

# 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**.

Please Select a Group to Receive Tutoring in That Area				
Accounting	>			
Biology	>			
Busines	>			
Chemistry	>			
Computer Science & IT	>			

# 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.

Session Tools Keypad Fsize Fstyle Color Help 00:27 🆍 🎮	🖉 WorldWideWhiteboard® 🍫
Welcome to NetTutor's Online Tutoring! will be your tutor. The tutoring session will be conducted using text chat (in the lower right) and the whiteboard tools (on the toolbar at left). If you prefer to speak with your tutor and have a working microphone and speakers, you can request that the tutor activate the audio feature. If you have a webcam, you may request to use the video feature.	Users (2)

## 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.

Get Your Ques	tions Answered	
Use the whiteboard to compo	se quick questions for a tutor to	answer.
You can upload documents, us comments, or use the drawing	se the text tool to write out ques	tions or
Give your question	a title to refer to later	
50 characters remaining		
	Go To Whiteboard	Cancel

## 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.



- < Upload your Paper C 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 Paper Format Grammar & Mechanics Word Choice Citations & References Style Туре 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 > Next < Previous
- **Step 2:** Enter **Format** Information including areas of feedback, style, type, and length.

• Step 3: Upload the File.

<	Upload your	Paper	() Tutor Schedule () Customer Support
Basic Information	Format	File	Complete!
D	rag and Drop or	Upload Pape	r
	Drop Your F	ile Here	
< Previous	1 Choose A	File	✓ Upload Your Paper