Managing Your Sessions

Learning Aid Ohio

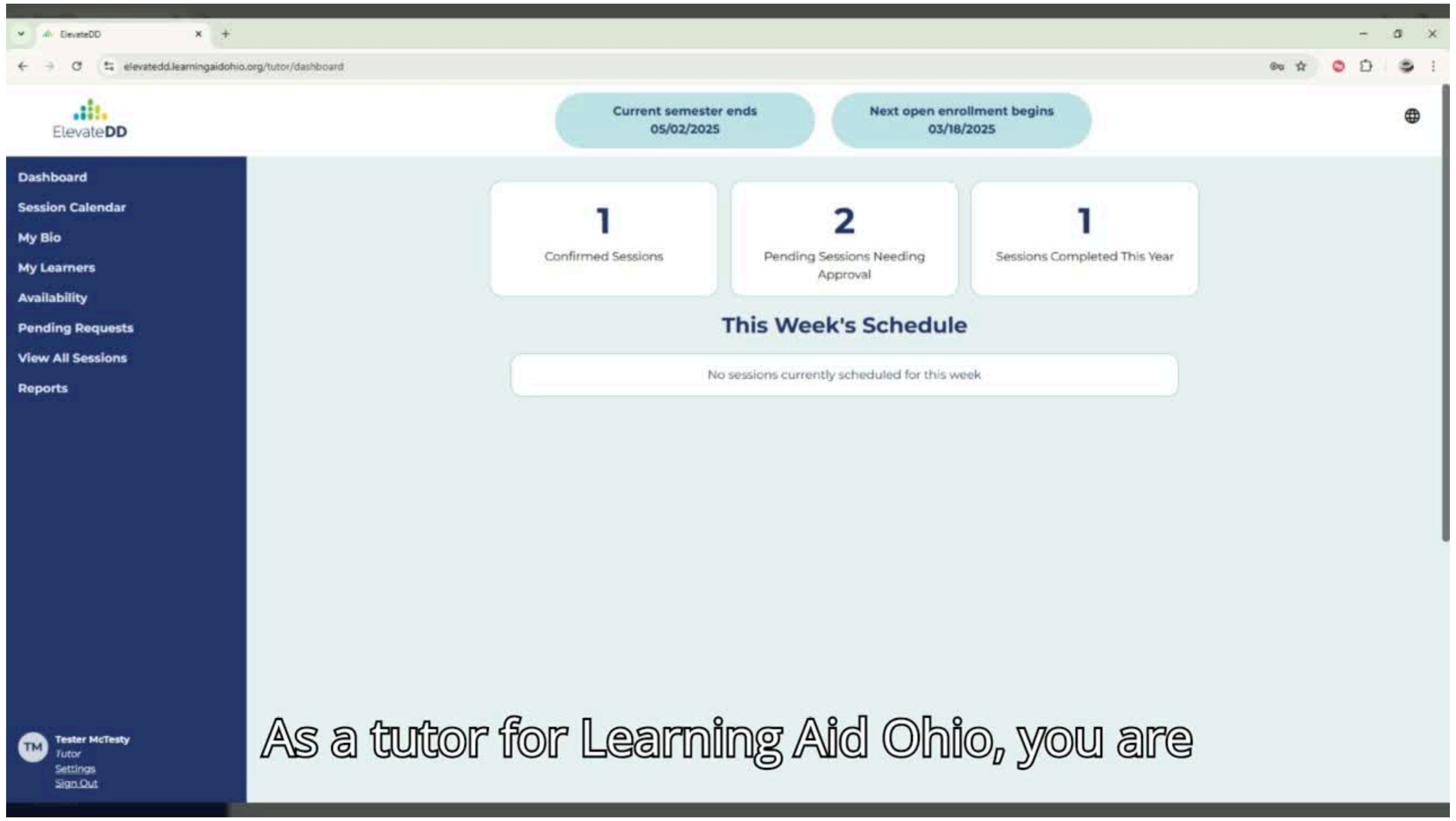
Updating Pending Session Requests

Step-by-step video walkthrough:

Learn how to access your ElevateDD Learner account and update your pending tutoring sessions.

1. Click “Pending Requests” in the menu to view new session requests.
2. Select “View Session” to review details or make edits.
3. Respond to the request: Click Accept to approve or Deny to reject.
4. Scroll down within any session view to see additional learner and account manager details.
5. If needed, make updates to session details and click “Save.”
6. To see all requested sessions, click 'View All Sessions,' then use the search filters to sort by learner or date range, and click any session for more details.
7. To view sessions in a calendar format, click “Session Calendar” in the left-hand menu.

Click to watch tutorial:



Updating Completed Sessions

Step-by-step video walkthrough:

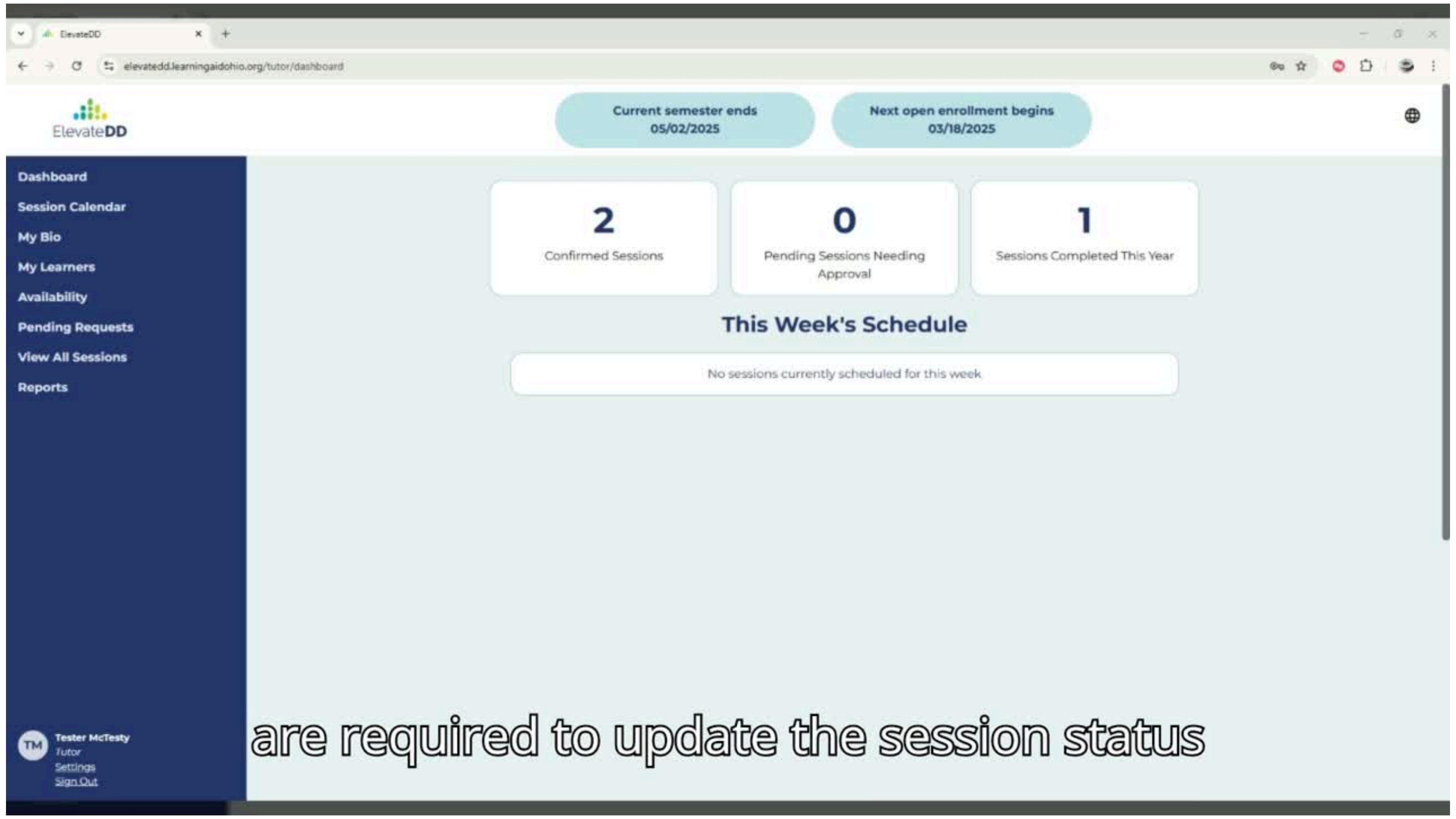
Learn how to access your ElevateDD Learner account and update your completed tutoring sessions.

To ensure you are paid on time, please mark each tutoring session as Complete and include detailed session notes by the last day of the payroll period. Any session marked complete after this deadline will be included on the following payroll.

Tutors will be paid for the following session statuses:

- Complete
- Cancelled less then 6 hours
- No Show

Click to watch tutorial:



For more information, please refer to the Payroll Overview.

Session Notes

Session notes must be written in complete sentences and should clearly explain what was worked on during the session. These notes are essential in helping us demonstrate the effectiveness of our program to our funders.
Guidance for notes using the TAME Framework.

To support consistency and meaningful reflection on tutoring sessions, we are introducing a structured note-taking method called TAME. This framework will guide tutors in clearly capturing what happened during each session and how learners are progressing:

Teaching: What concepts or skills were taught or reviewed?

Activites: What tasks, games, or exercises did you use to reinforce learning?

Materials: What tools or resources (e.g. worksheets, visuals, manipulatives) were used?

Evaluation: How did the student respond? What progress or challenges were observed?

Using this approach will help us better understand each student's learning journey. As a reminder, notes can be viewed by account managers at any point and are subject to audit from our funding partners. Thank you for helping us share the impact of our program and advocate for continued resources and support!

Questions?

If you have any questions or need clarification regarding anything discussed in this guide, please don't hesitate to reach out to our team. We are here to support you.

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Resources

Here are links to our resource page and video tutorials to help you navigate your ElevateDD Learner Account.

Resource Page

Setting Your Availability

Updating Your Profile

How to Update Pending Sessions

How to Update Completed Sessions

Youtube Playlist