Online Tutoring Step-by-Step Guide
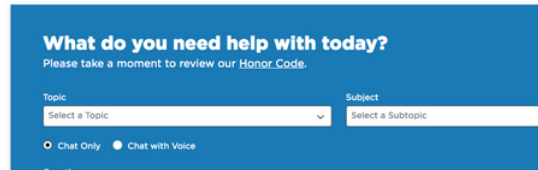
Step 1: Get started

Go to 'My Account' and select 'Switch to Student View' from the dropdown menu.
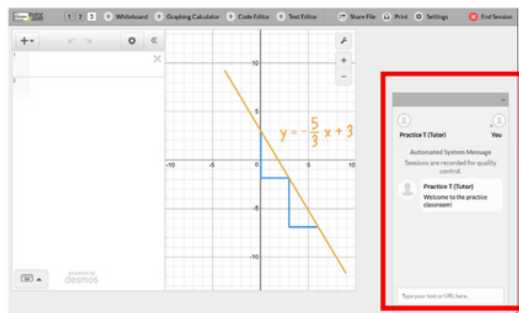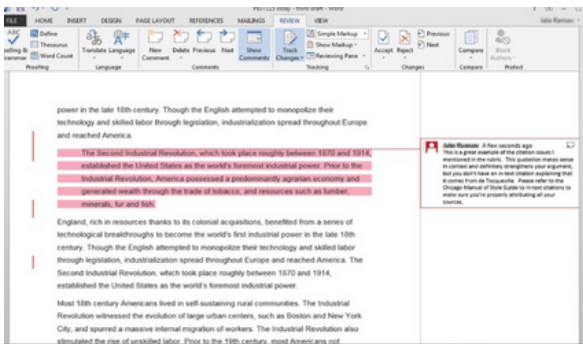
Step 2: Get the right tutor
Fill in the quick pre-session questionnaire. Using this information, we will match you with the first available tutor best qualified to assist you.

Step 3: Communicate

You can use text- or voice-chat to communicate with your tutor in the online classroom. You and your tutor may also use the interactive whiteboard to share work and ideas.
All activity in the classroom is recorded for review and quality control. Transcripts will be available afterward in **My Account** *under the* **Previous Sessions** *tab in the* **Account History** *section.*
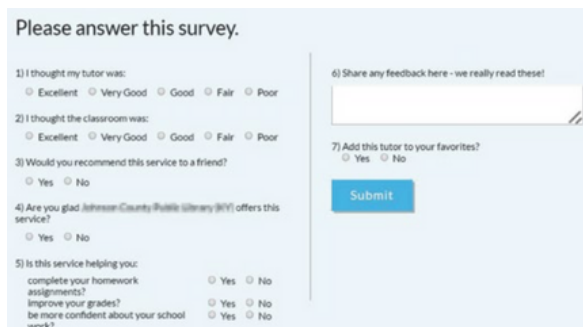
Step 4: Share a file

You can upload files related to your assignment to the online classroom—including documents, spreadsheets, presentation slides, screenshots, image files, and more. You and your tutor will be able to view them together during your session.

Step 5: Start your session

Click on the **SUBMIT** button in the pre-session questionnaire to quickly connect with an incredible tutor.

Step 6: Rate and review your session

After each session, be sure to let us know how we did! Complete the survey and share your comments. Then, you'll have the option to play a recording of your session and email or print the chat log and whiteboards.

Use special tools

The classroom includes a graphing calculator, code editor, and text editor that can be used when working on subject material requiring special tools. You can open them by using the buttons above the whiteboard.

Submit your paper

The drop-off writing review service allows you to get expert help from a tutor without having to connect for a real-time session. Upload a draft of your assignment—whatever stage it is at—and get detailed feedback within a day. Retrieve your tutor's completed review in **My Account** under **Account History**.

Practice for a test

Use our practice quizzes to assess your knowledge and prepare for upcoming tests in math, science, and English. Take a quiz, review your results, and connect with a tutor to go over any questions you may have missed.

Use *My Account*

- Access files you have saved or those you have shared in sessions with your tutors under **Locker**.

- Reconnect with your favorite tutors or see when they are next available by clicking on **Favorite Tutors**.

- Review previous sessions and retrieve feedback on your drop-off reviews under **Account History**.