

# How It Works Guide

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## Signing On

To get started, you will connect to Tutor.com through the main page and/or course page in D2L. Once you click the link, you will be passed over to Tutor.com and a personalized account will be created for you automatically.

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## 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.

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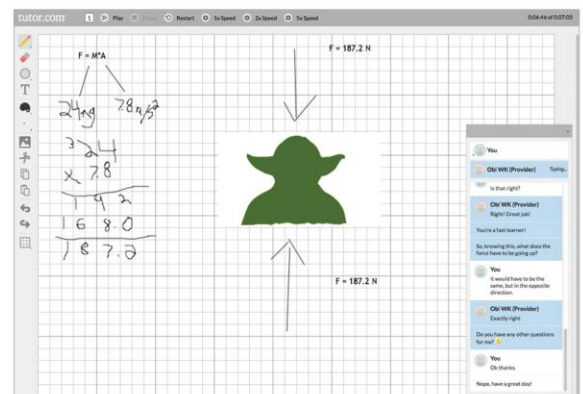
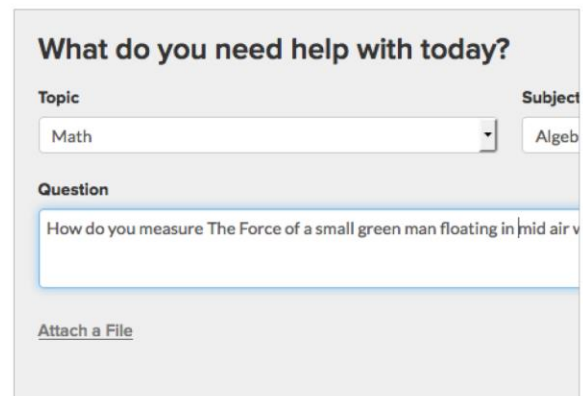
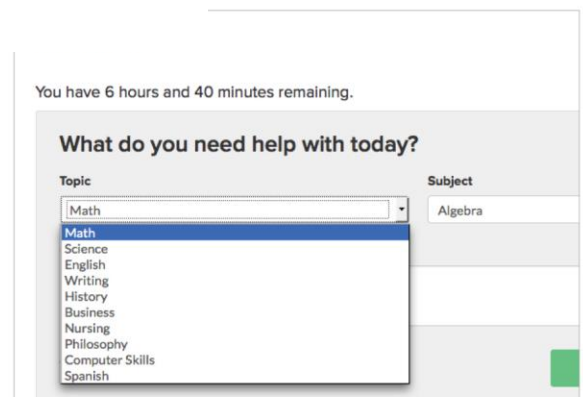
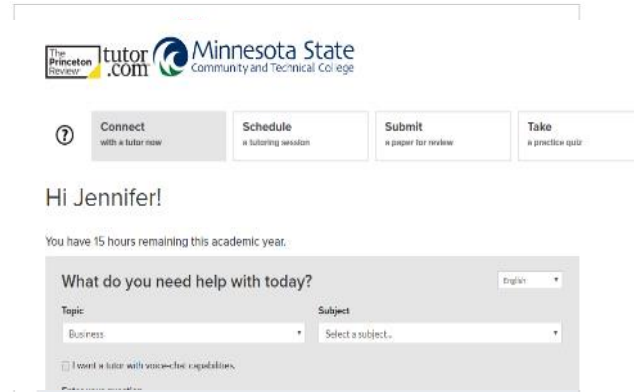
## Preparation

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.

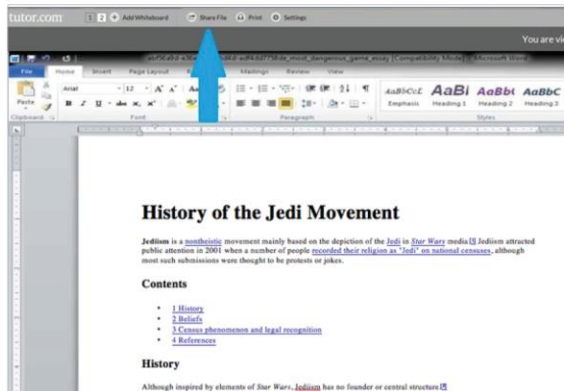


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## File Sharing

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 an essay

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.

### 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 connect you with the right tutor.

**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.

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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.

### 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

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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.

### 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