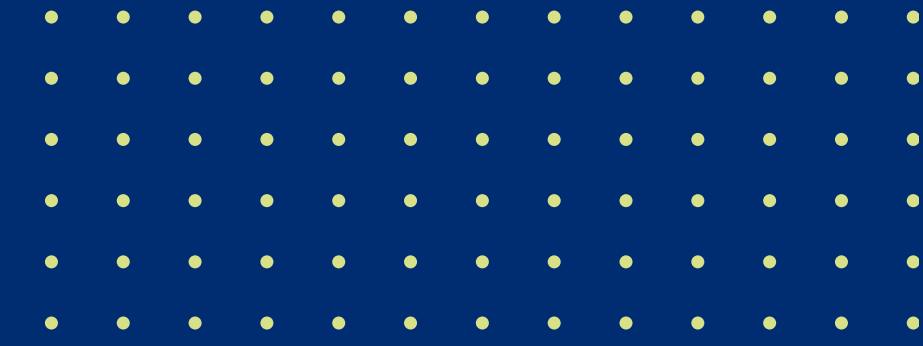




Navigating Your Tutor Dashboard

Updating Your Profile



Step-by-step video walkthrough:

Learn how to edit your bio, update your headshot, and set your availability for every semester.



Your Headshot

Upload a recent, clear, and professional photo of yourself. This helps learners and families feel confident when selecting a tutor.



Personal Information

Ensure that your bio is written in complete sentences and highlights your relevant skills and experience.



GeoMap Tag

Set your accurate service location so families can find you by mileage distance.



Learner Availability

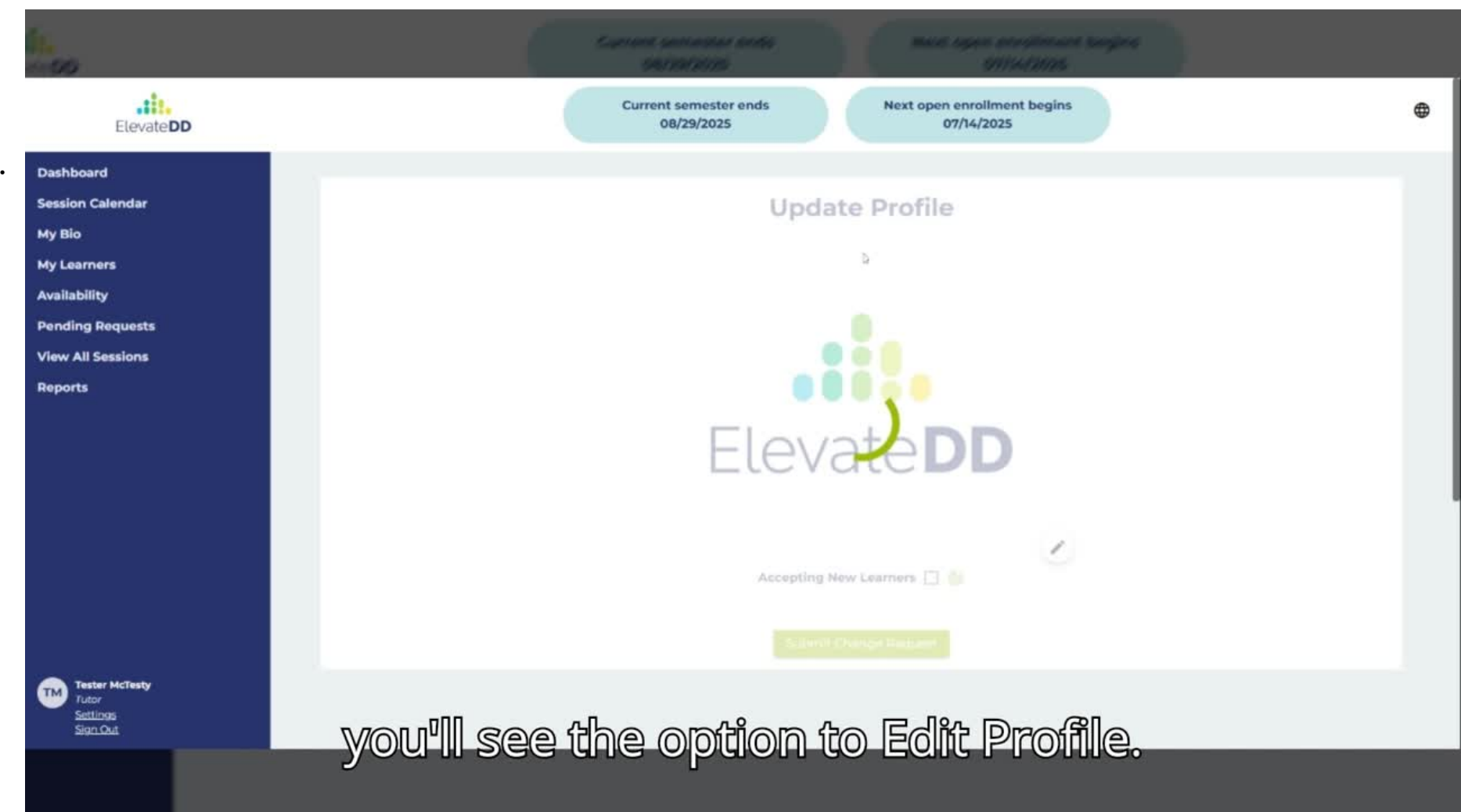
Indicate whether you are currently accepting new learners.



Pay Rate Changes

Adjustments can only be made during the period between semesters.

Click to watch tutorial:



Bio and Headshot



Bio Requirement

Your bio is an important part of your profile, allowing learners and families to understand your experience, teaching style, and interests. Please ensure your bio is written in complete sentences and highlights your relevant skills.



Incomplete Bio

I love helping students learn and have worked with kids with disabilities for many years.



Complete Bio

I believe every student has unique strengths and the ability to succeed with the right support. With over 15 years of experience in academic tutoring and special education, I specialize in creating individualized learning plans that focus on both academic growth and personal confidence.

My teaching style is patient, encouraging, and adaptable to meet the needs of each learner, whether they require support with attention, social-emotional skills, or behavior challenges. I enjoy incorporating creative activities and real-world examples to make learning engaging and relevant. Outside of tutoring, I am passionate about literacy advocacy and enjoy volunteering at local libraries to promote reading programs for children and adults. I look forward to partnering with families to help learners reach their full potential!

Bio and Headshot



Headshot Requirement

Please upload a recent photograph of yourself to your tutor profile. The image should be clear, professional, and feature only you. This helps learners and their families feel more confident in selecting a tutor.

Headshots SHOULD NOT:

- Include other people
- Have other objects blocking yourself
- Be blurry or a photo of another photo



How to Set your Availability



You can manage your calendar and availability by selecting Availability from the menu.

You can add your availability for each semester and choose from different options, such as:

- Add Time that Does Not Repeat
- Add Time to repeat Every day
- Add Time to repeat Every weekday (M-F)
- Add Time to repeat Every week

Once your Bio is updated and your Availability is set, you are ready to be booked!

Note: You will need to update your availability every semester.

×

Available Hours

Tue 09/30/2025

+ Add Time

New Availability:

From *

—

To *

Repeat:

☒ Does not repeat

☐ Every day

☐ Every weekday (M - F)

☐ Every week

Cancel

Add

How to Set your Availability



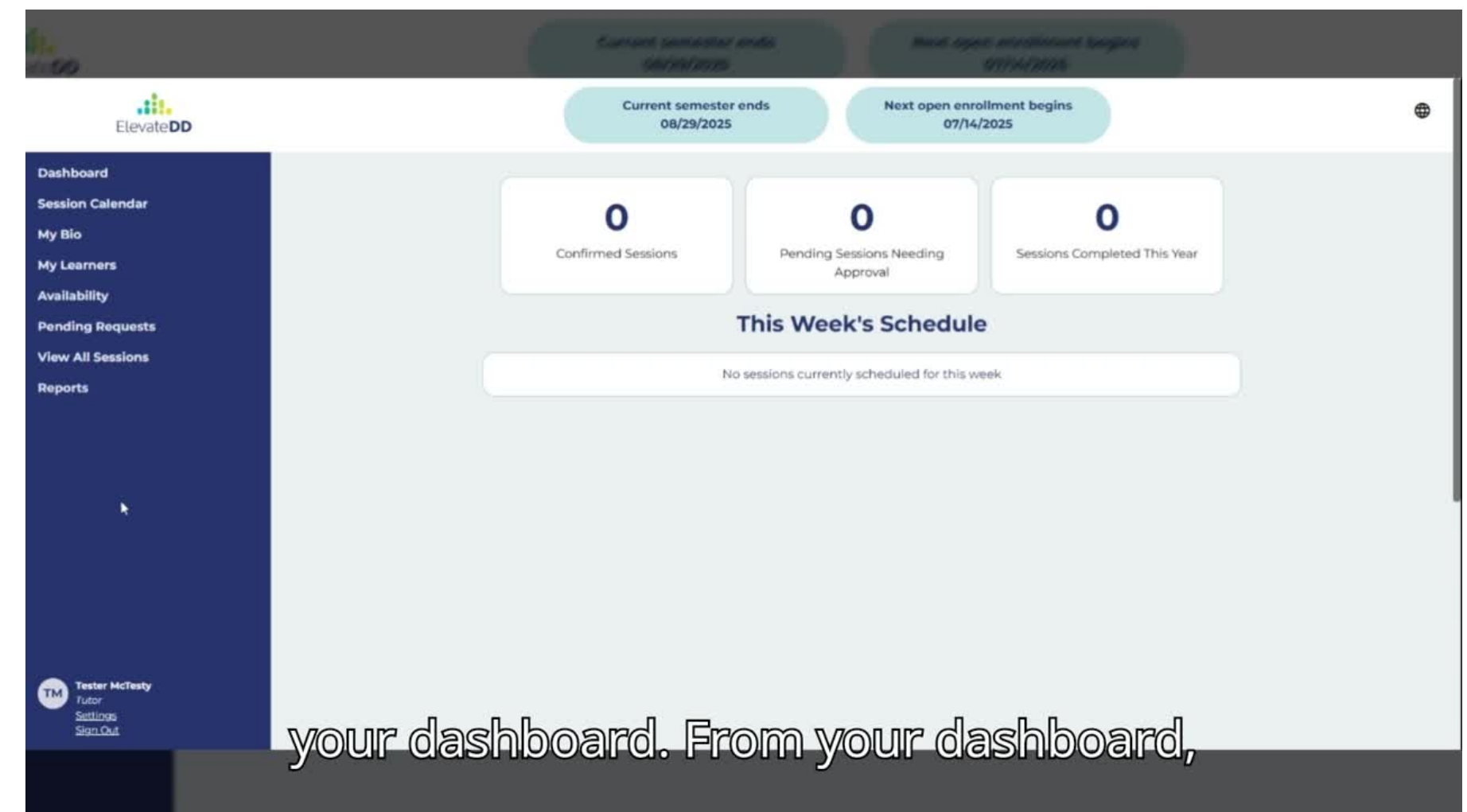
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Click to watch tutorial:



your dashboard. From your dashboard,

Note: You will need to update your availability every semester.

Introductory Interview Q&A



How do families schedule an introductory session?	When scheduling through ElevateDD Learner, families should check the box labeled “Schedule Intro” so the session is recognized as an introductory interview and not a regular paid tutoring session.
Why can a family not locate me in the system?	There are a few possible reasons a family may not be able to find your profile: • Your availability may not be updated • Your profile may still be incomplete • Filters or distance settings may be limiting search results We recommend regularly updating your calendar availability and ensuring your profile information is current.
Do I contact the Account Manager to set up how they would like to meet for the Introductory Session?	Yes. Introductory sessions can take place over the phone, through a video call, or in person. After accepting the introductory session request, please contact the Account Manager to coordinate how/ where you would like to meet.
Where can I find the Account Manager’s contact information?	To locate the Account Manager’s contact information: • Go to your pending session requests and click “View” on the session request • Scroll to the bottom of the page to find the Account Manager’s contact information If the session has already been accepted: • Go to your session calendar • Click on the appointment time • The Account Manager’s contact information will appear within the session details

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.



www.learningaidohio.org



info@learningaidohio.org



facebook.com/learningaidohio



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](#)