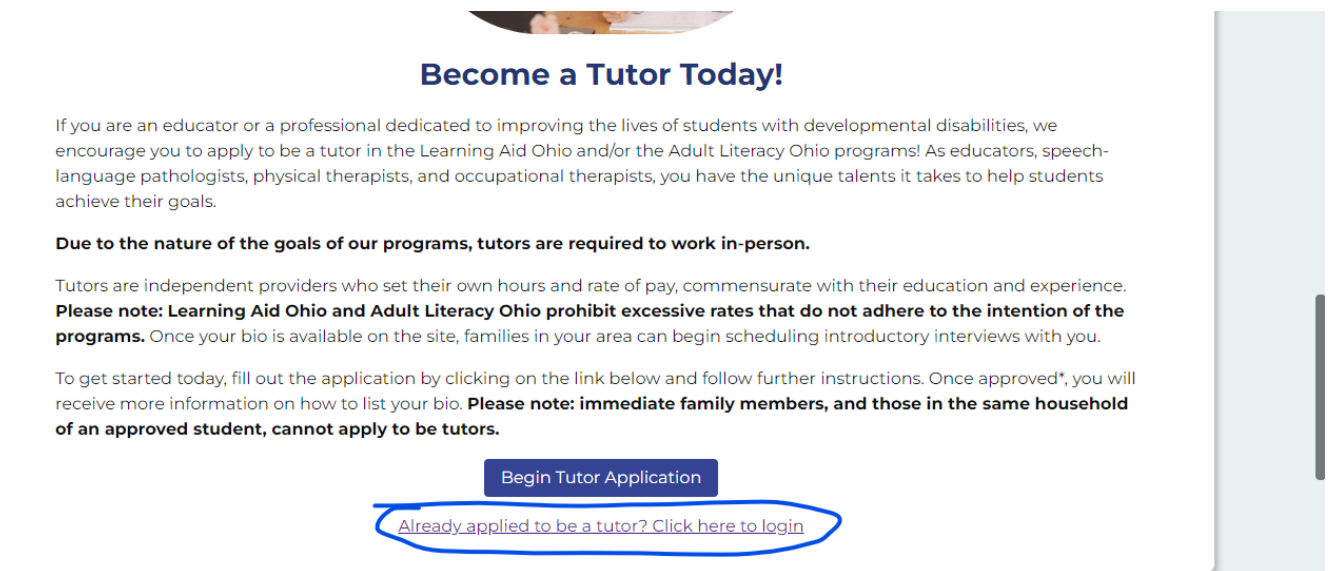


# ElevateDD Learner User Guide – Tutors

## 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.)*



**Become a Tutor Today!**

If you are an educator or a professional dedicated to improving the lives of students with developmental disabilities, we encourage you to apply to be a tutor in the Learning Aid Ohio and/or the Adult Literacy Ohio programs! As educators, speech-language pathologists, physical therapists, and occupational therapists, you have the unique talents it takes to help students achieve their goals.

**Due to the nature of the goals of our programs, tutors are required to work in-person.**

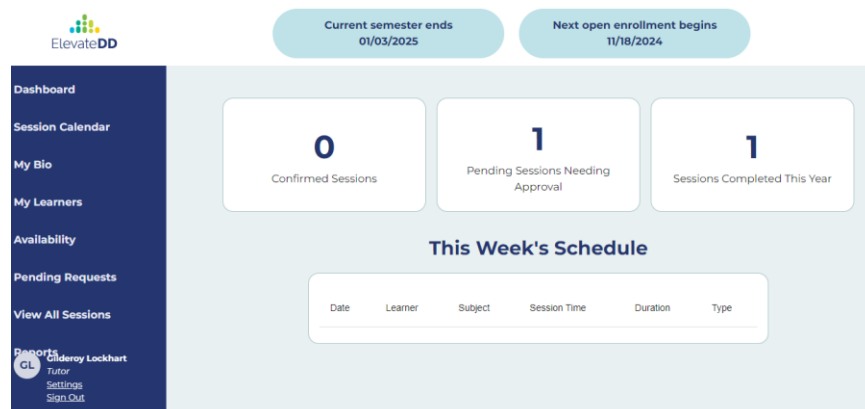
Tutors are independent providers who set their own hours and rate of pay, commensurate with their education and experience. **Please note: Learning Aid Ohio and Adult Literacy Ohio prohibit excessive rates that do not adhere to the intention of the programs.** Once your bio is available on the site, families in your area can begin scheduling introductory interviews with you.

To get started today, fill out the application by clicking on the link below and follow further instructions. Once approved\*, you will receive more information on how to list your bio. **Please note: immediate family members, and those in the same household of an approved student, cannot apply to be tutors.**

[Begin Tutor Application](#)

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

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.



**ElevateDD**

Current semester ends 01/03/2025 | Next open enrollment begins 11/18/2024

**0** Confirmed Sessions | **1** Pending Sessions Needing Approval | **1** Sessions Completed This Year

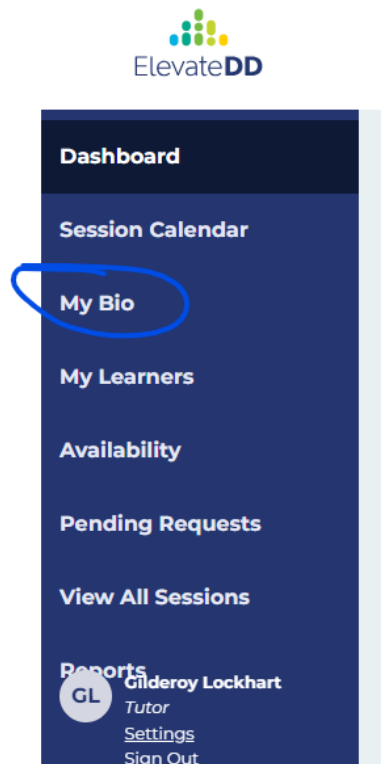
**This Week's Schedule**

Date	Learner	Subject	Session Time	Duration	Type
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Reports | **CL** Corderoy Lockhart | Tutor | Settings | Sign Out

## 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.”

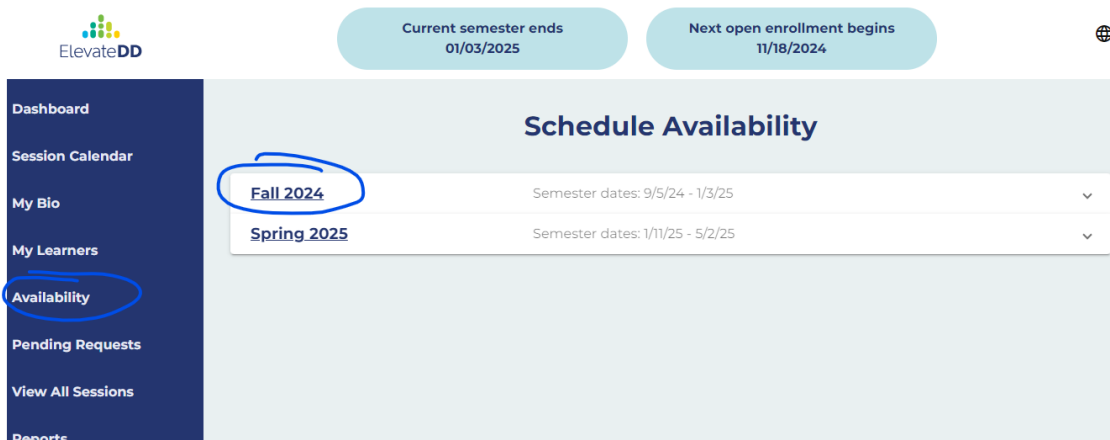


Accepting New Learners

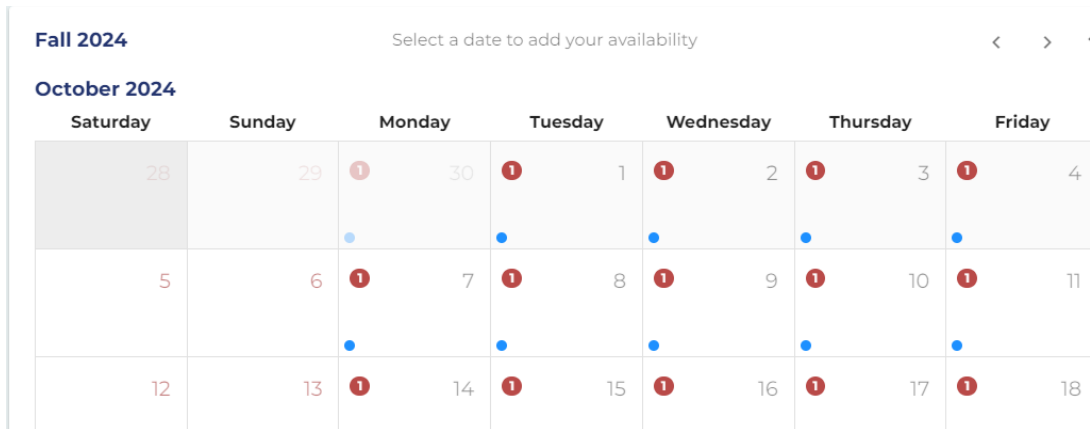
Note: All trainings and certifications that are mentioned in your bio **must** have a corresponding document uploaded into ElevateDD Learner.

## Updating Availability

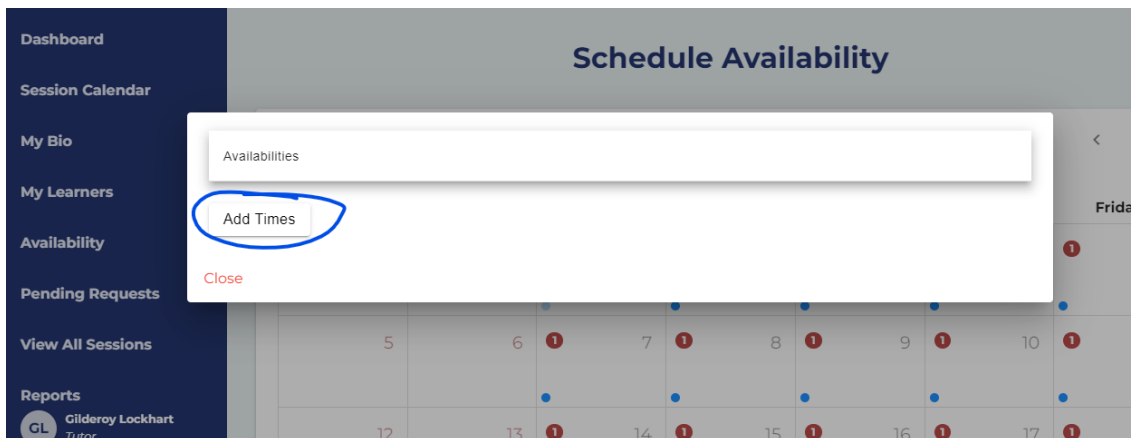
6. Tutors can now manage their own calendars and availability by selecting “Availability” from the menu. Click “Fall 2024” or the semester you want to set up availability for.



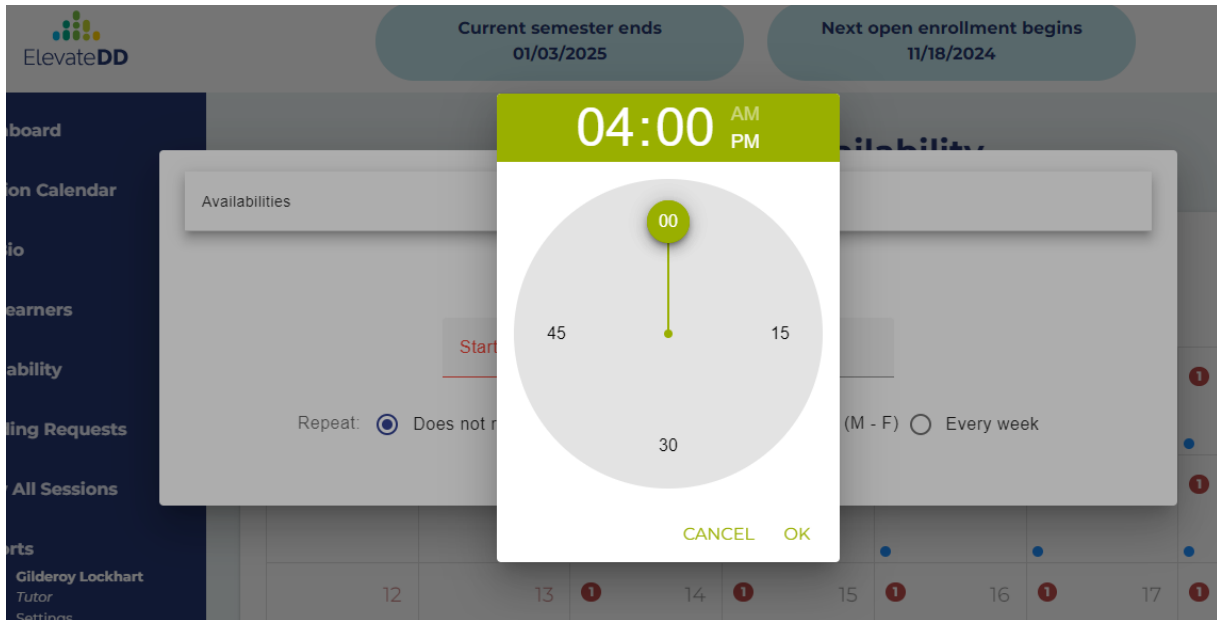
7. Select the date that you would like to add availability to.



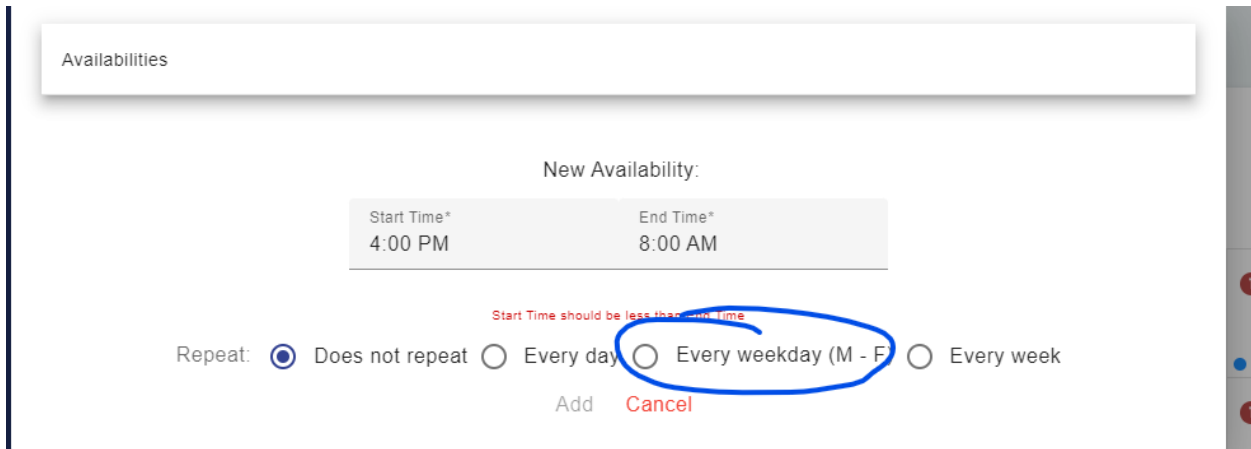
8. Click “Add Times”



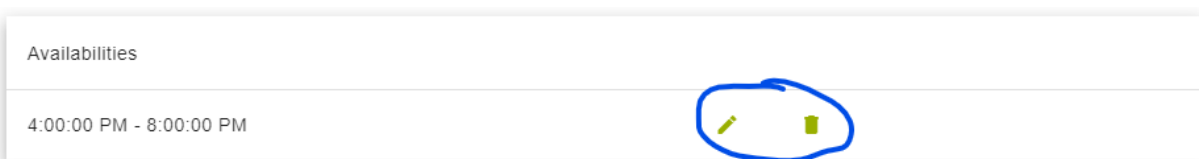
9. Click “Start Time” and move the green circle to your selection. Do the same thing for “End Time.”



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.”

The screenshot shows the ElevateDD interface. At the top, there are two light blue buttons: "Current semester ends 01/03/2025" and "Next open enrollment begins 11/18/2024". Below these is a dark blue sidebar with navigation options: "Dashboard", "Session Calendar", "Bio", "Learners", "Availability", "Pending Requests", "View All Sessions", "Locations", "Gilderoy Lockhart", "Tutor", and "Settings". The main content area is titled "Request Type Filters" and has three tabs: "All Requests" (selected), "Tutoring Sessions", and "Introductory Request". Below the filters is a "Requests" table with the following data:

Request Type	Learner Name	Program	Date	Start	End	Session Duration	Actions
Tutoring	Sid Sawyer	Adult Literacy Ohio	10/4/24	5:45 PM	6:45 PM	1 hours	<a href="#">View Session</a> <a href="#">Confirm</a> <a href="#">Deny</a>

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.

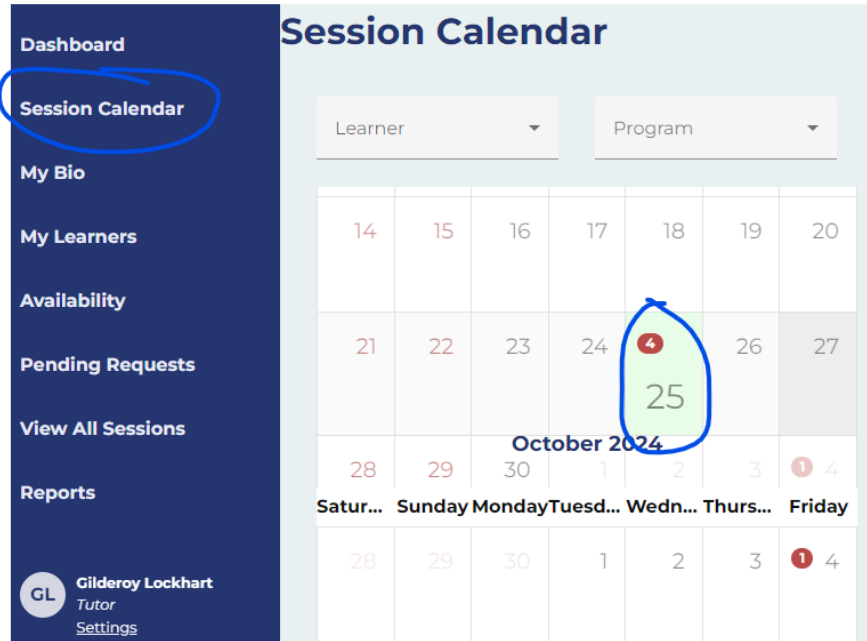
**Note: Tutors must respond to session requests within 72 hours of receiving the request. Learners can book in the system at any point, but the session is not considered confirmed until the status is marked as Accepted by the tutor.**

### Status:

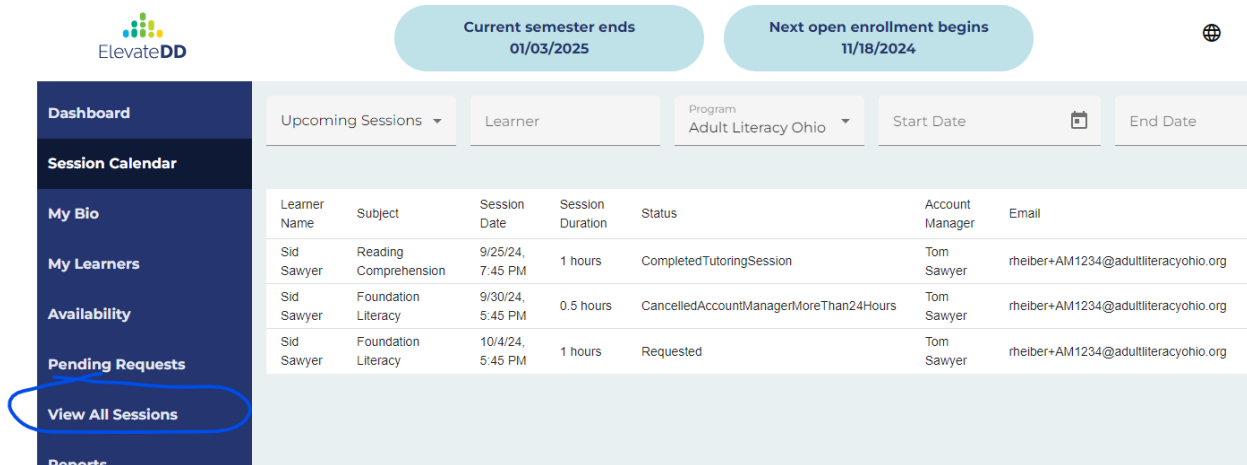
The screenshot shows a status dropdown menu. The current status is "Session Requested". The dropdown menu is open, showing the following options:

- Session Requested
- Accepted
- Session Requested (selected)
- Tutor Rejected

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.

Learner Name	Subject	Session Date	Session Duration	Status	Account Manager	Email
Sid Sawyer	Reading Comprehension	9/25/24, 7:45 PM	1 hours	CompletedTutoringSession	Tom Sawyer	rheber+AM1234@adulitlteracyohio.org
Sid Sawyer	Foundation Literacy	9/30/24, 5:45 PM	0.5 hours	CancelledAccountManagerMoreThan24Hours	Tom Sawyer	rheber+AM1234@adulitlteracyohio.org
Sid Sawyer	Foundation Literacy	10/4/24, 5:45 PM	1 hours	Requested	Tom Sawyer	rheber+AM1234@adulitlteracyohio.org

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

Completed

### 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@adulthoodliteracyohio.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.

## Learning Session ×

No notes entered for this goal yet.

**Please update the progress made on this goal based on this session:**

**Goal Status:**

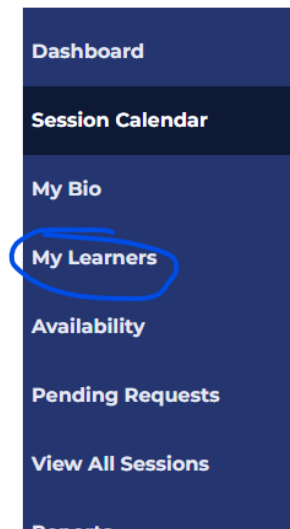
**Goal Attainment Score:**

**Session Notes:**

[Cancel](#) [Save Changes](#)

## Goal Management

20. Select “My Learners” on the menu.





21. Select “Manage Goals.”

The screenshot shows a 'Learners' interface. At the top, there are two dropdown menus: 'Program' and 'Enrollment Period' (set to 'Fall 2024'). Below this, a card for 'Fall 2024' contains a list of learners. The first learner is 'Sid Sawyer', represented by a profile icon and name. To the right of the name are two buttons: 'View Assessment' and 'Manage Goals'. The 'Manage Goals' button is circled in blue.

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

The screenshot shows a page titled 'Manage Goals for Sid Sawyer'. Below the title is a blue button labeled 'Add Goal'.

23. This page will prompt you to enter the following:

- Description (please enter your learner’s motivation)
- Your SMART goal
- The goal category (Community Navigation, Quality of Life, or Workforce Development)
- Due date (please enter the end date of the grant – so for this group 12/20/2024)
- Goal Status (Not Started, In Progress, Complete or Cancelled)

The screenshot shows a 'Create Goal' form. It has the following fields:

- Description:** A text box containing the text: "The learner hopes to increase his vocabulary to help with his aspirations of being a Youtuber."
- SMART Goal:** A text box containing the text: "By the end of this grant period, after reading a grade-level informational text and given a written excerpt from the text with (1) technical word underlined, Sid will write the meaning of the underlined word, for (4 out of 5) words."
- Goal Category:** A dropdown menu with 'Quality Of Life' selected.
- Due Date:** A text box containing '12/20/2024'.

Below the Description field, there is a note: "All goals created for Adult Literacy Ohio learners should be **SMART Goals**. A goal is considered SMART when it is **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imely. If you need help developing a SMART Goal, please use our [Goal Development Worksheet](#)."

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.”

The screenshot shows a form with five rows, each with a label on the left and a text input field on the right. The labels are: 0 - Baseline, 1 - Benchmark, 2 - Benchmark, 3 - Goal Achievement, and 4 - Exceeding Goal. Each input field contains the text: "After reading a grade-level informational text of 150 or less words in which 5 technical words have b". At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". The "Save Changes" button is circled in blue.

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.

The screenshot shows a section titled "Manage Goals for Sid Sawyer". Below the title is a goal card with the following information: "The learner hopes to increase his vocabulary to help with his aspirations of being a Youtuber." To the right of the goal description are three pieces of information: "Due: 2024-12-20", "Status: Pending", and "Goal Status: In Progress". To the right of the goal card is a "View Goal" button. Below the goal card is an "Add Goal" button.

**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.