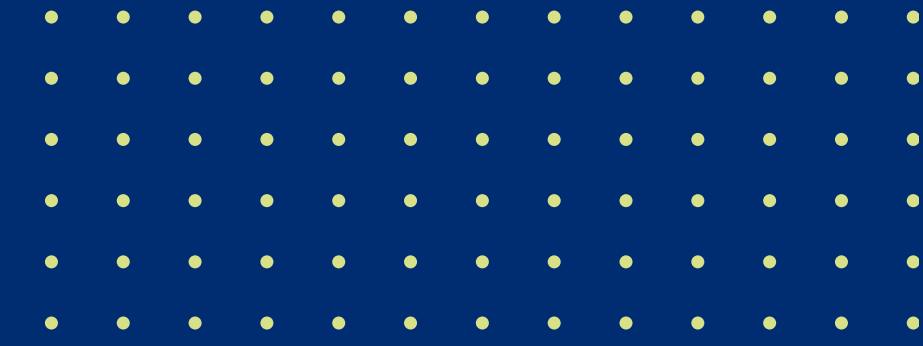




Managing Your Sessions

Updating Pending Session Requests

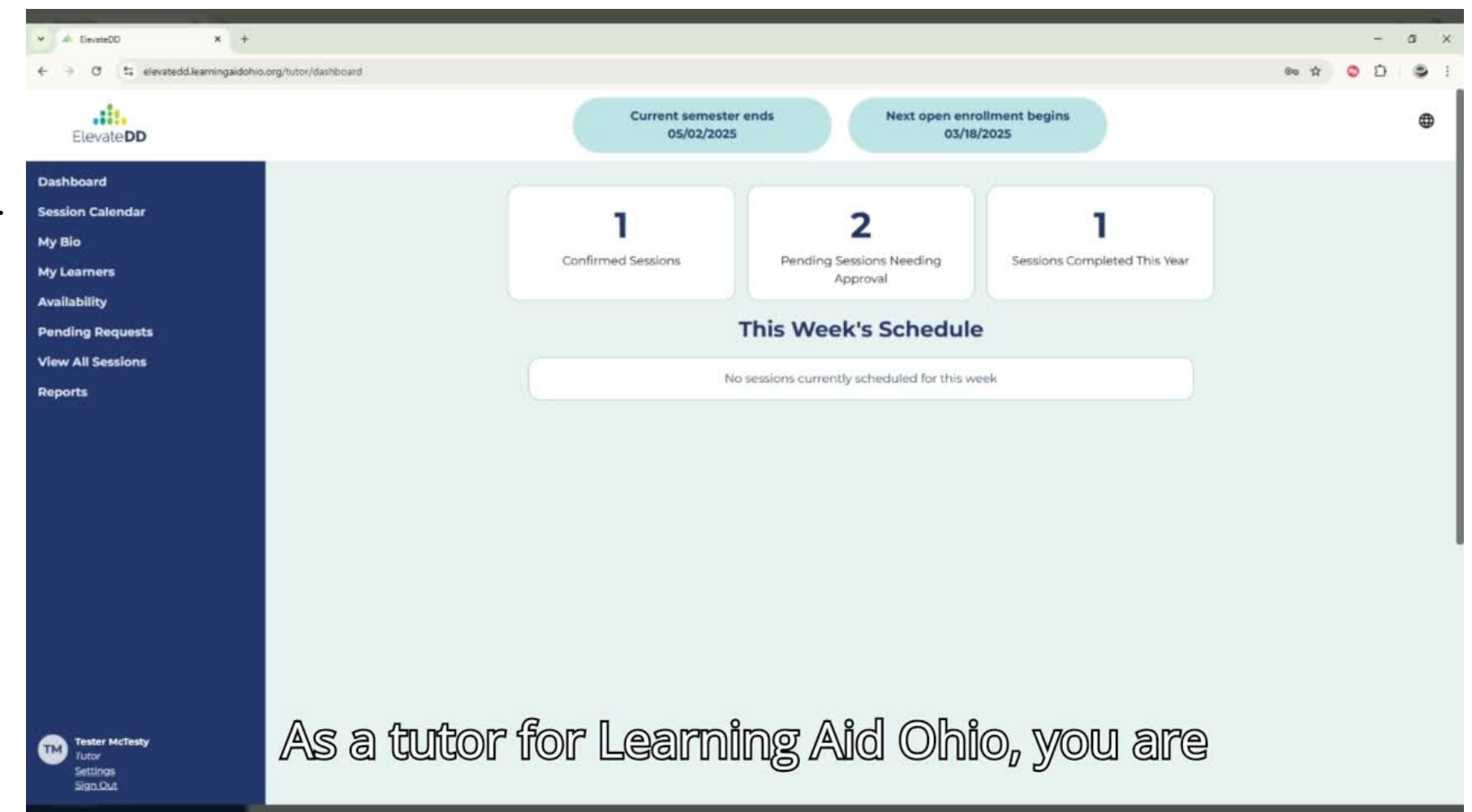


Step-by-step video walkthrough:

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:

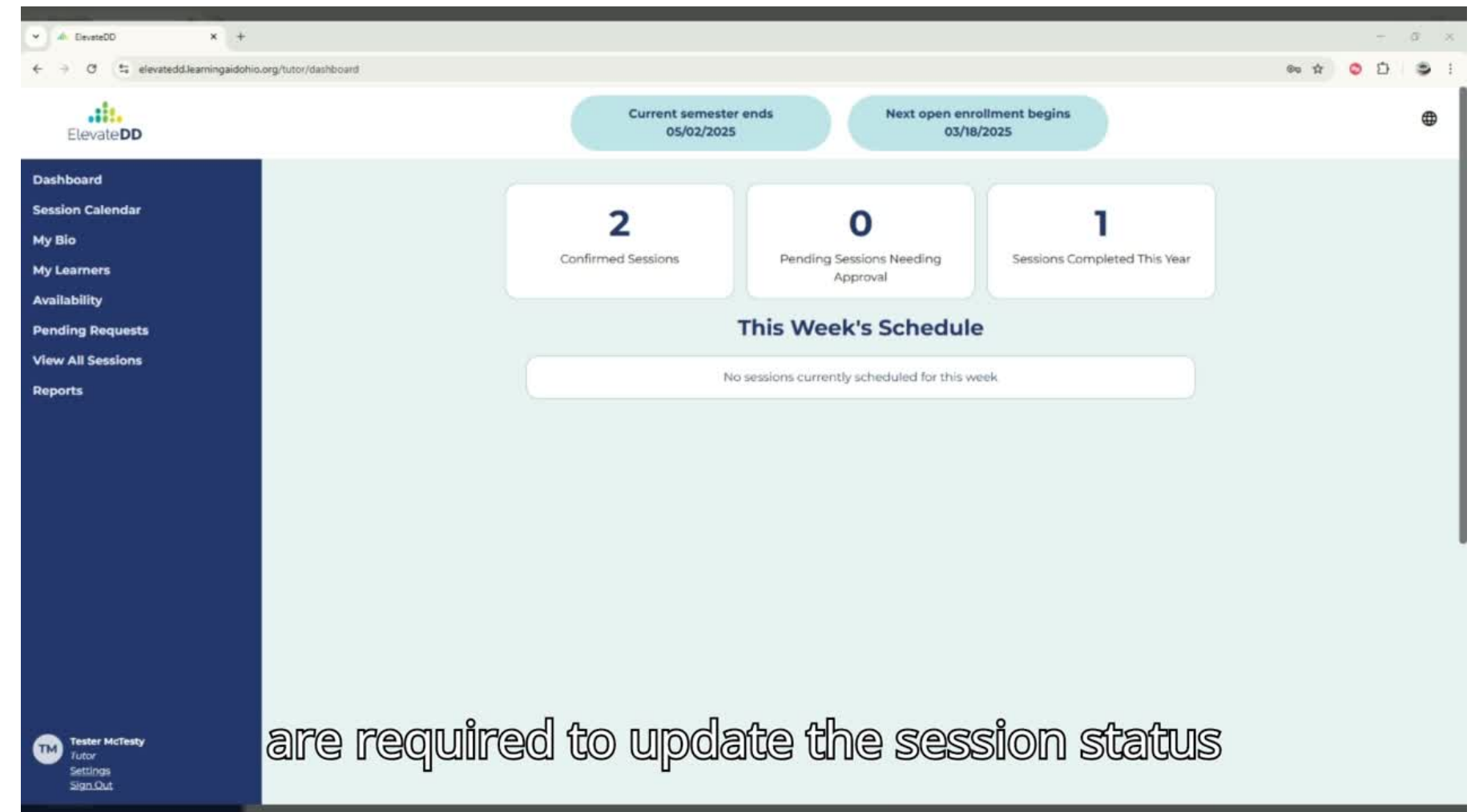
Learn how to access your ElevateDD Learner account and update your completed tutoring sessions.

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 than 6 hours
- No Show

Click to watch tutorial:



For more information, please refer to the Payroll Overview.

Session Notes



Session notes are a required part of program documentation and must accurately reflect the instruction provided during each tutoring session. These notes are used for grant reporting, program evaluation, and tracking learner progress.

As you complete your notes, we encourage you to use the TAME framework as a guide:

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?

Session Note Requirement

Tutor session notes must be a minimum of 250 characters. Please note that 250 characters does not mean 250 words.

Using the TAME framework will help us better understand each learner's learning journey and ensure that session notes provide a clear picture of the instruction and progress.

As a reminder, session notes may be viewed by Account Managers at any time and are subject to audit by our funding partners. Thank you for helping us document 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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instagram.com/learningaidohio

Resources

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



[Resource Page](#)



[Updating Your Profile](#)



[How to Update Pending Sessions](#)



[Youtube Playlist](#)



[Setting your Availability](#)



[How to Update Completed Sessions](#)