

ADDING A LEARNER TO THE READ NB DATABASE

Fall 2025



Adding a Learner to the Database

Go to the Contacts Menu - I like to be on 'all contacts' -
Click on New to create a new contact.

The screenshot shows the READ NB Laubach Literacy system interface. At the top, the user is logged in as 'Adult Literacy Fredericton'. The navigation menu includes 'Home', 'Contacts', 'Assignments', 'Reports', and 'Tutor Applications'. The 'Contacts' menu is highlighted, and the 'All Contacts' sub-menu is selected. The 'New' button is also highlighted. The main content area shows a list of 52 items, with the first 22 rows visible. The content of these rows is hidden for privacy protection.

52 items - Sorted by Name - Filtered by Type - Updated a few seconds ago

<input type="checkbox"/>	Name ↑	Type	Match Status	Email	Phone	Council
1	<input type="checkbox"/>					
2	<input type="checkbox"/>					
3	<input type="checkbox"/>					
4	<input type="checkbox"/>					
5	<input type="checkbox"/>					
6	<input type="checkbox"/>					
7	<input type="checkbox"/>					
8	<input type="checkbox"/>					
9	<input type="checkbox"/>					
10	<input type="checkbox"/>					
11	<input type="checkbox"/>					
12	<input type="checkbox"/>					
13	<input type="checkbox"/>					
14	<input type="checkbox"/>					
15	<input type="checkbox"/>					
16	<input type="checkbox"/>					
17	<input type="checkbox"/>					
18	<input type="checkbox"/>					
19	<input type="checkbox"/>					
20	<input type="checkbox"/>					
21	<input type="checkbox"/>					
22	<input type="checkbox"/>					

Hidden for privacy protection

The NEW CONTACT FORM should be completed as completely as you are able. We provide stats to the provincial government re: age of our learners so birthdate is important. Some donors (grants) may require you to track the county in which your learners live.

New Contact

* = Required Information

Contact Information

*** Name**
Salutation

First Name

*** Last Name**

Complete this field.

Email

Birthdate

Type
Available: Donor, Volunteer, Board Member, Honoree
Chosen:

Constituent ID

Council

Match Status ⓘ

Account Name

Do Not Contact ⓘ

County

Primary Language

Once you have created the contact, then you will create the profile.
Do this by clicking the edit symbol on the profile line and choosing NEW PROFILE.

The screenshot displays the READ NB web application interface. At the top, the user is logged in as 'Adult Literacy Fredericton'. The navigation menu includes 'Laubach Literacy', 'Home', 'Contacts', 'Assignments', 'Reports', and 'Tutor Applications'. The 'Contacts' menu is active, showing a list of contacts with columns for 'Account Name', 'Council', 'Last Gift Date', 'Last Gift Amount', 'Largest Gift', and 'Total Gifts'. The contact 'Doe Household' is selected, leading to a detailed profile page for 'Mr. John Doe'. The profile page is divided into 'Details' and 'Related' sections. The 'Details' section is further divided into 'Contact Information' and 'Address Information'. The 'Contact Information' section includes fields for Name, Email, Birthdate, Type, Constituent ID, Primary Language, Pronoun Preference, Gender, Profile, and Description. The 'Address Information' section includes the Mailing Address and a map. The 'Related' section shows 'Upcoming & Overdue' activities, with a message indicating no activities to show.

READ NB
Laubach Literacy Home Contacts Assignments Reports Tutor Applications

Contact
Mr. John Doe

Account Name	Council	Last Gift Date	Last Gift Amount	Largest Gift	Total Gifts
Doe Household	Adult Literacy Fredericton, Inc.		\$0.00	\$0.00	\$0.00

Details Related

Contact Information

Name	Mr. John Doe	Council	Adult Literacy Fredericton, Inc.
Email	test@test.com	Match Status	Unmatched
Birthdate	October 1, 2000	Account Name	Doe Household
Type	Learner	Do Not Contact	<input type="checkbox"/>
Constituent ID		County	York
Primary Language	German	Phone	506 2222222
Pronoun Preference	He/Him	Mobile	
Gender	Male	Home Phone	506 2222222
Profile			
Description			

Address Information

Mailing Address
814 York Street
Fredericton NB E3B 3R8
Canada

Filters: All time - All activities - All types

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

Fill out the New Profile: Learner form as completely as you are able. Don't forget you will need to choose your contact's name. When you click in the search contacts field, the latest contact (the one for whom you are completing this form) should appear automatically.

Please note: if we do not have the consent forms signed off, then we are greatly limited with regard to what data we can share with the provincial government.

When you have completed filling out the form, click Save.

The screenshot shows a web form titled "New Profile: Learner" with a legend indicating that asterisks denote required information. The form is organized into several sections:

- Information:** Includes a "Profile Name" field and a "Contact" search field (circled in red).
- Gender Preference:** A dropdown menu set to "Doesn't Matter".
- Age Preference:** A section with "Available" and "Chosen" columns. The "Available" column lists "Younger", "16-25", and "25-49".
- Do you Smoke?:** A dropdown menu set to "No".
- Okay with smoker?:** A dropdown menu set to "Yes".
- Availability:** A section with "Available" and "Chosen" columns. The "Available" column lists "Monday Afternoon", "Monday Evening", "Tuesday Morning", and "Tuesday Evening". The "Chosen" column lists "Monday Morning" and "Tuesday Afternoon".
- Referral Source:** A dropdown menu set to "Social Development".
- Referred by:** A text field containing "multicultural association".
- Client of:** A dropdown menu set to "Other".
- Highest Level of Education completed:** A dropdown menu set to "High School".
- What year did you last attend school:** A text field containing "2018".
- Employment Status:** A dropdown menu set to "Employed".
- EI Eligible:** A dropdown menu set to "No".
- Do you have reliable transportation?:** A dropdown menu set to "Yes".
- Suggested Meeting Location:** A text field containing "library".
- Where would you like to meet?:** A dropdown menu set to "Public Library".
- Mother Tongue:** A text field containing "German".
- Meetings per week:** A dropdown menu set to "--None--".
- LLNB Consent Form Signed:** A checkbox that is checked.
- PETL Release Consent Signed:** A checkbox that is checked.
- How did you hear about us?:** A dropdown menu set to "Poster".

At the bottom of the form, there are two buttons: "Cancel" and "Save" (circled in red).

CREATING AN ASSIGNMENT

Once you have created the contact & profile, you are ready to create their assignment. On their contact record, you are going to click on Related, which will bring you to this page, where, for a learner, you are going to click Assignments (Learner).

The screenshot displays the user interface for the READ NB system. At the top, the user is logged in as 'Adult Literacy Fredericton (info@adulteracyfredericton.org)'. The navigation menu includes 'Home', 'Contacts', 'Assignments', 'Reports', and 'Tutor Applications'. The main content area shows the contact record for 'Mr. John Doe'. The 'Related' section is highlighted with a red circle, and the 'Assignments (Learner) (0)' link is also highlighted with a red circle. The 'Assignments (Learner) (0)' section on the right is also highlighted with a red circle.

Account Name: Doe Household
Council: Adult Literacy Fredericton, Inc.
Last Gift Date:
Last Gift Amount: \$0.00
Largest Gift: \$0.00
Total Gifts: \$0.00

Details: **Related**

- Assignments (Learner) (0)** [New](#)
- Assignments (Tutor) (0)** [New](#)
- Opportunities (0)** [New](#)
- Profiles (1)** [New](#)

Profile Name	Record Type
Profile-00665	Learner

[View All](#)

Assignments (Learner) (0)

Filters: All time · All activities · All types

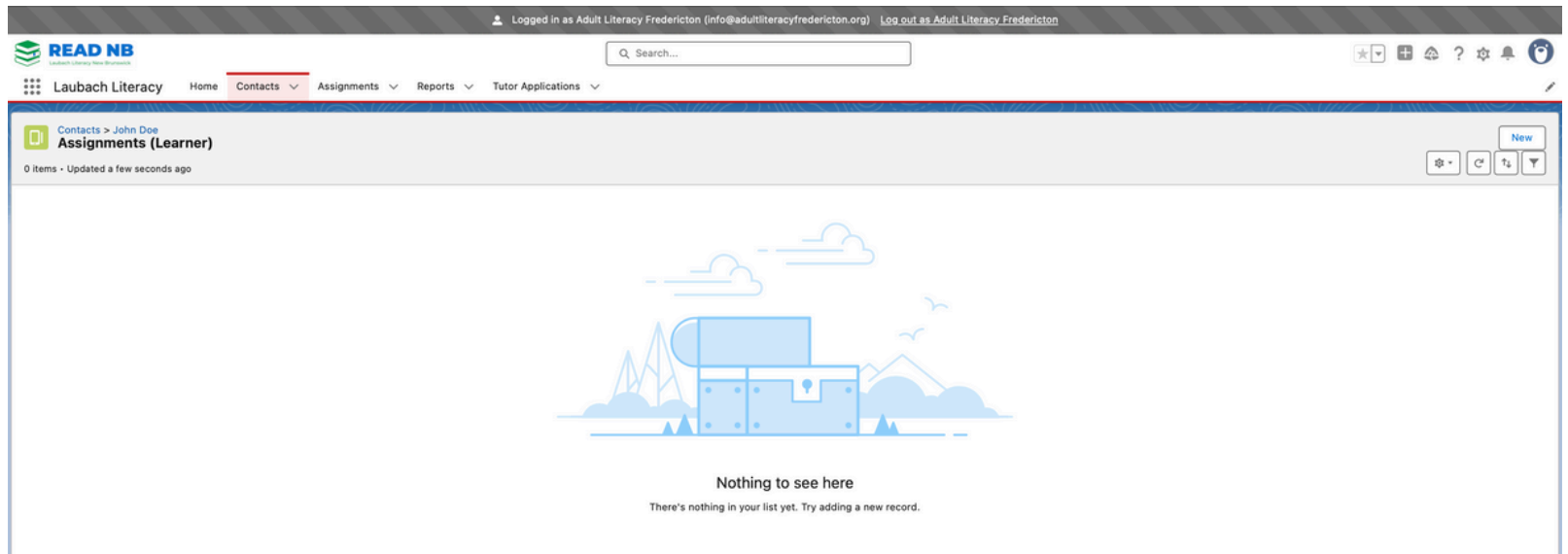
[Refresh](#) · [Expand All](#) · [View All](#)

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

When you click on Assignments (Learner) it will bring you to this page. For a new learner who has no assignments yet, this is what you will see. To create a new assignment, click on NEW.



The screenshot shows a web browser window with the URL www.readnb.org. The user is logged in as "Adult Literacy Fredericton (info@adulliteracyfredericton.org)". The page title is "Assignments (Learner)" under the "Laubach Literacy" organization. The breadcrumb trail is "Contacts > John Doe". The page indicates "0 Items" and "Updated a few seconds ago". A "New" button is visible in the top right corner. The main content area features a blue illustration of a building and a landscape, with the text "Nothing to see here" and "There's nothing in your list yet. Try adding a new record."

When you click on NEW, it will bring up this form. The Learner's name will fill in automatically. Fill in Courses, Status, Learner Level at Start (result of their assessment), Tutor's Name, and the Council's name. Then click SAVE.

New Tutoring Assignment: Tutor

* = Required Information

Learner
John Doe

Tutor
Alison Teague

Courses

Available	Chosen
Numeracy	Reading
Digital	Writing
Financial	

Status
Active

Learner Level at Start
2

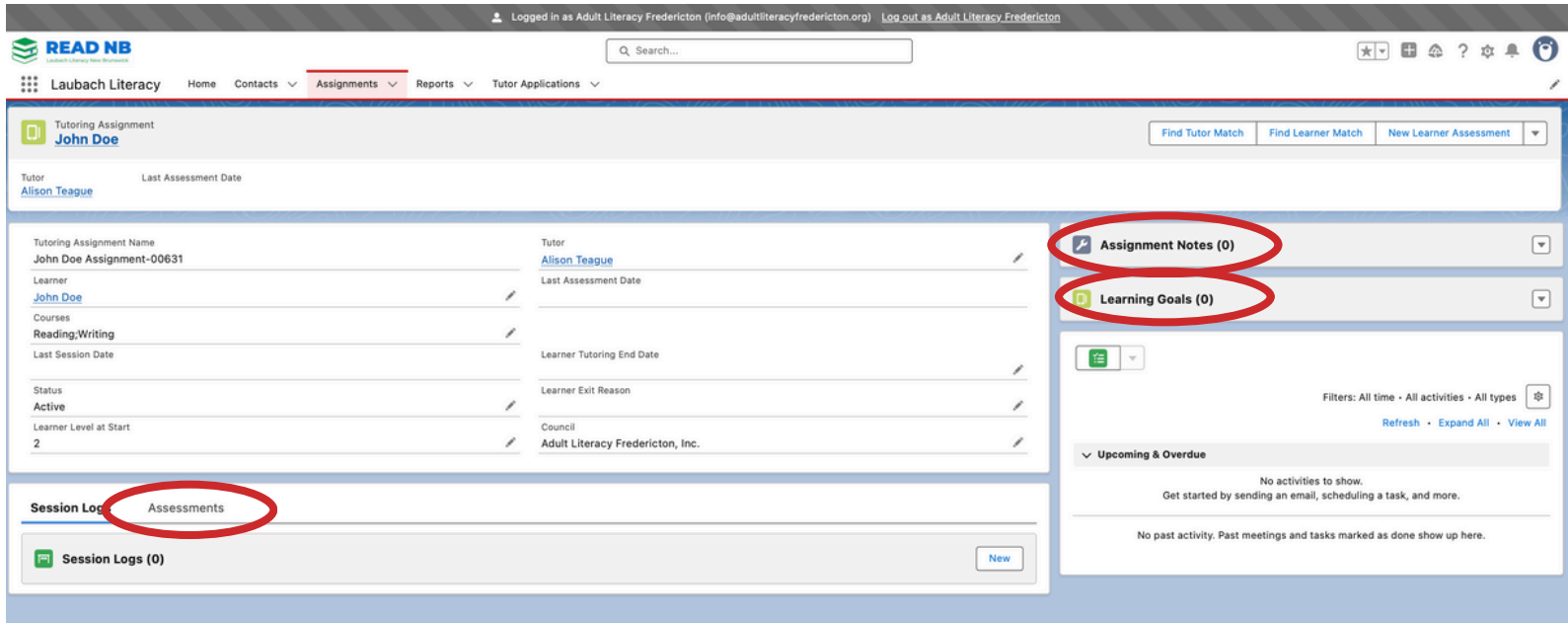
Learner Tutoring End Date

Learner Exit Reason

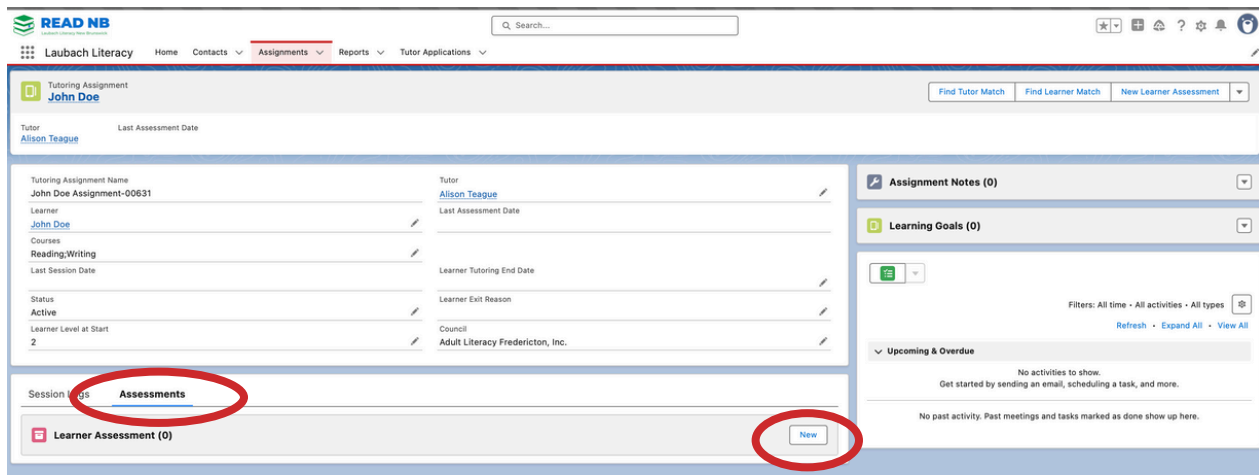
Council
Adult Literacy Fredericton, Inc.

Cancel Save & New **Save**

From here you can begin to fill out their Assignment Page - Assessments, Learning Goals and if pertinent, Assignment Notes.



Let's start with Assessments. Click on Assessments, and then click NEW.



Fill out the New Learner Assessment Form - an example of one completed is below. When you have completed filling it out, click SAVE. This will take you back to the main ASSIGNMENT page for this learner.

The image shows a 'New Learner Assessment' form with the following fields and values:

- Section:** (Header)
- Assessment Date:** 2025-10-01 (marked as required information)
- Type:** CARA (marked as required information)
- Score:** 2
- Created By:** (empty)
- Tutoring Assignment:** Assignment-00631 (marked as required information)
- Notes:** seemed to struggle with past tense of verbs
recommend using focus on phonics level 1 to start
along with LWR 2

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'. An information icon is located to the left of the 'Cancel' button.

Once you have added their Assessment information, you may want to fill out the goals section - if they have identified any to you. There may be multiple goals. Their Tutor can also fill in this section.

READ NB
Laubach Literacy

Home Contacts Assignments Reports Tutor Applications

Logged in as Adult Literacy Fredericton (info@adulteracyfredericton.org) Log out as Adult Literacy Fredericton

Search...

Tutoring Assignment
John Doe

Find Tutor Match Find Learner Match New Learner Assessment

Tutor: [Alison Teague](#) Last Assessment Date: 2025-10-01

Tutoring Assignment Name	John Doe Assignment-00631	Tutor	Alison Teague
Learner	John Doe	Last Assessment Date	2025-10-01
Courses	Reading; Writing	Learner Tutoring End Date	
Last Session Date		Learner Exit Reason	
Status	Active	Council	Adult Literacy Fredericton, Inc.
Learner Level at Start	2		

Assignment Notes (0)

Learning Goals (0)

Filters: All time · All activities · All types

Refresh · Expand All · View All

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

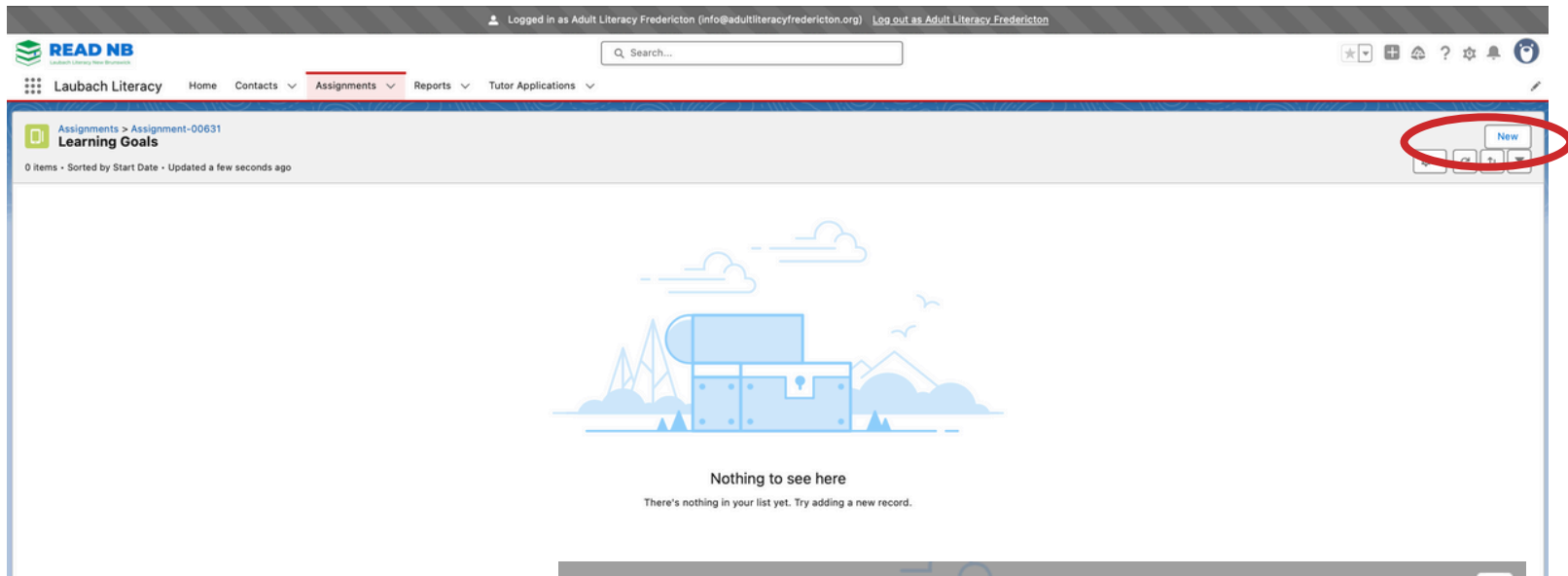
Session Logs **Assessments**

Learner Assessment (1) [New](#)

Assessment	Assessment Date	Type
LA0313	2025-10-01	CARA

[View All](#)

When you click on Learning Goals, it will bring you to a page that looks like this.
Click on New to create new goals.



Clicking on New will bring up this new pop-up form. Fill it in as completely as possible and click SAVE.

A screenshot of the "New Learning Goal" pop-up form. The form is titled "New Learning Goal" and includes a close button (X) in the top right corner. A legend indicates that a red asterisk (*) denotes "Required Information". The form is divided into sections: "Information" with fields for "Learning Goal" (containing the letter 'I'), "Intervention Results" (set to "--None--"), and "Description" (an empty text area); "Category" (a dropdown menu set to "--None--"); "Start Date" and "End Date" (calendar pickers); and "Tutoring Assignment" (a dropdown menu set to "Assignment-00631"). At the bottom, there are three buttons: "Cancel", "Save & New", and "Save", with the "Save" button circled in red.

Below is an example of what a completed New Learning Goal might look like. When a goal is reached, the tutor should open this goal and put in an end date. They will then move on to another goal, or a new goal.

The screenshot shows a 'New Learning Goal' form with the following fields and values:

- Learning Goal:** to provide better written reports to his manager
- Category:** Have a better future
- Intervention Results:** In Progress
- Description:** Going to help improve his phonics and his general reading/writing to improve correspondence with his manager - improve future job prospects
- Start Date:** 2025-10-02
- End Date:** (empty)
- Tutoring Assignment:** Assignment-00631

Buttons at the bottom: Cancel, Save & New, Save.

From here you may want to add an Assignment Note - this could be something you think their Tutor should be aware of - like an upcoming change in the learner's schedule/availability.

The screenshot shows the READ NB Tutoring Assignment interface for a learner named John Doe. The interface is divided into several sections:

- Header:** READ NB logo, navigation menu (Laubach Literacy, Home, Contacts, Assignments, Reports, Tutor Applications), search bar, and user information (Logged in as Adult Literacy Fredericton).
- Tutoring Assignment Summary:** Tutor: Alison Teague, Last Assessment Date: 2025-10-01. Buttons for Find Tutor Match, Find Learner Match, and New Learner Assessment.
- Assignment Details:** Tutoring Assignment Name: John Doe Assignment-00631. Learner: John Doe. Courses: Reading, Writing. Status: Active. Learner Level at Start: 2. Tutor: Alison Teague. Last Assessment Date: 2025-10-01. Learner Tutoring End Date. Learner Exit Reason. Council: Adult Literacy Fredericton, Inc.
- Assignment Notes (0):** This section is highlighted with a red circle. It contains a red circle around the text "Assignment Notes (0)".
- Learning Goals (1):** Start Date: 2025-10-02. Intervention Results: In Progress. Category: Have a better future. View All button.
- Session Logs (0):** New button.
- Upcoming & Overdue:** No activities to show. Get started by sending an email, scheduling a task, and more. No past activity. Past meetings and tasks marked as done show up here.

Below is an example of a New Assignment Note.
When you are done entering the data, click Save.

The image shows a software interface for creating a 'New Assignment Note'. At the top, there is a header bar with 'Last Assessment Date' and the value '2025-10-01'. The main form is titled 'New Assignment Note' and includes a legend indicating that a red asterisk (*) denotes 'Required Information'. The form is divided into several sections: 'Information' (highlighted in light grey), 'Date' (with a calendar icon and a back arrow), 'Assignment Note Name' (marked with a red asterisk and a back arrow), and 'Note' (with a back arrow). The 'Date' field contains '2025-10-02'. The 'Assignment Note Name' field contains 'Work Schedule'. The 'Note' field contains the text: 'Currently works Tuesday- Saturday 7 - 3 but expects schedule to change on Nov 1 to Thursday - Sunday 7 - 5'. To the right of these fields, there are two more sections: 'Owner' (with a user icon and the name 'Adult Literacy Fredericton') and 'Tutoring Assignment' (with a dropdown menu showing 'Assignment-00631'). At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'. The 'Save' button is highlighted with a red oval.

Last Assessment Date
2025-10-01

New Assignment Note

* = Required Information

Information

Date ↶
2025-10-02 📅

* Assignment Note Name ↶
Work Schedule

Note ↶
Currently works Tuesday- Saturday 7 - 3 but
expects schedule to change on Nov 1 to Thursday
- Sunday 7 - 5

Owner
👤 Adult Literacy Fredericton

Tutoring Assignment
📁 Assignment-00631 ✕

Cancel Save & New **Save**