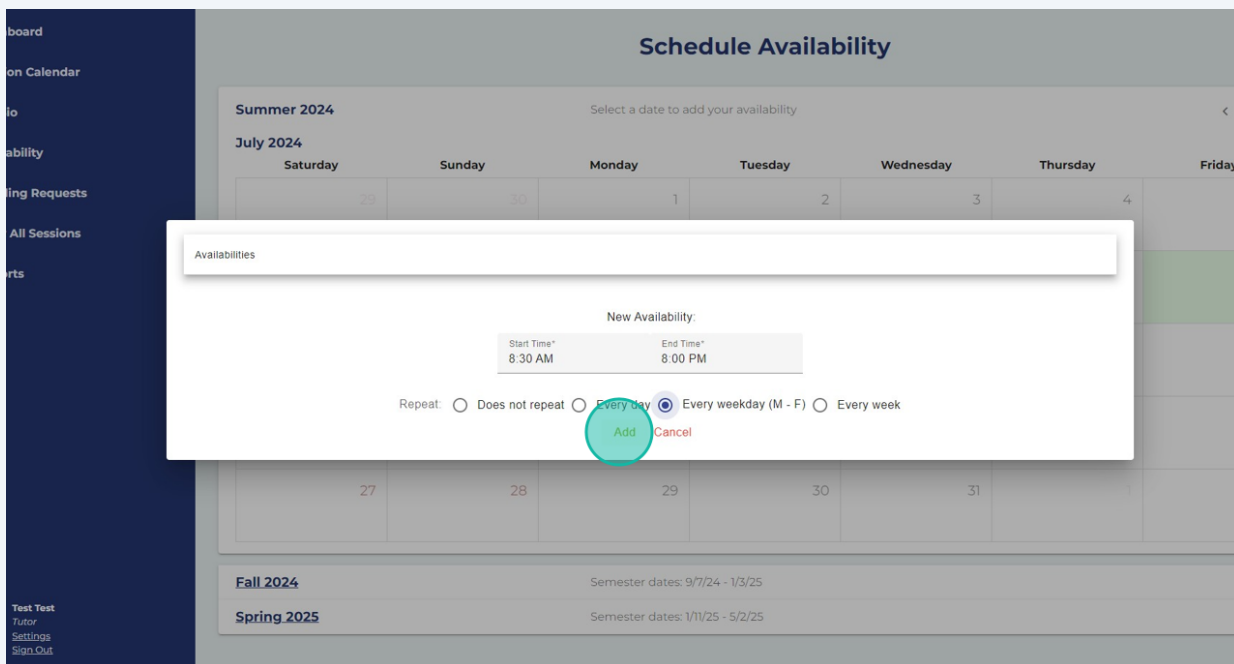
16 Click "OK"



17 Select a repeat option to make this time a reoccurring option.



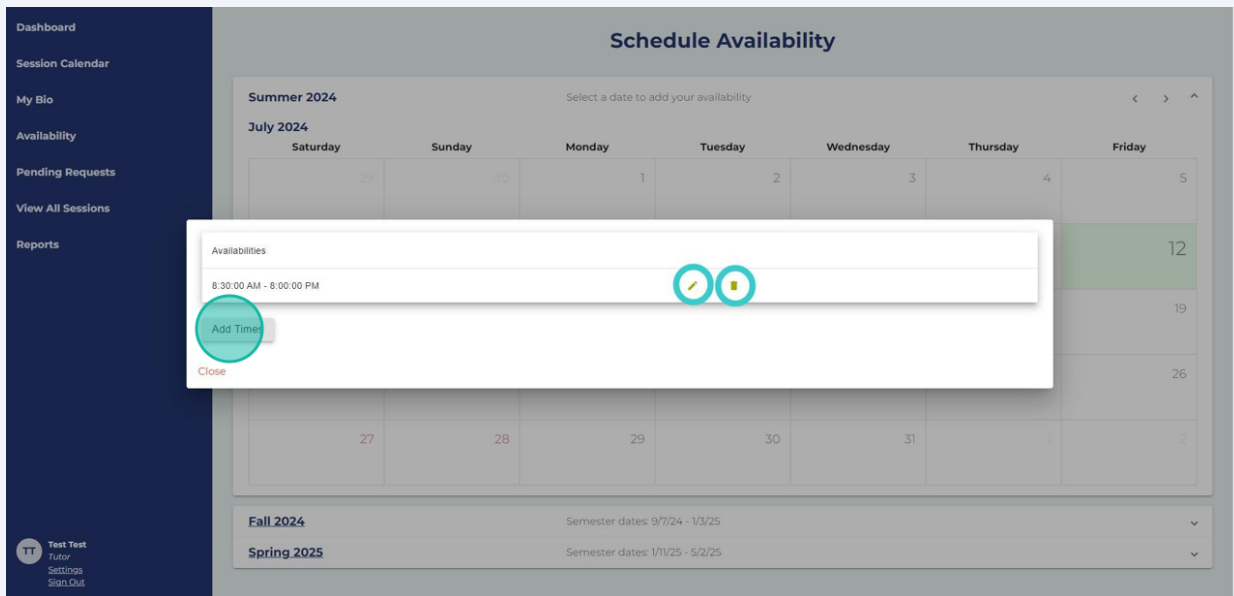
18 Click "Add"



19

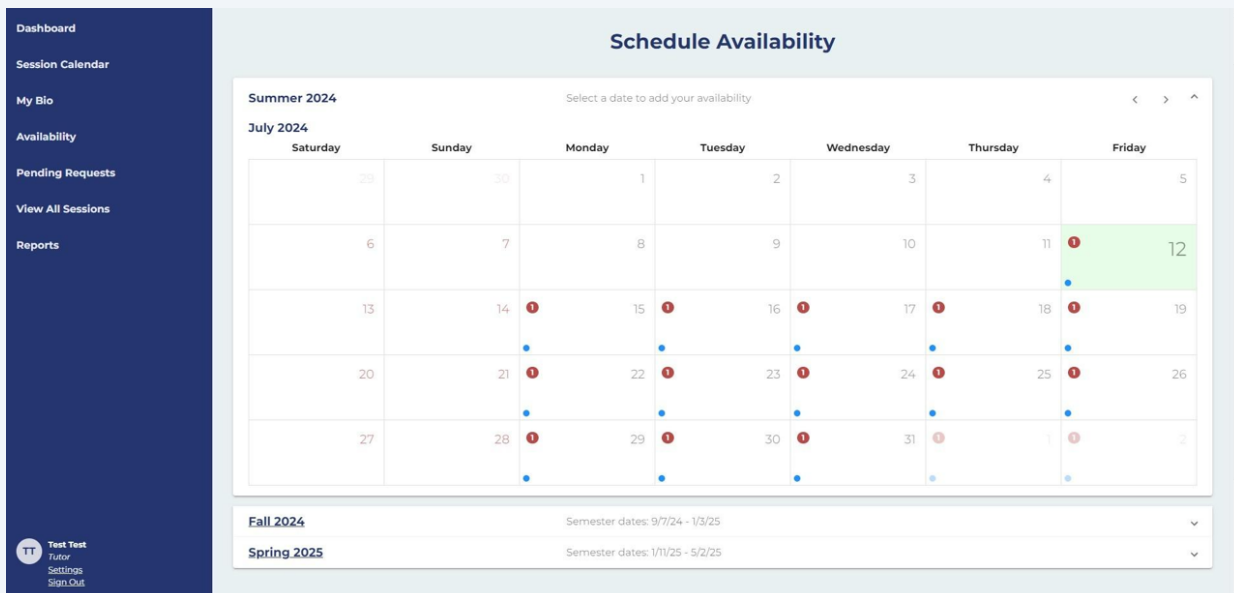
Additional time slots can be added by clicking "Add Times" and following the same steps above.

Availability can be edited or deleted by clicking the the edit or delete icons on the time slot row.



20

Scheduled availability will now show on your calendar.



Managing Requests

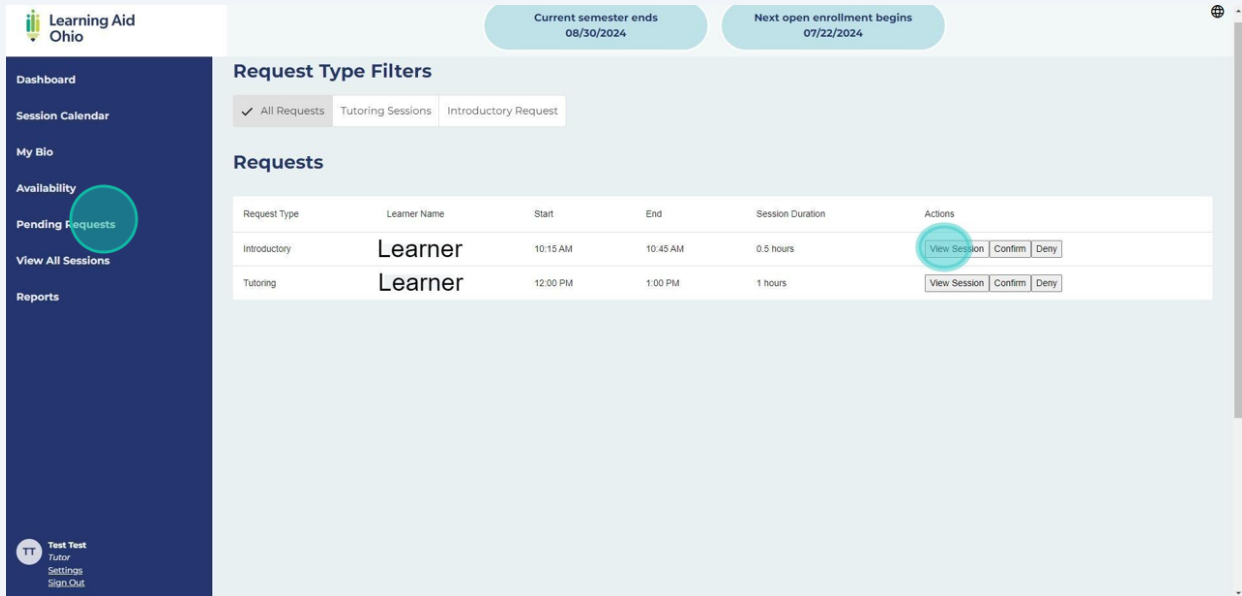
21 To review pending session requests, click "Pending Requests" in the menu.

You can view session details by clicking "View Session".

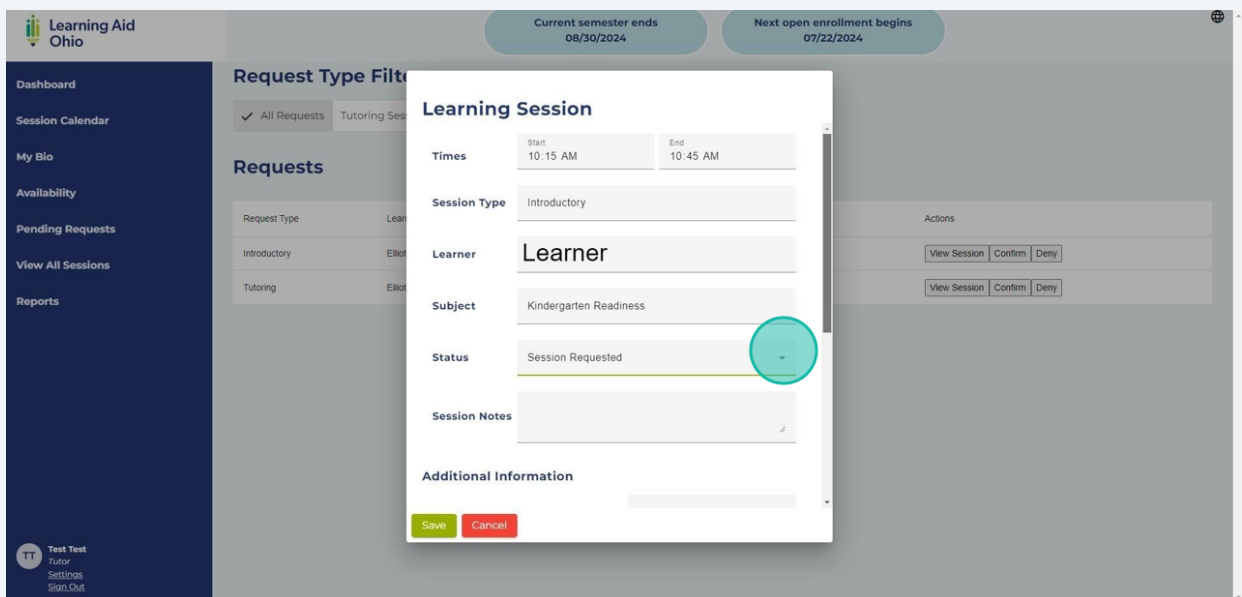
Click "Confirm" to accept the request.

Click "Deny" to reject the request.

Tutors must respond to session requests within 48 hours of receiving the request.



22 Session details can be edited after clicking "View Session".



23

To see scheduled sessions in a calendar view, click "Session Calendar" in the menu to the left.

The screenshot shows the Learning Aid Ohio interface. At the top, there are two status boxes: "Current semester ends 08/30/2024" and "Next open enrollment begins 07/22/2024". On the left is a dark blue navigation menu with items: Dashboard, Session Calendar (highlighted with a red circle), My Bio, Availability, Pending Requests, View All Sessions, and Reports. At the bottom of the menu are icons for Test, Tutor, Settings, and Sign Out. The main content area is titled "Session Calendar" and features a "Learner" dropdown menu. Below this is a calendar for July 2024, with the date July 12th highlighted in green. To the right of the calendar is a vertical timeline for "Friday, July 12, 2024" showing time slots from 7 AM to 5 PM. The 10 AM slot is highlighted with a blue bar.

24

Scroll down for additional details on the learner and account manager.

Click "Save" if information was updated.

The screenshot shows the Learning Aid Ohio interface with a modal window open. The modal is titled "Learning Session" and contains a form for "Additional Information". The form fields are: "Grade of Student" (with "Third" entered), "School District", "Account Manager Name", "Account Manager Email", "Account Manager Phone Number", and "Account Manager Phone Type" (with "CellPhone" entered). At the bottom of the modal are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red circle. In the background, the "Request Type Filter" modal is visible, showing a list of request types: "All Requests", "Tutoring Sessions", "Introductory", and "Tutoring".

25 Click "View All Sessions" to see all requested sessions.

You have the option to search by learner and date ranges.

The screenshot shows the Learning Aid Ohio dashboard. At the top, there are two buttons: "Current semester ends 08/30/2024" and "Next open enrollment begins 07/22/2024". Below these are search filters for "Upcoming Sessions", "Learner", "Start Date", and "End Date". The main content is a table with the following data:

Learner Name	Subject	Session Date	Session Duration	Status	Account Manager	Email	Session Type
[Redacted]	Kindergarten Readiness	7/12/24, 10:15 AM	0.5 hours	Accepted	[Redacted]	[Redacted]	Introductory
[Redacted]	Kindergarten Readiness	7/20/24, 12:00 PM	1 hours	Rejected	[Redacted]	[Redacted]	Tutoring

A red circle highlights the "View All Sessions" link in the left sidebar.

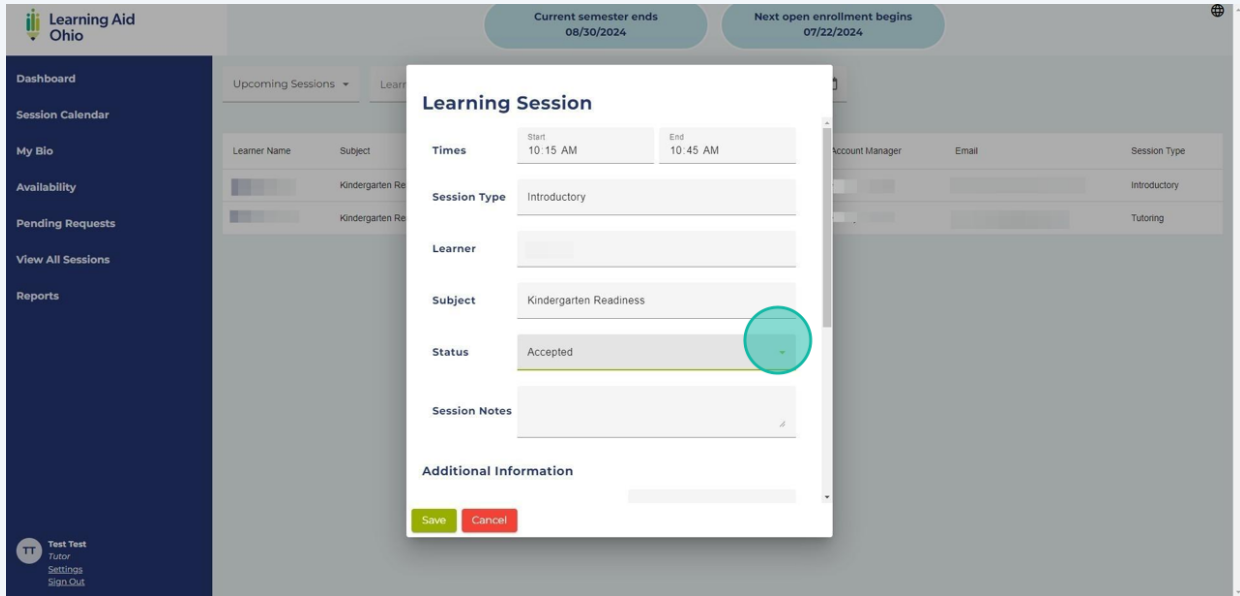
26 Click a session to open the session details.

The screenshot shows the Learning Aid Ohio dashboard, identical to the previous one. A red circle highlights the first session in the table, which is "Accepted" and "Introductory".

Learner Name	Subject	Session Date	Session Duration	Status	Account Manager	Email	Session Type
[Redacted]	Kindergarten Readiness	7/12/24, 10:15 AM	0.5 hours	Accepted	[Redacted]	[Redacted]	Introductory
[Redacted]	Kindergarten Readiness	7/20/24, 12:00 PM	1 hours	Rejected	[Redacted]	[Redacted]	Tutoring

27

REMINDER: The status of each session must be updated for it to be processed in payroll.

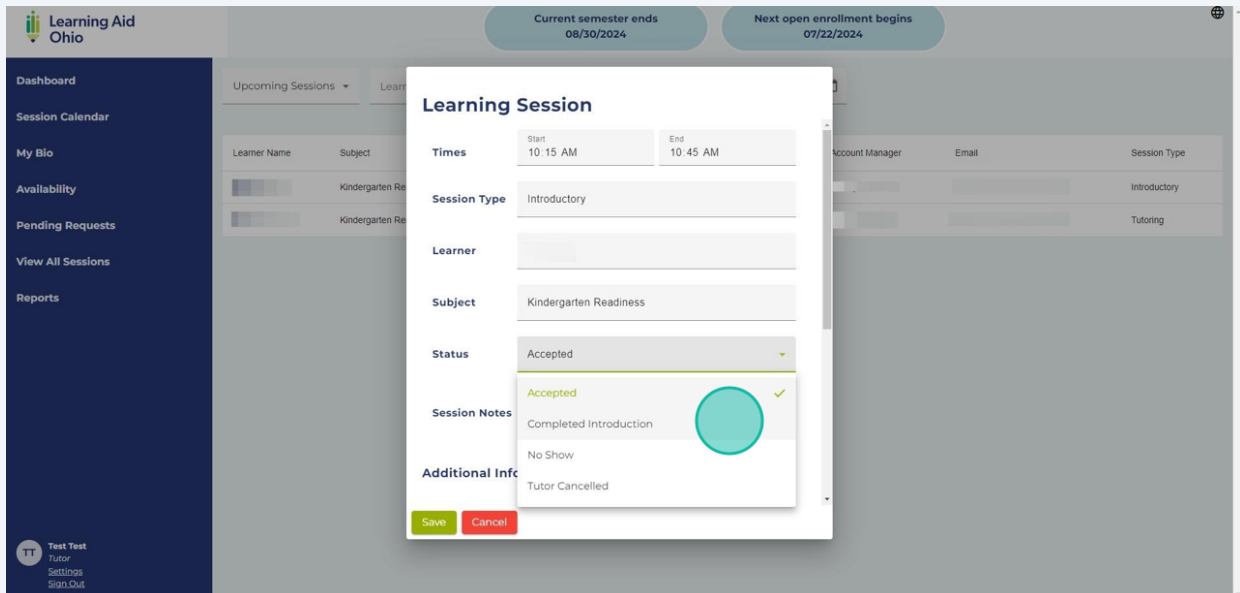


28

Click "Completed" once the session has been completed to receive payment for your services.

Select "No Show" if the learner did not show for the appointment.

Select "Tutor Canceled" if you need to cancel the appointment.



29

Session notes are now required when updating the session status. Please make note of what was worked on during the appointment.

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Dashboard
Session Calendar
My Bio
Availability
Pending Requests
View All Sessions
Reports

Upcoming Sessions

Learner Name	Subject	Account Manager	Email	Session Type
	Kindergarten Re			Introductory
	Kindergarten Re			Tutoring

Learning Session

Times Start: 10:15 AM | End: 10:45 AM

Session Type Introductory

Learner

Subject Kindergarten Readiness

Status Completed Introduction

Session Notes Session notes are required

Additional Information

Save Cancel

30

Click "Save" once all updates have been made.

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Dashboard
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Upcoming Sessions

Learner Name	Subject	Account Manager	Email
	Kindergarten Re		
	Kindergarten Re		

Learning Session

Times Start: 10:15 AM | End: 10:45 AM

Session Type Introductory

Learner

Subject Kindergarten Readiness

Status Completed Introduction

Session Notes Intro interview completed via phone. Will meet on Wednesdays at 4:00.

Additional Information

Save Cancel

Reports

31 Tutors now have the option to pull reports of session history.

Click "Reports" from the menu.

The screenshot shows the Learning Aid Ohio dashboard. At the top, there are two buttons: "Current semester ends 08/30/2024" and "Next open enrollment begins 07/22/2024". Below these are filters for "Upcoming Sessions", "Learner", "Start Date", and "End Date". A table displays session history with columns for Learner Name, Subject, Session Date, Session Duration, Status, Account Manager, and Email. The "Reports" menu item in the left sidebar is highlighted with a green circle.

Learner Name	Subject	Session Date	Session Duration	Status	Account Manager	Email
	Kindergarten Readiness	7/12/24, 10:15 AM	0.5 hours	CompletedIntroductorySession		
	Kindergarten Readiness	7/20/24, 12:00 PM	1 hours	Rejected		

32 Select the date range you would like to pull and click "Payroll Report".

The screenshot shows the Learning Aid Ohio dashboard with the "Reports" menu item selected in the left sidebar. The "Reports" section is active, showing a date range selector with "Start Date" set to 7/7/2024 and "End Date" set to 7/13/2024. A green button labeled "Payroll Report" is highlighted.