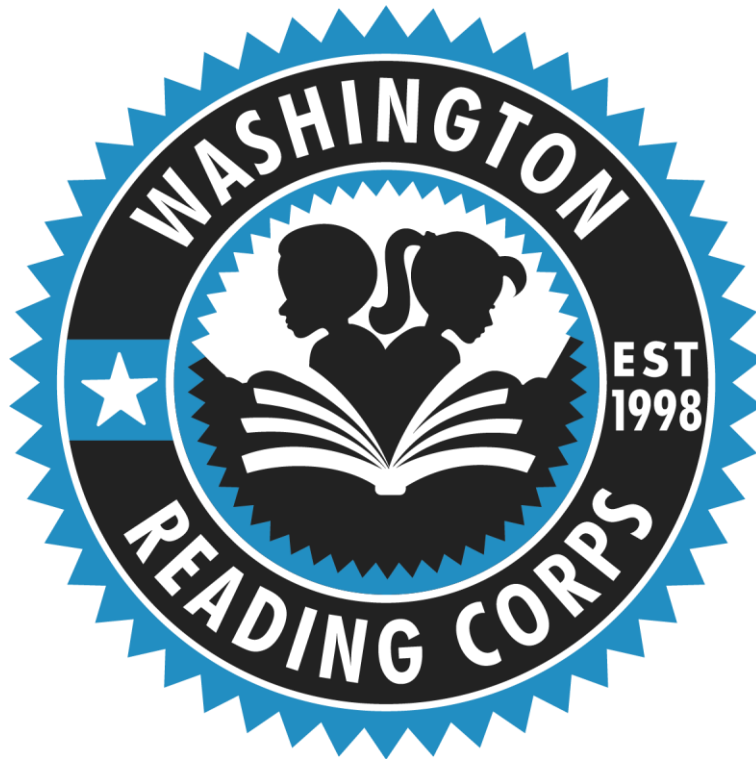


# Reporting Student Data with America Learns

A step-by-step guide to entering student information and completing  
weekly tutoring logs



# CONTENTS

Automated E-mails .....	3
<b>Log in .....</b>	<b>3</b>
<b>Adding, and Managing Student Connections .....</b>	<b>4</b>
<i>Add New Students.....</i>	<i>4</i>
<i>Check the Status of Students Submitted for Review .....</i>	<i>6</i>
<i>See the Students You are Connected to.....</i>	<i>6</i>
<i>Disconnect Students from Your Account .....</i>	<i>7</i>
<i>Connect to Existing Students .....</i>	<i>8</i>
<b>View and Edit Your Profile .....</b>	<b>9</b>
<b>Complete Weekly Tutoring Logs.....</b>	<b>10</b>
<i>Enter Progress Monitoring Scores &amp; Dates.....</i>	<i>13</i>
<b>View &amp; Edit Student Profiles .....</b>	<b>14</b>
<b>View Tutoring Log Data .....</b>	<b>16</b>

## AUTOMATED E-MAILS

Every time a new tutoring log becomes available, or another kind of update is made to America Learns, you will receive an automated email informing you of the change. You will also receive automated e-mail reminders to submit your tutoring log on the day it is due, and every other day afterward until the log is submitted.

Each automated e-mail you receive from America Learns will have a link to the [login page](#).

## LOG IN

1

Enter your email and password here. If you need to reset your password, click the "Reset Password" link, and America Learns will send you an automated email with instructions on how to setup a new password.

2

Once you log in, you will see two panels: WRC News, and a left toolbar.

(a) -Washington Reading Corps News will be updated throughout the year with new information.

(b)-The left-hand toolbar contains links that you will need to add new students to your roster, view tutor log data and student profiles, and view and update your member profile.

# ADDING, AND MANAGING STUDENT CONNECTIONS

## ADD NEW STUDENTS

!

Note: If you and another member provide Reading Power tutoring to the same student, coordinate which one of you will add the student. After a student is added, other members can connect to the student (see “Connect to Existing Students” on page 8).

1

Clicking “Add New Students” in the left toolbar will open a panel with 4 student management options. Here you can:

- See the students you are connected to
- See the status of students you submitted for review
- Add new or connect to existing students
- Disconnect students from your account

Click “Add new or connect to existing students” to proceed.

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Alex's Space

- Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students**
- My Tutoring Log Data & Student Profiles
- Program News
- View and Update My Profile

Add New Students

[See the students you are connected to.](#)

[See the status of the students you submitted for review.](#)

[Add new or connect to existing students.](#)

[Disconnect students from your account.](#)

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2

Select the student's grade level in the drop-down menu.

Select “Add New Students”.

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Test's Space

- Your Tutoring Logs  
1 is active.  
You completed 0 of 1.  
[View Completion History](#)
- Add New Students**
- My Tutoring Log Data & Student Profiles
- Program News
- View and Update My Profile

Add New Students

[See the students you are connected to.](#)

[See the status of the students you submitted for review.](#)

[Add new or connect to existing students.](#)

4th Grade

Connect to Existing Identifiers

Add New Identifiers

Please enter the student identifier in the following format: [your assigned 3-digit number][student initials]  
If there is more than one student with the same initials, add a number or letter to the identifier

Examples for a member with an ID# of 100:  
Student Name = John Smith, Identifier = 100js  
Student Name = Jane Smith, Identifier = 100jas  
Student Name = Resie Rogers, Identifier = 100rr

Keep a record of which identifier belongs to each student.

Identifier: 100rr [Continue](#)

[Close](#)

[Disconnect students from your account.](#)

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3

Instructions for creating a student identifier will appear in a red text box.

Student identifiers should begin with your 3-digit member ID number. You can find this number by clicking “View and Update My Profile” in the left-hand toolbar.

Click “Continue” after entering the student identifier.

4

A pop-up window will appear requesting preliminary data for the student.

Confirm the appropriate grade, then enter lesson 1 scores and lesson 1 date for the student.

“correct words per minute” is an optional field, and does not require a response.

When all required fields are complete, scroll to the bottom of the pop-up window and click “Submit”.

Add a New Student

\*Required Items

Student Text:  
100rr

Assign Fields:

Assignment Details

Additional information

\*Grade (Required): 4th grade

Student assessments

Pre-test (Before tutoring begins)

\*Lesson 1 date (Required): 9/17/2020 [Edit](#) [Clear Date](#)

\*L1 correct letter names per minute (Required): 10

\*L1 correct letter sounds per minute (Required): 8

L1 correct words per minute: Select One

5

After you complete an “Add New Student” form, the student identifier will appear under “Students Pending Enrollment”.

At this time you may choose to add more students by repeating steps 3 and 4, or edit or remove pending students.

**\*When you have added all students that you wish to add, click “Submit For Review”.\***

Washington Reading Corps (WRC) Coordinators will confirm that the student identifier follows the posted instructions before approving new students. This may take up to 1 business day.

New students will appear in tutoring logs only after they are approved by WRC Coordinators.

Washington Reading Corps

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Alex's Space

Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)

Add New Students

My Tutoring Log Data & Student Profiles

Program News

View and Update My Profile

Add New Students

[See the students you are connected to.](#)

[See the status of the students you submitted for review.](#)

[Add new or connect to existing students.](#)

2019-2020 Students

Connect to Existing Students

Add New Students

Please enter the student identifier in the following format: [your assigned 3-digit number][student initials]  
If there is more than one student with the same initials, add a number or letter to the identifier

Examples for a member with an ID# of 100:  
Student Name = John Smith, Identifier = 100js  
Student Name = Jane Smith, Identifier = 100jas  
Student Name = Resie Rogers, Identifier = 100rr

Keep a record of which identifier belongs to each student.

Identifier:  
100rr [Continue](#)

Students Pending Enrollment:  
100rr [Edit](#) [Remove](#)

[Submit For Review](#) [Close](#)

[Disconnect students from your account.](#)

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## CHECK THE STATUS OF STUDENTS SUBMITTED FOR REVIEW

1

After clicking "Add New Students" in the left toolbar, select "See the status of the students you submitted for review".

A window will appear showing students pending, approved, and not approved.

You can hide students from this view, and they will remain connected to your account.

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Alex's Space

- Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles
- Program News
- View and Update My Profile

Add New Students

[See the students you are connected to.](#)

[See the status of the students you submitted for review.](#)

Pending Students

[Select All](#)

- 100akk
- 100jd

Approved Students

[Select All](#)

- 100ed (Formerly "AK6878")
- 100im (Formerly "10004")
- 100rf (Formerly "student")
- 100ss (Formerly "Student 1")
- 100tb (Formerly "2FIAndrew1")
- 2CBAndrew1 (Formerly "AK6878")

Students Staff Decided to Not Approve  
No students fall into this category.

[Add new or connect to existing students.](#)

[Disconnect students from your account.](#)

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## SEE THE STUDENTS YOU ARE CONNECTED TO

1

After clicking "Add New Students" in the left toolbar, select "See the students you are connected to".

A window will appear showing the identifiers of all students you are currently connected to.

You can click on any of these identifiers to view or edit that student's profile.

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Alex's Space

- Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles
- Program News
- View and Update My Profile

Add New Students

[See the students you are connected to.](#)

2019-2020 Students

- [100ac](#)
- [100ak](#)
- [100ak1](#)
- [100ed](#)
- [100im](#)
- [100rf](#)
- [100ss](#)
- [100tb](#)

[Close](#)

[See the status of the students you submitted for review.](#)

[Add new or connect to existing students.](#)

[Disconnect students from your account.](#)

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# DISCONNECT STUDENTS FROM YOUR ACCOUNT

1

After clicking “Add New Students” in the left toolbar, select “Disconnect students from your account”.

Select the identifier(s) of the student(s) you wish to disconnect from your account and click “Send Disconnection Request to Staff”.

WRC Coordinators will approve requests within one business day. Disconnected students will no longer appear in tutoring logs.

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**Alex's Space**

- Your Tutoring Logs**  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students**
- My Tutoring Log Data & Student Profiles**
- Program News**
- View and Update My Profile**

**Add New Students**

[See the students you are connected to.](#)

[See the status of the students you submitted for review.](#)

[Add new or connect to existing students](#)

[Disconnect students from your account.](#)

Select the students you'd like to disconnect from your account. Then, click the confirmation button below.

[2019-2020 Students](#)

[Select All](#)

- 100ac
- 100ak
- 100ak1
- 100ed
- 100lm
- 100rf
- 100ss
- 100tb

[Close](#)

[Send Disconnection Request to Staff](#)

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## CONNECT TO EXISTING STUDENTS

1

After clicking "Add New Students" in the left toolbar, select "Add new or connect to existing students".

2

Select the student's grade in the drop-down menu.

Select "Connect to Existing Students"

3

You will need to know the student's identifier to find them.

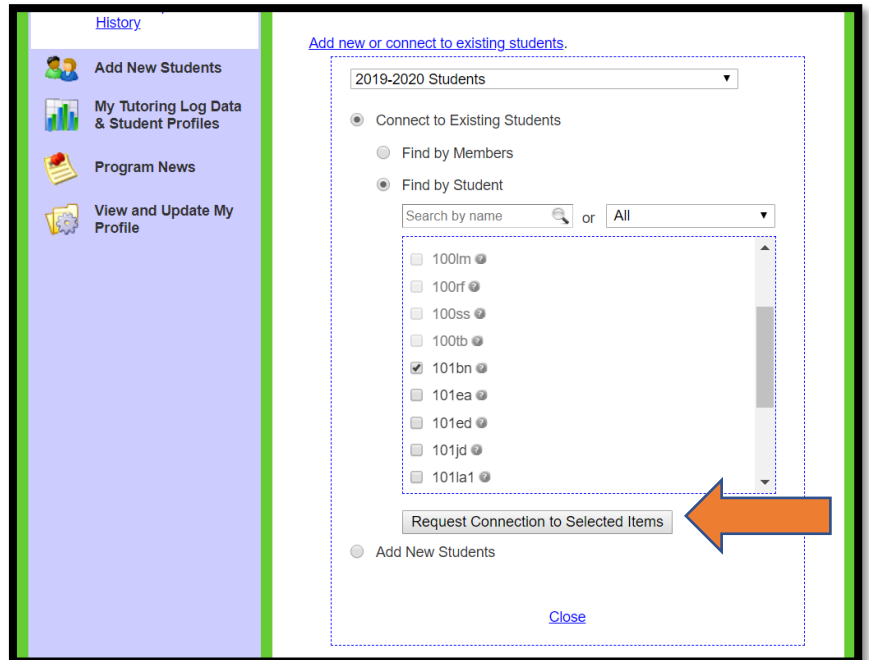
You can search for the student you wish to connect to in a list that is organized either by Members, or by Students.

Select all students you wish to connect to, and click "Request Connection to Selected Items".

4

WRC Coordinators will confirm the student's and member's service site, and approve requests within one business day.

Once the connection is approved, the newly connected student will appear in your tutoring logs.





# VIEW AND EDIT YOUR PROFILE

1

In the left toolbar, click "View and Update My Profile"

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Alex's Space

- Your Tutoring Logs  
★ 1 is active  
You completed 0 of 1.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles
- Program News
- View and Update My Profile**

Washington Reading Corps News

Welcome WRC members!

All members will receive an automated email from America Learns prompting them to login to the reporting system. Once logged in, a form allowing members to opt out of all future messaging from America Learns will be immediately available. Weekly tutoring logs will be launched beginning January 2<sup>nd</sup>, 2020.

This year we are requiring members serving K-1<sup>st</sup> grade students at Bellingham, Olympia, or North Thurston public schools to participate in the Reading Power pilot and report student data through America Learns.

We also encourage members serving K-1<sup>st</sup> grade students at other school districts to participate in the Reading Power pilot and report through America Learns.

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2

A new panel will open showing your contact information and Member ID number.

You can also view your service site name and tutoring log completion rate.

To make changes to your name and contact information, click the "Edit" button on the top right portion of the panel.

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[Add Photo](#) Alex 123 [Back](#)

**Name & Contact Details** [Edit](#)

First Name	Alex	Last Name	123
Mobile		Mobile Carrier	
E-mail	alexp@americalearns.net	Password	*****
Status	Active		
Member ID Number			
Member ID	100		

▶ Service Site Assignment

▶ Tutoring Log Completion Rate

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3

A pop-up window will appear, allowing you to edit your name and e-mail address.

While there is a place to enter your telephone number, WRC and America Learns will not contact you by telephone.

Click "Update" to save your changes.

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**Name & Contact Details** [Back](#)

**\*Required Items**

\*First Name:

\*Last Name:

\*E-mail:

Mobile Device Carrier:

Mobile Device Number (digits only):

[Update](#) [Close without Changes](#)

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# COMPLETE WEEKLY TUTORING LOGS

1

If a tutoring log is active, there will be a link at the top of the left toolbar showing the number that are active.

Click on the active tutoring log to proceed.

If there are no active tutoring logs, this space will read "You do not need to complete a tutoring log."

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Alex's Space

Your Tutoring Logs  
 ★ 1 is active  
 You completed 0 of 1.  
[View Completion History](#)

Add New Students  
 My Tutoring Log Data & Student Profiles  
 Program News  
 View and Update My Profile

Washington Reading Corps News

Be WRC members!

All members will receive an automated email from America Learns prompting them to login to the reporting system. Once logged in, a form allowing members to opt out of all future messaging from America Learns will be immediately available. Weekly tutoring logs will be launched beginning January 2<sup>nd</sup>, 2020.

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2

Click the tutoring log you wish to complete.

Tutoring logs will be active until they are submitted, or until 2 weeks after the due date, whichever comes first.

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Alex's Space

Your Tutoring Logs  
 ★ 1 is active  
 You completed 0 of 1.  
[View Completion History](#)

Add New Students  
 My Tutoring Log Data & Student Profiles  
 Program News  
 View and Update My Profile

Tutoring Logs Waiting For You

Current Completion Rate: 50%  
[See details and if needed, complete duplicate tutoring logs](#)

Active Tutoring Logs	Due By
<a href="#">Dec. 9th - Dec. 13th</a>	12/13/2019

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3

Select which student you are completing the tutoring log for in the dropdown menu at the bottom of the form.

The student's ID will be displayed in red at above each student's weekly log.

The tutoring log will automatically save your progress when you switch students.

2. For each day, select the amount of time spent tutoring one-to-one.

To add assessment dates and scores now, please click the 'Edit Fields' link below.

Please answer this question for 100ac. ([View Profile](#) | [Edit Fields](#))

	Time in tutoring session
Monday	None
Tuesday	None
Wednesday	None
Thursday	None
Friday	None

Please note that when you click a link below (or use the drop-down menu) all of your data on this page will be saved.

< Previous 1 (100ac -- Incomplete) Next >

[Save your responses and complete the tutoring log later.](#)

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4

For each student, select the time spent in the tutoring session using the dropdown menu for each weekday.

Time spent tutoring is broken into 5 minute intervals. Select the option that is closest to the actual time spent tutoring.

5

When you are ready to exit America Learns, but will need to return to submit the tutoring log, click "Save your responses and complete the tutoring log later" at the bottom of the page.

6

A pop-up window will appear with the option to save the log and continue, or to save the log and complete it later.

Select which option you prefer and click "Save" at the bottom of the window.

2. For each day, select the amount of time spent tutoring one-to-one.

To add assessment dates and scores now, please click the 'Edit Fields' link below.

Please answer this question for 100ac. ([View Profile](#) | [Edit Fields](#))


	Time in tutoring session
Monday	+None ▾
Tuesday	+None ▾
Wednesday	+None ▾
Thursday	+None ▾
Friday	+None ▾

Please note that when you click a link below (or use the drop-down menu) all of your data on this page will be saved.

< Previous 1 (100ac -- Incomplete) ▾ Next >

[Save your responses and complete the tutoring log later.](#)

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Washington Reading Corps 

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Tutoring Log

To save your responses before submitting the tutoring log, click the "Save" link at the bottom of the page.

4. For each day, select the amount of time spent tutoring one-to-one.

To add assessment dates and scores now, please click the 'Edit Fields' link below.

Please answer this question for 100ak1. ([View Profile](#) | [Edit Fields](#))

Monday	+None ▾
Tuesday	+None ▾
Wednesday	+None ▾
Thursday	+None ▾
Friday	+None ▾

**Save your Tutoring Log.**

**Option 1**

Save and continue completing your tutoring log now.

**Option 2**

Save and complete your tutoring log later.

You'll be able to submit this tutoring log until Friday, December 13 at 11:59 U.S. Pacific.

[Save](#) [Cancel](#)

Please note that when you click a link below (or use the drop-down menu) all of your data on this page will be saved.

< Previous 3 (100ak1 -- Incomplete) ▾ Next >

[Save your responses and complete the tutoring log later.](#)

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7


After entering the time spent tutoring for every day of the week for each student, select the last student in your tutoring log. They will be at the bottom of the student selection dropdown menu.

Click "Submit" to complete your weekly tutoring log.

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### Tutoring Log

 To save your responses before submitting the tutoring log, click the "Save" link at the bottom of the page.

9. For each day, select the amount of time spent tutoring one-to-one.  
To add assessment dates and scores now, please click the 'Edit Fields' link below.


Please answer this question for 100tb. ([View Profile](#) | [Edit Fields](#))

	Time in tutoring session
Monday	20 minutes ▾
Tuesday	None ▾
Wednesday	20 minutes ▾
Thursday	None ▾
Friday	20 minutes ▾

Please note that when you click a link below (or use the drop-down menu) all of your data on this page will be saved.

[< Previous](#) 8 (100tb) ▾ [Next >](#)

[Save your responses and complete the tutoring log later.](#)



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# ENTER PROGRESS MONITORING SCORES & DATES

1

When completing a tutoring log, select the student you wish to enter progress monitoring info for in the dropdown menu at the bottom of the page.

Click the "Edit Fields" link in the area highlighted in red.

2

A pop-up window will appear, allowing you to edit this student's progress monitoring scores and dates.

Scroll to the lesson you wish to enter progress monitoring scores for.

Select the score using the dropdown menu.

Click "Update" at the bottom of the window to update the student's progress monitoring information, and return to the tutoring log.

# VIEW & EDIT STUDENT PROFILES

1

In the left toolbar, click “My Tutoring Log Data & Student Profiles”.

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Alex's Space

- Your Tutoring Logs  
★ 1 is active  
You completed 0 of 1.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles**
- Program News
- View and Update My Profile

Washington Reading Corps News

Welcome WRC members!

All members will receive an automated email from America Learns prompting them to login to the reporting system. Once logged in, a form allowing members to opt out of all future messaging from America Learns will be immediately available. Weekly tutoring logs will be launched beginning January 2<sup>nd</sup>, 2020.

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2

Under the heading “My Student Profiles”, select the student identifier that belongs to the student you wish to view.

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Alex's Space

- Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles**
- Program News
- View and Update My Profile

My Tutoring Log Data & Student Profiles

My Student Profiles

Select a profile to view.

Search by identifier

Please Select One.  
Please Select One.

2019-2020 Students

- 100ac
- 100ak
- 100ak1
- 100ed
- 100lm
- 100rf
- 100ss
- 100tb

Select a Time Period.

Select a start period:  
Nov 18, 2019 - Nov 22, 2019

Select an end period:  
Nov 18, 2019 - Nov 22, 2019

[View Compiled Data](#)  
[View Individual Reports](#)

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3

The student profile will display members that are assigned to the student, the student's grade, progress monitoring info, and tutoring log data.

To make changes to a field, click "Edit" in the top right corner of that field's section header.

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100ac's Profile [Back](#)

▼ Assignment Details

Group	2019-2020 Students	Created On	11/8/2019
Status	Active	Assigned To	Alex 123
Previous Assignment			

Additional information

Grade	Kindergarten
-------	--------------

▼ Student assessments

Pre-test (Before tutoring begins) [Edit](#)

Pre-test correct letter names per minute	4	Pre-test date	11/11/2019
Pre-test correct letter sounds per minute	4		
Pre-test correct words per minute	0		

Lesson 10 progress monitoring assessment [Edit](#)

L10 correct letter names per minute	Lesson 10 date
L10 correct letter sounds per minute	
L10 correct words per minute	

4

To view tutoring log data for this student, scroll to the "Tutoring Log Data" section near the bottom of the profile.

Select the start and end period which you want to see data for. If you want to see all tutoring log data for this student, select the earliest start data and the latest end date.

Click "View Data"

▼ Tutoring Log Data [Close](#)

Select a Time Period.

Select a start period:  
Oct 18, 2019 - Oct 31, 2019

Select an end period:  
Dec 5, 2019 - Dec 13, 2019

Include these Members:

Alex 123

[View Data](#)

5

The total tutoring time for all logs in the selected date range will be displayed within the "Tutoring Log Data" section.

Data for each individual tutoring log within the period will be displayed beneath the Total.

Totals for Selected Periods		
	Row Variables	Time in tutoring session
Totals by Row	Monday	20
	Tuesday	0
	Wednesday	20
	Thursday	0
	Friday	20
Tutoring Log Totals		60

Tutoring Log Launch Date: Dec. 5, 2019		
Member's Name	Row Variables	Time in tutoring session
Data for 100ac		
Alex 123	Monday	20
	Tuesday	0
	Wednesday	20
	Thursday	0
	Friday	20
Totals		60

# VIEW TUTORING LOG DATA

1

In the left toolbar, click “My Tutoring Log Data & Student Profiles”.

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Alex's Space

- Your Tutoring Logs  
★ 1 is active  
You completed 0 of 1.  
[View Completion History](#)
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- My Tutoring Log Data & Student Profiles**
- Program News
- View and Update My Profile

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2

Select whether you would like to view all data, or a specific subset.

Define a start and end period for the data you wish to view. If you want to see all data, select the earliest start date and latest end date.

Finally, select whether you wish to see Compiled data, or individual reports.

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Alex's Space

- Your Tutoring Logs  
You do not need to complete a tutoring log.  
[View Completion History](#)
- Add New Students
- My Tutoring Log Data & Student Profiles**
- Program News
- View and Update My Profile

My Tutoring Log Data & Student Profiles

My Student Profiles

Select a profile to view.

Search by identifier

Please Select One.

My Tutoring Log Data

Select Data to View.

- All data
- Selected Data

Select a Time Period.

Select a start period:

Select an end period:

[View Compiled Data](#)

[View Individual Reports](#)

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3

If viewing compiled data, select the items you wish to see:

1. Checking "Student's Data" will display tutoring times from each log for each student.
2. Checking "Total per Tutoring Log" will display tutoring times from each log for all students.
3. Checking "Totals for all Tutoring Log Periods Combined" will display your time spent tutoring across all submitted tutoring logs and students. This chart will appear at the bottom of the page.

**WASHINGTON READING CORPS**  
Start Period: Dec 5, 2019 - Dec 13, 2019  
End Period: Dec 5, 2019 - Dec 13, 2019

**Tutor Time (in minutes)**

**Select Items to Display**

- Student's Data
- Totals per Tutoring Log
- Totals for all Tutoring Log Periods Combined

**Columns**

[Select None](#)

- Time in tutoring session

[Break Out Data By Rows](#)

**Tutoring Log Launch Date: Dec. 5, 2019**

Row Variables	Time in tutoring session
Monday	20
Tuesday	0
Wednesday	20
Thursday	0
Friday	20
<b>Totals</b>	<b>60</b>

[Hide](#)

**Select Items to Display**

- Student's Data
- Totals per Tutoring Log
- Totals for all Tutoring Log Periods Combined

**Columns**

[Select None](#)

- Time in tutoring session

[Break Out Data By Rows](#)

**Data for 100ac**

**Tutoring Log Launch Date: Dec. 5, 2019**

Row Variables	Time in tutoring session
Monday	20
Tuesday	0
Wednesday	20
Thursday	0
Friday	20

**Data for 100ak**

**Tutoring Log Launch Date: Dec. 5, 2019**

Row Variables	Time in tutoring session
Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0