



Sessions List Report

Overview

The Sessions List Report provides detailed information about all scheduled, completed, declined, and canceled tutoring sessions. This guide explains the purpose of each column and highlights the fields most used by District Administrators.

Core Columns for District Administrators

Column	Description
Session ID	Unique identifier for a specific tutoring session. No two sessions share the same ID.
Series ID Number	Groups sessions that belong to the same recurring series.
Student District Code	District or school identifier
School Name	Name of the student's school.
Student Name(s)	Name(s) of student(s) enrolled in the session.
District Student ID(s)	Student ID provided by the district; typically matches PowerSchool or SIS records.
Grade(s)	Student grade level(s).
Course	Course associated with the tutoring session.
Subject	Subject being tutored (Math, English, Science, etc.).
Instructional Tier	Used internally to group students based on proficiency data provided by the school.
Group Name	Name assigned to the tutoring group. Students are typically grouped by grade, proficiency level, and schedule.
Session Date	<u>Date</u> for the tutoring session is scheduled to occur.
Day of the Week	Day the session is scheduled.
Session Start Time	Scheduled start time (Eastern Time).
Session End Time	Scheduled end time (Eastern Time).



Session Status	Current status of the session (Accepted, Completed, Pending, Declined, Cancelled, etc.).
Tutor Name	Name of the assigned tutor.
Booked By Name	A person who enrolled the student(s) in the session.
Booked By Email	Email address of the person who enrolled the student(s).
Booked By User Type	Indicates whether the booking was made by an Educator or Student.
Session Duration	Length of session, typically 30 or 60 minutes.
Number of Students	Total number of students enrolled in the session.
Date Marked Completed	The date of the session was marked complete.
Session Amount	Contractual session cost for all sessions with a session status of complete
Student Email(s)	Email address(es) for enrolled students.
Student Time zone(s)	Time zone settings for enrolled students.
Purchase Date	The date of the session was scheduled/booked.
Purchase Time	Time for the session was scheduled/booked.

Session Cancellation & Decline Information

Column	Description
Sub 12 Hr Cancel	Indicates whether a session was canceled within 12 hours of the scheduled start time.
Declined Date	Date for a tutor declined the session.
Cancelled Date	The date of the session was canceled.
Cancelled By User	Indicates whether the cancellation was made by an Admin, Tutor, or another user type.
Session Cancellation Time	Time for the cancellation occurred.
Declined By	Tutor who declined the session.



Tips for District Administrators

When reviewing the Sessions List Report, focus primarily on:

- ✓ Student Name(s)
- ✓ District Student ID(s)
- ✓ Subject
- ✓ Session Date
- ✓ Session Status
- ✓ Tutor Name
- ✓ Number of Students
- ✓ Booked by Name
- ✓ Session Amount