

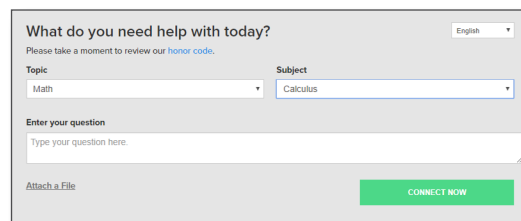
Tutor.com's How It Works Guide

How to use the Tutor.com classroom

1

Getting Started

Welcome to Tutor.com! Your first step is to determine what kind of help you are looking for today. You will see a selection of tutoring options available for your Tutor.com account on the top of the page. If you would like to connect with a live tutor right away, begin by filling out the survey on the home page asking "What do you need help with today?"

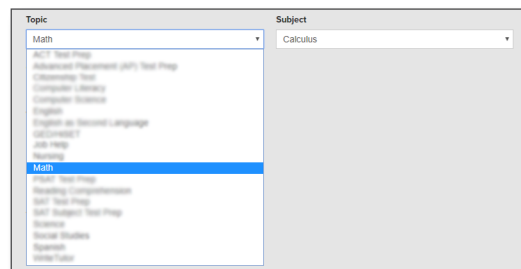


The screenshot shows a form titled "What do you need help with today?" with a language dropdown set to "English". Below the title is a link to review the honor code. The form has two dropdown menus: "Topic" set to "Math" and "Subject" set to "Calculus". There is a text input field labeled "Enter your question" with the placeholder text "Type your question here.". At the bottom left is a link "Attach a File" and at the bottom right is a green button labeled "CONNECT NOW".

2

Choose Your Subject

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

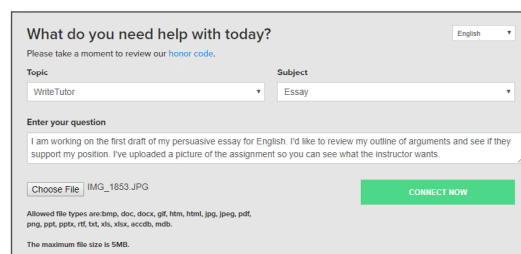


The screenshot shows a subject selection interface. On the left, under the heading "Topic", there is a list of subjects including ACT Test Prep, Advanced Placement (AP) Test Prep, Calculus, Chemistry, Computer Science, English, English as Second Language, SAT/ACT Test Prep, and more. "Math" is currently selected and highlighted. On the right, under the heading "Subject", there is a dropdown menu currently set to "Calculus".

3

Enter Your Question or Assignment

In the **pre-session questionnaire**, you'll answer a few quick questions so we can connect you with the tutor best suited for your level and needs. To maximize your session time, we suggest preparing in advance—have a question ready to go! Your tutor can review a concept from class, go over homework problems, or help with your writing assignment.

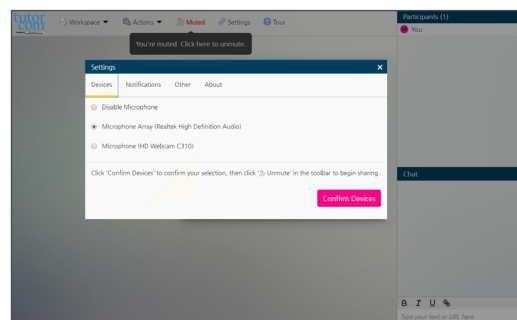


The screenshot shows the same form as in step 1, but with "Write Tutor" selected in the "Topic" dropdown and "Essay" selected in the "Subject" dropdown. The "Enter your question" field now contains the text: "I am working on the first draft of my persuasive essay for English. I'd like to review my outline of arguments and see if they support my position. I've uploaded a picture of the assignment so you can see what the instructor wants." Below the text field is a "Choose File" button followed by the filename "IMG_1853.JPG". At the bottom right is a green button labeled "CONNECT NOW".

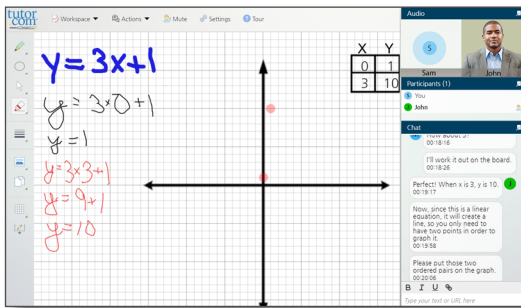
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Connect with Voice Chat

At the beginning of each session you will be automatically prompted to **choose your audio device**. Your device's internal microphone is selected by default, but you can change which device you want to use or even disable your microphone in favor of text chat. All audio from a voice chat is recorded and can be played back after a session.



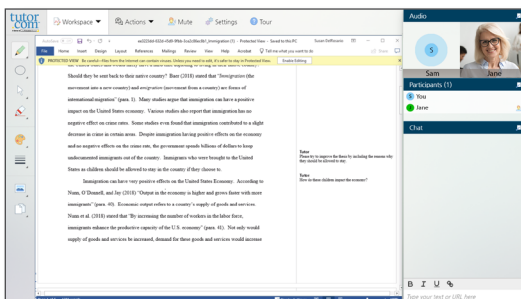
The screenshot shows a "Settings" dialog box for audio devices. The "Devices" tab is active, showing a list of available audio devices: "Disable Microphone", "Microphone Array (Realtek High Definition Audio)", and "Microphone (HD Webcam C310)". The "Microphone Array" is currently selected. Below the list is a message: "Click 'Confirm Devices' to confirm your selection, then click 'S. Unmute' in the toolbar to begin sharing." and a red button labeled "Confirm Devices". The background shows a blurred view of the Tutor.com interface with a "Chat" window visible.



Work with a Tutor

When you enter the classroom, you'll see a chat window at the far right next to your digital workspace. Use text chat with your tutor if you prefer not to use voice. You may also choose the type of workspace you want to use from the top navigation menu. Choices include a whiteboard, text editor, code editor, graphing calculator, and screen sharing. Ask your tutor for a quick tour!

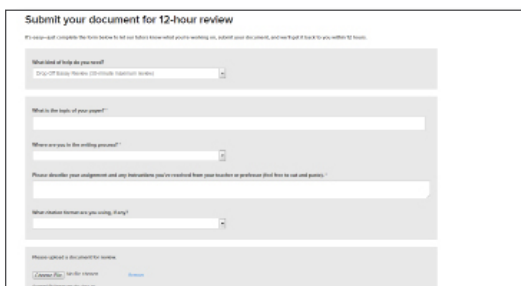
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Screen Share Your Assignment

Select **Screen Sharing** from the Workspaces menu to share your screen or an application window with your tutor. This is helpful for collaborating in real time on things such as Google Docs or viewing online assignments or resources together.

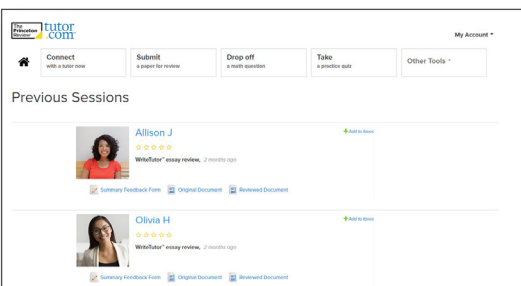
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Submit a Paper for Review

Short on time? Drop your paper off for a tutor to review and leave feedback. Simply click on the **Submit an Essay** tab on your account sidebar, fill out a few questions, and send your essay in. We will return it to you with a completed feedback form—check your **Previous Sessions** page under **My Account** within 24 hours.

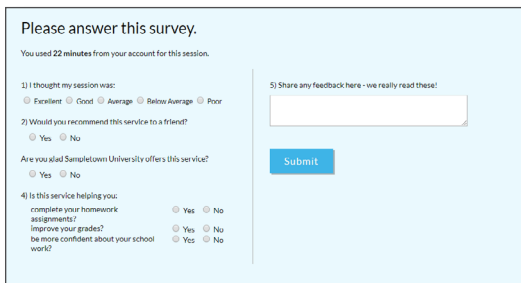
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Access Personalized Features

Your Tutor.com account is your own personalized learning environment. Save your favorite tutors, retrieve archived sessions and essay reviews, and store documents in a digital **file locker**. You can access these features any time—this will not count against your allotted tutoring time.

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Share Feedback & Save a Session

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

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