

Tutor Monthly Report for Pairs

When you log in, you will have access to the Pair and Group tabs. (The “All Waitlist Contacts” will be removed. You do not need to access this list.)

This sample tutor currently meets with one student. There is one active pair.

To enter hours for your student, click on the green “eye” icon for the pair you wish to add hours for.

Agency: Literacy Council of Frederick County, Inc.

PAIR GROUP ALL WAITLIST CONTACTS

View: Pair List

SELECTION EXPORT REPORTS

1 of 1 and Active ADD SEARCH REMOVE SEARCH SAVE SEARCH

Student Name	Tutor Name	Program	Status	Pair Keyword	Match Date	Start Date	End Date	
Test, Student	Test, Tutor	Adult Literacy	Active		07/02/2020			

1 - 1 of 1 items

To record attendance, click on the “attendance” tab. (The Pair Data and History tabs are view-only. You cannot edit these tabs. If you notice any errors, please contact us.)

Agency: Literacy Council of Frederick County, Inc.

PAIR GROUP ALL WAITLIST CONTACTS

Test, Student / Test, Tutor PRINT

1 of 1

Pair ID: 284403 Match Date: 7/2/2020 Pair Keyword:

Status: Active Start Date: Weekly Time:

Program: Adult Literacy End Date: Location:

Pair Data Attendance Pair Comments History

Student and Tutor

Student Overall Status: Active StudentEmail: Tutor Work Phone:

Student Home Phone: Tutor Overall Status: Active Tutor Mobile Phone:

Student Work Phone: Tutor Home Phone: Tutor Email:

Student Mobile Phone:

Key Info

In the attendance tab, click "Add"

The screenshot shows the 'Attendance' tab of a report for 'Test, Student / Test, Tutor'. The report header includes fields for Pair ID (284403), Match Date (7/2/2020), Status (Active), Start Date, Program (Adult Literacy), End Date, Pair Keyword, Weekly Time, and Location. Below the header, there are tabs for 'Pair Data', 'Attendance', 'Pair Comments', and 'History'. The 'Attendance' tab is active, showing a 'View: Change' dropdown set to 'Attendance' and buttons for 'ADD', 'EXPAND ALL', 'COLLAPSE ALL', and 'EXPORT'. A yellow arrow points to the 'ADD' button. Below these buttons is a table with columns: Date, Student/Tutor, Hours Type, Hours Present, and Creation Date. A 'Date Range' dropdown is also visible.

A blank report form will pop-up on your screen.

The screenshot shows a pop-up window titled 'Add hours for Test, Student / Test, Tutor'. It is divided into three sections:

- 1. Select date(s) on the calendar or enter date:** A calendar for July 2020 is displayed, with the 31st selected. Below the calendar is a 'CLEAR DATES' button.
- 2. Select hours types and enter number of hours:** A list of hours types with checkboxes and input fields. The 'Include Student' checkbox is checked. The types and their input fields are: Instruction, e-hours, Computer, Lab, Prep, Travel, Workshop Hours, and Other.
- 3. Select hours types and enter number of hours:** A list of hours types with checkboxes and input fields. The 'Include Tutor' checkbox is checked. The types and their input fields are: Instruction, e-hours, Computer, Lab, Prep, Travel, Workshop Hours, and Other.

At the bottom right of the pop-up are 'ADD' and 'CANCEL' buttons.

1. Click on the calendar dates to record when you met with your student. You may click on more than one date. For example, Test Tutor met with Test Student on July 13, 16, 20, 23, and 27.

1. Select date(s) on the calendar or enter date:

2. Select hours types and enter number of hours:

3. Select hours types and enter number of hours:

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			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
26	27	28	29	30	31	

CLEAR DATES

Include Student

Instruction 2.00

e-hours

Computer

Lab

Prep

Travel

Workshop Hours

Other

Include Tutor

Instruction 2.00

e-hours

Computer

Lab

Prep

Travel

Workshop Hours

Other

ADD CANCEL

2. Make sure the “Include Student” box is checked. Enter the instruction hours you are reporting for your student. This number is the total **for each session**, not the monthly total. (If your hours are different for each date, you can change that on the next screen.) For example, Test Tutor usually meets with Test Student for two hours each session. We enter “2” for two instructional hours per session. *Do not enter hours into remaining student fields.* By default, the tutor’s instruction hours field will populate automatically.

1. Select date(s) on the calendar or enter date:

2. Select hours types and enter number of hours:

3. Select hours types and enter number of hours:

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			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
26	27	28	29	30	31	

CLEAR DATES

Include Student

Instruction 2.00

e-hours

Computer

Lab

Prep

Travel

Workshop Hours

Other

Include Tutor

Instruction 2.00

e-hours

Computer

Lab

Prep

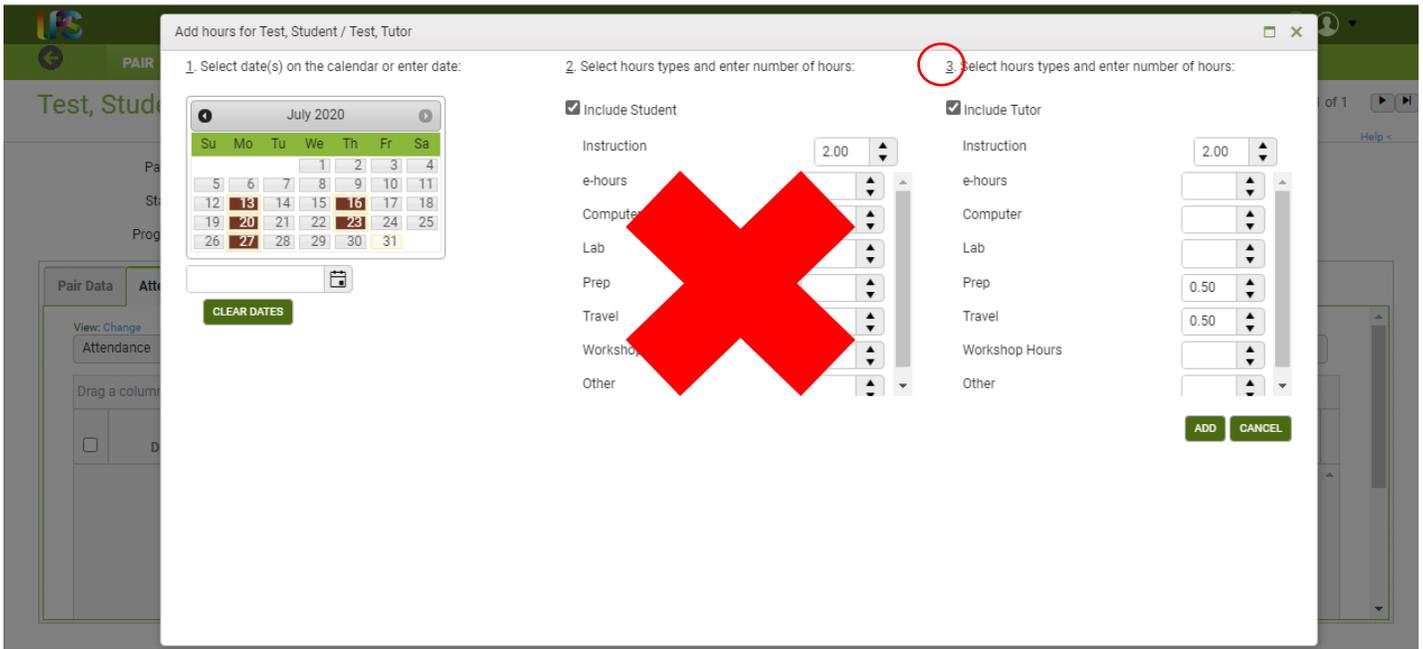
Travel

Workshop Hours

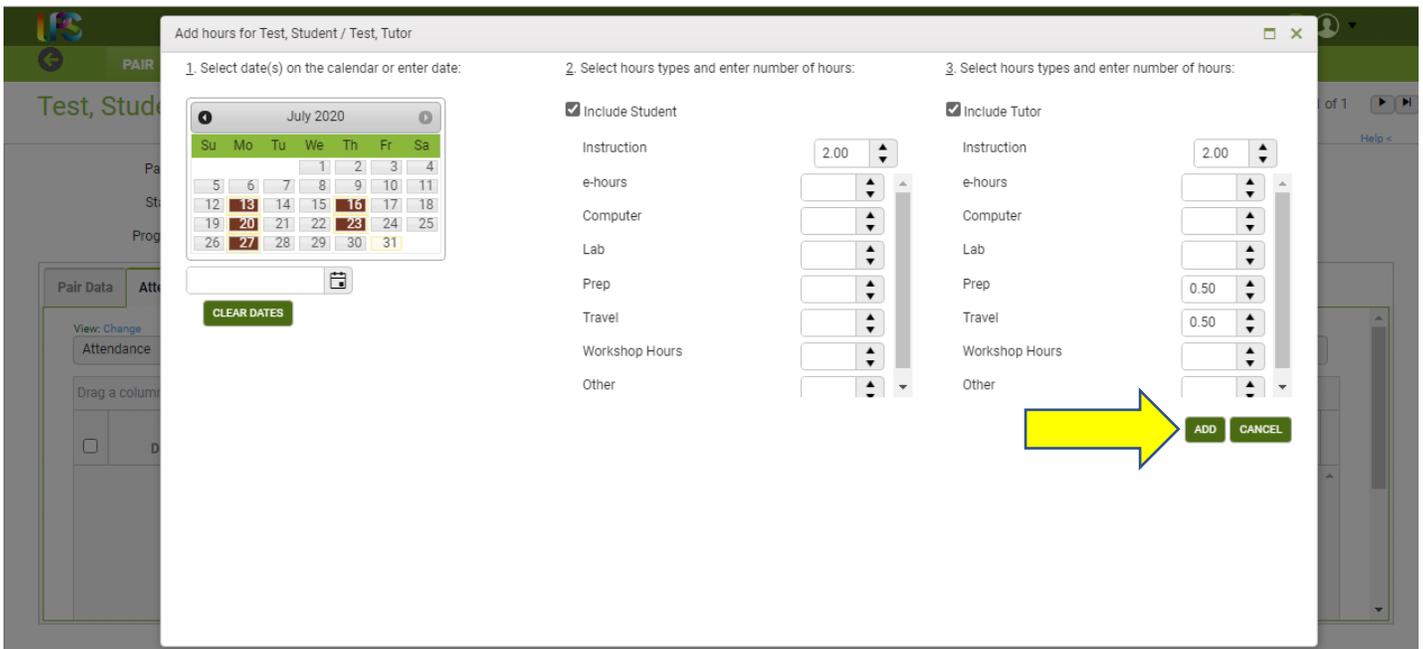
Other

ADD CANCEL

3. Make sure the “Include Tutor” box is checked. Add any additional hours for your time as a tutor. For example, Test Tutor usually preps .5 hours for each session and travels .5 hours to each lesson. We enter .5 in each of those fields. (If you meet virtually, your travel is 0.)



4. Click “add”



A chronological list of sessions for student and tutor will pop-up. You may edit individual sessions by clicking on the “hours present” field for a particular date. For example, Test Student had an appointment on 7/16/20, and the session was 1.5 hours instead of 2. She stayed an additional hour on 7/27/20. You may use the arrows to increase/decrease numbers, or you may type them in. (Do not enter data into the absent or late columns.) Use the scroll bar to access the tutor sessions.

Add hours for Test, Student / Test, Tutor

Hours records may be adjusted.

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Student	Date	Hours Type	Hours Present	Hours Absent	Late
<input checked="" type="checkbox"/>	Test, Student	07/13/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Student	07/16/2020	Instruction	1.5	0	No
<input checked="" type="checkbox"/>	Test, Student	07/20/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Student	07/23/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Student	07/27/2020	Instruction	3	0	No

Instructor hours records may be adjusted.

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Instructor	Date	Hours Type	Hours Present	Hours Absent	Late
<input checked="" type="checkbox"/>	Test, Tutor	07/13/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/13/2020	Prep	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/13/2020	Travel	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/16/2020	Instruction	2	0	No

Because the student left early on 7/16, you will also change the tutor hours to 1.5. Hours for the 27th also change to 3 because the student and tutor stayed an additional hour. The scroll bar in the tutor section will move to show the 27th. If everything is correct, click “save.” If you left out any dates or hours, you may click “save and new” and a new blank report form will appear for you to add additional data. If you made a mistake or do not wish to submit the report, click “cancel” and no data from this report will be entered.

Add hours for Test, Student / Test, Tutor

<input checked="" type="checkbox"/>	Test, Student	07/16/2020	Instruction	1.5	0	No
<input checked="" type="checkbox"/>	Test, Student	07/20/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Student	07/23/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Student	07/27/2020	Instruction	3	0	No

Instructor hours records may be adjusted.

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Instructor	Date	Hours Type	Hours Present	Hours Absent	Late
<input checked="" type="checkbox"/>	Test, Tutor	07/16/2020	Instruction	1.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/16/2020	Prep	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/16/2020	Travel	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/20/2020	Instruction	2	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/20/2020	Prep	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/20/2020	Travel	0.5	0	No
<input checked="" type="checkbox"/>	Test, Tutor	07/23/2020	Instruction	2	0	No

SAVE SAVE AND NEW CANCEL

Your hours will populate into the record after you click “save.”

The screenshot shows the 'Attendance' tab selected. At the top, there are navigation links: PAIR, GROUP, and ALL WAITLIST CONTACTS. The page title is 'Test, Student / Test, Tutor'. A 'PRINT' button is visible. The record details include: Pair ID: 284403, Match Date: 7/2/2020, Pair Keyword: (empty), Status: Active, Start Date: 7/13/2020, Weekly Time: (empty), Program: Adult Literacy, End Date: (empty), and Location: (empty). Below the tabs, there are options to 'View: Change' (set to 'Attendance'), 'ADD', 'EXPAND ALL', 'COLLAPSE ALL', and 'EXPORT'. A 'Date Range' dropdown is also present. A table with columns for Date, Student/Tutor, Hours Type, Hours Present, and Creation Date is shown. The table contains several rows of attendance data for dates from 07/20/2020 to 07/27/2020.

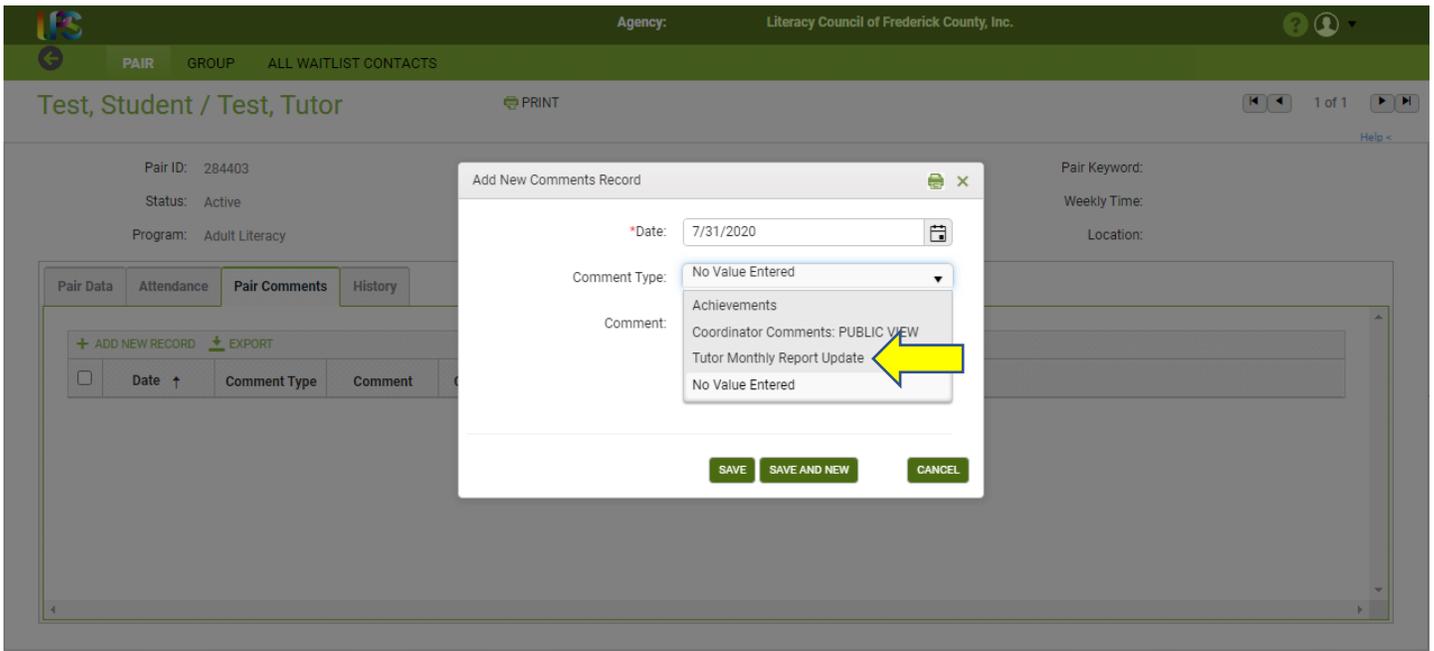
<input type="checkbox"/>	Date	Student/Tutor	Hours Type	Hours Present	Creation Date	
<input type="checkbox"/>	07/27/2020	Test, Student / Test, Tu...	Instruction	3	07/31/2020	👁
<input type="checkbox"/>	07/27/2020	Test, Tutor	Prep	0.5	07/31/2020	👁
<input type="checkbox"/>	07/27/2020	Test, Tutor	Travel	0.5	07/31/2020	👁
<input type="checkbox"/>	07/23/2020	Test, Tutor	Prep	0.5	07/31/2020	👁
<input type="checkbox"/>	07/23/2020	Test, Tutor	Travel	0.5	07/31/2020	👁
<input type="checkbox"/>	07/23/2020	Test, Student / Test, Tu...	Instruction	2	07/31/2020	👁
<input type="checkbox"/>	07/20/2020	Test, Student / Test, Tu...	Instruction	2	07/31/2020	👁

To add a comment about your student’s progress, materials, etc., click the “Pair Comments” tab. Then click “Add New Record.”

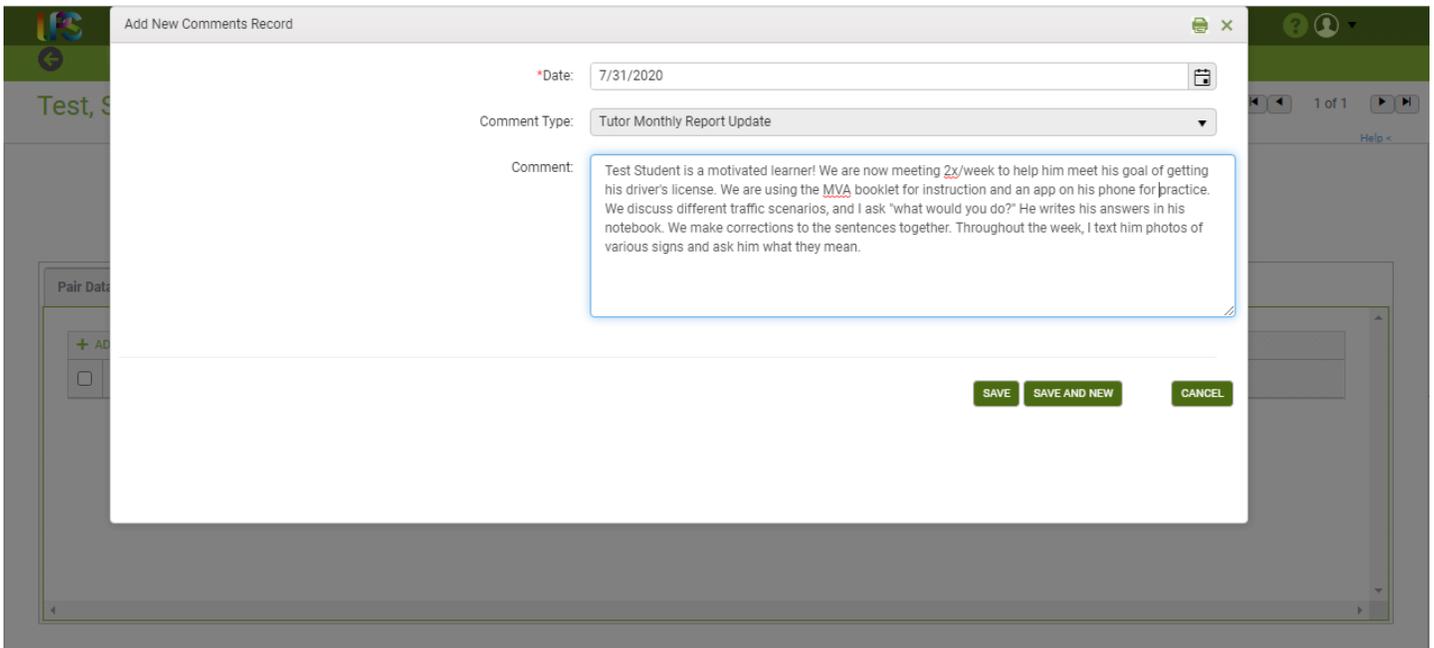
The screenshot shows the 'Pair Comments' tab selected. A yellow arrow points to the 'Pair Comments' tab. The '+ ADD NEW RECORD' button is circled in red. The table below has columns for Date, Comment Type, Comment, and Creation Date.

<input type="checkbox"/>	Date ↑	Comment Type	Comment	Creation Date
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Enter the last day of the month you are reporting on. For example, Test Tutor reported hours for July 2020, so the comment is dated July 31, 2020. (The comment date should reflect the same month as the hours you submitted.) From the drop down comment type menu, choose “Tutor Monthly Report Update.”



Enter your update into the comments field and click “save.” If you would like to add an additional comment, click “save and new.” If you don’t want to enter a comment, click “cancel” and this entry will not be submitted.



Your comments are entered into the pair record.

Pair ID: 284403 Match Date: 7/2/2020 Pair Keyword:
 Status: Active Start Date: 7/13/2020 Weekly Time:
 Program: Adult Literacy End Date: Location:

Pair Data Attendance **Pair Comments** History

+ ADD NEW RECORD			EXPORT
<input type="checkbox"/>	Date ↑	Comment Type	
<input type="checkbox"/>	07/31/2020	Tutor Monthly Report Update	Test Student is a motivated learner! We are now meeting 2x/week to help him meet his goal of getting his driver's license. We are using the MVA booklet for inst

You may enter hours into LACES after each session, or you can log in monthly and enter all dates/hours at one time. Be sure to log out of your account by clicking the down arrow in the upper right hand corner of your screen.

The screenshot shows the LACES interface with the user menu open in the top right corner. The menu options are: USER: TEST1, PROFILE, USER NEWS, ABOUT LACES, and SIGN OUT. A yellow arrow points to the 'SIGN OUT' option.

Please contact us if you need additional assistance.

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