ElevateDD Learner User Guide - Tutors

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.

Updating Bio

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

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.

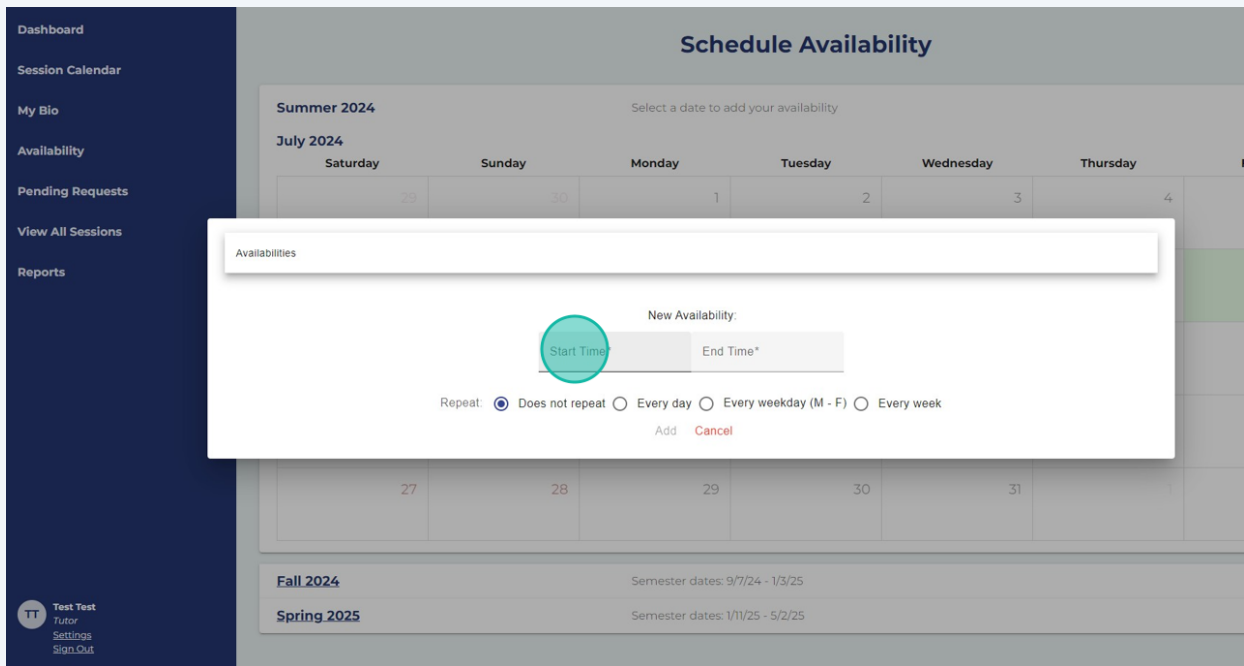**7**   Click the date that you would like to add availability to.
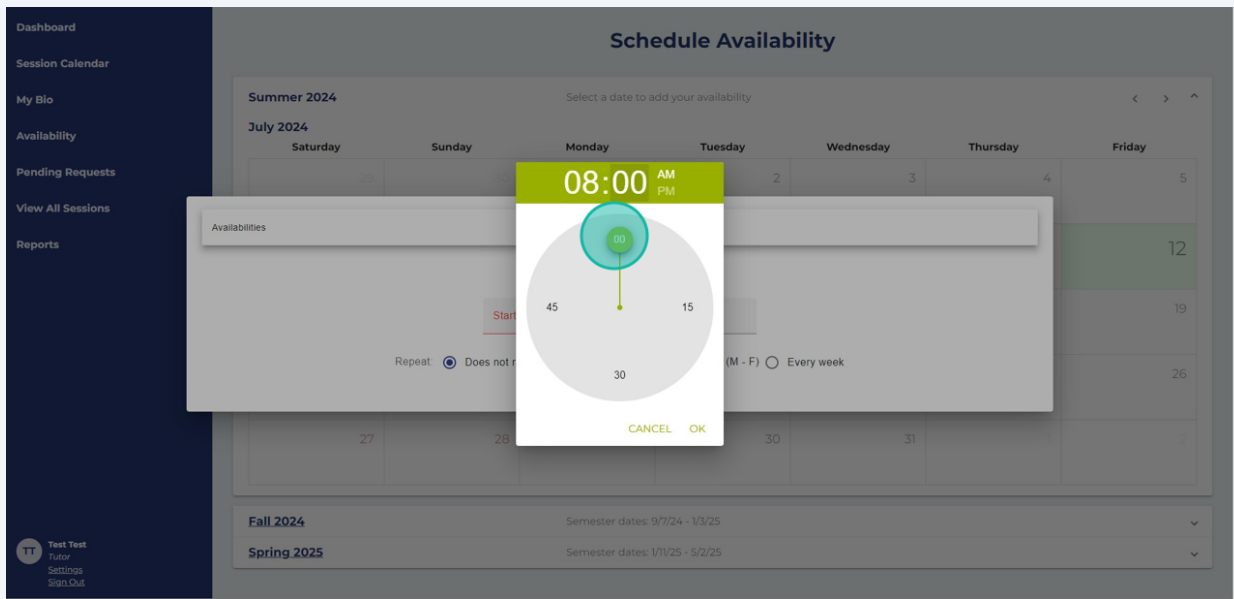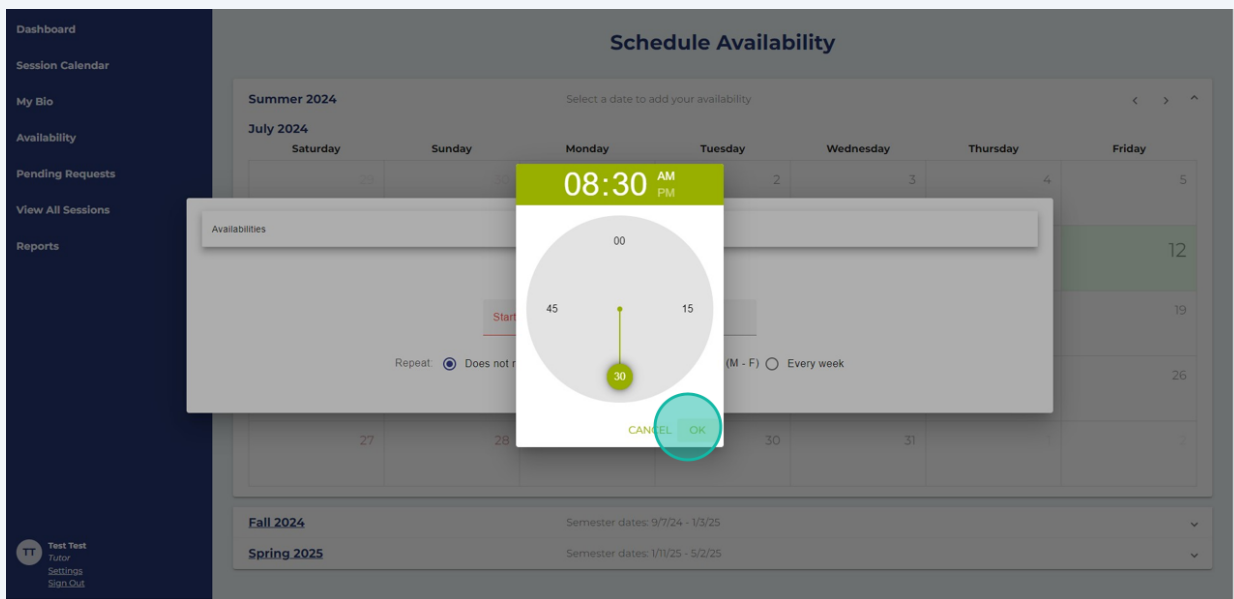

8   Click "Add Times"

9 Click "Start Time"

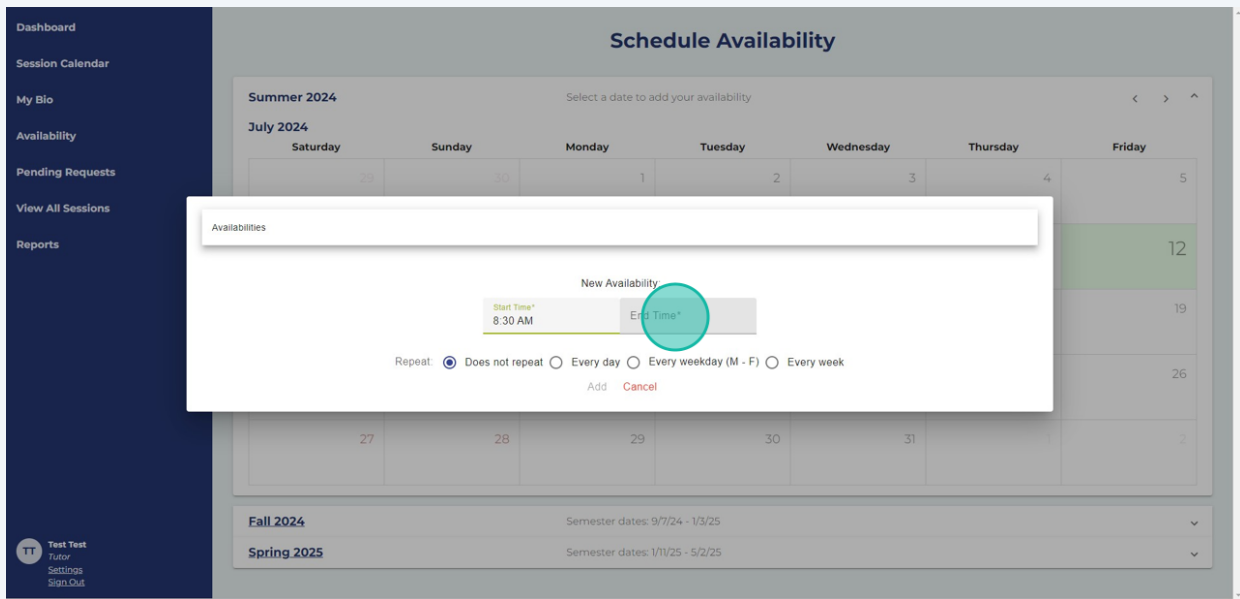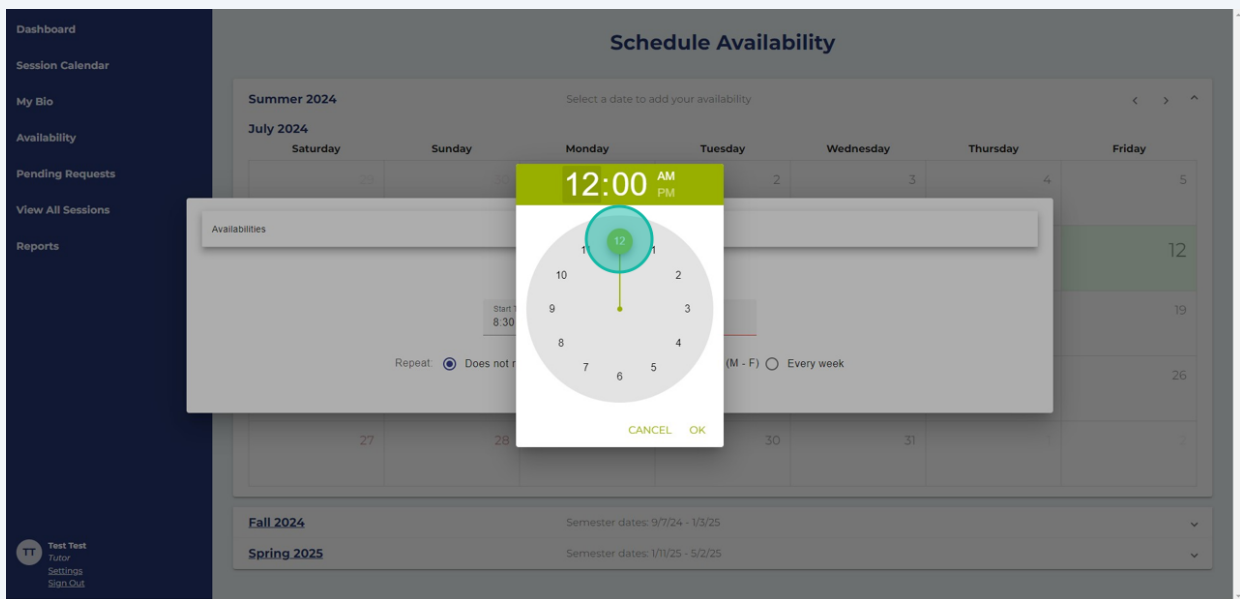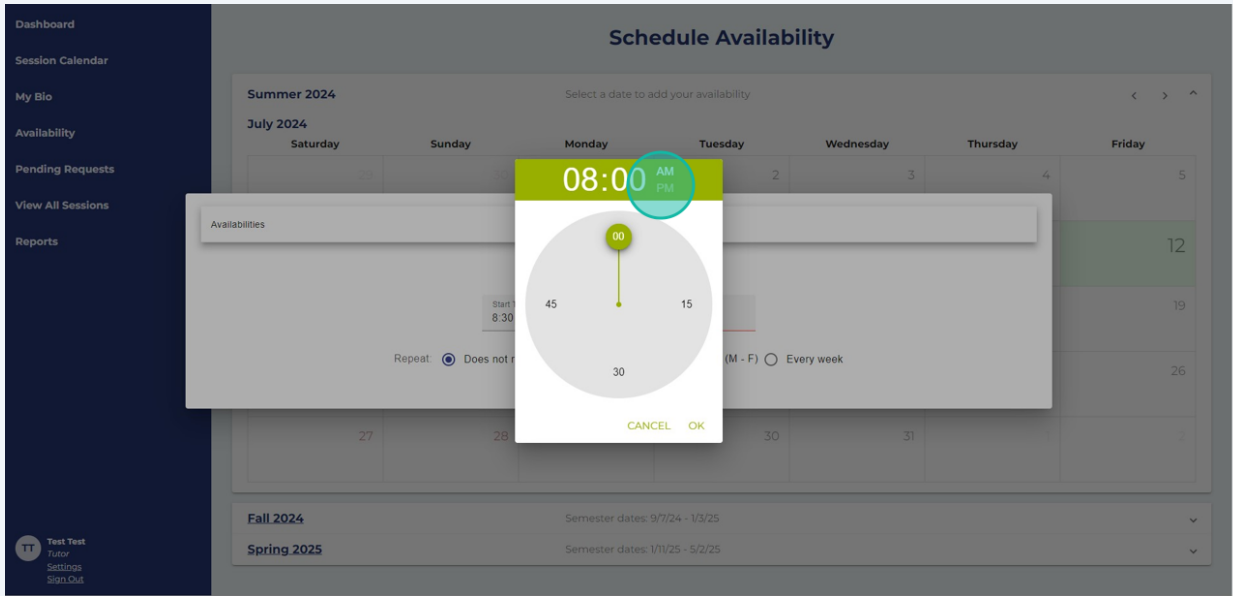**10** Move the green circle to your selection.
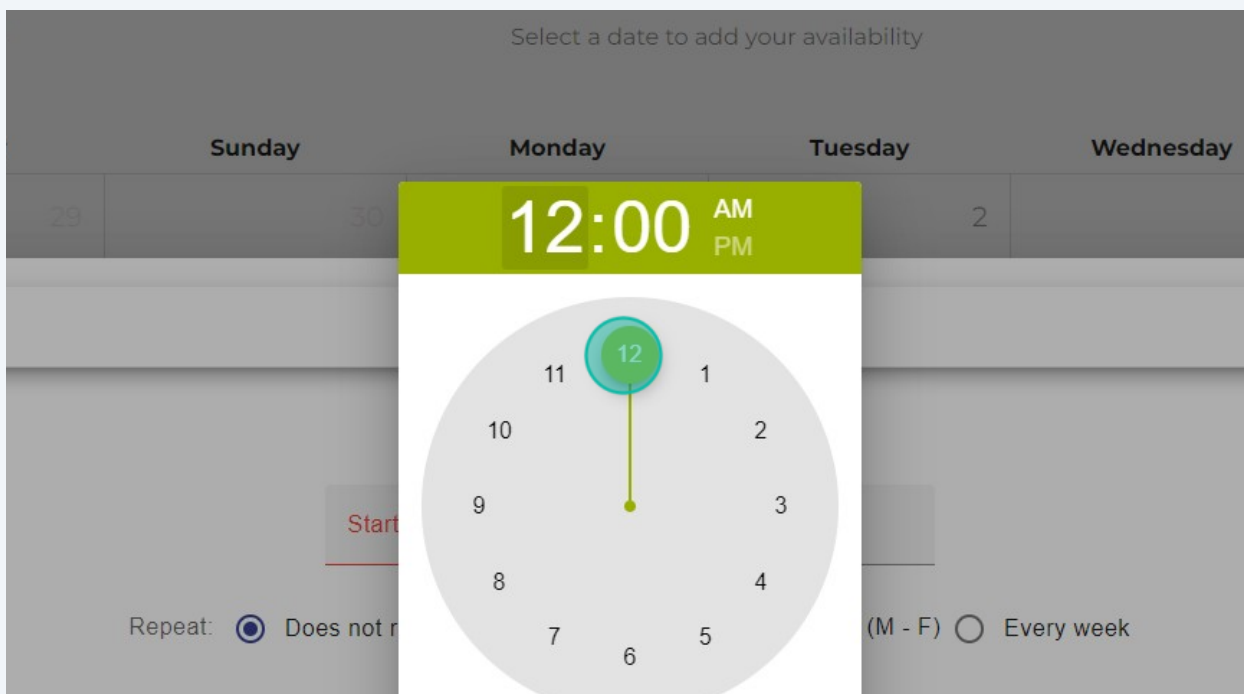
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12 Click "OK"

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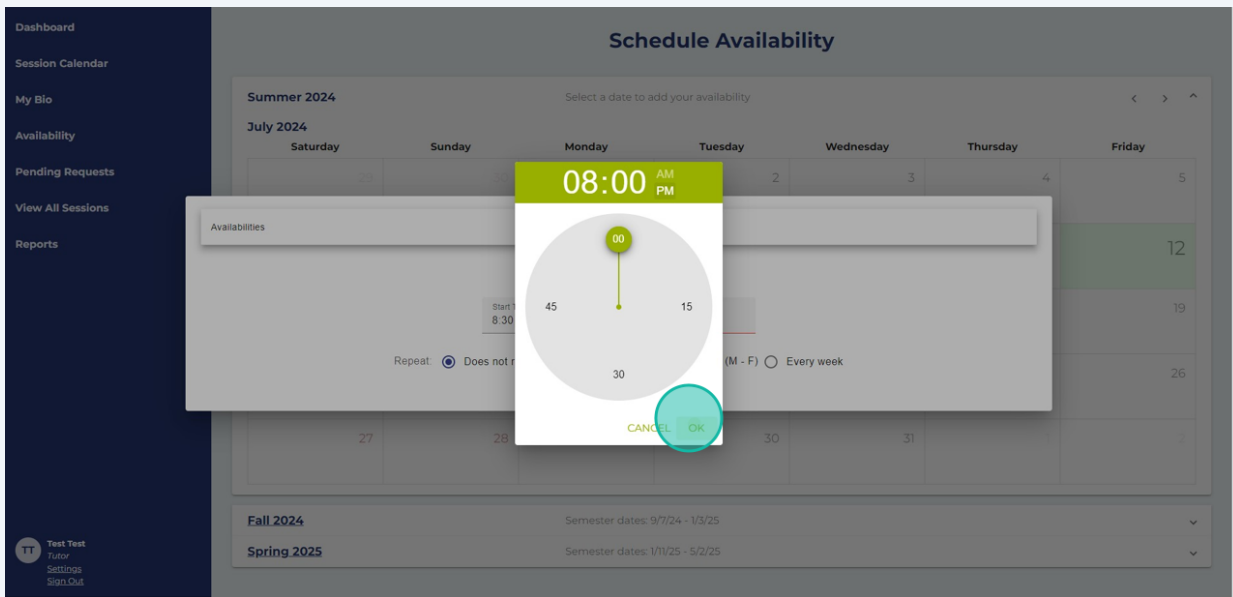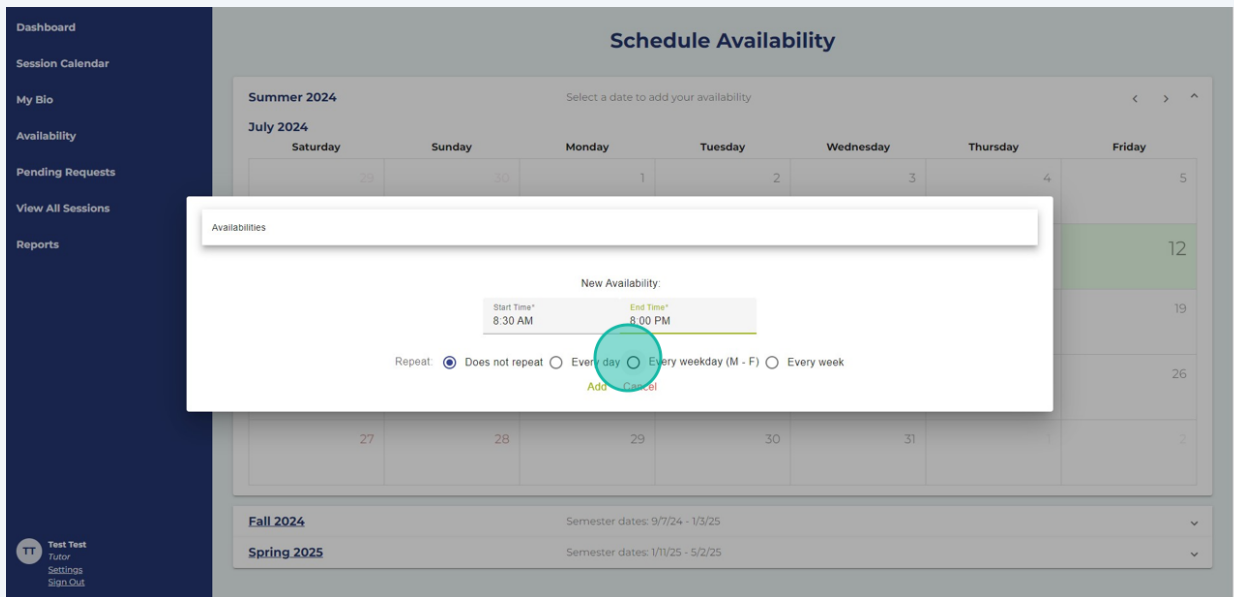

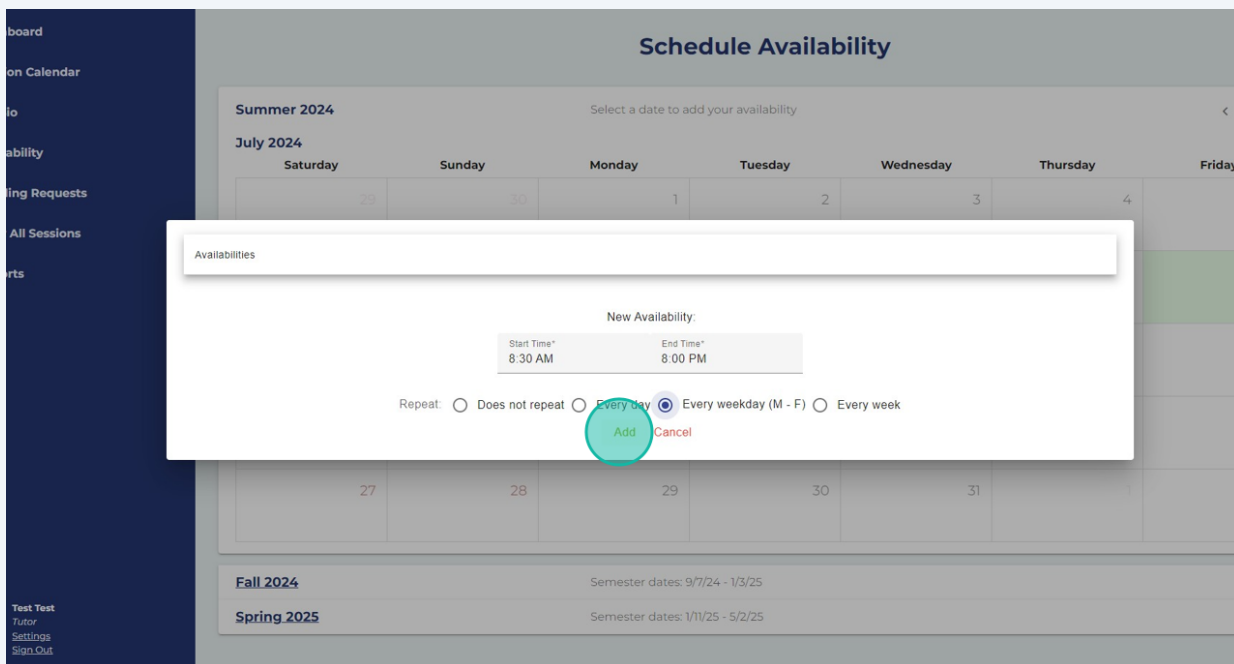
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16 Click "OK"

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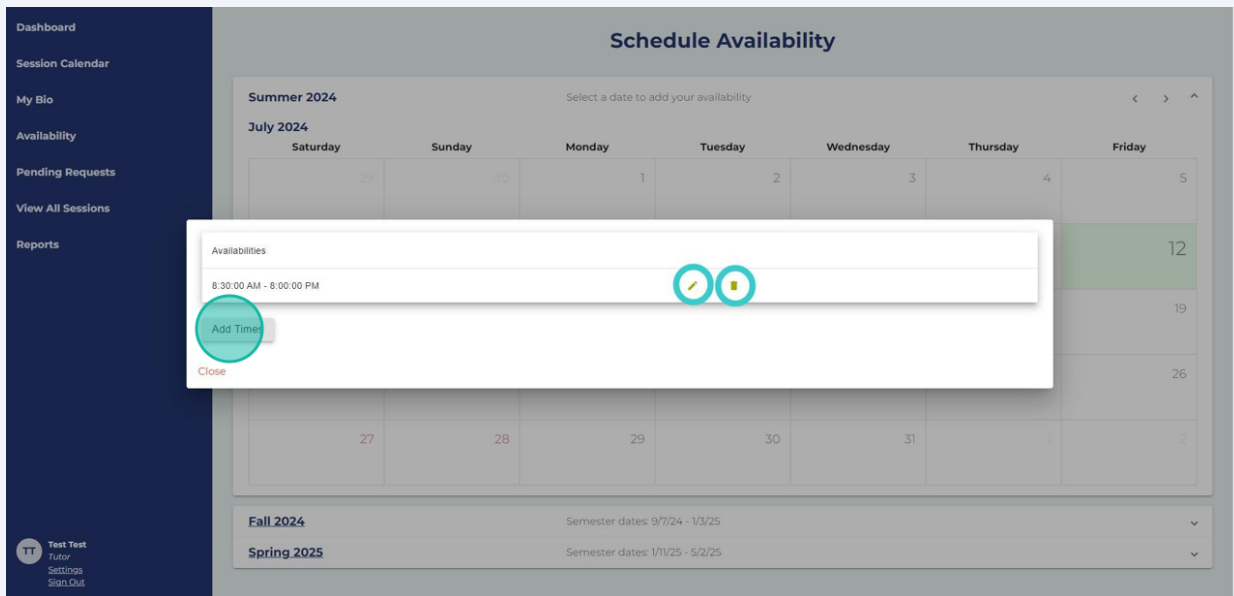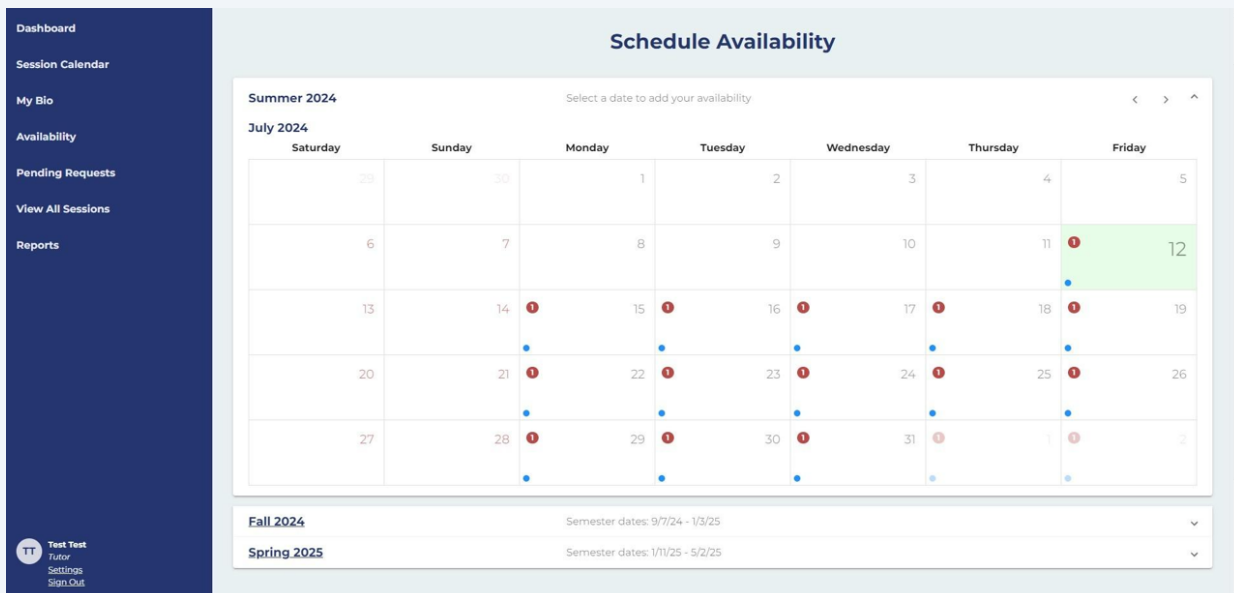

18   Click "Add"

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.
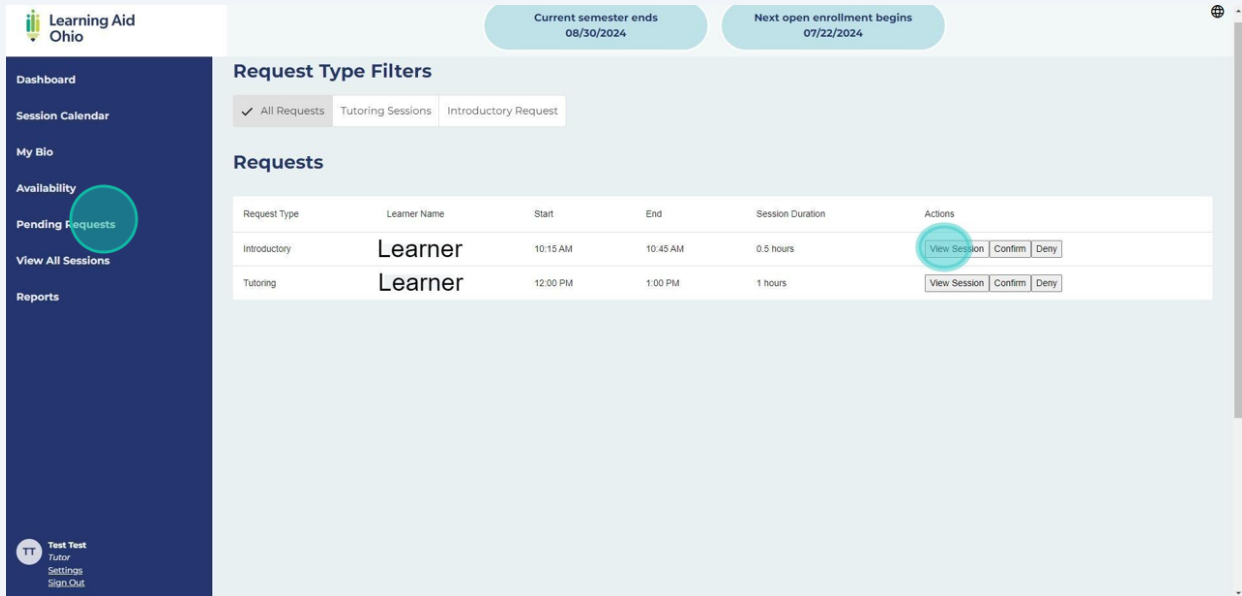

Managing Requests

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

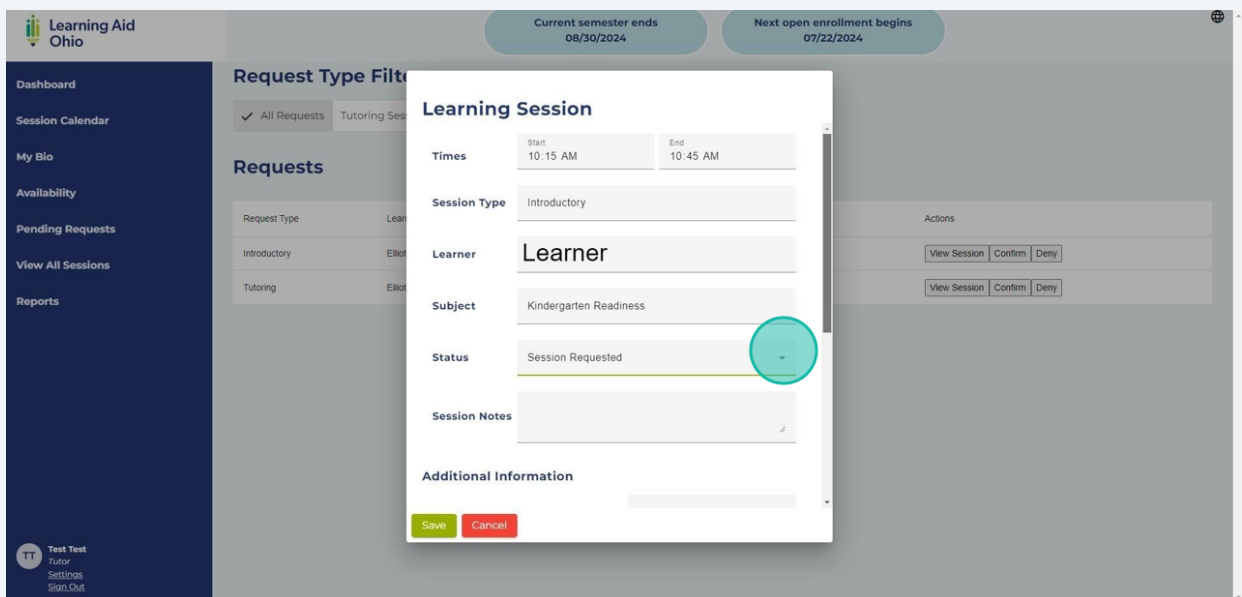You can view session details by clicking "View Session".

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.

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

Click "Save" if information was updated.

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

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

26 Click a session to open the session details.

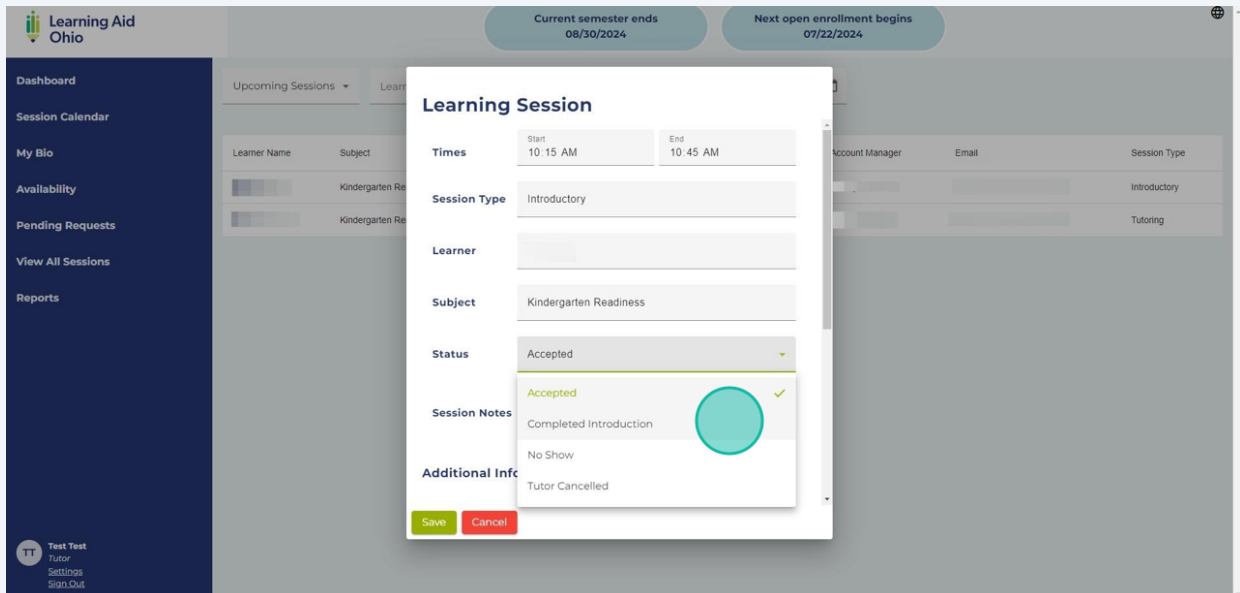**27** **REMINDER: The status of each session must be updated for it to be processed in payroll.**
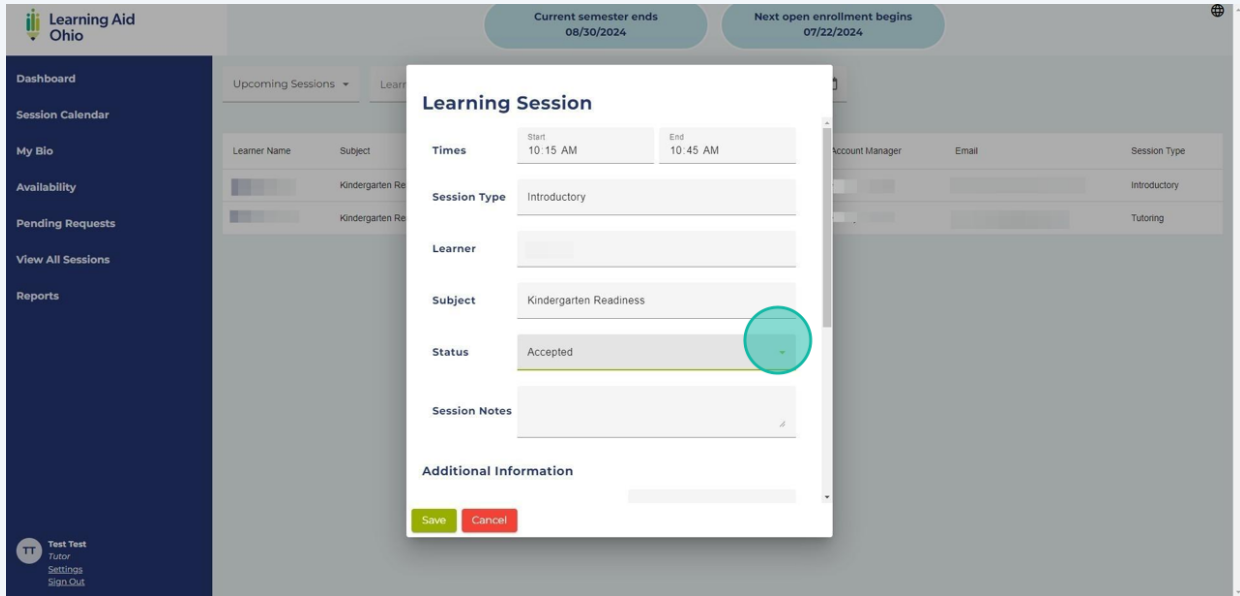
28 Click "Completed" once the session has been completed to receive payment for your services.

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.

30 Click "Save" once all updates have been made.

Reports

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

Click "Reports" from the menu.

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