



# **LAUREATE LEARNING CENTER, INC. TUTORIAL PROGRAM**

Now that you are a tutor lets  
help the students and get you  
paid \$\$\$



# Invite

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- n You will receive an invite, to the email on your application, to join the Oases data management system.
- n Please accept this invite in order to login to the system and input the password: Admin1234
- n You will also receive via email a username and login for Brainchild to access the online curriculum.
- n You can receive additional training on use of the brainchild system underneath the tutor only link: in the online training library.



# Oases User

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- n Now that you are an Oases user, click on the drop-down box to the left of the screen titled District for your county and state- this will populate your students and their contact information.
- n Click on the student's name, this will open up their contact information.

oaSES 11 - Windows Internet Explorer

https://secure.oasesonline.com/students.php

File Edit View Favorites Tools Help

Google Search Share Check AutoFill Sign In

Favorites Suggested Sites Yahoo! Yahoo! Answers Yahoo! Downloads Yahoo! Mail Web Slice Gallery My Yahoo!

Demonstration of WiZiQ's... oaSES 11

oaSES  
 Logged In As Carla Jones (Admin) [ Training - KB - Support - Setup - Logout ]

Home Dashboard Locations Staff Students Sessions Payroll Invoicing Reports Documents

Students Laureate Training Center

Select District: ALL DISTRICTS

Select School/Location: [Dropdown]

Choose your district and state here

St	LP	Tst	PR	Days	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	H Used	H Left	\$ used	\$ left
R..	2	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	23:00	\$0	\$1,037
AS	6	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
AS	5	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,978
AS	2	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
AS	4	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
AS	2	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
R..	3	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	33:15	\$0	\$1,500
AS	5	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
AS	4	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
R..	7	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$0
C..	6	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	null	\$0	\$0
AS	9	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,360
AS	8	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
AS	3	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500
AS	2	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,441
AS	6	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,276
AS	3	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
AS	7	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
AS	3	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
AS	2	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,441
AS	4	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,213
AS	4	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,441
AS	8	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$950
AS	3	0	0	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	20:00	\$0	\$1,500

Done

Internet | Protected Mode: On

100%

2:56 PM



# Contact



- n Then, call all of the parents and schedule the online pre-tests for brainchild curriculum.
- n Remember to keep in mind that the pre-test dates will be the ongoing tutorial schedule.
- n Remember: Each student must have two; 2 hour sessions per week.



# Tutors only

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- n GO to <http://www.laureatelearningcenter.com>
- n GO to Tutors only- use the initial login password that was sent to you after you were accepted as a tutor.
- n GO to the online training- click on Brainchild login.
- n GO to Achievers! Put in your username and password to gain access to student's username and password.

# Student username and password



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- n Go to maintenance- click on Enrollment of Users- go to Find User.
- n Then go to User type- select Student
- n Click search; all usernames and passwords will appear on the screen
- n Write down your student's usernames and passwords

# Student Username and Password



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- n Contact the parents with the website login <http://www.brainchild.com> and your student's username and password.
- n You are almost there...
- n Make sure you have viewed the virtual classroom training under the tutors only link in the online training library all located on the company's website:
- n <http://www.laureatelearningcenter.com>.



# Virtual Classroom

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- n Let's set up your virtual classroom and send out email invites to join your class.
- n Classes should last a minimum of 2 hours.
- n You should pull all of the reports for your students out of the reports tab in brainchild.
- n You should have all attendance forms signed by parents (the hours in the online report should match the hours billed for on the attendance sheets and your weekly tutor time).



# Learning plan and supporting documents

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- n Load each student learning plan with brainchild assignments that match the goals on the student learning plans and their perceived progress.
- n Compile all monthly student documents i.e. tutor reports, attendance verification sheets, weekly tutor workbook status reports, and offered incentives. Fed-ex to corporate headquarters or deliver them to your state manager, whichever instruction was received at the beginning of your contract.

# Now it's time to get paid

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- n All paperwork- with contractor invoice (found in the document library in Oases) has been received by corporate for the month on all students.
- n All online competency evals are in your file (must be done within the first month of contract).
- n All parent attendance sheets are signed.
- n All monthly progress reports have been disseminated to the districts, parents, and school.
- n All supporting documents are zero error- if errors are found a 10% administrative fee will be deducted from your pay.
- n All weekly time sheets are in the [payroll\\_department@laureatelearningcenter.com](mailto:payroll_department@laureatelearningcenter.com) Database

Accounting will issue a check to you via U.S. mail-

\*\*\*Keep in mind all contractor must possess 45 days of financial soundness as per your signed assurances.\*\*\*

The End

