Pathways Office Service-Learning Tutoring Program

Tutor Log Instructions

What is a Tutor Log? The Tutor Log is how we document the time you spend with each student. This information is used for our reporting including annual performance and outreach. We also use this information to support tutors in our effort to improve student outcomes.

Tutor Log (Paper) - take with you to school every day you tutor

- One page per month, per classroom/class period.
- Complete your name, teacher, subject, school site, period (if applicable) and grade level(s), month and year.
- Enter complete student name and identification number. Use the roster you get from the teacher and/or ask the students. You must ask the teacher for a seating chart or roster when you start.
- Enter the date at the top (MM/DD/YY) of each column.
- Total Time: Only report time that you spend working with the students.
  - Round up to the nearest five-minute mark.
  - For example if you tutor for 26 minutes, round up to 30 minutes. [0-5= 5, 6-10=10, 11-15=15....46-50=50]
- Activity: Are you working with a Group (G) or Individual (I) tutoring? It can be both, mark both.

See the reverse side of this page for the example: If Chelsea tutored Natalie Parks for 22 minutes individually on Aug. 3. The log would show the date of 8/3/15, for the first student; Total Time: 25 minutes, Activity: I. Then on August 5, Chelsea tutored Cassandra O’Shea for 5 minutes individually, tutored Natalie Parks and Cassandra for 20 minutes and Cassandra again individually for 7 minutes the log would show 8/5/15 Natalie- total time: 20, activity: G, Cassandra – total time: 35, activity I & G.

Entering logs online

- The Pathways Office will email you the link to the log for the school site you are assigned.
- Each tutor will have his or her own tab at the bottom of the document.
- Use the roster you get from the teacher and enter the student’s information. You only need to do this once per semester.
- Enter the date at the top of each column (MM/DD/YY), starting on the left hand side.
- Only report on days you were at the school site tutoring.
- Enter your logs weekly to avoid last minute errors or delays.

Process:
1. Take your Tutor Log to class EVERY DAY you tutor.
2. Keep track of the total time you are tutoring.
3. Complete the logs daily, after each period.
4. Use the paper tutor log to complete the electronic logs online.
5. Submit the electronic log online using the link sent by the Pathways Office. Find the tab with your name at the bottom. If you have questions, email the Pathways Office.
6. Simply transfer all the information you have on the paper copies of your Session Logs to the appropriate fields in the electronic version. (This should be an easy process because you have already completed the paper log while you were working in the classroom.)
7. Prior to turning in your time sheet, tutors must complete the electronic log. Time sheets, paper logs and electronic logs are all due at the same time for all tutors.

NR 2.3.16
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID#</th>
<th>8/3/15</th>
<th>8/5/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Parks</td>
<td>8675309</td>
<td>25 I G</td>
<td>20 G</td>
</tr>
<tr>
<td>Cassandra O'Shea</td>
<td>1234567</td>
<td>35 I G</td>
<td></td>
</tr>
</tbody>
</table>

Example: If Chelsea tutored Natalie Parks for 22 minutes individually on Aug. 3. The log would show the date of 8/3/15, for the first student; Total Time: 25 minutes, Activity: I. Then on August 5, Chelsea tutored Cassandra O'Shea for 5 minutes individually, tutored Natalie Parks and Cassandra for 20 minutes and Cassandra again individually for 7 minutes the log would show 8/5/15 Natalie - total time: 20, activity: G, Cassandra – total time: 35, activity I & G.