HOW IT WORKS – A STUDENT GUIDE TO TUTOR.COM

1. **Signing On – Please use Chrome or Safari as your browser**
   Go to Kilgore.edu and login to your Blackboard account (bottom of home page). Go to your course. Under **Course Content**, click on the **Start Here** folder and click the **Tutor.com** link. Click on **Get a Tutor Now.**

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. In the pre-session survey, please answer a few quick questions so that you can be connected with the best tutor suited for your level and needs. Type in a question like, "Can I receive help on my thesis statement now?"

3. 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. Text chat, audio, and video are recorded to be able to be played back after a session.

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. Choose WHITEBOARD from the **Workspaces** dropdown menu and talk with a tutor by typing into the chat box and drawing out a problem or make notes together on the whiteboard. You may upload a document by going to the left-hand tool bar and scrolling to the Image icon (looks like a blue framed picture), clicking on it, then choosing IMPORT. In this mode, your document 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 under MY ACCOUNT in the MY SESSIONS area. You can print this transcript to use in editing your essay.
   b. 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.
   c. Choose SCREEN SHARE from the **Workspaces** dropdown menu. When prompted, click on the screen to share your document. You *and* the tutor will be able to mark up the document and it will be recorded and saved for later review.

5. **Personalized Features**
   Your Tutor.com account should be your own personalized learning environment. With this in mind, there is 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.

6. **Feedback and Assistance**
   Your feedback is important. After each session, please fill out the post-session survey and offer feedback about your experience. You can also save, replay, email and print your session.

7. **If your instructor requires printed proof of your tutoring session, please follow these steps:**
   a. Go to My Account
   b. Select Sessions
   c. Open your Session Transcript
   d. Choose Print
   e. Choose Printer as PDF
   f. Print (**only page 1 of**) your transcript or save to a PDF file
   g. Attach page or file with Final Draft of your essay