

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.

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

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.)

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

Status: Active Start Date: Weekly Time:

Program: Adult Literacy End Date: Location:

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 selected in the 'Test, Student / Test, Tutor' report. The 'ADD' button is highlighted with a yellow arrow. 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 table with columns 'Date', 'Student/Tutor', 'Hours Type', 'Hours Present', and 'Creation Date' is visible below the buttons.

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 a date selector. 2. Select hours types and enter number of hours: A list of hours types (Instruction, e-hours, Computer, Lab, Prep, Travel, Workshop Hours, Other) with checkboxes for 'Include Student' and 'Include Tutor' and input fields for the number of hours. 3. Select hours types and enter number of hours: A duplicate of the list in section 2. The 'ADD' and 'CANCEL' buttons are at the bottom right.

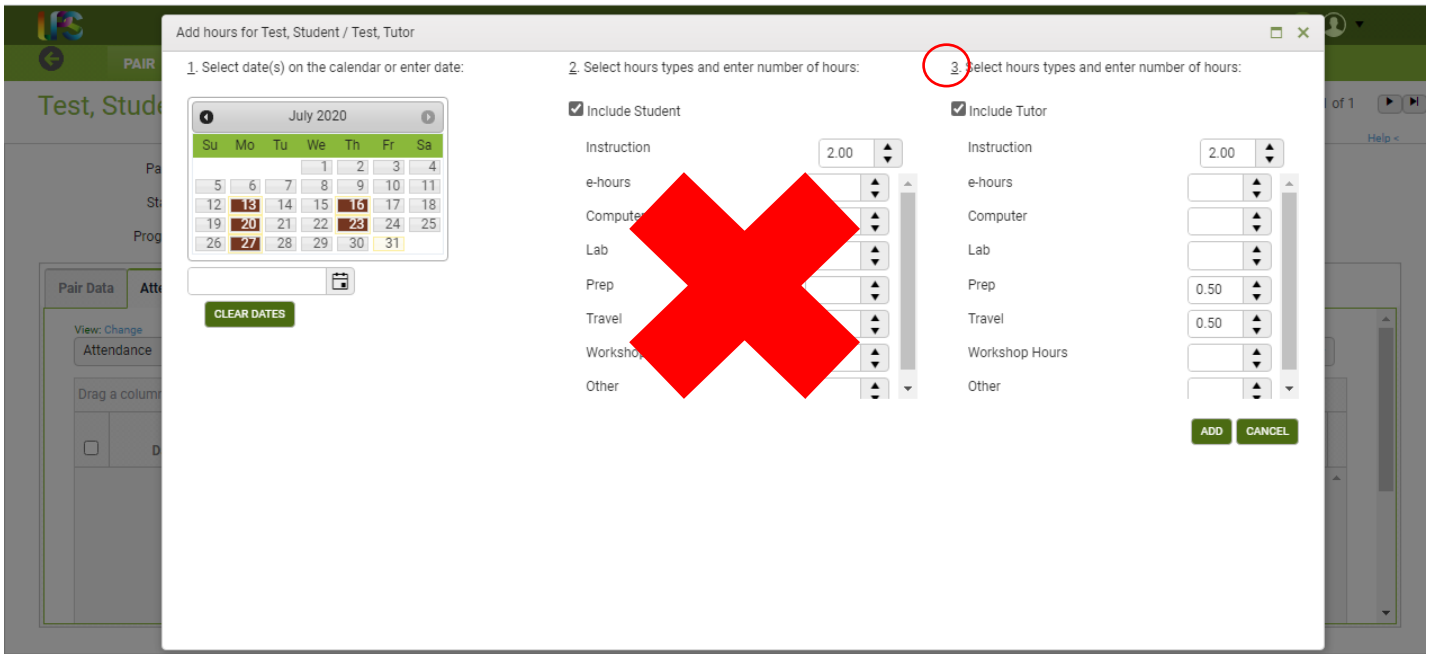
1. Click on the calendar dates to record when you met with your student. You may click on more than one date. For example, Test Tutor met with Test Student on July 13, 16, 20, 23, and 27.

The screenshot shows a web form titled "Add hours for Test, Student / Test, Tutor". It is divided into three numbered steps. Step 1, "Select date(s) on the calendar or enter date:", is circled in red and shows a calendar for July 2020. Several dates (13, 16, 20, 23, 27) are highlighted in red, and a yellow arrow points to the date 27. Below the calendar is a "CLEAR DATES" button. Step 2, "Select hours types and enter number of hours:", is for the student and includes a checked "Include Student" box and dropdowns for Instruction, e-hours, Computer, Lab, Prep, Travel, Workshop Hours, and Other. Step 3, "Select hours types and enter number of hours:", is for the tutor and includes a checked "Include Tutor" box and the same dropdowns. "ADD" and "CANCEL" buttons are at the bottom right.

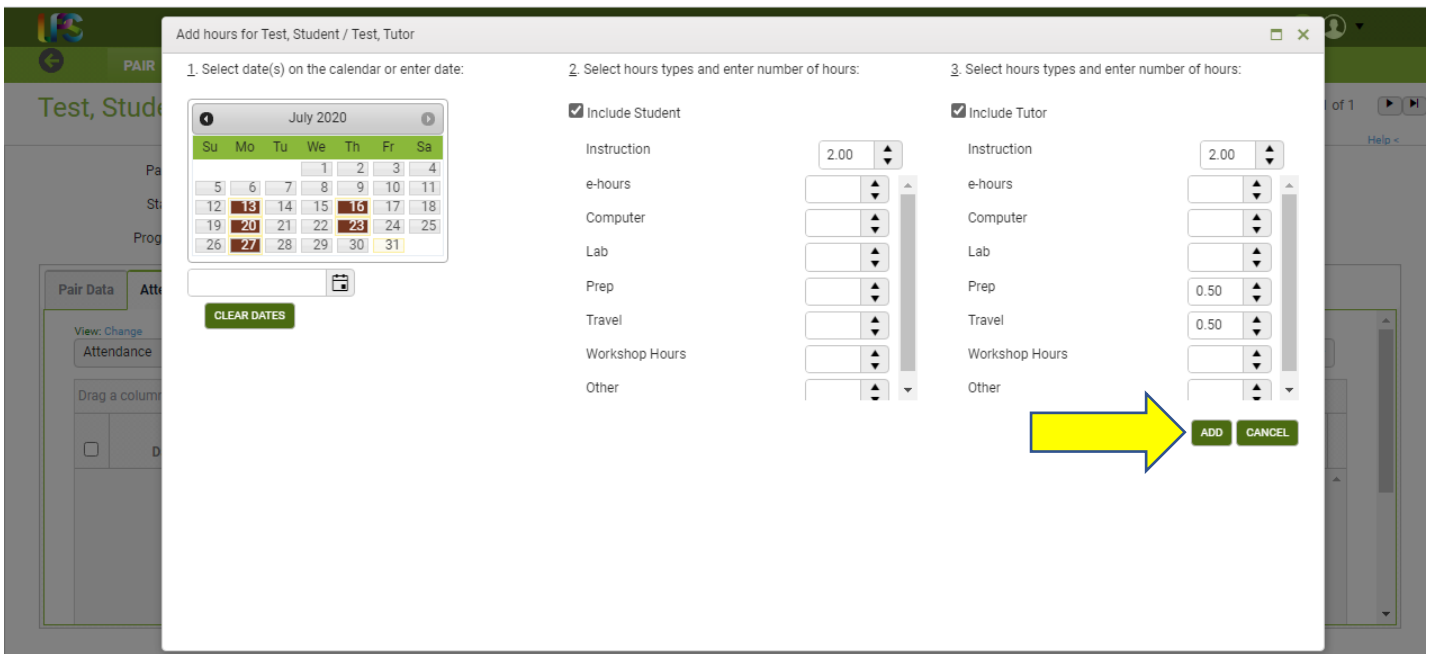
2. Make sure the "Include Student" box is checked. Enter the instruction hours you are reporting for your student. This number is the total **for each session**, not the monthly total. (If your hours are different for each date, you can change that on the next screen.) For example, Test Tutor usually 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.

This screenshot shows the same form as above, but now Step 2 is circled in red. The "Include Student" checkbox is checked, and the "Instruction" dropdown for the student is set to "2.00". A large red "X" is overlaid on the "e-hours", "Computer", "Lab", "Prep", "Travel", "Workshop Hours", and "Other" fields for the student. The "Include Tutor" section and the "ADD" and "CANCEL" buttons are also visible.

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 main header displays 'Test, Student / Test, Tutor' and a 'PRINT' button. On the right, there are navigation arrows and '1 of 1'.

Metadata fields include:
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:

The 'Attendance' tab contains a 'View: Change' dropdown set to 'Attendance', and buttons for 'ADD', 'EXPAND ALL', 'COLLAPSE ALL', and 'EXPORT'. A 'Date Range' dropdown is also present.

A table with the following columns is displayed:
Date, Student/Tutor, Hours Type, Hours Present, Creation Date

Date	Student/Tutor	Hours Type	Hours Present	Creation Date
07/27/2020	Test, Student / Test, Tu...	Instruction	3	07/31/2020
07/27/2020	Test, Tutor	Prep	0.5	07/31/2020
07/27/2020	Test, Tutor	Travel	0.5	07/31/2020
07/23/2020	Test, Tutor	Prep	0.5	07/31/2020
07/23/2020	Test, Tutor	Travel	0.5	07/31/2020
07/23/2020	Test, Student / Test, Tu...	Instruction	2	07/31/2020
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.”

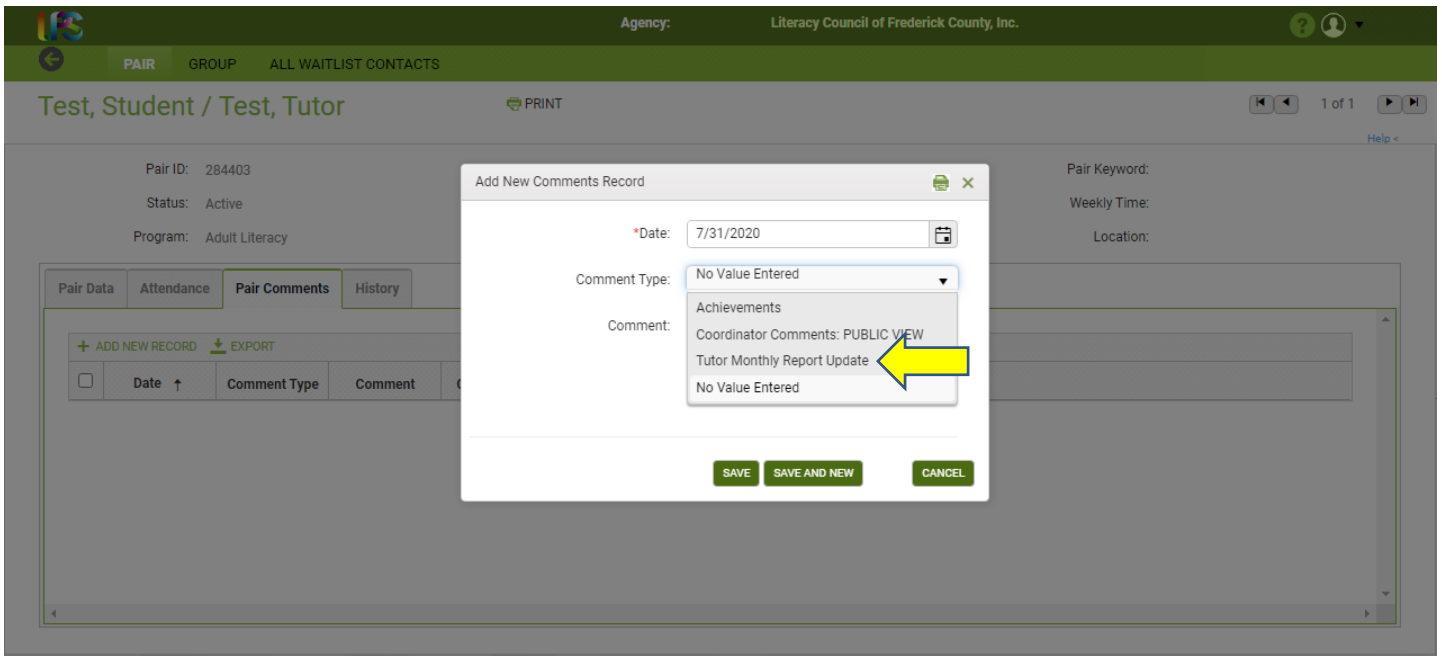
The screenshot shows the 'Pair Comments' tab selected. A yellow arrow points to the 'Pair Comments' tab. A red circle highlights the '+ ADD NEW RECORD' button.

Metadata fields are the same as in the previous screenshot.

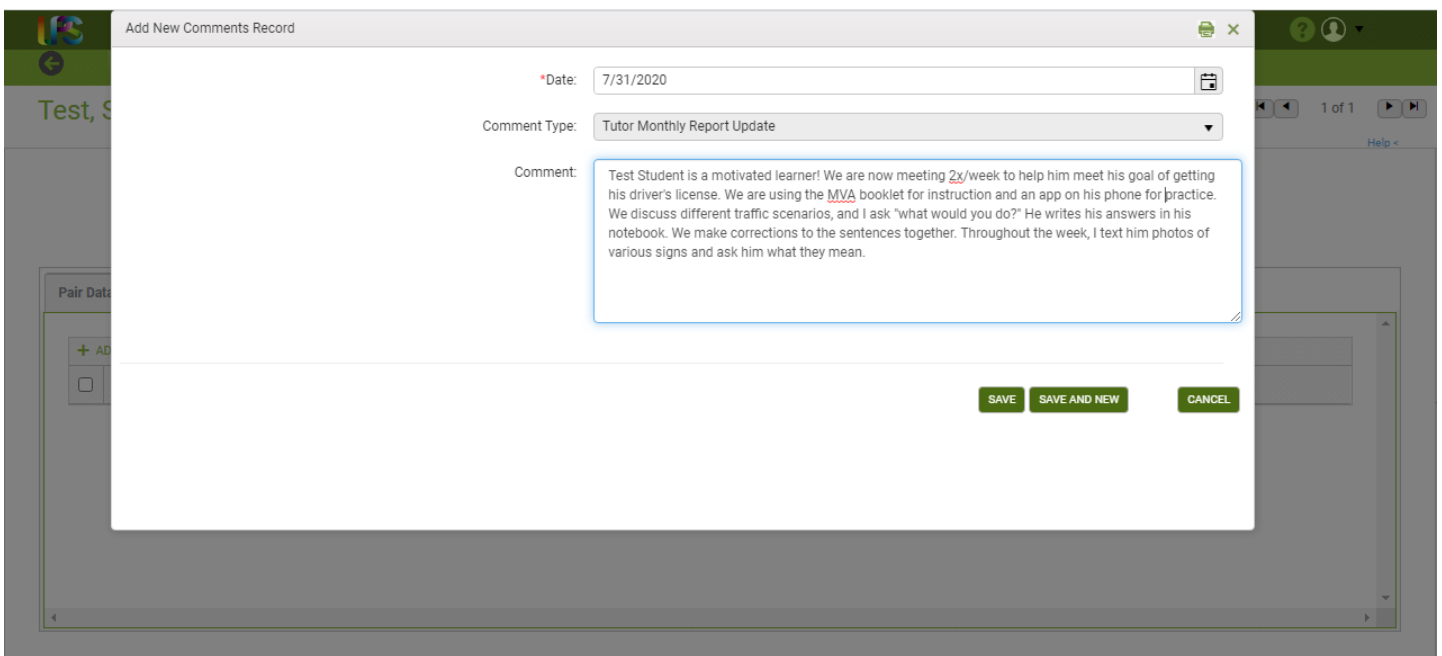
The 'Pair Comments' tab contains a '+ ADD NEW RECORD' button and an 'EXPORT' button.

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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