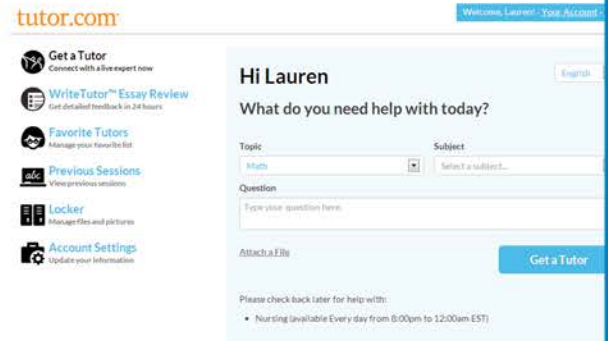


1

## Signing On

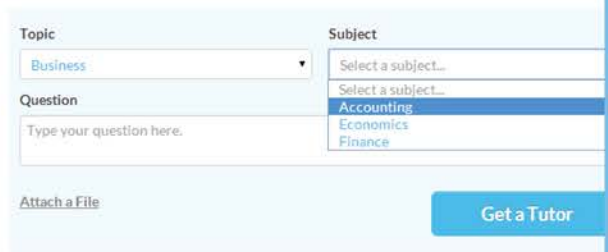
In the left menu, click on the Tutor.com link to access the student portal.



2

## Choosing Your Subject

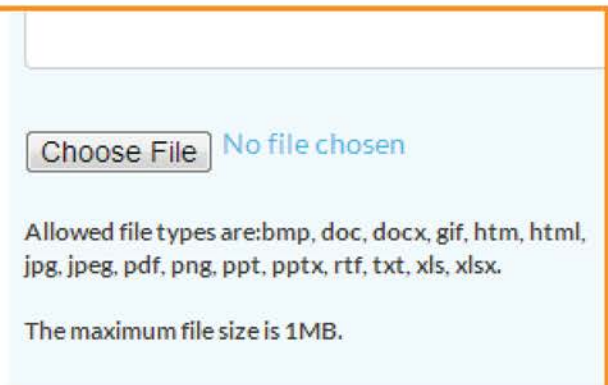
Select a Topic and your course from the drop-down menus.



3

## Preparation

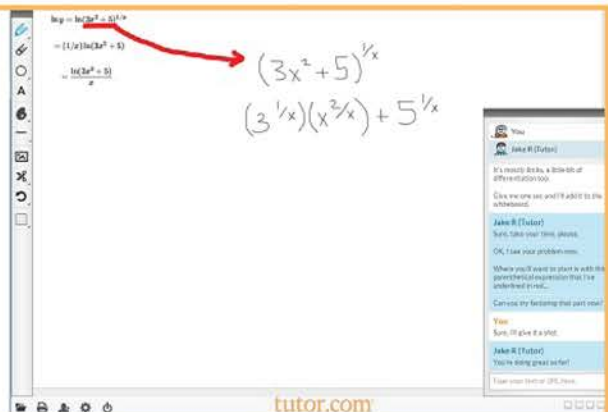
In order to maximize the time available, prepare for a session by having a particular concept or question that you would like to work on with the tutor. Tutors can help you with questions from your assignment, proofreading a paper or reviewing a concept from class. In the pre-session survey, please answer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

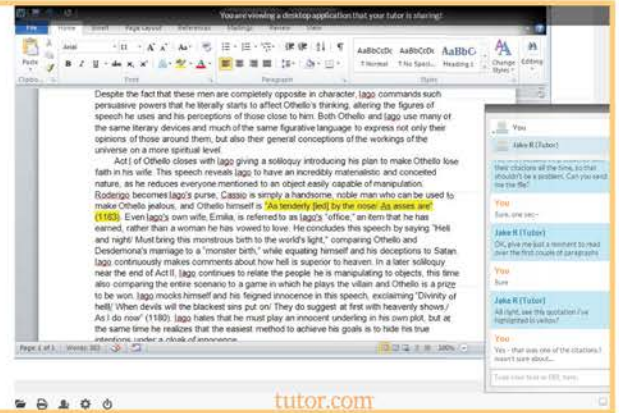
When you enter the classroom, you will see a chat window on the right-hand side of the screen and a whiteboard. You can talk with the tutor by typing into the chat box and drawing out a problem together on the whiteboard. Various tools at the left hand side of the classroom will help you to draw, type, erase and drag and drop shapes as needed. Ask your tutor for a quick tour upon first sign in.



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.



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 with 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, submit your document, and we'll get it back to you within 24 hours.

What kind of help do you need?  
Eng101

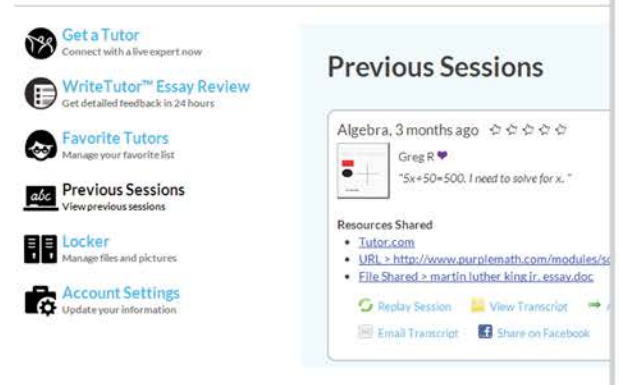
What is the topic of your paper? \*

Where are you in the writing process? \*

7

## Personalized Features

We want your Tutor.com account 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.



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. **If you have any questions, please contact: studentsupport@tutor.com.**

