

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

2 Click "Already applied to be a learner? Click here to login"

This statewide program connects families with one-on-one tutors to help students with developmental disabilities to stay on track with their learning goals through personalized learning sessions.

This statewide program provides one-on-one, person learning support for adults who wish to improve their reading, writing, and communication skills.

Apply Now

Apply Now

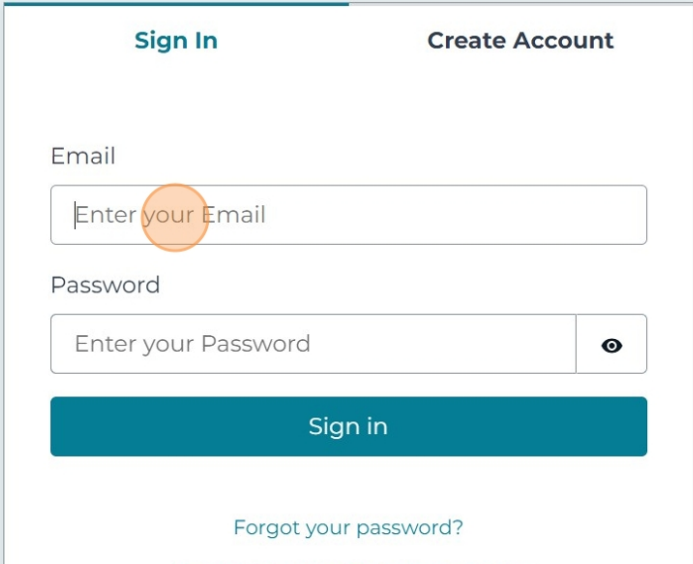
[Already applied to be a learner? Click here to login](#)



3

Enter your email and password. Please be sure to enter the same email address that you used to create your ElevatedDD Learner account.

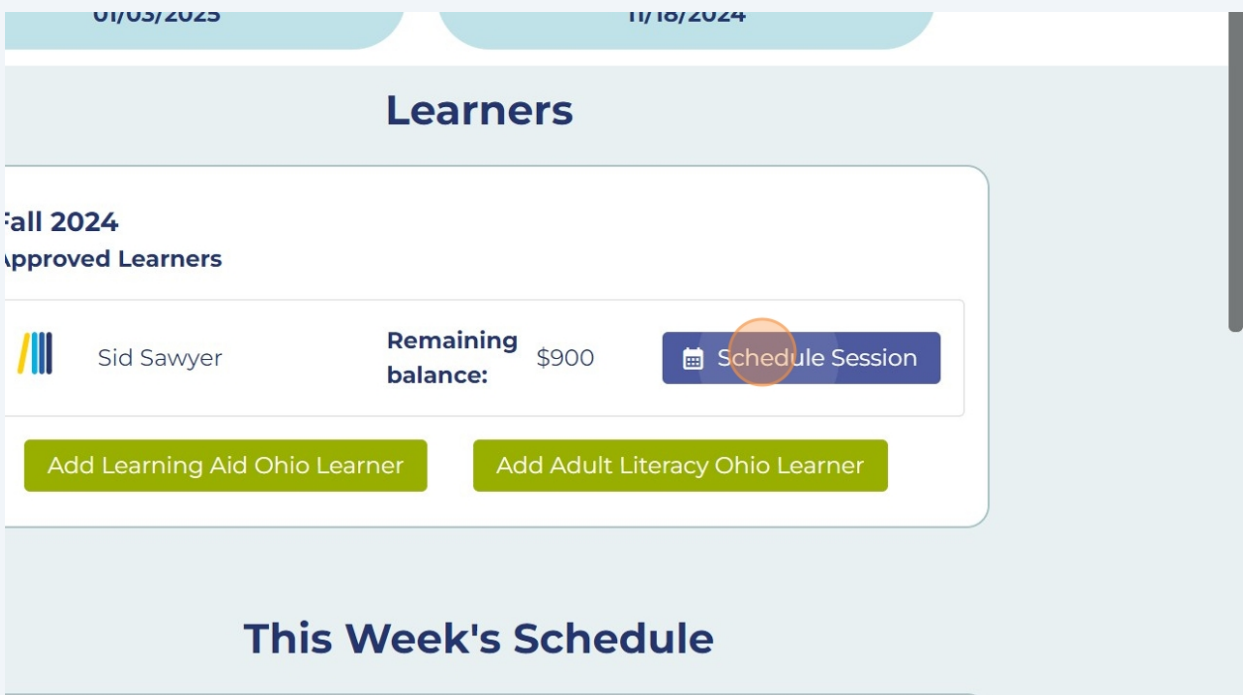
 ElevatedDD



The form is titled "Sign In" and "Create Account". It contains two input fields: "Email" with a placeholder "Enter your Email" and "Password" with a placeholder "Enter your Password" and a toggle icon. Below the fields is a teal "Sign in" button and a link "Forgot your password?". An orange circle highlights the "Enter your Email" placeholder.

4

This is the dashboard view. You can search for available tutors and book sessions by clicking "Schedule Session" next to the Learner Name.



The dashboard shows a "Learners" section for "Fall 2024" with "Approved Learners". A learner named "Sid Sawyer" is listed with a "Remaining balance: \$900" and a "Schedule Session" button. Below the learner list are two buttons: "Add Learning Aid Ohio Learner" and "Add Adult Literacy Ohio Learner". The "Schedule Session" button is highlighted with an orange circle. The section is titled "This Week's Schedule" below.

5

On this page you can update your search criteria for a tutor. You can:

- Update the distance
- Search by tutor name
- *At this point, the tech is not ready for you to search by subject or therapy type. Please leave these fields blank.

Tip: If your tutor is not showing up, try expanding the mile radius to a larger number.

Criteria

Select a Learner

Sid Sawyer

Distance (in miles)
10

Tutor Name

Subject Area

Additional Filter

Accepting New

Search Tutors

Results

Dashboard

Session Calendar

My Learners

My Bio

Previous Applications

Schedule Tutor

TS **Tom Sawyer**
Account Manager
[Settings](#)
[Sign Out](#)

6

Swipe the toggle button over so that you are viewing tutors who are accepting new learners.

Additional Filters

Tutor Name Subject Area Therapy

Accepting New Learners

Results

Sort by Best Match

Results per page: 10 1 - 0 of 0 < >

7

Search results will show you the tutors that meet the entered criteria.

- A green checkmark on their listing means they are Accepting New Learners.
- A red X means they are NOT Accepting New Learners at this time.

Click on "Tutor Bio" to review more details.


Distance (in miles) 10 Tutor Name Subject Area Therapy

Accepting New Learners

Search Tutors

Results

We found Tutors matching your criteria Sort by Best Match

	<u>Gilderoy Lockhart</u> Accepting New Learners: <input checked="" type="checkbox"/>	Gilderoy is a licensed Intervention Specialist who has experience working at all grade levels. Last year he...	Distance in miles 2	Rate per hour \$50
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Tutor Bio Schedule Session

8 Click "Schedule Session"

[Gilderoy Lockhart](#)
New Learners: ✓ Gilderoy is a licensed Intervention Specialist who has experience working at all grade levels. Last year he...

Distance in miles	Rate per hour
2	\$50

Results per page: 10 1 - 3 of 3 < >

Address

9 Click "Next" to move to availability for the upcoming week.

Gilderoy Lockhart
Gilderoy is a licensed Intervention Specialist who has experience working at all grade levels. Last year he...
Rate per hour \$50

Availability for Gilderoy Lockhart

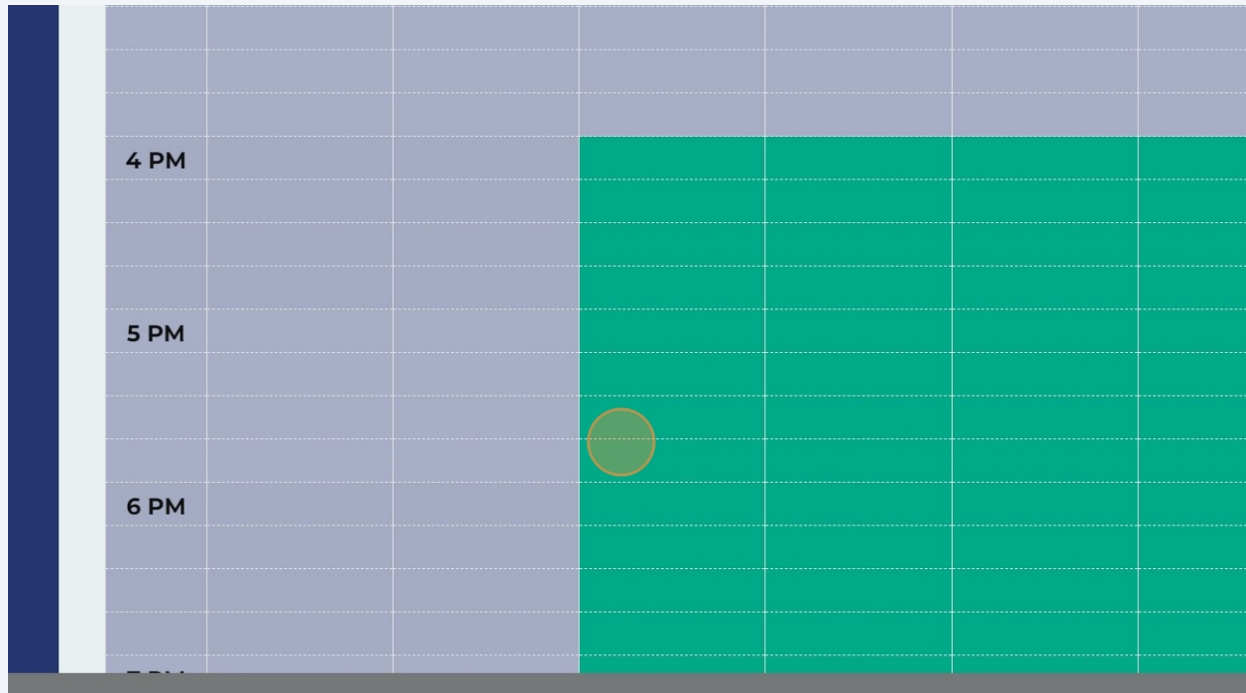
Previous Today Next

Day	Sunday Sep 22	Monday Sep 23	Tuesday Sep 24	Wednesday Sep 25	Thursday Sep 26	Friday Sep 27

10

The timeslots colored green are available for booking. Click on the timeslot that you would like to book.

Note: You can book a session at any time, but it is not considered confirmed until the tutor marks it as "Accepted" in the system.



11 Select the drop down to enter the name of your learner.

ElevateDD

Current semester ends 01/03/2025

Next open 1

Criteria

Select a Learner

Sid Sawyer

Distance (in miles) 10

Tutor Name Gilderoy

Subject Area

Additional Filter

Accepting New

Search Tutors

Results

TS Tom Sawyer

12 Scroll down to select the length of your session.

Reminder: Adult Literacy Ohio grants are intended to be used for one hour one time per week through the duration of the grant.

Note: You do not need to select either "Schedule Intro" or "Schedule Assessment."

If this is your first time working with this tutor, please first schedule an intro. Introductory sessions are limited to 30 minutes.

Schedule Intro Schedule Assessment

Session Duration

30 minutes

30 minutes ✓

45 minutes

1 hour

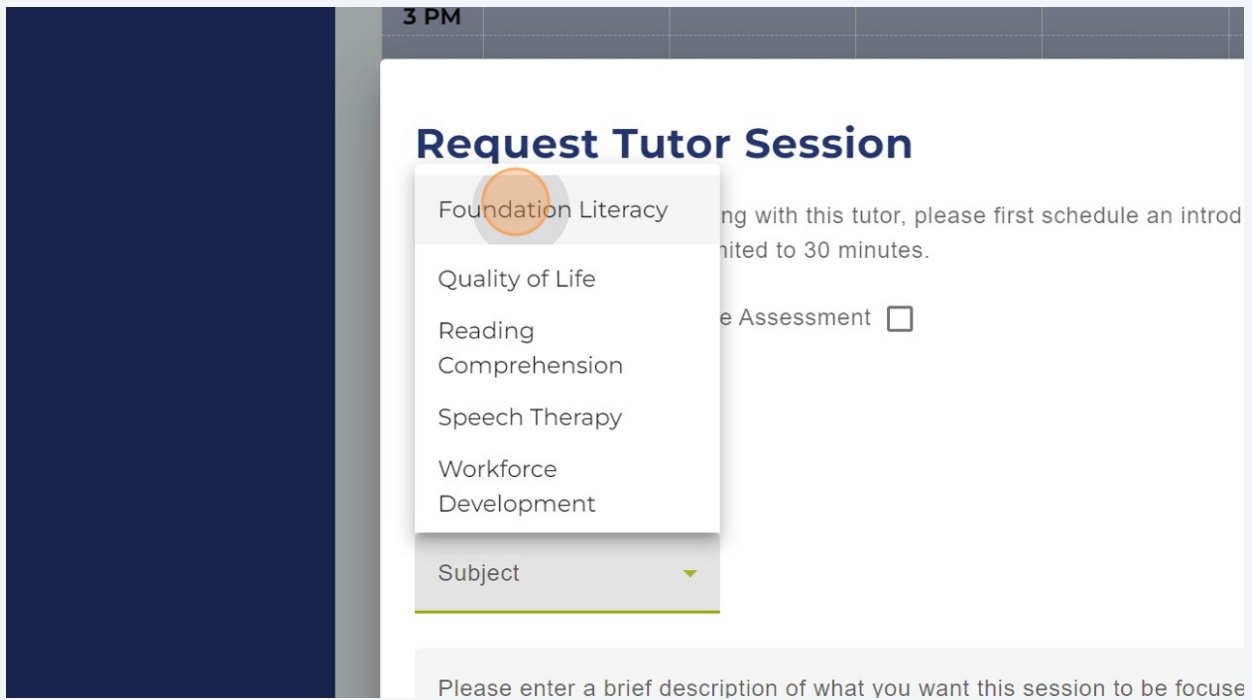
1 hour 15 minutes

1 hour 30 minutes

Description of what you want this session to be focus

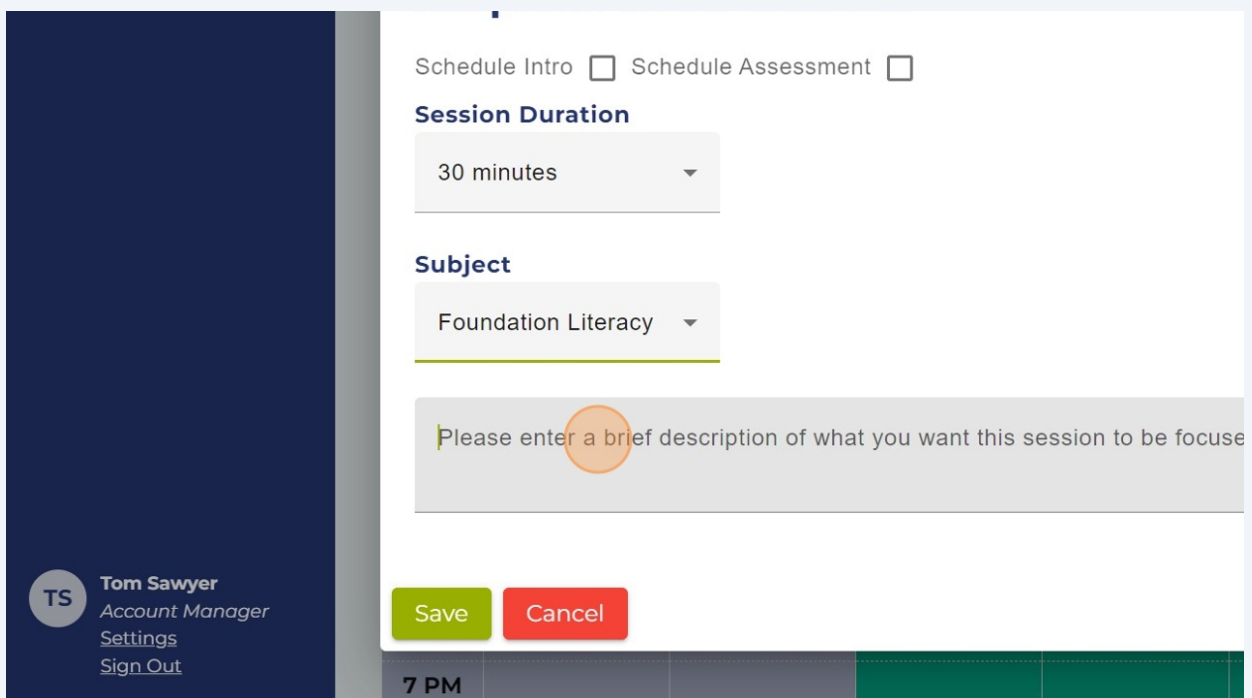
TS Tom Sawyer
Account Manager
Settings
Sign Out

13 Click on the "Subject" dropdown to select a focus for your session.



The screenshot shows a web interface for requesting a tutor session. At the top, there is a header with the time '3 PM'. The main heading is 'Request Tutor Session'. Below this, there is a dropdown menu for 'Subject' which is currently open, showing several options: 'Foundation Literacy', 'Quality of Life', 'Reading Comprehension', 'Speech Therapy', 'Workforce Development', and 'Subject'. An orange circle highlights the 'Foundation Literacy' option. To the right of the dropdown, there is a checkbox for 'Schedule Assessment' which is currently unchecked. Below the dropdown, there is a text input field with the placeholder text 'Please enter a brief description of what you want this session to be focus'.

14 Enter notes about your desired content for the sessions.



The screenshot shows the same web interface as in step 13, but now the 'Session Duration' dropdown is set to '30 minutes' and the 'Subject' dropdown is set to 'Foundation Literacy'. The 'Schedule Intro' and 'Schedule Assessment' checkboxes are still present. The text input field for the session description is now active, with a cursor at the beginning and the placeholder text 'Please enter a brief description of what you want this session to be focus'. An orange circle highlights the input field. At the bottom of the form, there are two buttons: 'Save' (green) and 'Cancel' (red). In the bottom left corner, there is a user profile for 'Tom Sawyer', Account Manager, with links for 'Settings' and 'Sign Out'. The time at the bottom of the page is '7 PM'.

15 Be sure to hit "Save" so that your request is captured in the system.

Schedule Intro Schedule Assessment

Session Duration

1 hour ▾

Subject

Foundation Literacy ▾

Please enter a brief description of what you want this session to be focus

TS Tom Sawyer
Account Manager
Settings
Sign Out

Save Cancel

16

When a paid appointment is scheduled, it will show your remaining balance for the grant at the top of the dashboard page.

Note: Please disregard the dates that display at the top for current semester ending and enrollment beginning. This is for our sister program, Learning Aid Ohio. Please reference your emails from info@adulthoodliteracyohio.org for grant start and end dates.

ElevateDD

Current semester ends 01/03/2025

Next open 1

Dashboard

Session Calendar

My Learners

My Bio

Previous Applications

Schedule Tutor

Schedule a session for Sid Sawyer

Funds remaining: \$850.00

Gilderoy Lockhart

Gilderoy is a licensed Interpersonal Therapist with experience working at all grade levels.

Availability for Gilderoy Lockhart

Saturday	Sunday	Monday	Tuesday
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17

Your requested appointments will now show on the calendar.

Dashboard

Session Calendar

My Learners

My Bio

Previous Applications

Schedule Tutor

Learners

Fall 2024 Approved Learners

Sid Sawyer

Remaining balance: \$850

Add Learning Aid Ohio Learner

Add Adult Literacy Learner

This Week's Schedule

September 2024

...	Sunday	Mond...	Tues...	Wed...	Thurs...	Friday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	1	27

Wednesday, September 25, 2024

- 7 AM
- 8 AM
- 9 AM
- 10 AM
- 11 AM
- 12 PM
- 1 PM

18 In "Session Calendar" View, you can view your appointments.

My Learners

My Bio

Previous Applications

Schedule Tutor

October 2024

Satur...	Sunday	Mond...	Tues...	Wed...	Thurs...	Friday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

7 AM

8 AM

9 AM

10 AM

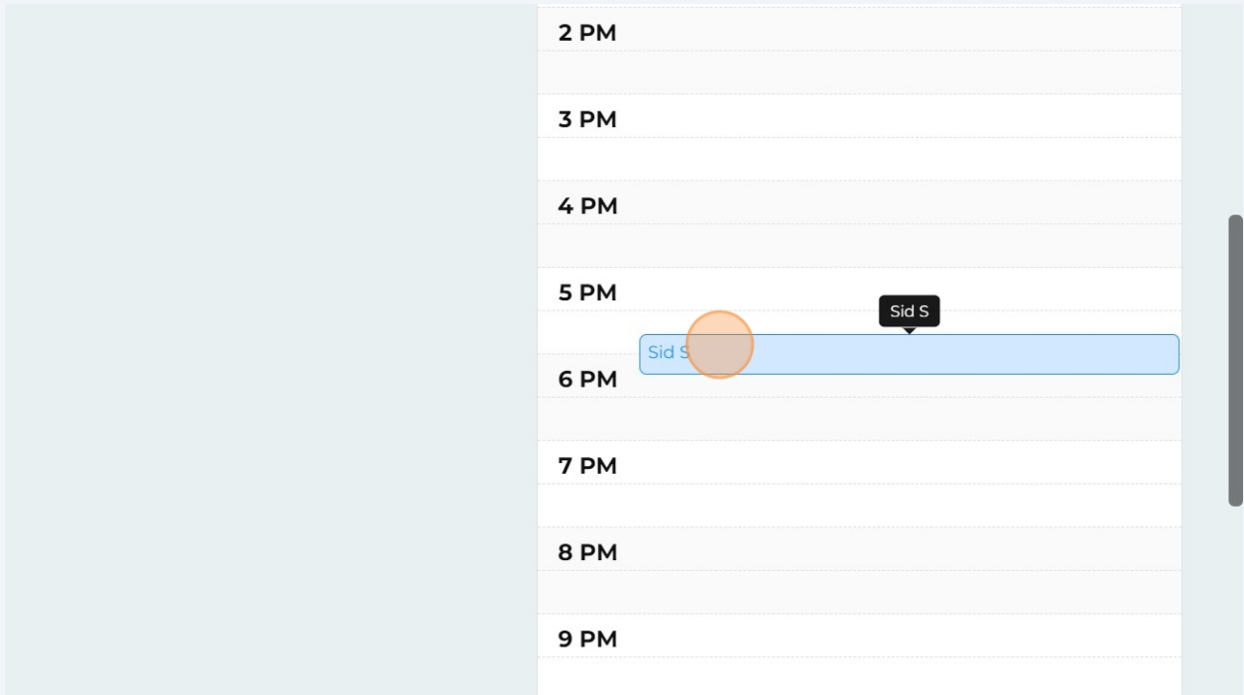
11 AM

12 PM

1 PM

19

Click on the actual session to review the details.



20

The status will be "Session Requested" until the tutor has confirmed and accepted the request on their end.

Note: Once the tutor has accepted your appointment request, you will receive a text if a cell phone number was provided.

Learning Session ✕

Date: Sep 25, 2024

Times: 05:15PM - 06:00PM

Session Type: Tutoring

Tutor: Gilderoy Lockhart

Learner: Sid Sawyer

Subject: Foundation Literacy

Status: Session Requested ▾

Session Notes:

Cancel Save Changes

21

To cancel an appointment, select "Account Manager Cancelled > 24 hours" in the status dropdown.

The screenshot shows a 'Learning Session' form with the following fields:

- Tutor:** Gildrey Lockhart
- Learner:** Sid Sawyer
- Subject:** Foundation Literacy
- Status:** A dropdown menu is open, showing three options: 'Account Manager Cancelled > 24 hours' (highlighted with a green line and a green checkmark), 'Account Manager Cancelled > 24 hours' (with a green checkmark), and 'Session Requested'.

An orange circle highlights the 'Account Manager Cancelled > 24 hours' option in the dropdown menu.

22

Click "Save" when all the desired changes have been made.

The screenshot shows the 'Learning Session' form with the following fields:

- Tutor:** Sid Sawyer
- Subject:** Foundation Literacy
- Status:** Account Manager Cancelled > 24 hours
- Notes:** A text area for notes.

At the bottom of the form, there are two buttons: 'Cancel' and 'Save Changes'. The 'Save Changes' button is highlighted with an orange circle.

23

Account Managers can update their learner's information and see present funding amounts by clicking on "My Learners" in the menu to the left.

The screenshot shows the ElevateDD interface. At the top left is the ElevateDD logo. To the right, there are two teal buttons: "Current semester ends 01/03/2025" and "Next open 1". Below this is a dark blue sidebar menu with the following items: "Dashboard", "Session Calendar", "My Learners" (highlighted with a brown circle), "My Bio", "Previous Applications", and "Schedule Tutor". The main content area is titled "Session Calendar" and features a "Learner" dropdown menu. Below the dropdown is a calendar for October 2024, with the 25th highlighted in green. To the right of the calendar is a vertical list of time slots: "7 AM", "8 AM", "9 AM", and "10 AM".

24

Click the down carrot to open and view the learner's profile.

The screenshot shows the "Manage Learners" section of the ElevateDD interface. At the top, there are two teal buttons: "Current semester ends 01/03/2025" and "Next open enrollment begins 11/18/2024". To the right of these buttons is a globe icon. Below the buttons is a header titled "Manage Learners". Underneath the header is a light blue bar containing the text "\$900.00" followed by a brown circular dropdown arrow icon.

25 Step