

# Avalon Hub Family Portal

Information for the Student Portal Begins on Page Four

The Avalon Hub Family Portal has been designed to meet the evolving needs of our families and provide information about the services that Avalon provides. Here are its main features.

## Dashboard (Top Navigation)

### Dashboard

From the Dashboard, you'll see a snapshot of activities and services received at Avalon. Click on each student's icon at the top middle of the page to enter their portals. Return to your parent portal by clicking on "return to parent home" just below your picture in the upper righthand corner. Please note that we strongly encourage all parents and students to upload an actual photo instead of the avatar to make the experience more personal.

Note: for people entering our system as Guests, we suggest you take a look through all features found in Jennifer Johnson's Family Portal before going to Emma's Student Portal. Descriptions of features for the Student Portal begin on page 5.

The following descriptions pertain to the Family Portal.

### Left Column

1. View all scheduled appointments in calendar view.
  - a. Scroll through the months by clicking on the < and > symbols.
  - b. Click on each appointment (number in circle) to see appointment details. From there, you can click on the "View" button to see information on past and upcoming sessions.
  - c. Click on "View Schedule" to see upcoming appointments. From there you can click on the "I" button to see session notes or click on "Show Entire Schedule" to see all sessions scheduled in that series, past and future.
2. Just below your Calendar, see details of upcoming sessions.
3. View Useful YouTube links as they become available.
4. View important messages from Avalon by clicking on each of the Bulletins. Bulletins are timed to drop off when no longer needed or applicable.

### Middle Column

1. View various documents from Avalon Admission under "Users Guide + Policies and Procedures."
2. View Recent Transactions under "Transactions."
3. Under "Today's Sessions" you will find a video link to any session scheduled for that day. These links appear around midnight on the evening prior to the session. If a meeting was set up after

midnight, you will see a link with no meeting number, but your tutor will provide you with your meeting number through Avalon Hub Messaging.

4. At the bottom of the middle column, you will find “News and Articles.” Click on “Read more” to be taken to the full article. From there, you will be presented with other articles in the same category, and also a link to take you to our blog homepage.

## Right Column

### 1. Date, Time, and Time Zone

At the top of the right column, you’ll see today’s date and time, along with your time zone. Time zone is important because our system adjusts displayed meetings times to your time zone. If the indicated time zone is incorrect, you should change it immediately in your “Profile” page. Get there by clicking on “Manage Profiles” at the top right corner of the Avalon Hub main page. If you travel to a different time zone either permanently or while on vacation when a meeting is scheduled, you should adjust the setting to that location and adjust it back when you are ready to return.

### 2. Recently Completed Sessions

Here you will find snippets of notes from recent sessions. Click on each one to see all notes for that series.

### 3. Avalon Messaging

Through Avalon Messaging, you can communicate directly with each of your tutors and members of Avalon’s administrative team. Please note that this is our preferred method of communication, since emails often become buried under mountains of new emails. Whenever you have received a new message, you will be notified by email and/or SMS if you have opted in. Additionally, you will see a red circle with a number in it on the top left of your portal when you have a new message.

### 4. Dates and Deadlines

Under dates and deadlines, you will find a series of articles related to upcoming impending dates and deadlines, typically for programs or information sessions you might be interested in joining.

Note: You might find that there is some overlap between this section and the “News and Articles” and “Bulletins” sections, although we do our best to appropriate new information to the correct column.

## **Extracurriculars (Top Navigation)**

Use various parameters to search through our list of extracurriculars. To do so, simply enter the parameter(s) that are most important to you and click on the “Search” button at the bottom right of the

top window. When you do, a list of extracurricular activities matching those characteristics will appear in the window below. Click on each program's "View" button to see details. When you do, you will see Avalon's rating, as well as various parameters such as application fee, category, subject, and more. You'll also be able to click on the link to the program to be taken directly to its website. Please note that data for each program evolves quickly based on the number of factors and may have changed since it was entered into our system. We are in the process of incorporating AI to help us keep this information as up-to-date and accurate as possible. Scroll to the right for additional columns of information. You may also enter a word or term into the search box to quicken your search.

### **Schedule (Top Navigation)**

When you click on "Schedule" in the top navigation, you will see a list of sessions, locations, total number of sessions, and date of next session, if it exists. Click on the "I" Icon to see series notes. Click on the "Show Entire Schedule" button to see a schedule of past and upcoming sessions for each series.

### **Billing (Top Navigation)**

Click on "Billing" in the top navigation to see a list of all processed transactions for each child within a date range that you select. You can also check Upcoming Payments. You will see a Wallet Balance if, for example, you have made an upfront payment for a tutoring series instead of agreeing to be charged on a per-session basis. In this case, the amount for each session will be deducted from the wallet and you will be able to see the remaining balance.

### **Counseling (Top Navigation)**

When you click on "Counseling" in the top navigation bar, you will see the various types of admission counseling services we provide. You may click on any one of these to view details about these services.

### **Test Prep**

When you click on "Test Prep" in the top navigation, you will find links you can click on to learn more. Among them is "Find a Tutor" with which you can read profiles and certifications of our tutors. You may also "Request a Consultation," "Request more Information," and "Read Reviews." Relevant Articles and information about each of the tests for which we prepare students is found here as well.

### **Academic Tutoring**

When you click on "Academic Tutoring" in the top navigation, you will find links you can click on to learn more. Among them is "Find a Tutor" with which you can read profiles and certifications of our tutors. You may also "Request a Consultation," "Request more Information," and "Read Reviews." Relevant Articles and information about each subject for which we help students is found here as well.

## **Research (Top Navigation)**

Click on “Research” in the top navigation bar to learn more about our research services and opportunities which include mentored scientific and historical research, writing and publishing research papers, preparing for academic competitions, and more. You can also click on links to learn more.

## **Blog**

Click on “Blog” to be taken directly to the Avalon Hub Blog which contains relevant articles on academics, testing, counseling, and admission.

## **Tutor/Counselor Finder**

Click on Tutor/Counselor Finder and enter the appropriate parameters to see a list of Avalon Tutors and Counselors who have been certified by Avalon to teach that subject or offer that service.

## **Avalon Hub Student Portal**

The Avalon Hub Student Portal has been designed to meet the evolving needs of our students and provide information about the services that Avalon provides. Here are its main features.

## **Dashboard (Top Navigation)**

### **Dashboard**

#### **Left Column**

1. View all scheduled appointments in calendar view.
  - a. Scroll through the months by clicking on the < and > symbols.
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2. Just below your Calendar, see details of upcoming sessions.
3. View Useful YouTube links as they become available.
4. View important messages from Avalon by clicking on each of the Bulletins. Bulletins are timed to drop off when no longer needed.

## Middle Column

1. View Shared Documents from Avalon Admission.
  - a. Under “Links” you will find your admission task, tracker, essay, tracker, and résumé.
  - b. Under “Study Materials,” you will find relevant materials such as math questions, English questions, and other useful documents.
  - c. Under “My Uploads,” you’ll find any documents that you have uploaded to our system to be shared with your tutor or counselor. This is a great place to store materials you will need later in the tutoring or admission process. They may include non-teacher recommendations, certificates for programs you have completed, and a graded writing sample, which are sometimes required or accepted by colleges or private schools to which you are applying.
2. Under “Today’s Sessions” you will find video links to sessions scheduled for that day. To join, simply click on the link provided. These links appear around midnight on the evening prior to the session. If a meeting was set up after midnight, your tutor will provide you with a meeting ID#
3. At the bottom of the middle column, you will find “News and Articles.” For each article, click on “Read more” to be taken to the full article. From there, you will also be shown other articles in the same category and find a link to bring you to our blog homepage.

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