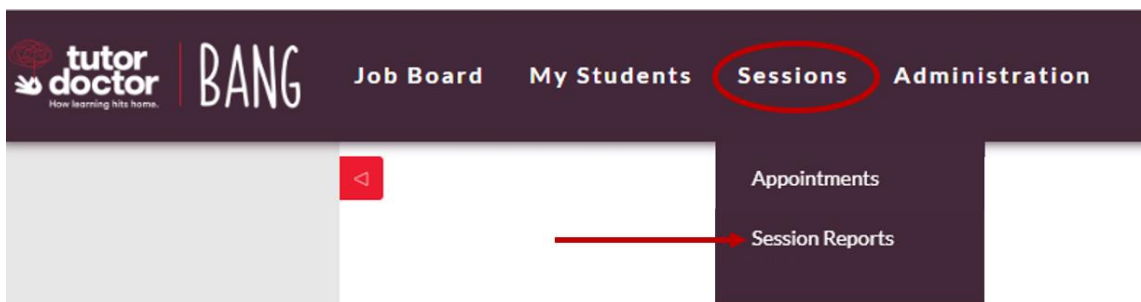
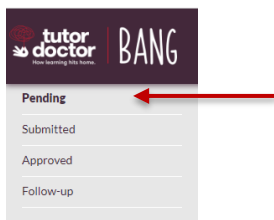


# CREATING SESSION REPORTS

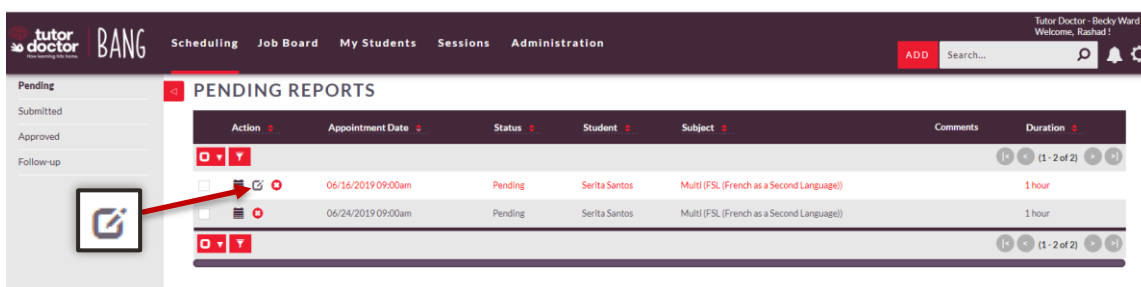
1. Hover over the **Sessions** tab on the top menu to display the Session dropdown. Click **Session Reports**.



2. You will be taken to the **Submitted Reports** page. Click **Pending** on the left-hand menu.

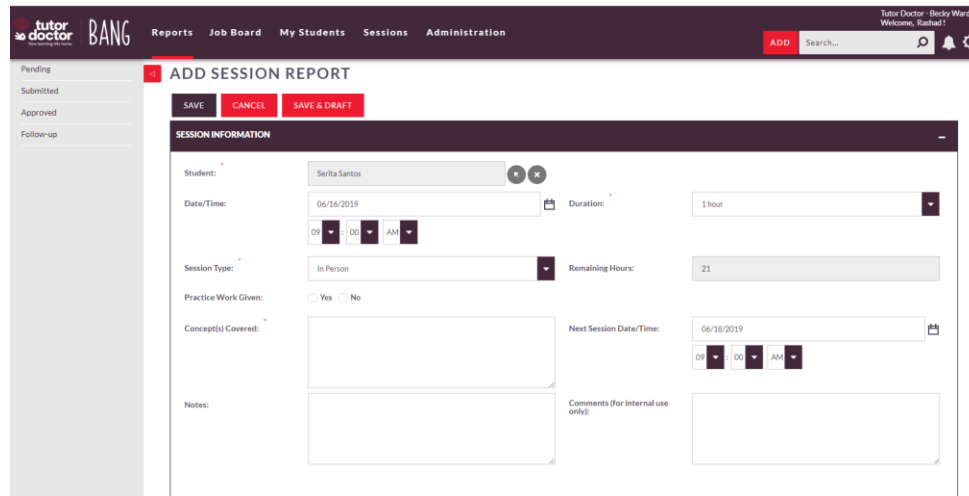


3. You will be taken to the **Pending Reports** page. Here you will find all of the session appointments for which a session report has not been submitted. **Appointments in red have overdue session reports**. Click on the **Add Session Report** icon.



# CREATING SESSION REPORTS

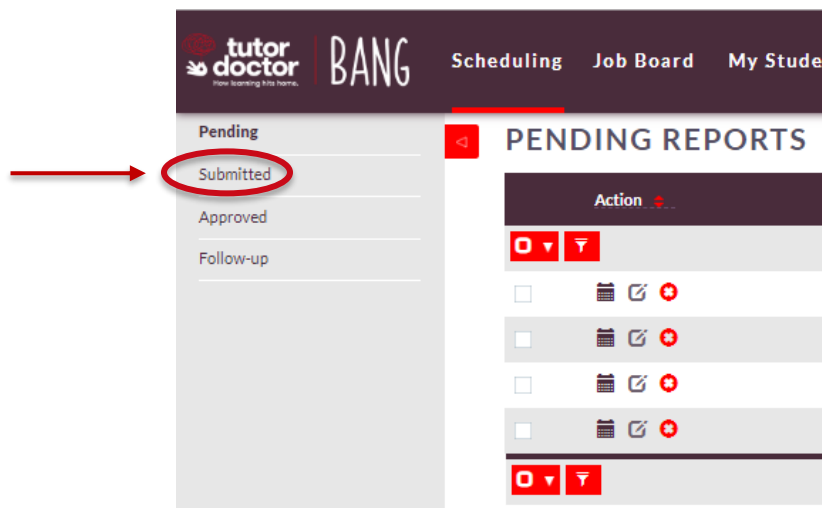
4. You will be taken to the **Add Session Report Page**. Confirm the prepopulated information is correct and complete the **Practice Work Given**, **Concept(s) Covered**, **Notes**, and **Next Session Date/Time** fields. Then click **Save**.



The screenshot shows the 'ADD SESSION REPORT' page in the BANG system. The page has a dark header with the Tutor Doctor logo and navigation links: Reports, Job Board, My Students, Sessions, and Administration. A search bar and user profile (Tutor Doctor - Becky Ward, Welcome, Rashad!) are on the right. On the left, a sidebar menu lists report statuses: Pending, Submitted, Approved, and Follow-up. The main content area is titled 'ADD SESSION REPORT' and includes buttons for 'SAVE', 'CANCEL', and 'SAVE & DRAFT'. Below this is the 'SESSION INFORMATION' form with the following fields:

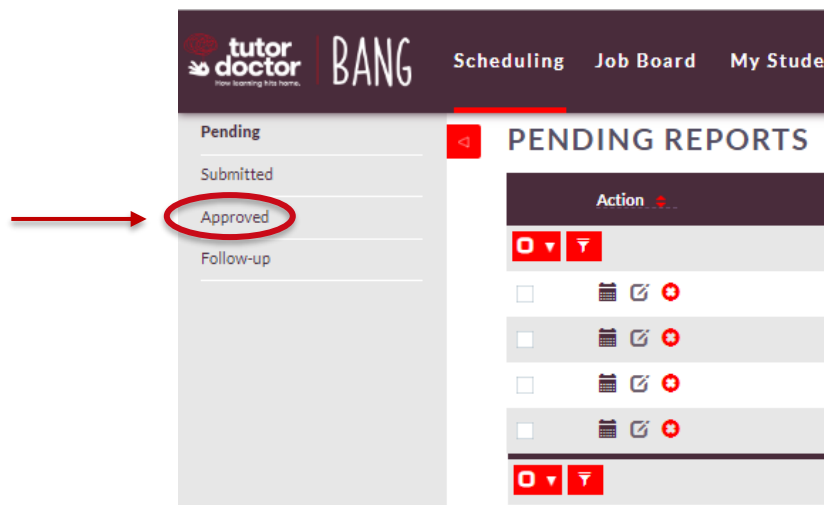
- Student: Serita Santos
- Date/Time: 06/14/2019, 09:00 AM
- Duration: 1 hour
- Session Type: In Person
- Remaining Hours: 21
- Practice Work Given:  Yes  No
- Concept(s) Covered: (empty text area)
- Next Session Date/Time: 06/18/2019, 09:00 AM
- Notes: (empty text area)
- Comments (for internal use only): (empty text area)

5. To review session reports that have been submitted, click **Submitted** on the left-hand menu.

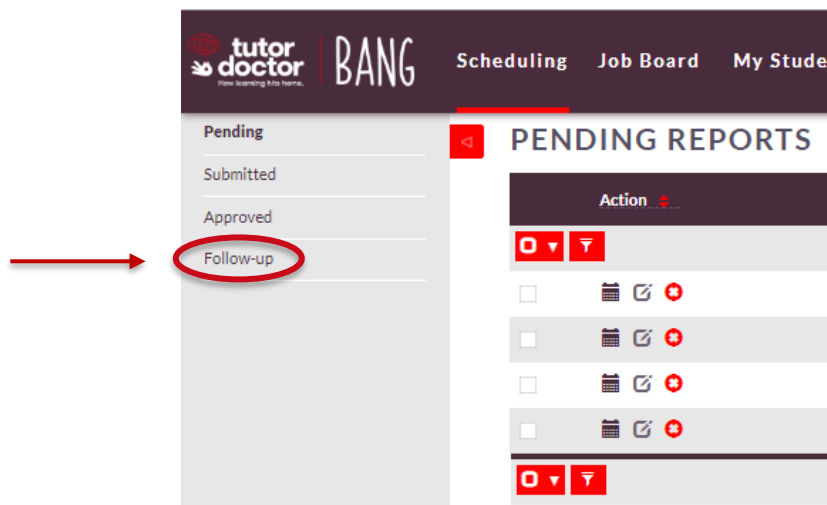


# CREATING SESSION REPORTS

6. To review session reports that have been approved, click **Approved** on the left-hand menu.

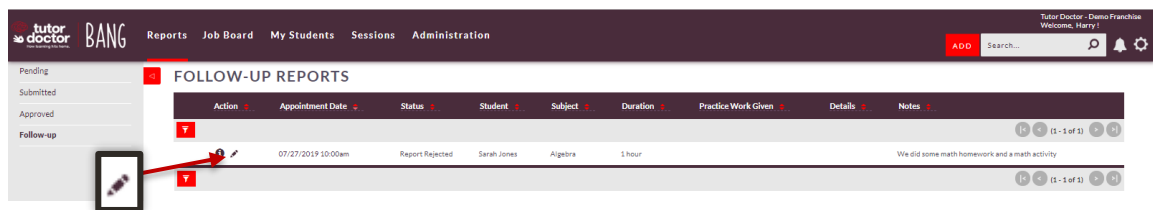


7. To edit session reports that have not been approved, click **Follow-up** on the left-hand menu.



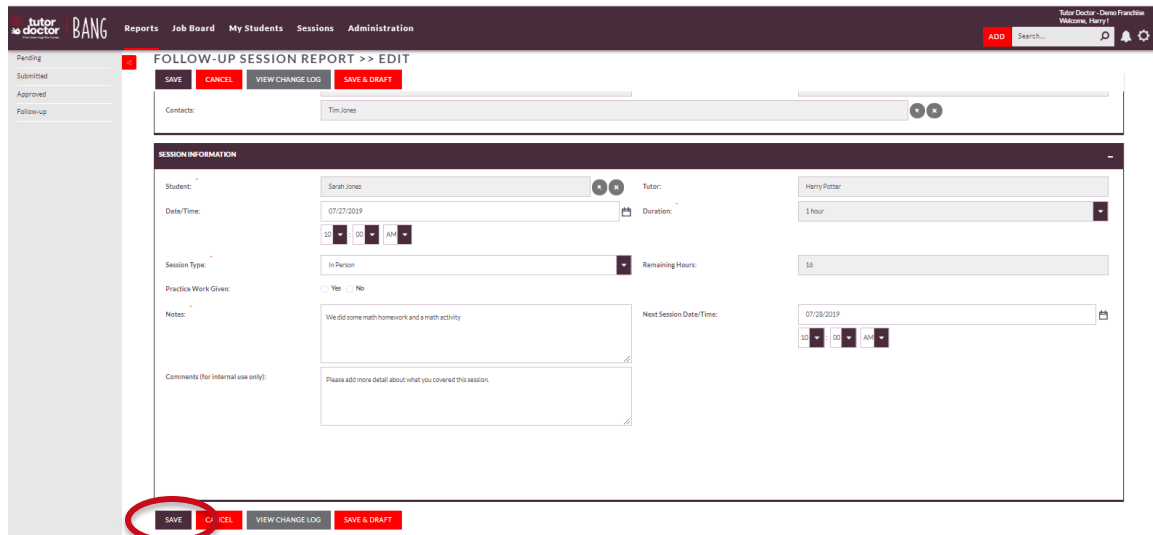
# CREATING SESSION REPORTS

- You will be taken to a list of session reports that the local office has not approved. Click on the pencil icon next to a session report to read the comments from the local office and edit the report.



The screenshot shows the Tutor Doctor BANG interface. The top navigation bar includes 'Reports', 'Job Board', 'My Students', 'Sessions', and 'Administration'. A sidebar on the left lists report statuses: Pending, Submitted, Approved, and Follow-up. The main content area is titled 'FOLLOW-UP REPORTS' and contains a table with columns: Action, Appointment Date, Status, Student, Subject, Duration, Practice Work Given, Details, and Notes. A red box highlights a pencil icon next to a report entry for Sarah Jones on 07/27/2019 at 10:00am, with a status of 'Report Rejected' and a note: 'We did some math homework and a math activity'.

- Make any necessary changes and click **Save**.



The screenshot shows the 'FOLLOW-UP SESSION REPORT >> EDIT' form. The top navigation bar is the same as in the previous screenshot. The sidebar on the left is the same. The main content area is titled 'FOLLOW-UP SESSION REPORT >> EDIT' and contains a form with the following fields: 'Contacts' (Tim Jones), 'Student' (Sarah Jones), 'Tutor' (Harry Potter), 'Date/Time' (07/27/2019), 'Duration' (1 hour), 'Session Type' (In Person), 'Practice Work Given' (Yes/No), 'Note' (We did some math homework and a math activity), and 'Next Session Date/Time' (07/28/2019). A red circle highlights the 'SAVE' button at the bottom of the form.