How it Works: The Teacher Dashboard

MY CLASSES

After logging in to Tutor.com, you'll be brought to the My Classes page. From here, you can review your students' past activity and use the filters to identify students who haven't used Tutor.com, as well as those who may need additional help based on their tutors' evaluations.

To toggle between classes, simply click the dropdown menu next to "Select a Class," and select the class you would like to view.

Once you have selected your class, you can filter your class data in multiple ways:

- "**Last Seven Days**" allows you to view the most recent activity for that class
- "**Zero Usage**" enables you to view students who have not used Tutor.com
- "**Early Alerts**" displays students who have been flagged for one or more Early Alerts

    Note: Early Alerts are issued for two reasons: low content mastery and lack of prerequisite knowledge.

You can also sort your class data in multiple ways:

- First or last name of student
- Number of teacher referrals for tutoring

    Note: This is displayed as a fraction, with the larger number representing how many sessions a student has been referred for, and the smaller number representing how many referred sessions the student has completed.

- Number of early alerts issued
- Number of tutoring sessions completed
- Number of drop-off assignments submitted
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VIEW A STUDENT

By clicking the View button, you can see an individual student's information, session history, upcoming sessions, and progress report.

On the Completed Sessions Tab, you can view a student's session history. If you only wish to display the session history for your class, simply click "Display Results for My Classes Only" at the top right of the window.

- For each session, you can view the subject, date, duration, and student question. You can also see whether the tutor flagged the student for any early alerts.
- For further details about the session, you can read the session transcript or view the session recording in real time.
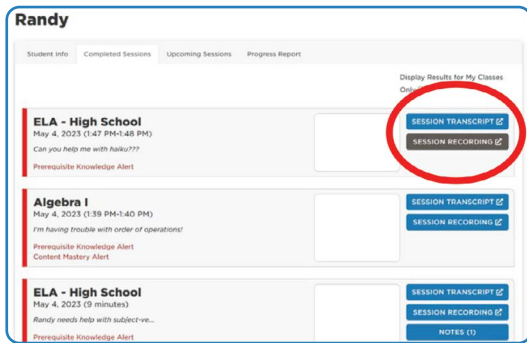
Using the Upcoming Sessions tab, you can view all sessions a student is scheduled for, including any referrals the student has received, as well as any notes attached to the referral.

If you referred the student for tutoring, you can also add new notes or upload a file after submitting the initial referral.
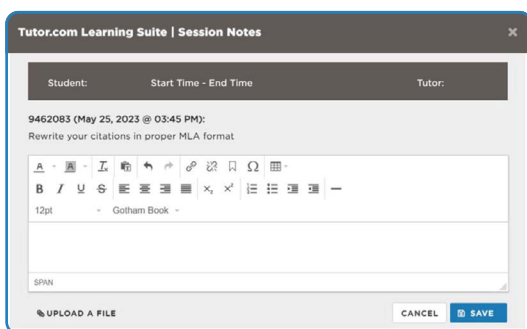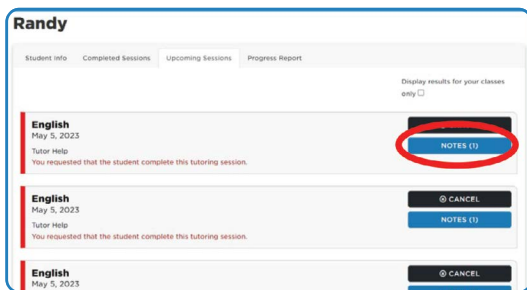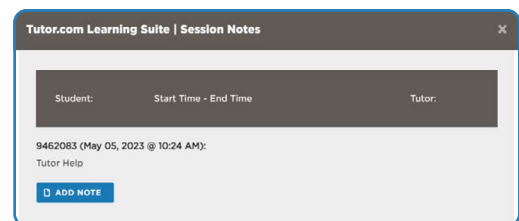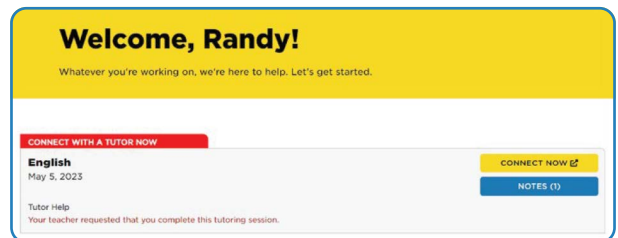

REFER A STUDENT

From the My Classes page, you can recommend a student for tutoring by selecting the Refer button next to the student's name. You'll then be prompted to fill out the Referral Form, for which you will need to:

- Select a tutoring language. You can refer students for tutoring in different languages, according to what is available through your program.
- Select a topic and subject.
- Leave a note for the student to review prior to and during the session, and for the tutor reference during the session. You can also attach a file to the referral form, such as an essay draft or assignment instructions.
- To complete the referral, simply click "Submit"!
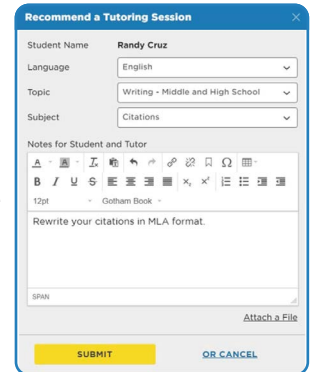
Students can view teacher referrals on their Tutor.com homepage. By clicking on the "Notes" button, students can learn why they've been recommended for tutoring and review any notes or attachments from their teacher.

- To complete a referral, the student can simply click "Connect Now" to be connected with a tutor

Watch a video demo of the Teacher Dashboard here: