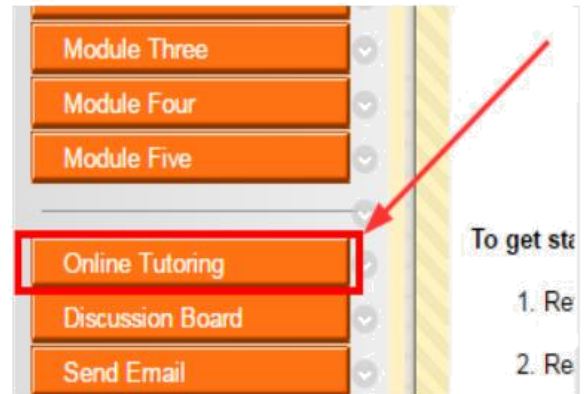


How It Works Guide

1

Signing On

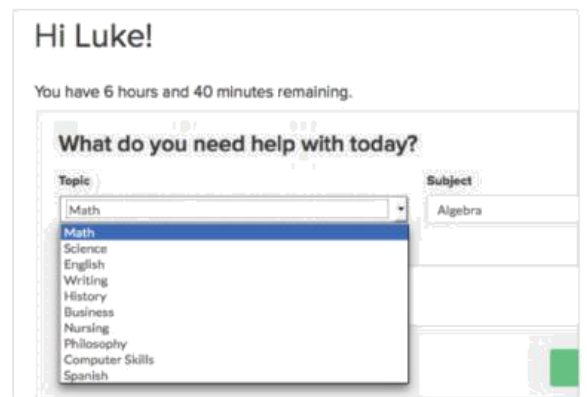
To get started, you will connect to Tutor.com through your **Blackboard** account. A personalized Tutor.com account will be created for you automatically. If you do not find the "Online Tutoring" tab, click on the "Tools" tab in Blackboard to access tutor.com.



2

Choosing Your Subject

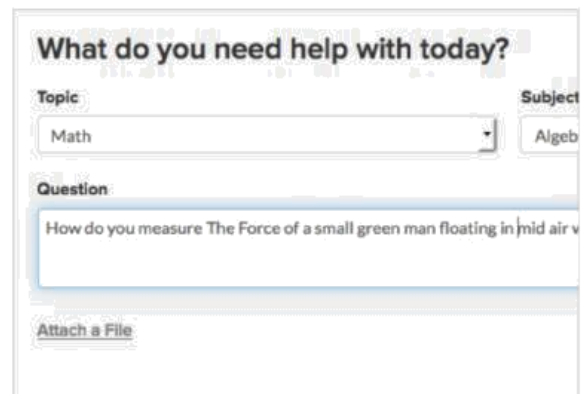
Just click on a topic and select the course you need help with. For example, if you need help with an algebra problem, click on Math and then select your course.



3

Preparation

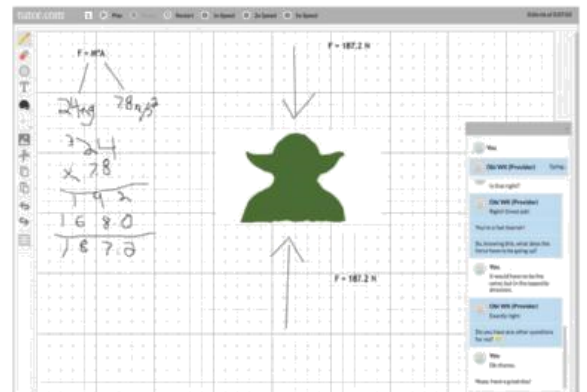
In order to maximize the time available, prepare for a session by having a particular concept or question that you would like to work on with the tutor. Tutors can help you with questions from your assignment, proofreading a paper or reviewing a concept from class. In the pre-session survey, please answer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



4

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 upon first sign in.



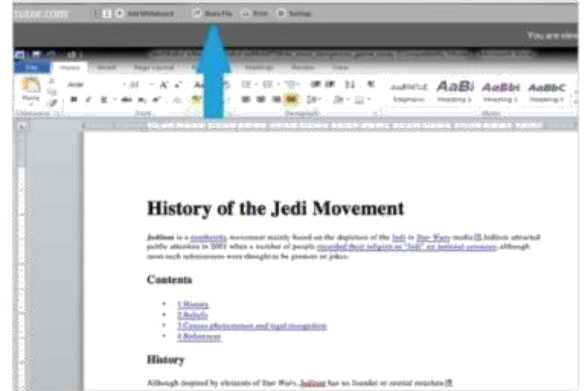
How It Works Guide

5

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.

If you would like to share a photo of your text or a problem from another site, you can take a screenshot by clicking print screen on your keyboard. Open a document, paste the image into the file and save. You can open the file from your computer as directed above.



6

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 24 hours.

Submit your document for 24-hour review

It's easy—just complete the form below to let our tutors know what you're working on, so we can help you.

What is the topic of your paper? *

Routine algebraic skills for the Jedi candidate.

Where are you in the writing process? *

Still working on it - not ready to turn in

Please describe your assignment and any instructions you've received from your teacher.

I am writing a paper that explains routine problems requiring basic algebraic skills; the test includes questions on basic algebraic operations and their understanding of concepts. The test includes questions on basic algebraic operations and their understanding of concepts.

7

Personalized Features

Your Tutor.com account is designed to be your own personalized learning environment. With this in mind, we have given you a space to save your favorite tutors, retrieve your archived sessions and essay reviews as well as a file storage locker to store documents. You can access these features any time without counting against your allotted tutoring time.

Locker

Save A New File

You can save images, documents and other files for use in the online classroom while in session.

Browse... No file selected.

UPLOAD

Maximum file size is 1MB. Allowed file types are: bmp, doc, docx, gif, htm, html, jpg, jpeg, pdf, png, ppt, pptx, rtf, txt, xls, xlsx.

Your Saved Files

Images, documents and other files

Type	Name
Word	the history of the Jedi Movement

8

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.

Tutoring Survey

Thank you for participating in West Tutoring Services! West values your thoughts and opinions. Please take a moment to tell us about your experience.

Did you utilize the paper drop off service?

Yes
 No

Did you utilize the tutoring services for Accounting, Finance, Math, Economics or English?

Yes
 No