# How It Works **Guide**
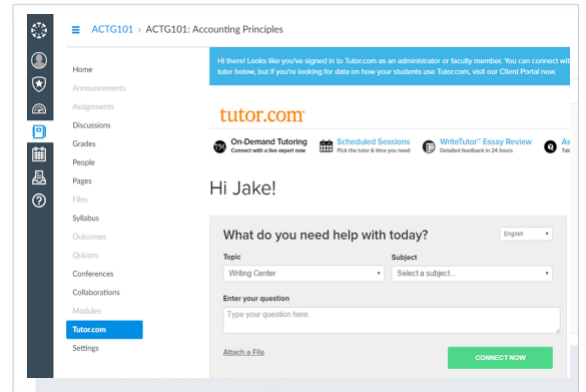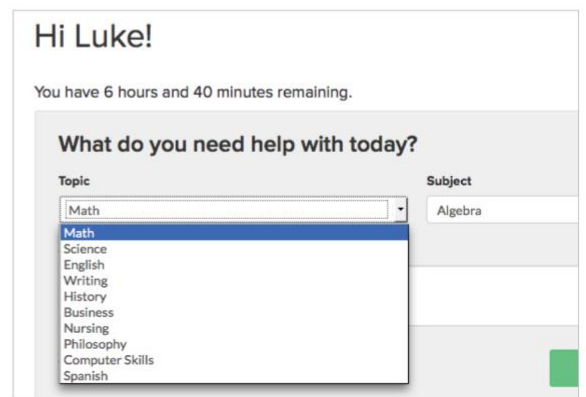


**1**

### Signing On
To get started, you will connect to Tutoring through your course page in Blackboard. The access link to Tutoring is on the course menu. Once you click the link, you will be passed over to Tutor.com and a personalized account will be created for you automatically.
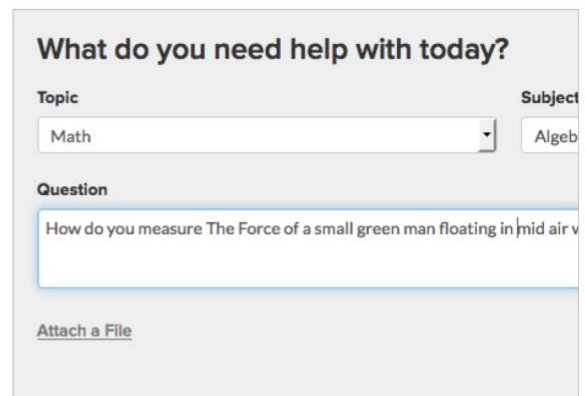


**2**

### Choosing Your Subject
For on-demand help, just click on a topic and select the course you need help with. For example, if you need help with an algebra problem, click on Math and then select your algebra from the subject dropdown.
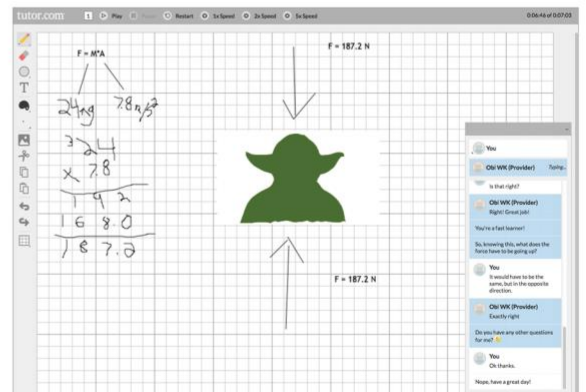


**3**

### Preparation
In order to maximize the time available, prepare for a session by having a particular concept or question that you would like to work on with the tutor. Tutors can help you with questions from your assignment, proofreading a paper or reviewing a concept from class. In the pre-session survey, please answer a few quick questions so that we can connect you with the best tutor suited for your level and needs.



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### Working with a Tutor
When you enter the classroom, you will see a chat window on the right-hand side of the screen and a whiteboard. You can talk with the tutor by typing into the chat box and drawing out a problem together on the whiteboard. Various tools at the left hand side of the classroom will help you to draw, type, erase and drag and drop shapes as needed. Ask your tutor for a quick tour when you first sign in. If you requested a tutor with audio, you can connect to a conference line or computer audio by clicking the "Turn On Audio" button on the chat tool. Ask your tutor for a quick tour when you first sign in if you have any questions.
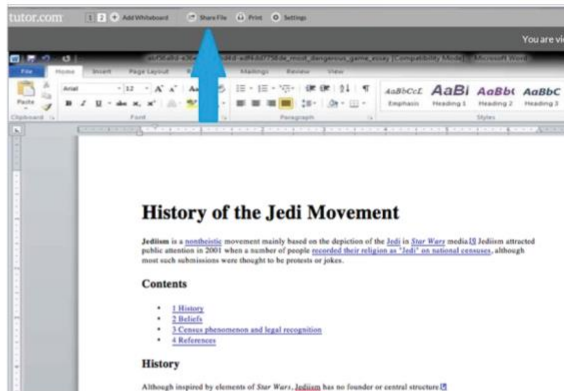
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### File Sharing

To get help with your research papers and essays, select Share File at the bottom of the screen to upload your document directly into the online classroom. If you save and store your documents in your Tutor.com locker, you will be able to retrieve them from the list or you can upload directly from your computer. When the file opens in the classroom, you and your tutor can review the paper together at the same time.



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### Drop-off Essay Review

If you are short on time, you can drop your paper off for a tutor to review and provide feedback. Simply click on the Drop-off Writing tab on your account sidebar, fill out a few questions and send your essay in. We will return it back to you with a feedback form on your Previous Sessions page under "My Account" within 12 hours.



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### Personalized Features

Your Tutor.com account will be your own personalized learning environment. Under "My Account," you have a space to save your favorite tutors, retrieve your archived sessions and writing reviews, as well as a file storage locker to store documents. You can access these features any time. You can also set up appointments with preferred tutors and track your appointments under your account tab.



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### Feedback and Assistance

Your feedback is important to us and to your school. After each session, please fill out the post-session survey and offer us feedback about your experience. We'd like to know how the tutor helped, your opinion of the online classroom and anything else you'd like to tell us. You can also save, replay, email and print your session.

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