PORTLAND STATE UNIVERSITY

Helper Administrator's Guide

National Learner Web Staff

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The Learner Web Administrative Site for the Tutor Administrator

The main responsibilities of the Tutor Administrator are to:

- Create Tutors
- Match Learners with Tutors
- Generate Reports

Logging in to the Administrative Site

In order to carry out the following instructions you will have to login to the Learner Web Administrative Site. To do so, go to admin.learnerweb.org and login using your Tutor Administrator screen name and password. If you are an existing Regional Administrator or have other multiple administrator roles, you will need to make sure that you are in the Tutor Administrator Menu. In the case that you are directed to a different menu, click on the "Plan Developer Menu" on the left hand side of the screen.

1. Once you receive your username and temporary password from Learner Web staff, go to admin.learnerweb.org to log in to the administrative site.
2. Once logged in, you will click on the Tutor Administrator Menu on the left side of your screen. This menu contains several items/links, some of which are expandable with a "plus" sign next to them.
3. The list of items include:
    - **a. "Manage Tutors"** is where you create new Tutor accounts and edit or delete existing ones
    - **b. "Tutors"** is an expandable item that lists all of your Region's Tutors. To expand the item and to view your Region's Tutors, click the "plus" sign next to it
    - **c. "Reports"** is where you can generate reports about Learners' performance
    - **d. "New Tutor Requests"** is where you can view Learners' requests for a Tutor
    - **e. "Accepted Tutor Requests"** are Learner Tutor Requests that you have accepted in the "New Tutor Requests" section but that have not been matched with a Tutor. These

requests are listed in this section and you can either match them with a Tutor or "Unaccept" them

The Basics

How to Create a Tutor

- ✓ In the Tutor Administrator Menu on the left-hand side of the screen, click on "Manage Tutors"
- ✓ Now click on "New Tutor"
- ✓ Make sure your Region's check box next to "Regions" is checked
- ✓ Enter the Tutor's screen name, a password for them and, if you wish, their first and last name, and their email
- ✓ Click on "Save"

How to Edit/Delete a Tutor Account

NOTE: You can use the "Edit" function to update/change Tutor's account information but you can also use it designate their available contact hours and the subjects/skills they can help with.

1. In the Tutor Administrator Menu on the left-hand side of the screen, click on "Manage Tutors"
2. You should be prompted with a form that lists all of your Region's Tutors
3. If you wish to delete a Tutor, click on "Delete" next to the Tutor's screen name
4. If you wish to Edit the Tutor account, add their availability information or the subjects/skills they can help with, click on "Edit" next to their screen name
5. You should be prompted with the Tutor Account information
6. You can edit their password, first and last name and their email by editing the appropriate fields
7. Notice that the form contains a calendar listing all 7 days of the week with 1 hour time slots under each day. This is where you designate the Tutor's contact availability
8. Click on the times slots that the Tutor is available for contact
9. Now scroll down to where it says "Helper Skills". This is where you designate the subjects and skills the Tutor can help with

10. Click on the "plus" sign next to "Helper Skills"

11. Check the boxes next to the appropriate subject/skill

12. Click on "Update"

How to match Learners with Tutors

- ✓ In the Tutor Administrator Menu on the left-hand side of the screen, click on "New Tutor Requests"

- ✓ You should be prompted with a form listing all new tutor requests

NOTE: If your Region has Tutors, all new tutor requests will be listed under "Tutors are available in the Region that received the request". If your Region does not have any Tutors yet, then all new tutor requests will be listed under "No Tutors in Request Region". In the case of the latter, you will need to create Tutor accounts before matching Learners with Tutors.

- ✓ Notice how the list contains the Learners' login/screen name, their name, the reason why they requested a Tutor, the Goal/Learning Plan they requested the Tutor for and the request date

- ✓ To match a Learner with a Tutor click on "Accept Request" next to the Learner's request date on the right-hand side of the screen

- ✓ You should now be prompted with a list containing all of your Region's Tutors and their information

- ✓ On the right-hand side of the screen, click on "Make Match" in the field next to the Tutor you want to match the Learner with

How to Generate Reports

1. In the Tutor Administrator Menu on the left-hand side of the screen, click on "Reports"

2. You should now be prompted with the Report form

3. Next to "Choose Report" there is a drop-down menu with 9 report options:

- Aggregate Learning Plan Report

- Aggregate Plan Average Time Duration Report

- Aggregate Step Report

- Plan Status Report

4. Choose the most suitable option from the drop-down menu for your purposes
5. Enter the Report's name in the text box next to "Report Name"

NOTE: The report will be in Microsoft Excel format and this is going to be the file's name. For example, if you choose the name "GED" then the Excel file that will be generated will be "GED.xls"

6. Choose the Learning Plan you want reports for from the list next to "Learning Plans"
7. Choose a Start Date and an End Date for your Report. NOTE: The Learning Plan might have been used by Learners for the past year, but you might only want a Report on the Learning Plan's activity in the last month
8. Notice how "Tutors: All" is checked. This will generate a Report for the Learners under all of your Region's Tutors
9. If you do not want a Report for all of your Tutors' Learners uncheck the box next to "Tutors: All"
10. You should be prompted with a list of all of your Region's Tutors
11. Select the Tutors you want by click on the check box next to their screen name
12. Click on "Generate Report"
13. The screen should refresh
14. The newly generated Report should be listed at the bottom of the Report form under "File Name"
15. Click on the Report to **Open** or **Save** it to your computer