



# Tutor Basics

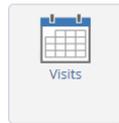
Visits

# Visits

A Visit is created to specify when an Tutor is next going to contact the learner to create a **Plan**, start a **Review** and/or complete an **Assessment**.

To view a list of visits for a learner, follow the steps below:

1. Select the learner.



2. Click on the **Visits** icon.

## Completed Visits

**Completed Visits** (Visits that took place in the past) will appear towards the bottom of the **Visit** table. There will be an **Add Assessments** link in the **Options** column. This link can be used to manually associate completed assessments to the visit.

### Add Assessments to visit on 08 Aug 2014

Select	Assessment Date	Assessment	Associated Visit
<input type="checkbox"/>	08 Aug 2014	OB1	

**Please note:**

Assessments started before the date of the visit won't be displayed in the list.  
Assessments associated with a different visit will be visible but can't be selected.

# Continued...

## Pending Visits

**Pending Visits** are those that are due to take place in the future. There will be a **Reschedule/ Cancel** link where the Tutor can change the date and time of the visit or to cancel it completely. Learners are notified of a rescheduled or cancelled visit in a message.

### Reschedule visit: 16 Sep 2014

Reschedule  Cancellation

**Date:**

**Type:**  Remote session  Face-to-face visit

**Location:**

**Start:**  **End:**  **Assessor\*:**

**Send an SMS reminder to learner the day before**  
An SMS reminder will only be sent if reminders have been enabled for the learner and they have a verified mobile number

## Tutor Calendar

The **Calendar** item in the **Tutor Dashboard** section on the Tutor homepage lists the next three upcoming **Visits**. You can click on the links which will take you to the learner's Visits page. The row of the selected visit will be highlighted in the colour of your choice.

### CALENDAR

Mon 02 Sep 2019  
00:00 - 00:00 Visit with Leah Earner  
(Remote)

Wed 04 Sep 2019  
14:29 - 16:15 Visit with Mary Jane  
(OneFile)

Wed 11 Sep 2019  
15:24 - 17:30 Visit with Mary Jane  
(Remote)

[View calendar](#)

Date/ Time	Location	Planned Activities	Actual Activities	Options
02/09/2019 00:00 - 00:00	Remote		Progress Review	
12/09/2019 08:30 - 09:30	Remote		Progress Review	

Alternatively, you can click View Calendar to see the visits in a calendar format.

13	14	15	16
13/08/2019 10:45 Mary Jane (OneFile) (Visit)			16/08/2019 09:45 Leah Earner (Remote) (Visit)

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