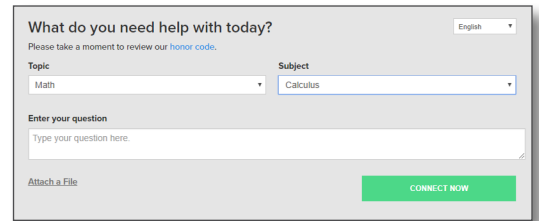


Tutor.com's How It Works Guide

How to use the Tutor.com classroom

1 Sign On

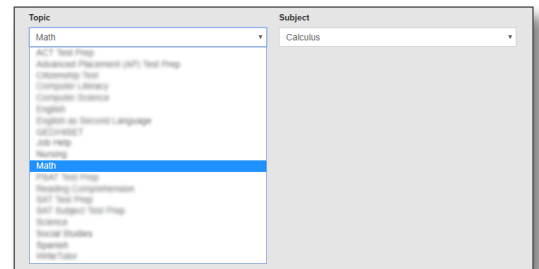
To get started, visit:



A screenshot of the Tutor.com sign-on form. At the top, it asks "What do you need help with today?" and includes a language dropdown set to "English". Below this, it prompts the user to "Please take a moment to review our honor code." There are two dropdown menus: "Topic" set to "Math" and "Subject" set to "Calculus". A text input field labeled "Enter your question" contains the placeholder text "Type your question here." At the bottom left is a link for "Attach a File" and at the bottom right is a green "CONNECT NOW" button.

2 Choose Your Subject

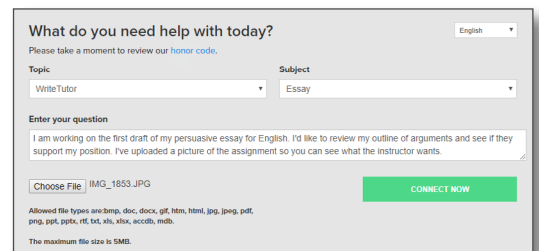
Simply click on a topic and select the course you need help with. For example, if you need help with an algebra problem, select "Math" and then your specific course.



A screenshot of the subject selection dropdown menu. The "Topic" dropdown is set to "Math" and is open, showing a list of subjects including ACT, AP, and various math and science courses. The "Subject" dropdown is set to "Calculus".

3 Enter Your Question or Assignment

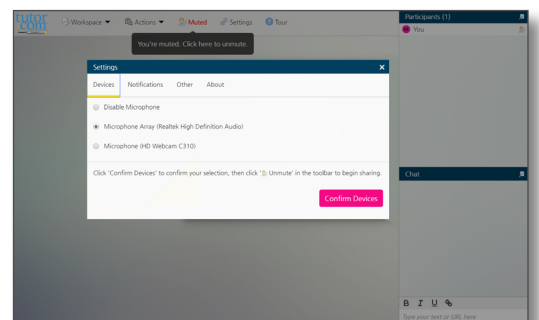
In the **pre-session questionnaire**, you'll answer a few quick questions so we can connect you with the tutor best suited for your level and needs. To maximize your session time, we suggest preparing in advance—have a question ready to go! Your tutor can review a concept from class, go over homework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



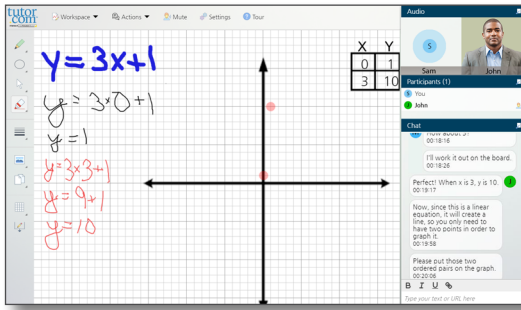
A screenshot of the Tutor.com form with a question and file upload. The "Topic" dropdown is set to "Write Tutor" and the "Subject" dropdown is set to "Essay". The "Enter your question" field contains the text: "I am working on the first draft of my persuasive essay for English. I'd like to review my 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 question is a "Choose File" button with "IMG_1853.JPG" selected. At the bottom right is a green "CONNECT NOW" button. Small text at the bottom indicates allowed file types and a 5MB limit.

4 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.

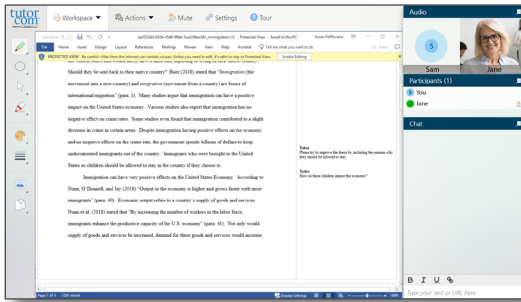


A screenshot of the Windows Settings app showing the "Settings" window for audio devices. The "Devices" tab is selected, and the "Microphone" section is expanded. The "Microphone Array (Realtek High Definition Audio)" is selected. A "Confirm Devices" button is visible at the bottom of the settings window. The background shows the Tutor.com interface with a "You're muted. Click here to unmute" notification and a "Chat" window.



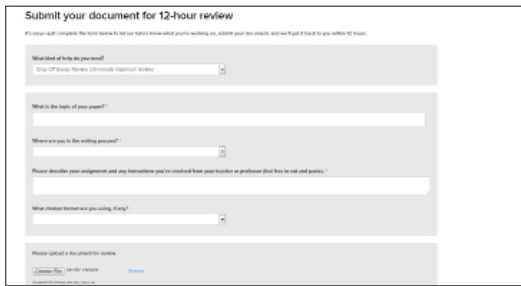
Work with a Tutor

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!



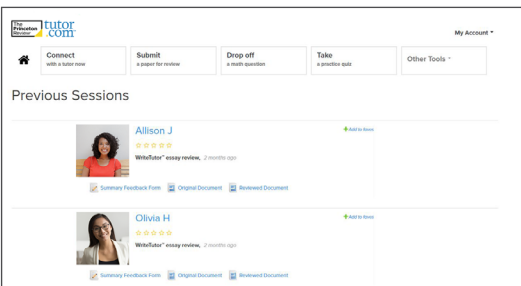
Screen Share Your Assignment

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.



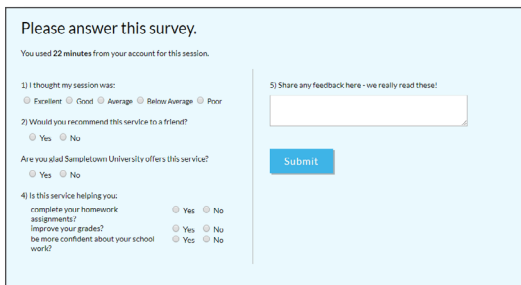
Submit a Paper for Review

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.



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.



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.

