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.

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.)

In the attendance tab, click "Add"

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

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.


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.

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.)
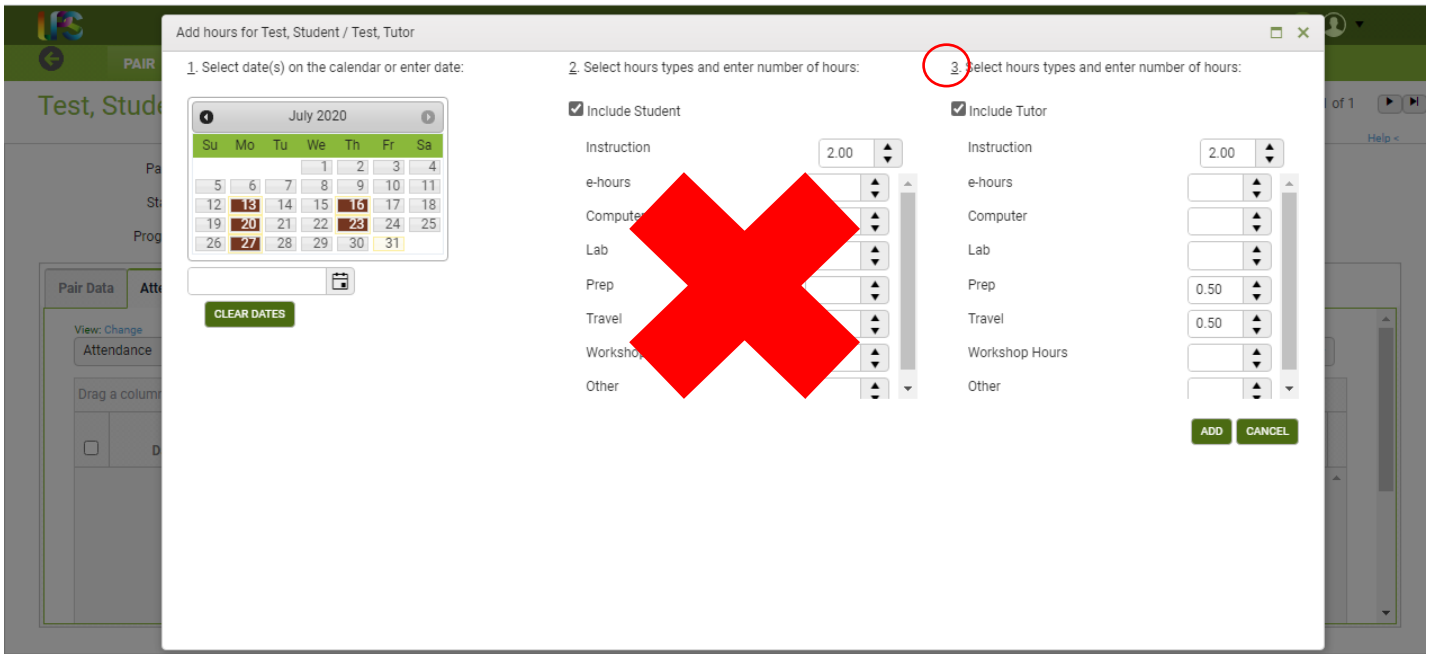
4. Click "add"
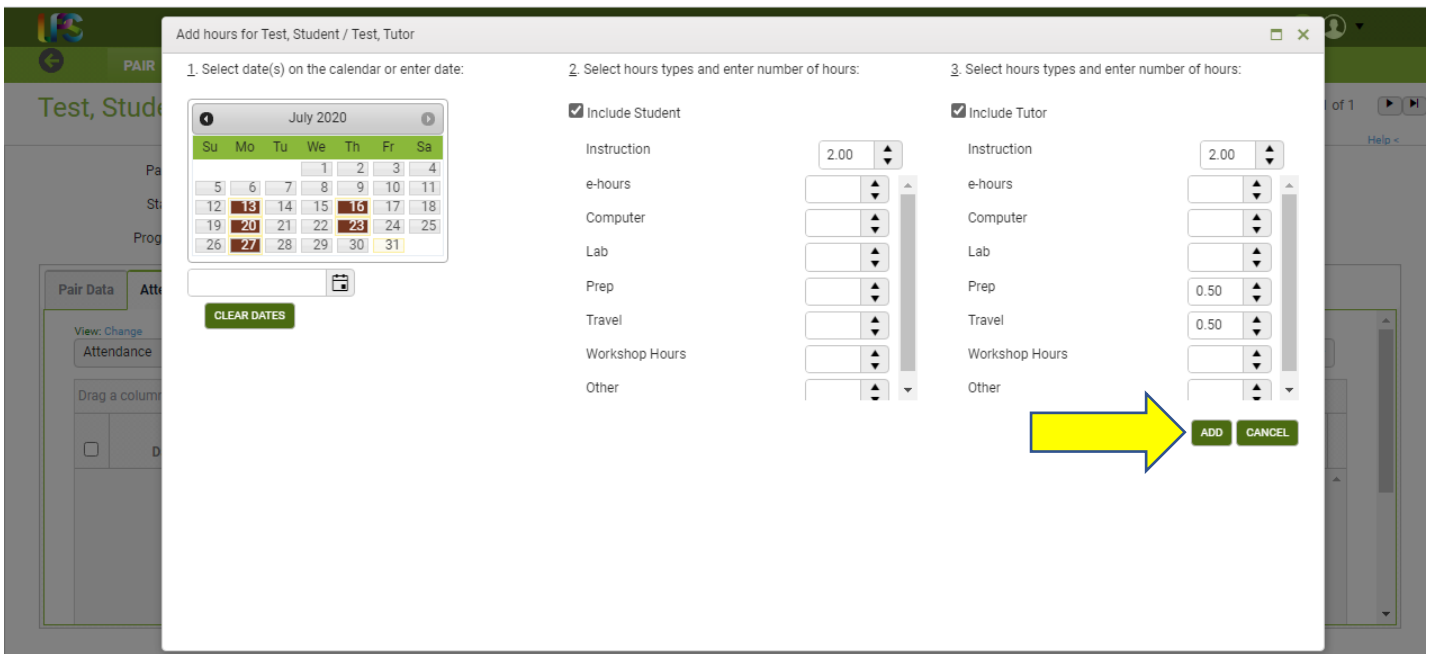
A chronological list of sessions for student and tutor will pop-up. You may edit individual sessions by clicking on the "hours present" field for a particular date. For example, Test Student had an appointment on 7/16/20, and the session was 1.5 hours instead of 2. She stayed an additional hour on 7/27/20. 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.

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.

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

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

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."
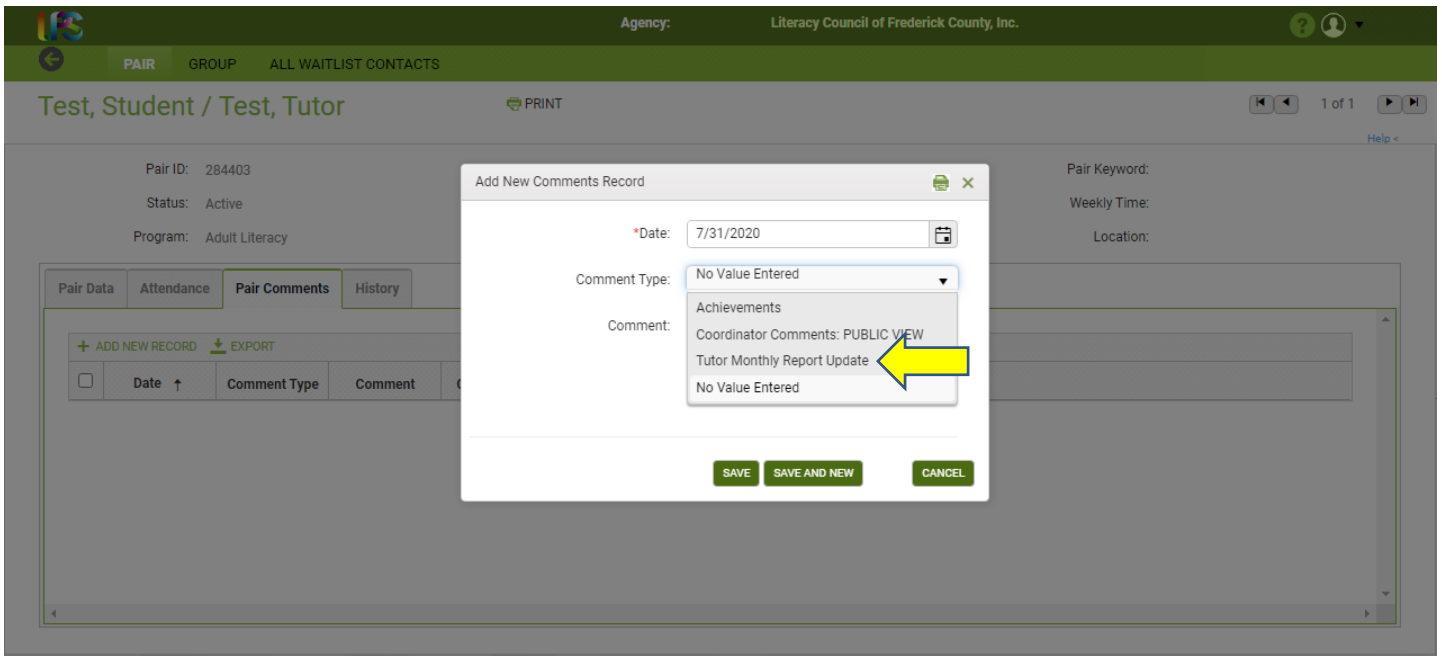
Enter your update into the comments field and click "save." If you would like to add an additional comment, click "save and new." If you don't want to enter a comment, click "cancel" and this entry will not be submitted.
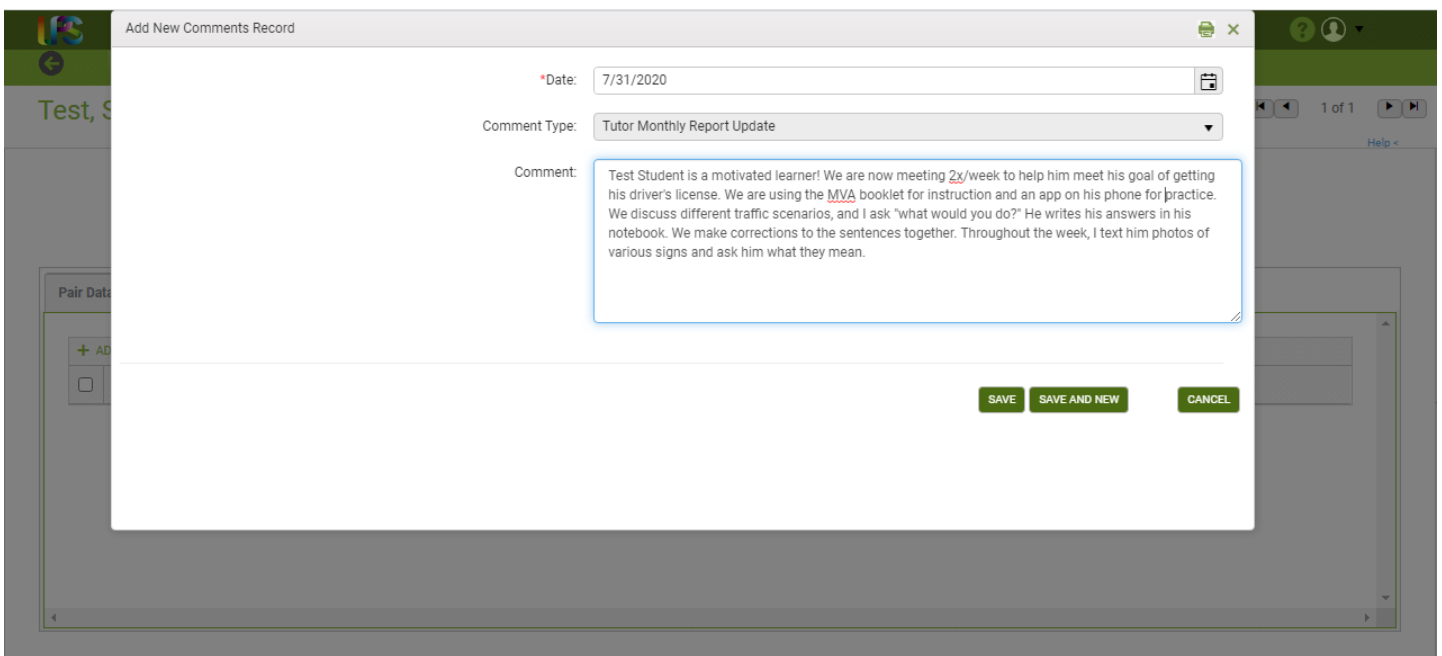
Your comments are entered into the pair record.

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

| ☐ | Date ↑ | Comment Type | |
| ☐ | 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.

Agency: Literacy Council of Frederick County, Inc.

USER: TEST1
PROFILE
USER NEWS
ABOUT LACES
SIGN OUT

PAIR   GROUP   ALL WAITLIST CONTACTS

Test, Student / Test, Tutor   PRINT

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https://laces.literacypro.com/laces/Account/SignOut

Please contact us if you need additional assistance.

Holly Bohman hbohman@frederickliteracy.org	ESL Coordinator
Lynn Bruton lbruton@frederickliteracy.org	Basic Literacy Coordinator
Catherine Coundjeris ccoundjeris@frederickliteracy.org	ESL Coordinator
Alix Cooney acooney@frederickliteracy.org	ESL Coordinator
Nancy Gibbons ngibbons@frederickliteracy.org	Director of Operations
Allison Rice arice@frederickliteracy.org	Program Coordinator