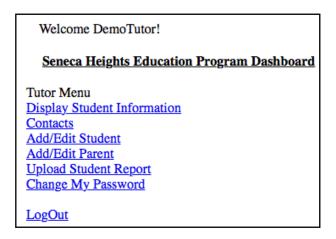
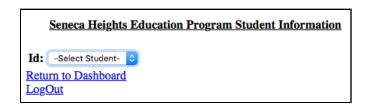
SENECA HEIGHTS EDUCATION PROGRAM GETTING STARTED GUIDE

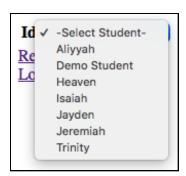
The program website is <u>MVC5Seneca.AzureWebsites.net</u> When tutors log in, they are presented with a menu:



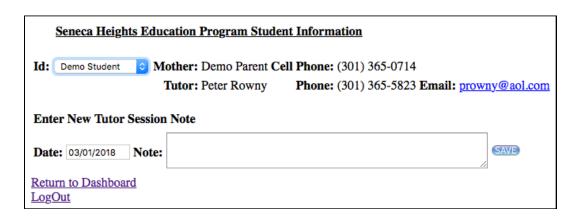
Choose the **Display Student Information** to see the principal page that tutors will be using:



Click in the **-Select Student-** box to see a drop-down list of students:



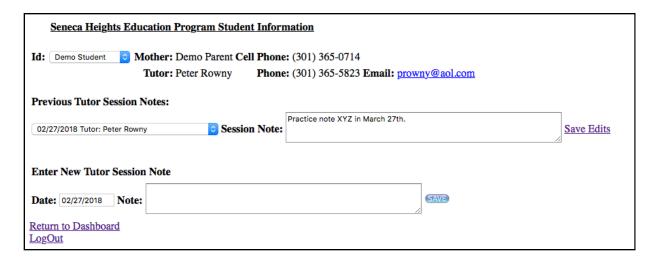
Don't see your student? We'll get to that later. For now, click on **Demo Student** to view his page:



Enter a practice session note: click in the date box to see a calendar and change the date, then put some text in the box:

| Enter New Tutor Session Note | | |
|-------------------------------|----------------------------------|------|
| Date: 02/27/2018 Note: | Practice note XYZ in March 27th. | SAVE |
| Return to Dashboard LogOut | | |

Then click the **SAVE** button.



The note moves up to the **Previous Tutor Session Notes** section, where it will be available in the drop-down list. As new notes are added, they are listed in date order, latest first. Note that the note will list yourself as the tutor. Each note can be edited, and saved by clicking <u>Save Edits</u>. If you blank out all the text and click <u>Save Edits</u>, it will be deleted. Substitute tutors other than yourself will have their contact information listed. Any email address can be clicked to automatically start your email program with the new email message properly addressed.