

HOW IT WORKS – A STUDENT GUIDE TO TUTOR.COM

1. **Signing On – Please use Chrome, Firefox, or Safari as your browser**

Go to Kilgore.edu and login to your Blackboard account (under “Helpful Links” at bottom of home page). Go to your course. Click on **Tutor.com** on the left hand toolbar in your course. Click on **Connect with a Tutor.com Tutor** (limit 2 hours per 8-week session). It usually only takes a minute or less to connect to a tutor.

2. **Choosing Your Topic/Subject**

Use the dropdown menu under **Topic**, and choose your topic.

Use the dropdown menu under **Subject**, and choose the matching subject.

Prepare for a session by having a particular concept or question that you would like to work on with the tutor.

Type in a question like, “Can I receive help on my thesis statement now?”

3. **Audio Device**

You have the option to choose to text chat, voice chat through the computer’s microphone, or dial-in to be able to speak to the tutor by phone. Your device’s internal microphone is selected by default, but you can change which device you want to use or disable your microphone in favor of text chat. Text chat, audio, and video are recorded to be able to be played back after a session and translated to text to be able to function as a printed transcript.

4. **Working with a Tutor**

When you enter the classroom, you will see a chat window on the right-hand side of the screen next to the digital workspace. Use text chat with your tutor if you prefer not to use voice/video. Choose one of the following:

- a. Talk with a tutor by speaking or typing into the chat box.
- b. You may upload a document by going to the bottom of the chat box and clicking the paper clip icon. Find and attach your document, and it will be opened in the classroom by the tutor who will write and track suggestions as you discuss them. Following your session, you will be able to retrieve a transcript of your session and any attached documents. Go to My ACCOUNT in the MY SESSIONS area. You can print this transcript to use in editing your essay.
- c. Choose TEXT EDITOR from the **Workspaces** dropdown menu to copy/paste your document into the classroom. In this mode, both you and the tutor can interact in real time within the document.

5. **Personalized Features**

Your Tutor.com account provides a space to save your favorite tutors, retrieve your past sessions, and store your documents. You can access these features any time without counting against your allotted tutoring time.

6. **Feedback and Assistance**

Your feedback is important. After each session, please fill out the post-session survey. You can also save, replay, email and print your session.

7. **If your instructor requires proof of your tutoring session with Tutor.com tutors, please follow these steps:**

- a. Access tutor.com through Blackboard
- b. Go to My Account
- c. Select Sessions
- d. Open your Session Transcript
- e. Choose Print
- f. Choose Printer as PDF
- g. Print (**only page 1 of**) your transcript or save to a PDF file
- h. Submit page according to your instructor’s directions

For help, call the Writing Studio at 903.988.7421 or 903.988.7535.