

# Student Guide

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# Introduction

Thank you for choosing NetTutor®! You have taken the first step in obtaining the best live, online tutoring available. NetTutor® was created in 1996 by a team of math professors who wanted to give their students additional assistance online.

This handbook will help you to better understand how to get the most out of the NetTutor web site. It is split into the various modes of tutoring we provide, whether through live, one-on-one interactions with a tutor or through submitting your written work to our Paper Center for review.

# **Contacting Customer Service**

# **Customer Support Request Link**

If you need to contact Customer Service you will find a link to submit a Customer Support Request at the bottom of every page within NetTutor. Simply fill out the form with your information and the issue you are encountering and a Customer Service representative will respond as soon as possible.



# **Emailing Customer Service**

You can also email Customer Service at any time at <a href="mailto:support@link-systems.com">support@link-systems.com</a>. Please be as specific as possible when submitting a request by email—include your full name, institution, user ID, and the issue you are experiencing.

# **Calling Customer Service**

Customer Service is available by phone Monday through Friday, 9:00 AM to 5:30 PM Eastern Time. The phone number is 1-813-674-0660 extension 204.

# **Managing Your Account**

The Navigation Bar is on the left side of the NetTutor website. You will find a link to manage your NetTutor account in this area. If you need to update your email or your password simply click the "Manage Account" link.



To update your account information click "Update my Account."



Type in your new password or email address, and click "Update Database" to confirm your changes. Make sure you use an email address to which you have access and, if you change your password, write down your password in a secure location.

Update my Account Activate Access Code My Stats				
You can change any field except the User ID. <b>Red</b> fields are mandatory.				
User ID: zlsistudent				
Old Password:				
Password: Retype password:				
Email: nettutor@link-systems.com				
First name: Zelda M.I.: Last name: Student				
School/Organization: LSI				
Network Connection:   Click here if you have experienced network connection problems.				

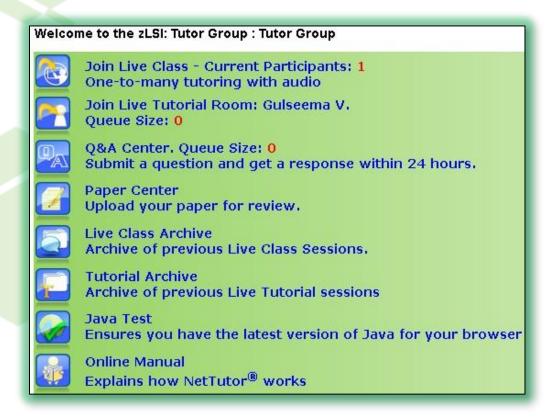
# The NetTutor Landing Page

When you first enter NetTutor you will be taken to a list of the subjects we support for your institution. Select the subject area you need help with to see the tutoring options available to you.



# The NetTutor Group View

Once you have chosen the subject you need help with you will be taken to the group view. This view shows the schedule for live tutoring, displays any special instructions, and shows the various options that are available for receiving tutoring, which are explained briefly on the next page. These options are explained in more detail later in this handbook. Note that not every option will be available in every subject area.



# **Live Class**

The Live Classroom is used for world language tutoring. It features audio so that you can practice pronunciation with your tutor.

Live Tutorial

Most subjects will have access to live tutoring through the Live Tutorial. This is a one-to-one tutoring room. The tutor who appears is the tutor with the shortest wait.

### **Q&A Center**

If you do not have time to join a tutor for a live session or a tutor is not currently live you can submit your question through the Q&A Center by clicking "Ask a Question." Once a tutor responds to your question you will receive an email. Simply return to the Q&A Center to retrieve the tutor's response.

# **Paper Center**

You can submit your writing for review through the Paper Center. It doesn't need to be for an English Composition course—our tutors can review any writing, including lab reports, technical writing, and business reports. To submit your assignment click "Submit your paper." Fill out the form, browse to where your file is, and click "Upload." Once a tutor has reviewed your writing you will receive an email. Return to the Paper Center to retrieve the review as a PDF file.

## **Archives**

The Archives are where you can find previous tutoring sessions. They are organized by subject and topic. Feel free to browse through the Archives before submitting your question—there may be a similar session already in the Archives.

# **Java Test**

The Java Test runs the first time you log in to NetTutor, but if you switch computers you can run it again by clicking on this icon. It makes sure that you have the latest version of Java, which is required to use the whiteboard.

### **Online Manual**

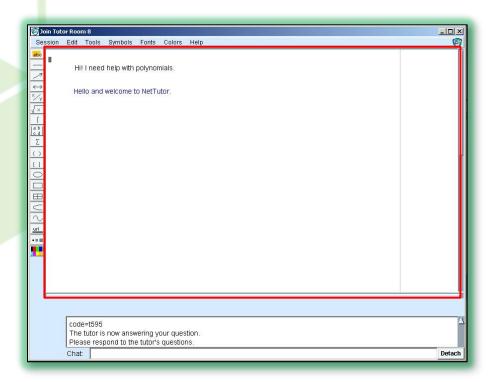
This icon opens up this handbook.

# The WorldWideWhiteBoard®

The whiteboard is the interface you will use to submit your question to and to interact with a tutor. It has four areas: the whiteboard, the chat, the toolbar, and the menu bar.

### The Whiteboard

The whiteboard area is where most of your interactions with the tutor will take place. You can type on the whiteboard by clicking anywhere and then using your keyboard. You can move the text cursor around the whiteboard by using the arrow keys on your keyboard. Pressing "Enter" will take you to the next line on the whiteboard. Text will automatically wrap to the next line if you reach the right side of the board. To draw on the whiteboard, hold down the left mouse button.

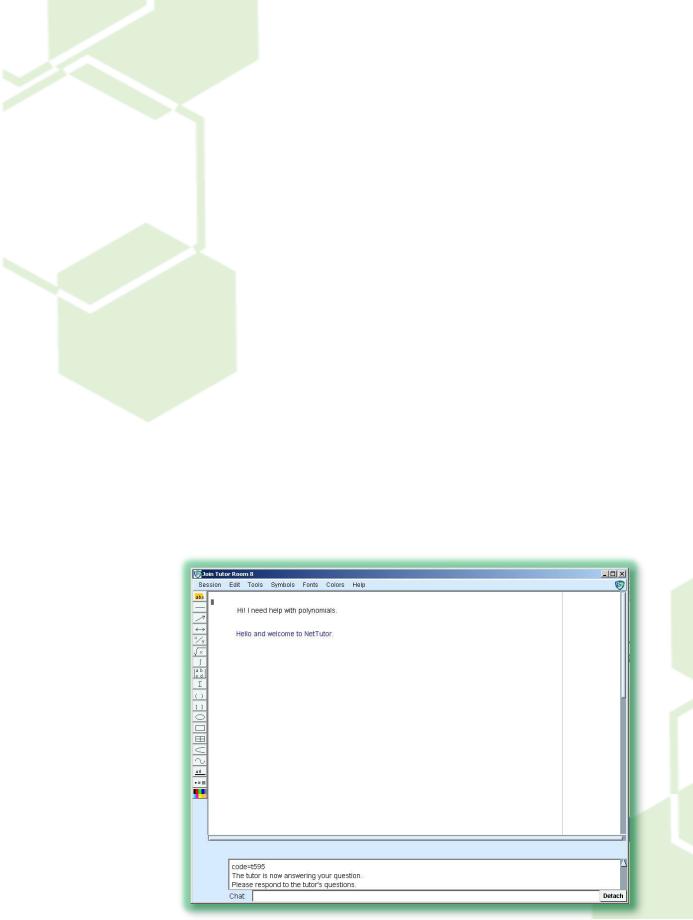


### **Chat Area**

The chat area displays system messages, such as your position in line if you decide to wait for a particular tutor. You can also type within the chat area if you would like to discuss something off-topic from your session, but you should use the whiteboard area above the chat when responding to a tutor.

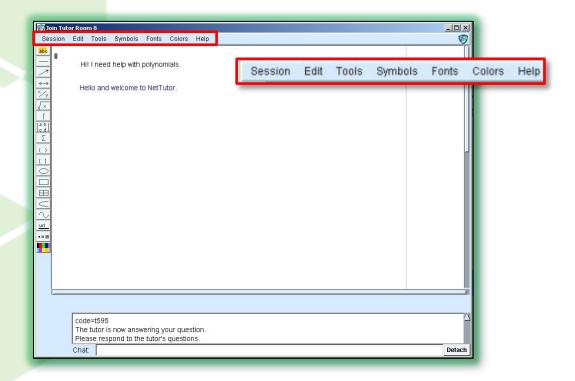
Quick Tip: To add an exponent to a number on the whiteboard, type your number, press the up arrow on your keyboard, and then type the exponent.

You can press the down arrow to return to the line you started on.



### **Menu Bar**

The menu bar has a number of options: from the bar, you can save or print out your session, undo mistakes, display symbol palettes, or change your font size or color.



Quick Tip: After your session is over, your whiteboard will remain open. This gives you time to save or print the session to use for studying later on.

### **Session**

The Session menu has the following options:

- Redraw: Refreshes the whiteboard area. Occasionally, when uploading an image, your whiteboard may not update. Clicking redraw will update the whiteboard.
- Save: Lets you to save the whiteboard to your hard drive as an image.
- Print: Lets you to print the whiteboard so that you can refer to it later.
- Load: Lets you to load images (.JPG or .GIF only) or audio (.AU only) onto the whiteboard.
- Exit: Closes the whiteboard.

### **Edit**

The Edit menu has the following options:

- Clear: Clears everything you have written on the whiteboard.
- Undo: Removes the last object or text you added to the whiteboard.

- Cancel: Cancels adding the current tool to the whiteboard (you can also right click to cancel an action).
- Paste text: Lets you paste multiple lines of text at once onto the whiteboard. Make sure you select "Wordwrap" before pasting it to the whiteboard to make sure the text fits the window.
- Grid: Places a grid that only you can see onto the whiteboard. Use this with "Snap" to align your text.
- Snap: Locks your text to the grid lines on the whiteboard.
- Modify: Allows you to change an object you have placed on the whiteboard.
- Move, Copy, Delete: These options allow you to move, copy, or delete either an object or a region. To move, copy, or delete an object, hover your mouse over the object and it will turn brown. You can then move it to where you want, or copy it; to delete it, click again. Region will allow you to select an area to move, copy, or delete.

### **Tools**

The Tools menu includes a graphing calculator that you can share with the tutor and allows you to copy and paste text.

### **Symbols**

The Symbols menu includes subject-specific symbol palettes. These include Greek symbols (such as pi  $\pi$ ), Foreign Language characters, and Mathematics symbols.

### **Fonts**

The Fonts menu allows you to change the size and style of your font.

### **Colors**

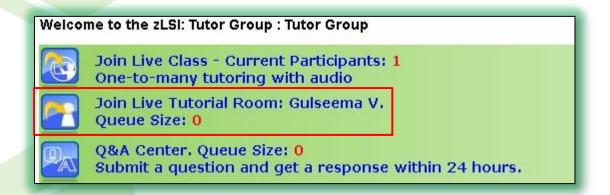
The Colors menu allows you to change the color of your font or to reset it to default.

### Help

The Help menu contains some basic information on using the whiteboard.

# **Live Tutorial**

The Live Tutorial allows you to interact with a tutor in a one-on-one environment. The tutor who appears in the group will be the tutor with the shortest wait. The Queue Size below a tutor's name shows how many students are in that tutor's line (for example, a queue size of 2 means the tutor is working with one student and another student is waiting for that tutor).

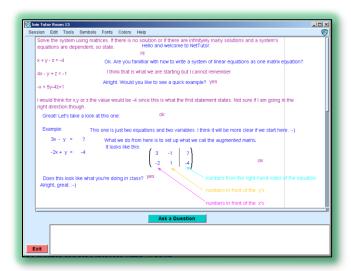


# **Joining a Tutor**

Once you are ready to work with live with a tutor, click on the tutor's room to open the WorldWideWhiteboard.

# **Viewing a Session**

When you first enter a tutor's room, if the tutor is working with another student, you will see the session the tutor is currently working on. You can watch sessions for as long as you like—if the session is on a similar question to the one you have you may be able to get help without submitting your question.



### **Asking a Question**

When you are ready to ask your question, click the "Ask a Question" button. The whiteboard will go blank and the toolbar and menu bar will appear. See "The WorldWideWhiteBoard™" section in this manual for information on how to use the various options the whiteboard has when typing out your question. Once your question is ready, click the "Submit your Question" button to join the tutor's queue.

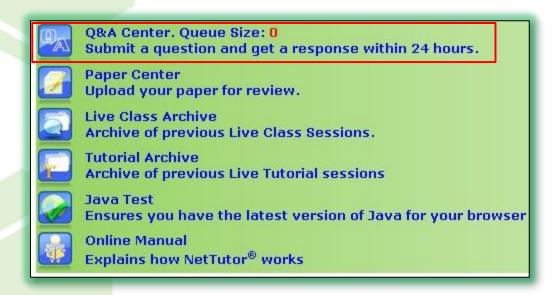
If the tutor is working with another student, you will see your position in line in the chat area of the whiteboard. Once the tutor accepts your question, a bell will ring and the board will switch to your question. You will then be able to respond to the tutor's questions and guidance.



Quick Tip: When submitting your question, show as much work as possible so the tutor knows what you have done so far and where you are getting stuck. The tutor will guide you through the process of a problem and answer questions you have but will not provide the answer for you—it is up to you to arrive at the answer yourself using the tutor's guidance.

# **Q&A Center**

The Q&A Center allows you to submit your questions to a tutor and retrieve the tutor's response at a later time. This option is always available, so, even if a tutor is not live, you can always submit your question.





# **Asking a Question**

To ask your question, click on the Q&A Center, and then click the "Ask a question" button. The WorldWideWhiteboard® will open up. Type out your question and show as much work as possible. Once you have typed out your question, click the "Submit" button in the lower left corner.

# **Retrieving the Tutor's Response**

Once the tutor has responded to your question, you will receive an email. Come back to NetTutor, click on the Q&A Center, and then click "Retrieve answer."

# Retrieve Answers Page: Demo: LSI NetTutor

To submit a new question, please click ASK A QUESTION

My Questions / Answers

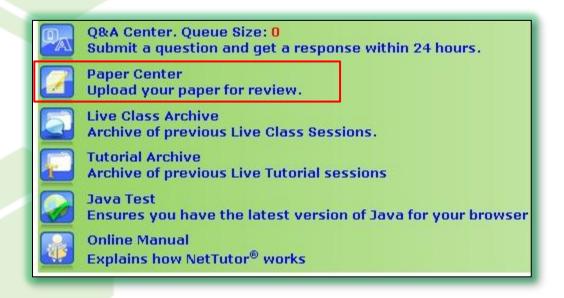
- View board t2 answered.
- · View board t3 answered.

Select the question number to view the tutor's response. If you need additional help, you can reply to the tutor by clicking "Ask a follow-up question."

Quick Tip: Show as much work and provide as much information as possible to ensure the tutor can provide you with an excellent response—if the tutor has to ask you for more information it will take longer to assist you.

# **Paper Center**

You can submit writing assignments through the Paper Center. Tutors will provide feedback to help you correct sentence structure and grammatical issues and will make comments to help you improve as a writer. It is up to you to take the tutor's feedback and make any necessary changes, though—the tutor will not correct sentences for you.



# **Manage Papers**

When you click on the Paper Center you are taken to the Manage Papers page. This page shows any papers you have submitted so far and allows you to submit papers, as well.

Manage Papers					
Paper	PID	Submit Date	Proof Date	View	
My Experience	212857	2013-04-11 10:14:37	2013-04-11 10:19:32	<b>2</b> 🔁 🕦	
My Paper	169141	2012-03-22 10:10:28	2012-03-22 10:15:46	<b>2</b> 🔁 🚯	
Business report	161956	2011-12-22 10:11:06	2011-12-22 10:18:26	<b>2</b> 🔁 🚯	
Lab Report	161950	2011-12-20 15:57:32	2011-12-20 16:33:05	<b>2</b> 🔁 🚯	
Business Report	161948	2011-12-19 16:48:24	2011-12-20 09:58:50	<b>2</b> 🔁 🚯	
High School	148995	2011-09-07 14:43:54	2011-09-08 13:19:06	<b>2</b> 🔁 🕦	
Submit your paper					

# **Submitting a Paper**

To submit a paper click the "Submit your paper" button from the Manage Papers page. The paper submission form will open up.

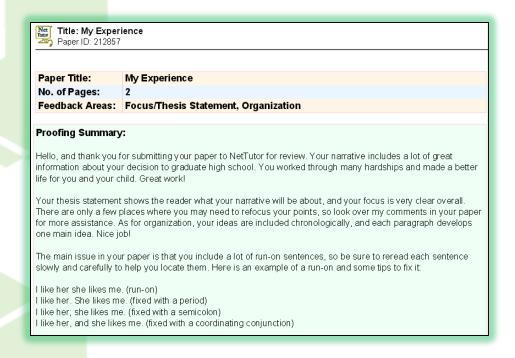
Paper Center Submission Form					
All fields are required for paper submission. Click "Browse" button to select your file, then click on the "Upload" button.					
Your Name:	Zelda Student				
Student ID:	zlsistudent				
Email:					
Have you taken an English course?	- Select One - ▼ Paper Style: - Select One - ▼				
Is English your second language?	- Select One - ▼ Paper Type: - Select One - ▼				
Due Date:					
Describe the assignment and the Writing Goals you would like the tutor to help you with.	.:				
Required Length:					
Choose two areas for specific feedback:	☐ Topic Development ☐ Sentence Structure ☐ Focus/Thesis Statement ☐ Sentence Variety ☐ Organization ☐ Transitions & Fluency ☐ Grammar & Mechanics ☐ Paper Format ☐ Word Choice ☐ Citations & References				
Paper name:					
File:	Browse No file selected.				
Upload					

Fill out the information requested and answer the questions so the tutor knows more about you and any particular writing goals you may have. You can select up to two areas for specific feedback, as well, so if you know you are having trouble in particular areas the tutor can provide detailed information on those areas to help you improve as a writer.

Once you have filled out the form, provide a title for your paper, click the "Browse" button and locate the paper on your computer, and then click the "Upload" button. You will now see the paper on the Manage Papers page.

# Retrieving a Paper & Understanding Tutor Feedback

Once a tutor has reviewed your paper, you will receive an email. Come back to NetTutor, click on the Paper Center, and then retrieve your reviewed paper by clicking on the PDF icon. You will be able to save or print out the reviewed paper so you can refer to it as you make any necessary changes.



The first page of the PDF is the tutor's feedback summary. Here, the tutor will let you know what you did well and what improvements you need to make. This is where the tutor will address the two areas you selected when submitting your paper, as well.

Quick Tip: Make sure you are uploading the correct version of your paper.

NetTutor accepts papers in the following formats: .doc, .docx, .rtf, .txt. If

you are using a program such as Open Office, make sure you save your

paper as a .doc or .docx file.



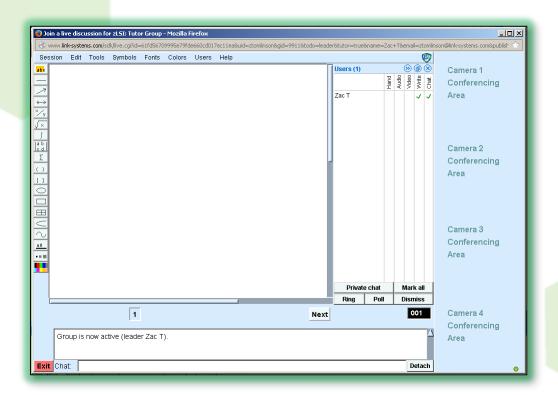
The remaining pages of the PDF will be your reviewed paper. The tutor will provide comments and ask questions directly on top of the paper. Remember, the tutor will not rewrite any sentences for you; the tutor's job is to point out issues and provide guidance that will help you make corrections yourself. In general, the tutor will point out the first occurrence of each major issue; it's up to you to look for similar issues throughout the rest of your paper. The tutor will also use standard proofreading symbols when appropriate. A list of all the symbols used can be found by clicking here.

# **Live Classroom**

The Live Classroom is similar to the Live Tutorial, but it allows a tutor to work with multiple students at once. It also includes streaming audio and video; NetTutor uses it for foreign language tutoring so that you can practice pronunciation with the tutor.



For information on how to use the whiteboard area, see "The WorldWideWhiteBoard®" section of this handbook.



### **User List**

The user list shows who is currently participating in the session. Each participant has a unique color so that you can tell who is writing on the whiteboard.

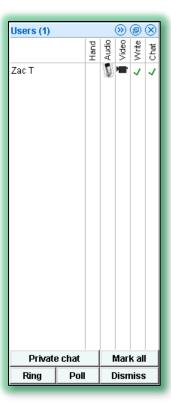
The "Hand" column allows you to raise your hand to get the attention of the tutor.

A green check in the "Write" and "Chat" columns means you have permission to write on the whiteboard and use the chat area at the bottom of the whiteboard.

The tutor can give you permission to turn on your microphone or webcam. When you have the ability to turn either of these on you will see an icon appear in the "Audio" or "Video" column. If you click this icon your microphone or webcam will turn on.

The first time you turn on your webcam you may see a pop-up asking you to activate Flash. Select "Activate" and your webcam will turn on.

You can chat privately with another user by clicking the user's name and then clicking the "Private chat" button.



Quick Tip: When you are using your microphone but not speaking, you can mute yourself by clicking the microphone icon. When you're ready to speak, click the icon again.

# **Tutorial Archives**

The Archives are an area where you can browse through great examples of common questions. You can look through the archives before submitting a question to see whether there is a similar session already archived.

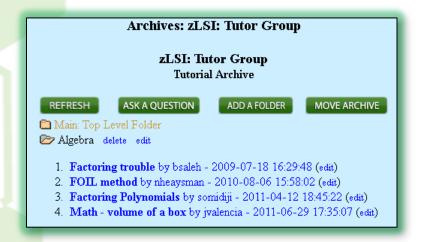


# **The Tutorial Archive Page**

The Archives are organized by topic. You can click on a topic to see the sessions within it.



When you click one of the sessions, it will open in a new window. If you would like to discuss the archived session, you can ask a follow-up question by clicking the link at the bottom of the window.



You can also submit a question to Q&A directly from the Archives by clicking the "Ask a Question" button at the top of the Archive Page.

Quick Tip: Think of the Archives like a Frequently Asked Questions area of NetTutor. Tutors place examples of commonly asked questions into the Archives, and the Archives grow over time as more students ask questions.

The Archives are specific to your school.

# **Java Test**

The Java test runs the first time you log in to NetTutor from a new browser. It ensures that you have the latest version of Java, which is required to use the WorldWideWhiteboard®.



You can also run the test at any time by clicking the Java Test icon in any NetTutor group. When the test opens in a new window, simply click the "Verify Java version" button.

Quick Tip: NetTutor works best in Mozilla Firefox or Google Chrome, but make sure you run the Java test as these browsers require the latest version of Java. Click here for more information about Chrome. Click here for more information about Firefox.