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Reconcile Lesson

Lesson Details

| | |
|----------------|---|
| Student: | Pierce and Tessa Downey |
| *Lesson Title: | <input type="text" value="Pierce Downey - Johnny S."/> |
| *Date: | <input type="text" value="2015-07-15"/> |
| *Time: | <input type="text" value="3:00pm"/> - <input type="text" value="4:00pm"/> |

Step #1: Verify start and ending time is correct. If total tutoring time is longer or shorter, see diagrams on next sheet

Student Details:

| | |
|-----------------|--|
| *Lesson Status: | <input type="text" value="Attended"/> |
| Public Notes: | <input type="text"/> |
| Private Notes: | <input type="text" value="Updates go in this box. Ex: We worked on division and fractions"/> |
| Send Notes: | <input type="checkbox"/> Check to Email Notes |

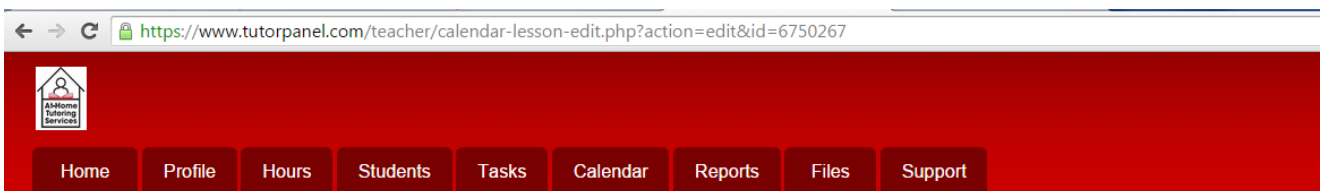
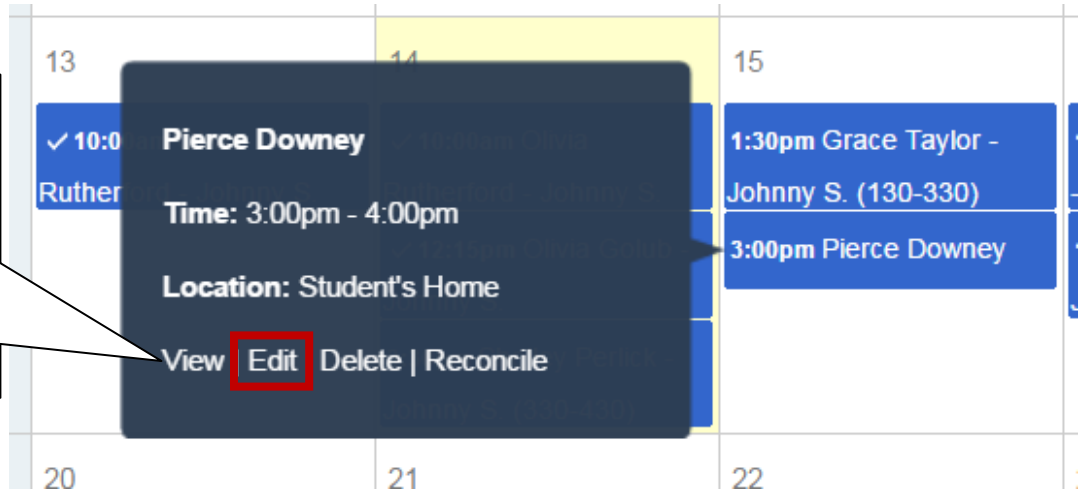
Step #2: click drop down bar to denote session as:
Attended = conducted session as scheduled
Canceled = canceled outside of 24 hours (and are not charged)
Missed = canceled inside of 24 hours (and are charged)

Step #4: Click "Save."

Step #3: Enter updates about each session in this box. Note topics covered, any "atta boy/girl" messages and unusual behavior, if any.

Step #1:
Click on student's name in calendar view.

Then click "Edit."



Edit Lesson

| Lesson Details | Date & Time |
|--|---|
| *Student: Pierce and Tessa Downey | *Date: 2015-07-15 |
| *Lesson Name: Pierce Downey | Lesson Duration: <input checked="" type="radio"/> Timed <input type="radio"/> All Day |
| *Lesson Type: Standard Tutoring | Start Time: 03:00PM |
| Description: | End Time: 04:00PM |
| *Location: Student's Home <input type="checkbox"/> Add New Location | |

Step #2:
Edit the Start and End times.

Step #3:
Click save.



Step #4:
Reconcile as usual