ElevateDD Learner User Guide – Tutors

Accessing Your Account

1. Navigate to the website https://elevatedd.learningaidohio.org/

2. Scroll to the very bottom of the page and select "Already applied to be a tutor? Click here to login." *Note: if you are having issues scrolling down on the page make sure your browser is up to date or consider using a different browser(firefox, safari, chrome, etc.)*

3. This is the dashboard view. Please disregard the semester start and end dates and upcoming enrollment date - this is for our sister community, Learning Aid Ohio. You can see the number of pending session requests that need to be approved prior to the appointment. You can also see the sessions scheduled for the current week.

Updating Your Bio

4. Click "My Bio" in the menu to review or update your bio information.
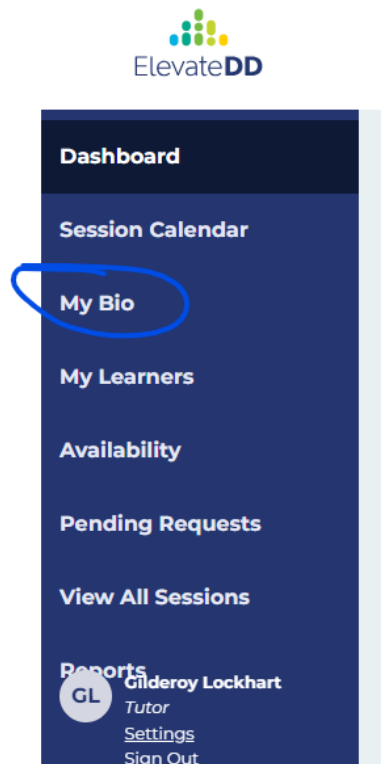
5. Click this checkbox to mark yourself as "Accepting New Learners."

Note: All trainings and certifications that are mentioned in your bio **must** have a corresponding document uploaded into ElevateDD Learner.

Updating Availability

6. Tutors can now manage their own calendars and availability by selecting "Availability" from the menu. Click "Fall 2024" or the semester you want to set up availability for.
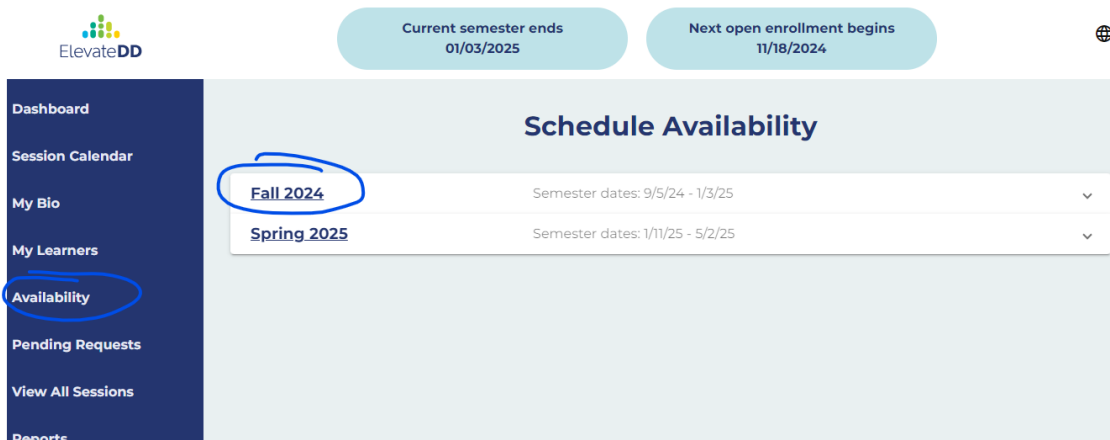
7. Select the date that you would like to add availability to.
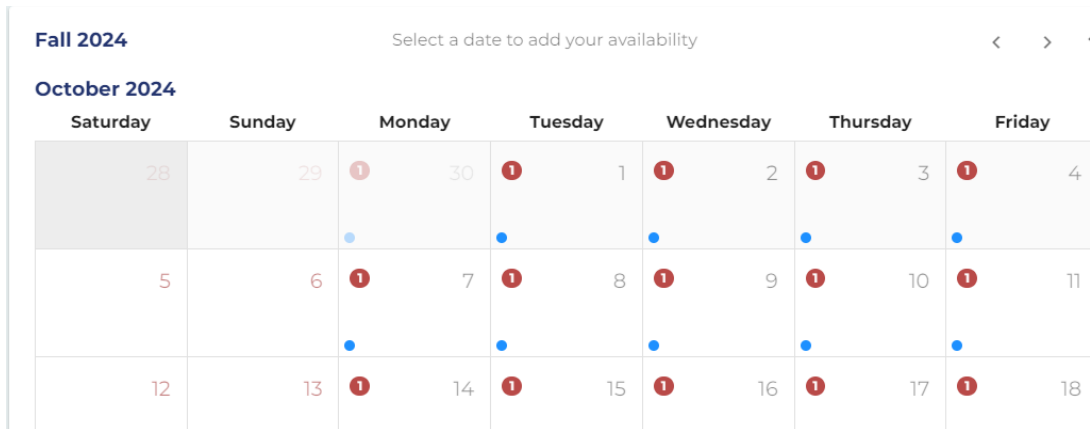
8. Click "Add Times"
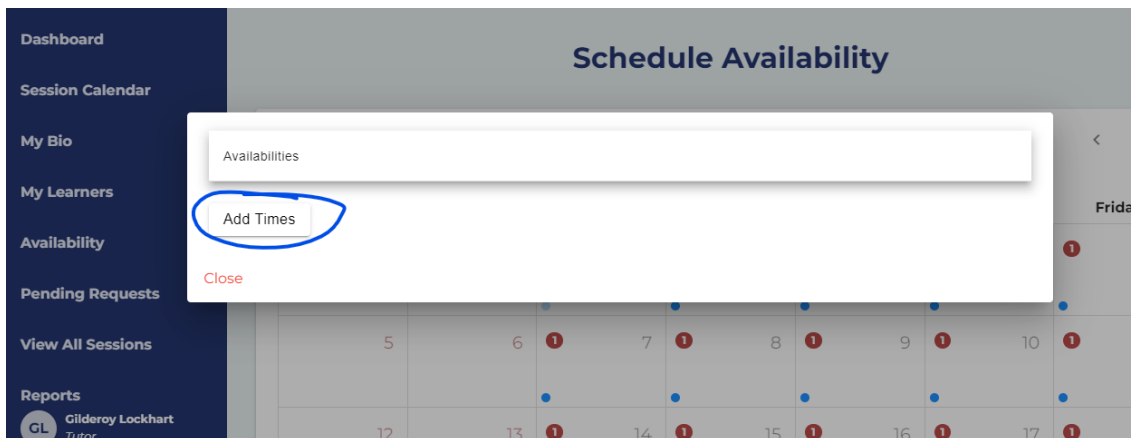
9. Click "Start Time" and move the green circle to your selection. Do the same thing for "End Time."
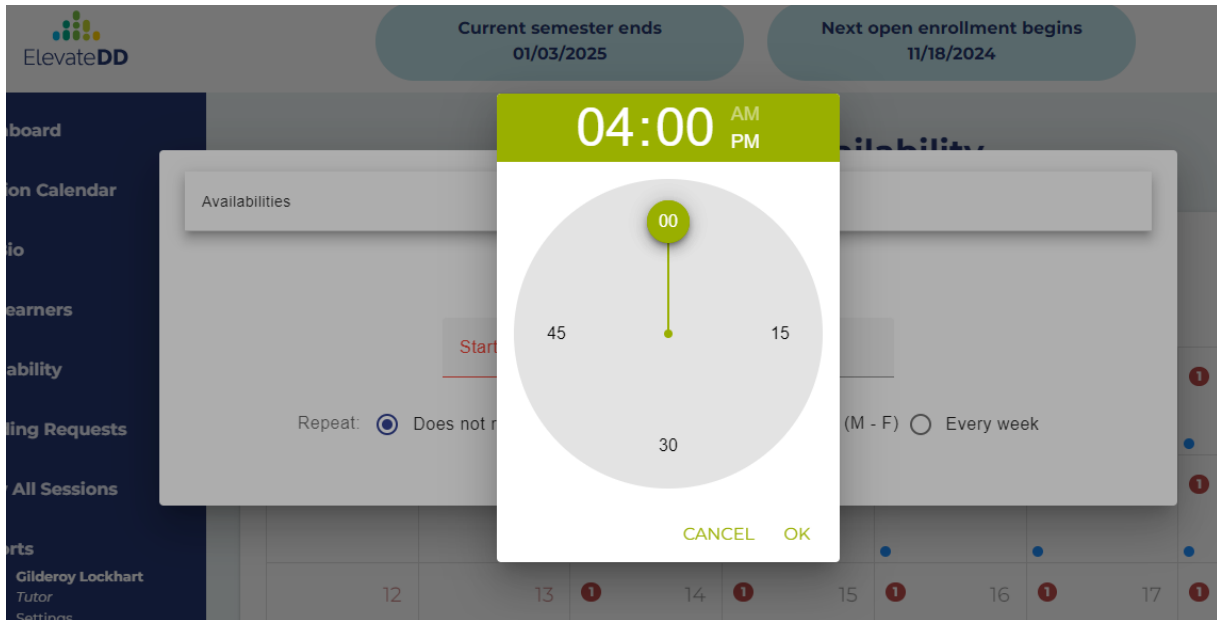
10. Note that there are recurring options if you want to set ongoing availability for certain days of the week. Additional time slots can be added by clicking "Add Times" and following the same steps above.
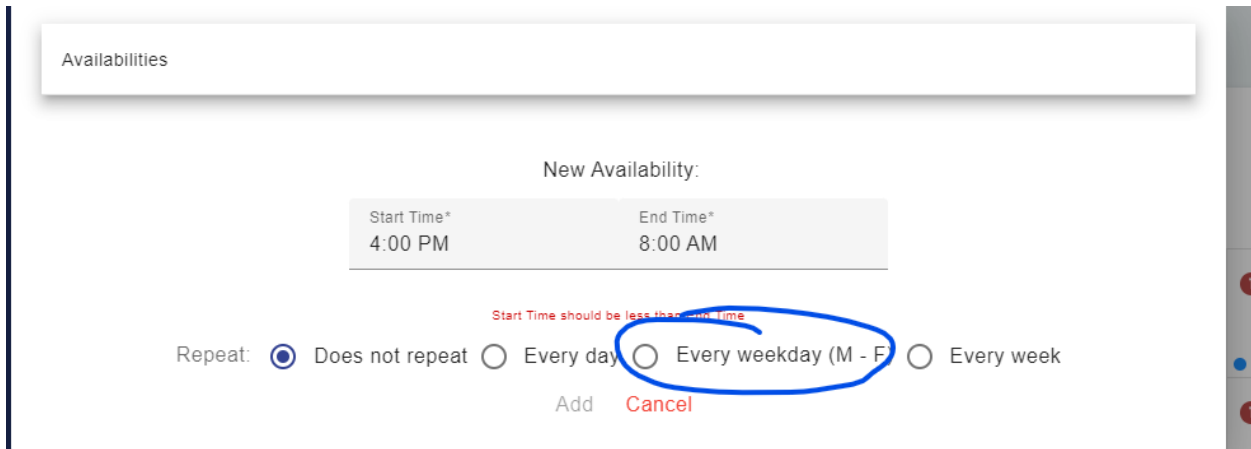
11. Availability can be edited or deleted by clicking the edit or delete icons on the time slot row.

Managing Requests

12. To review pending requests, click "Pending Requests" in the menu. You can view session details by clicking "View Session."

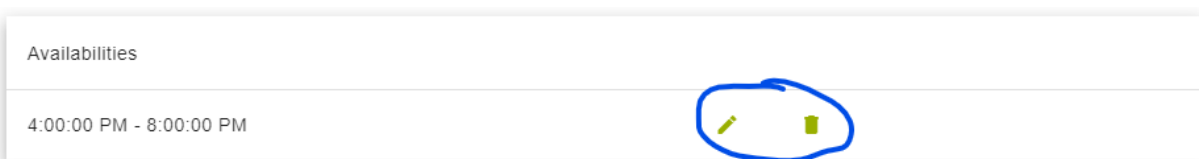**13.** To change the status of a session, select the drop-down carrot and mark as either "Accepted" to accept the request or "Tutor Rejected" to reject the request.

Note: Tutors must respond to session requests within 72 hours of receiving the request. Learners can book in the system at any point, but the session is not considered confirmed until the status is marked as Accepted by the tutor.

14. Click "Session Calendar" to view scheduled sessions in a calendar view.
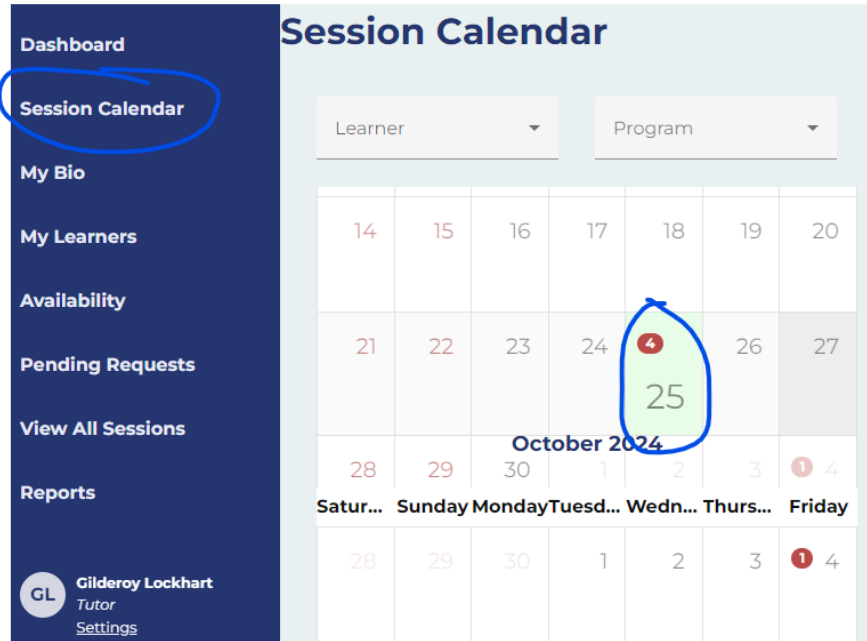
15. Click "View All Sessions" to see all requested sessions. You have the option to search by learner and date ranges.

16. Click on a session to open the session details.

17. Update the status of the session. 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 or if they cancelled with less than 24 hours' notice. Select "Tutor Cancelled" if you need to cancel the appointment.

Learning Session ✕

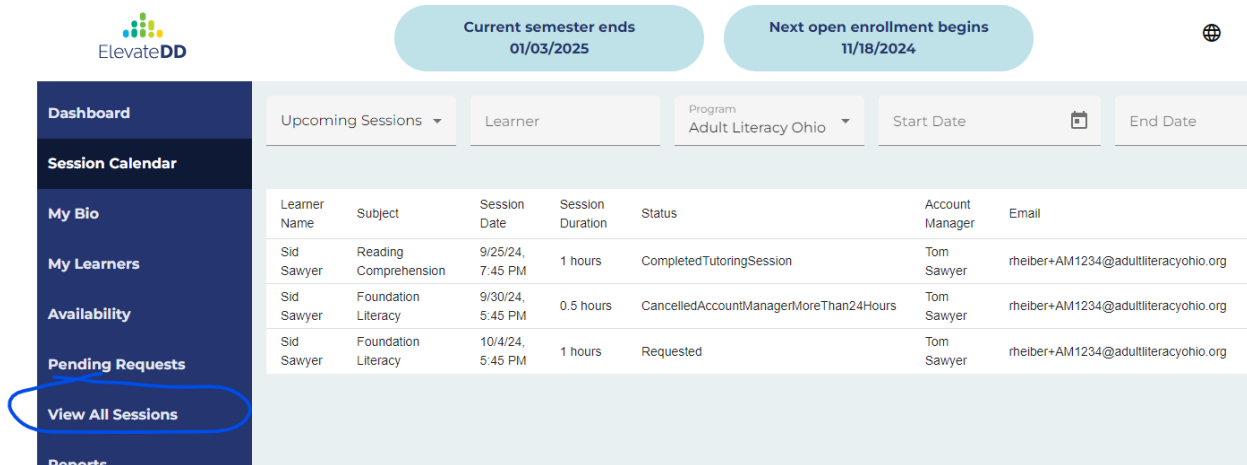|	
Date:	Sep 25, 2024
Times:	07:45PM - 08:45PM
Session Type:	Tutoring
Tutor:	Gilderoy Lockhart
Learner:	Sid Sawyer
Subject:	Reading Comprehension
Focus:	I want to work on reading and understanding recipes.
Status:	

Completed Session ▼

Learner Goals

Cancel   **Save Changes**

*Notes and goal updates are available for update within the session details. **Please note that in order to enter these, you will need to have goals entered for your learner.** The Goal Management section of this guide will walk you through that process.*

18. Click on the Learner Goal. This will populate your SMART Goal, Goal Attainment Scale breakdown, and provide a space to enter notes and a progress rating.

Learning Session ✕

Accepted

Learner Goals
Click on each goal below to expand and update progress for this session.

1. The learner hopes to increase his vocabulary to help with his aspirations of being a Youtuber. ⌄

Additional Information

Account Manager Name:	Tom Sawyer
Account Manager Email:	rheiber+AM1234@adultliteracyohio.org
Account Manager Phone Number:	(614) 567-8746

Cancel   **Save Changes**

19. Enter the Goal Status and Goal Attainment Score. Enter a summary of activities completed and any notable highlights in the "Session Notes" field. Remember: You must click "Save Changes" when all fields have been completed.

Goal Management

20. Select "My Learners" on the menu.
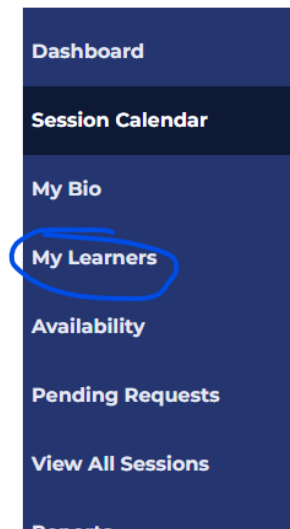
21. Select "Manage Goals."

22. When entering a goal for the first time, select "Add Goal."

23. This page will prompt you to enter the following:
   a. Description (please enter your learner's motivation)
   b. Your SMART goal
   c. The goal category (Community Navigation, Quality of Life, or Workforce Development)
   d. Due date (please enter the end date of the grant – so for this group 12/20/2024)
   e. Goal Status (Not Started, In Progress, Complete or Cancelled)

Note: There is a linked Goal Development Worksheet that may be helpful to you.

24. When all the information has been entered, hit "Save Changes."

0 - Baseline:	After reading a grade-level informational text of 150 or less words in which 5 technical words have b
1 - Benchmark:	After reading a grade-level informational text of 150 or less words in which 5 technical words have b
2 - Benchmark:	After reading a grade-level informational text of 150 or less words in which 5 technical words have b
3 - Goal Achievement:	After reading a grade-level informational text of 150 or less words in which 5technical words have be
4 - Exceeding Goal:	After reading a grade-level informational text of 150 or less words in which 5 technical words have b

Cancel   Save Changes

25. Select "Add Goal" to input additional goals. Note that we require 2 goals for each grant period. You can go back and view by clicking "view goal" in the right-hand corner.

Manage Goals for Sid Sawyer

The learner hopes to increase his vocabulary to help with his aspirations of being a Youtuber.   **Due:** 2024-12-20   **Status:** Pending   **Goal Status:** In Progress   View Goal

Add Goal

Note: Once you have active goals in the system, you will be able to start recording goals in the system. If you need a few sessions to establish new goals and collect baseline information, please enter your notes in Formstack during this interim period.