

HOW IT WORKS GUIDE



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Signing On

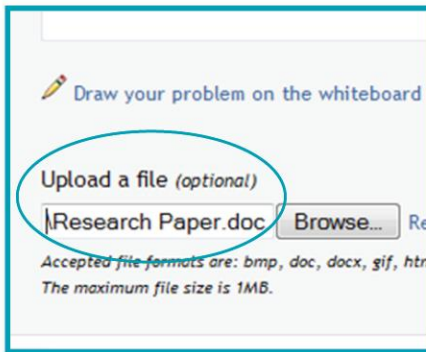
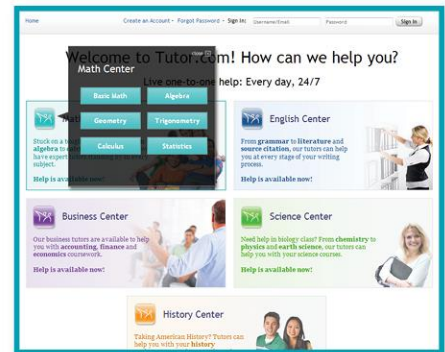
Complete a [tutor request form](#) to get a user name and password from the Training Fund

Sign in with your username/password at www.tutor.com/healthcareerfund

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Choosing Your Subject

Just click on a Center and select the subject you need help with. For example, if you need help with an algebra problem, click on the Math Center and choose Algebra.



3

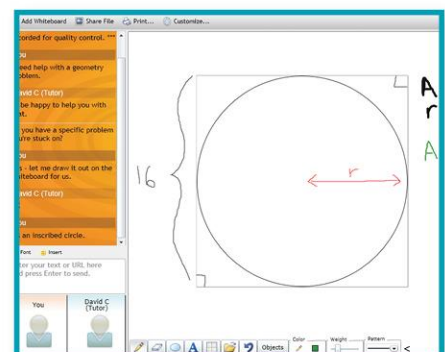
Preparation

In order to best maximize the time available, it is recommended that you 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 particular questions from your assignment, proofreading a paper or reviewing a concept from class. In the pre-session survey, please answer a few quick questions about the question or concept you would like to focus on in the session so that we can connect you with the best tutor suited for your level and needs. If you would like to work on a paper, please pick an area of focus and remove any identifying information from the paper in advance of the session.

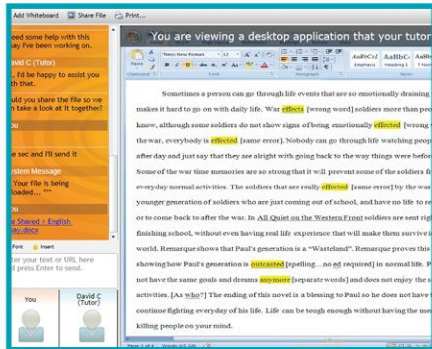
4

Working with a Tutor

When you enter the classroom, you will see a chat window on the left-hand side of the screen and a whiteboard on the right. You can talk with the tutor by typing into the chat box. You can work on a problem or paper together on the whiteboard by using the various tools at the bottom of the screen – be sure to click on the arrow on the bottom right hand side of the screen to see all of your options.



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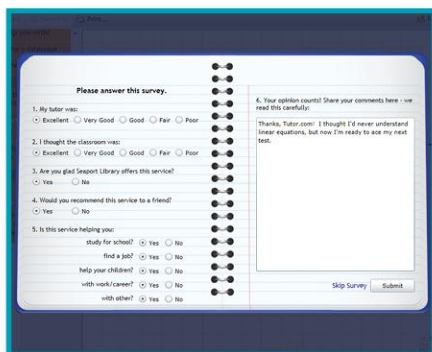
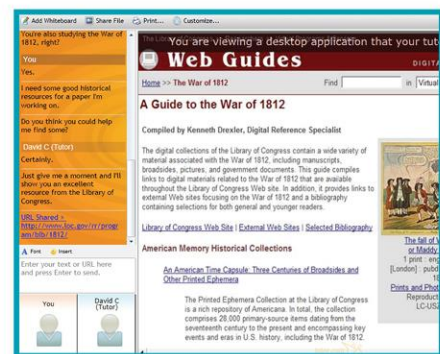
File Sharing

To get help with your assignments, research papers and essays, select Share File at the top 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. Again, please remove your name before uploading a file.

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Educational Resources

Tutors also help you find educational, authoritative websites and resources for research papers and course assignments. When they share a website with you, it will appear in the classroom and the link will appear in the chat log, allowing you to open the website in another window or bookmark it for later use. The resources shared in session will be available again in the archived version of your session.



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Feedback

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 working with the tutor, your opinion of the online classroom and your open-ended comments about the program. You can also save, replay, email and print your session transcript for later reference.

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Additional Study Materials

When you're not in a tutoring session, you can also search the SkillsCenter Resource Library to find resources including study tools, lessons, test prep resources and instructional videos.

