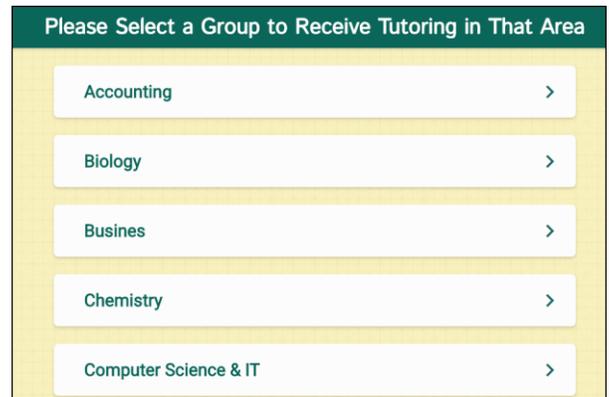


MS Virtual Community College NetTutor Getting Started Guide

Welcome to the new NetTutor User Interface and Experience!

1. To Get Started:

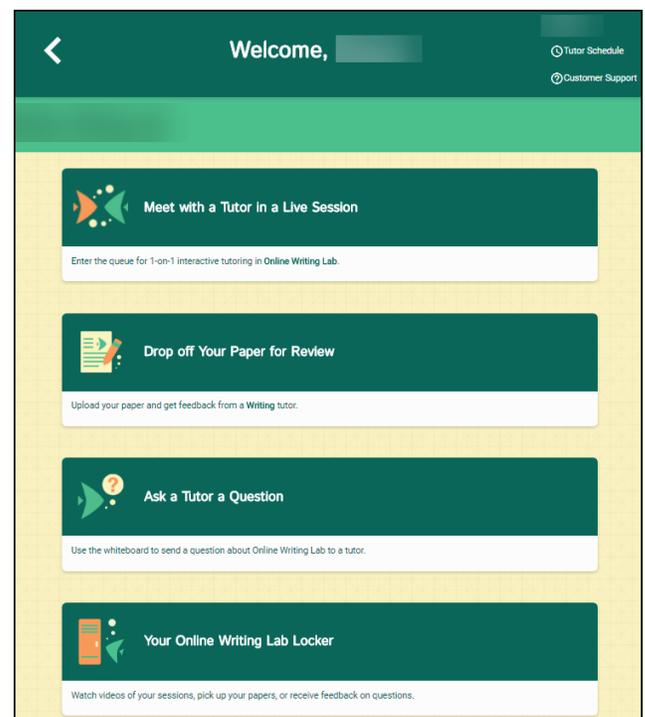
- You will first be brought to the **Group Picker** menu.
- From the **Group Picker** menu, you can easily select a subject you would like to receive tutoring in.
- Once you select a subject group, you will be taken to the **NetTutor Dashboard**.



2. The NetTutor Dashboard:

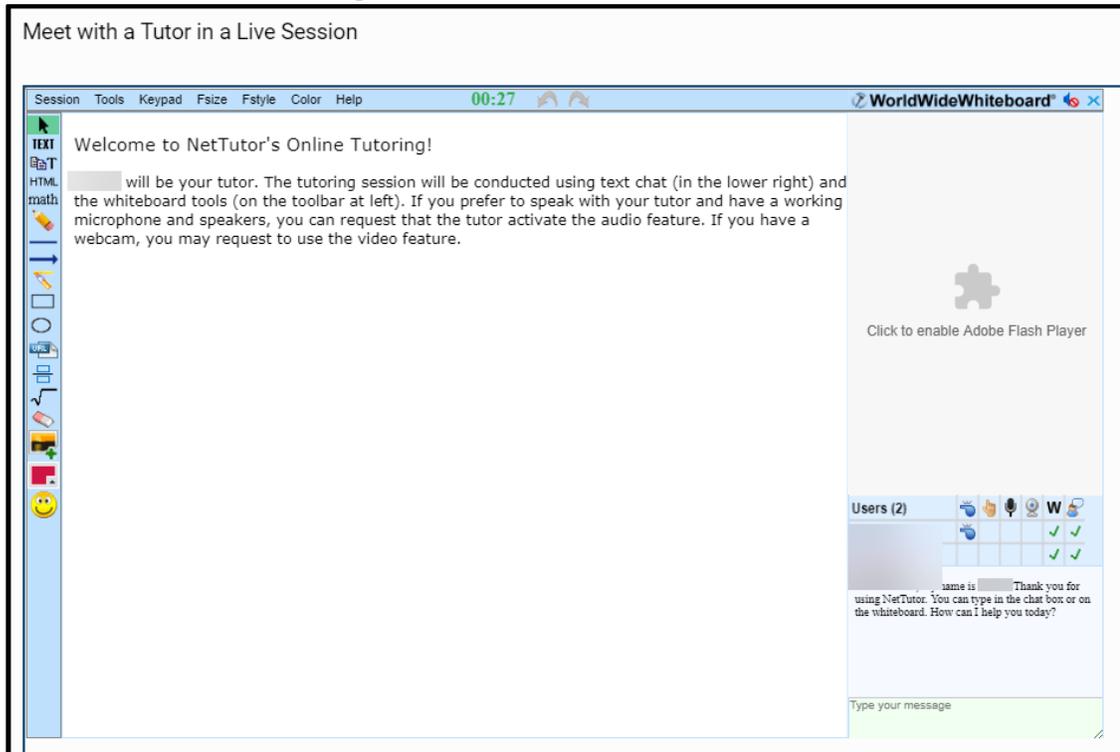
The **NetTutor Dashboard** consists of 4 options:

- **Meet with a Tutor in a Live Session:** This allows students to meet with a live tutor for one-on-one help.
- **Ask a Tutor a Question:** This allows students to submit a question to a tutor.
- **Your Subject Locker:** This allows students to view archived tutoring sessions, papers that have been reviewed by a writing tutor, and feedback from questions submitted.
- **Drop off Your Paper for Review:** This allows students to upload papers to be reviewed by a writing tutor who will provide feedback on the paper. (Available for Online Writing Lab Subject area)



3. Meet with a Tutor in a Live Session

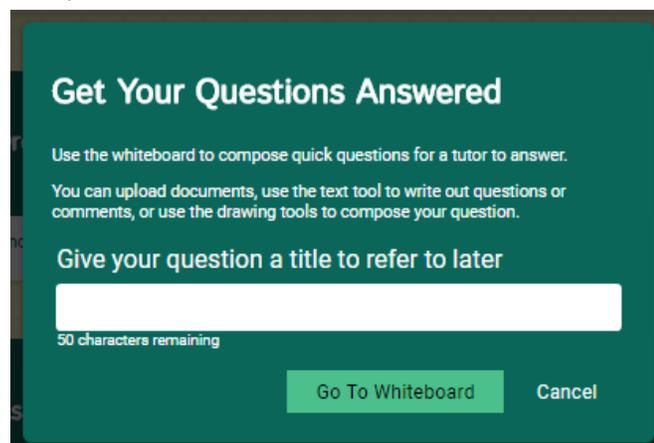
Meet with a tutor in a Live Session by utilizing the WorldWideWhiteboard to communicate with the tutor in real time using various tools.



4. Ask a Tutor a Question

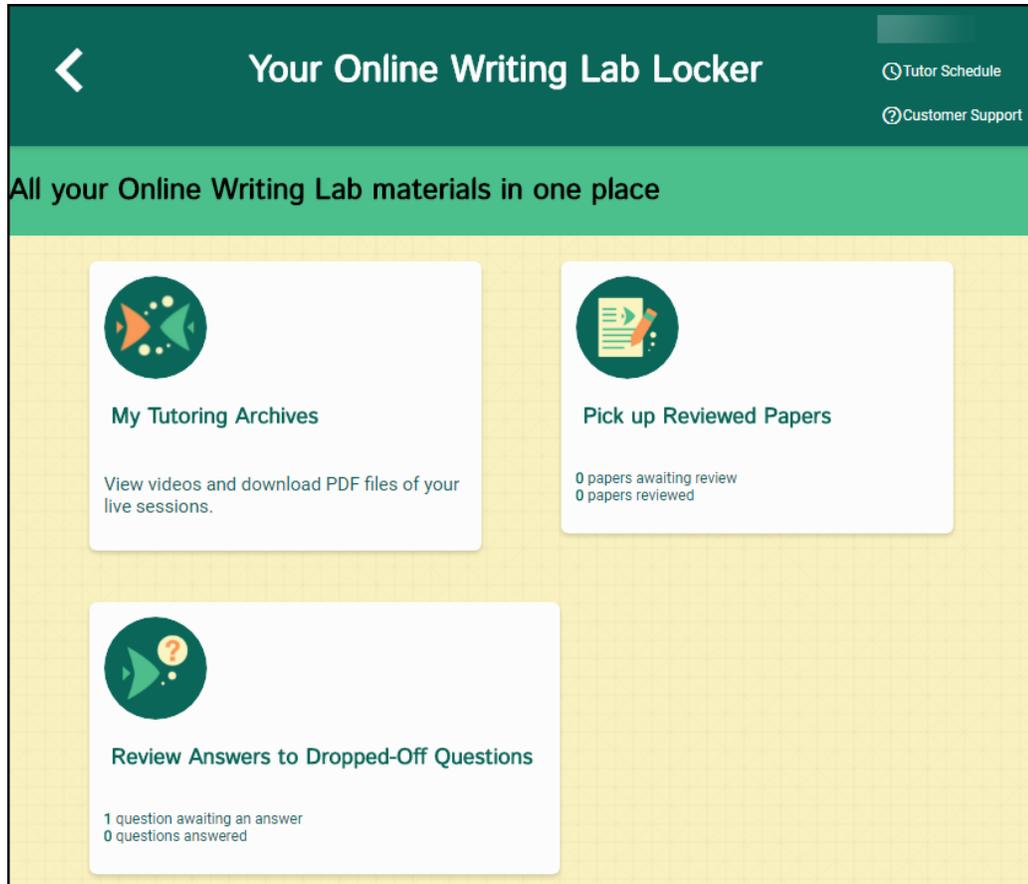
If you don't have a time for a Live Session, use the "Ask a Tutor a Question" option to submit a question that you can easily find the answer to later.

- First give your question a title.
- Then click "Go to Whiteboard". You will be able to use various tools in the WorldWideWhiteboard to submit your question.
- Once you are done, click "Submit" in the WorldWideWhiteboard.



5. Your Subject Locker

Your Subject Locker contains videos and files from live tutoring sessions, papers that you have submitted or that have been reviewed by a writing tutor, and answers to questions you have submitted through the “Ask a Tutor a Question” feature.



6. Drop off Your Paper for Review

Students can submit papers for review by a writing tutor in 3 easy steps:

- **Step 1:** Enter **Basic Information** including the name of the paper and a description of the assignment.

- **Step 2: Enter Format** Information including areas of feedback, style, type, and length.

Upload your Paper

Tutor Schedule
Customer Support

Basic Information Format File Complete!

Select **two** areas of feedback.

Topic Development Sentence Structure

Focus/Thesis Statement Sentence Variety

Organization Transitions & Fluency

Grammar & Mechanics Paper Format

Word Choice Citations & References

Style Type

Select the style of your paper Select the type of your paper

Required Length

0 Pages

If there is a mandatory length for your paper, you may indicate it here.

< Previous > Next

- **Step 3: Upload the File.**

Upload your Paper

Tutor Schedule
Customer Support

Basic Information Format File Complete!

Drag and Drop or Upload Paper

Drop Your File Here

Choose A File

< Previous ✓ Upload Your Paper