

# SENECA HEIGHTS EDUCATION PROGRAM

## GETTING STARTED GUIDE

The program website is [MVC5Seneca.AzureWebsites.net](http://MVC5Seneca.AzureWebsites.net)

When tutors log in, they are presented with a menu:

Welcome DemoTutor!

**Seneca Heights Education Program Dashboard**

Tutor Menu

[Display Student Information](#)

[Contacts](#)

[Add/Edit Student](#)

[Add/Edit Parent](#)

[Upload Student Report](#)

[Change My Password](#)

[LogOut](#)

Choose the [Display Student Information](#) to see the principal page that tutors will be using:

**Seneca Heights Education Program Student Information**

**Id:**

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[LogOut](#)

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

**Id** ✓

[Return to Dashboard](#)

[LogOut](#)

- Aliyyah
- Demo Student
- Heaven
- Isaiah
- Jayden
- Jeremiah
- Trinity

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

**Seneca Heights Education Program Student Information**

**Id:**  **Mother:** Demo Parent **Cell Phone:** (301) 365-0714

**Tutor:** Peter Rowny **Phone:** (301) 365-5823 **Email:** [prowny@aol.com](mailto:prowny@aol.com)

**Enter New Tutor Session Note**

**Date:**  **Note:**

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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.

**Seneca Heights Education Program Student Information**  
**Id:** Demo Student **Mother:** Demo Parent **Cell Phone:** (301) 365-0714  
**Tutor:** Peter Rowny **Phone:** (301) 365-5823 **Email:** [prowny@aol.com](mailto:prowny@aol.com)  
**Previous Tutor Session Notes:**  
02/27/2018 Tutor: Peter Rowny **Session Note:** Practice note XYZ in March 27th. Save Edits  
**Enter New Tutor Session Note**  
**Date:** 02/27/2018 **Note:** SAVE  
[Return to Dashboard](#)  
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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 [Save Edits](#). If you blank out all the text and click [Save Edits](#), 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.