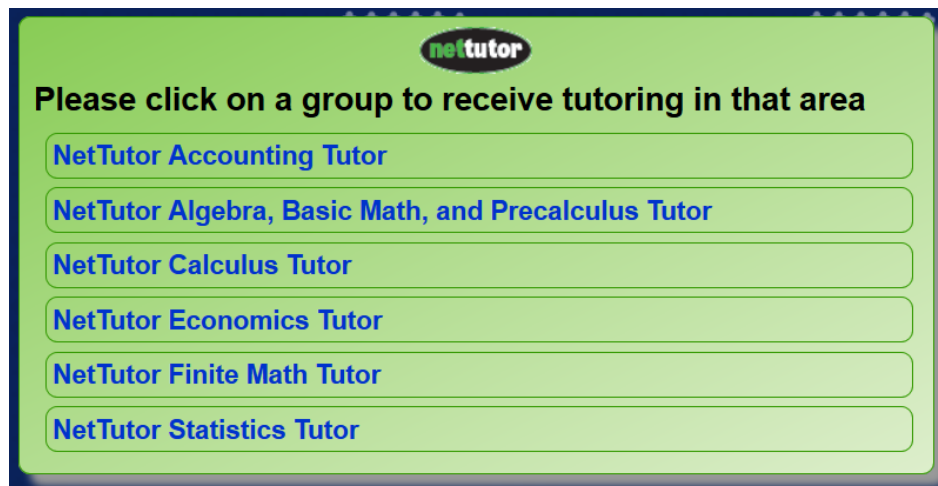# ONLINE TUTORING – QUICK START

**Distance Education, (714) 564-6725, DistEd@sac.edu, www.sac.edu/disted**

First time users will need to accept the User Agreement before receiving tutoring services.

Getting Started:

Select the subject that you want to receive tutoring on from the menu. Click on the subject name to launch the tutoring session.


Once the subject has been indicated, select the type of tutoring from the menu: **Ask Net Tutor – Live 1 to 1 Help** will open a live, private session with a tutor in the selected subject; **Net Tutor Q&A Center** allows students to post a question offline, and have it answered by a tutor within 24 hours including Email notification when the answer has been posted; **My Net Tutor Tutorial Archive** contains a recording of past tutoring sessions. Student can only view their own recorded tutoring sessions.
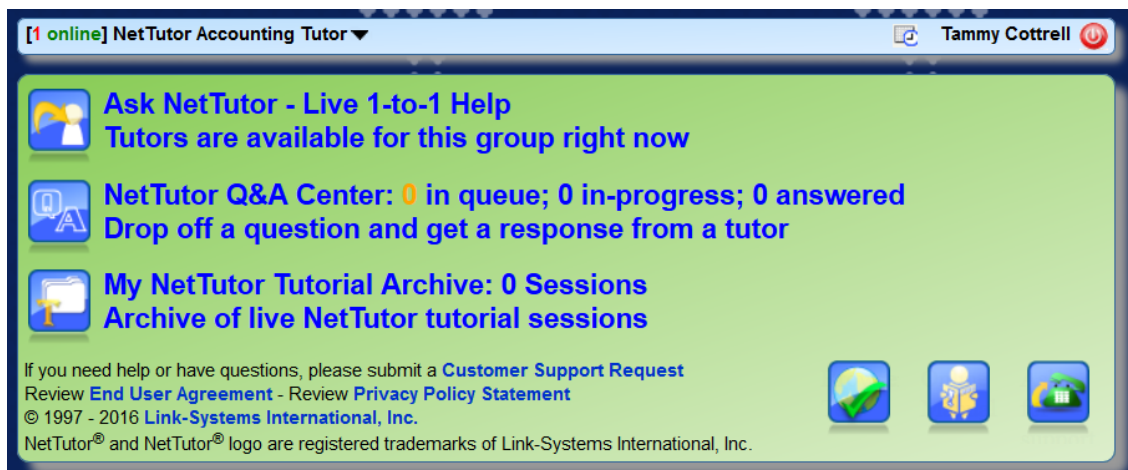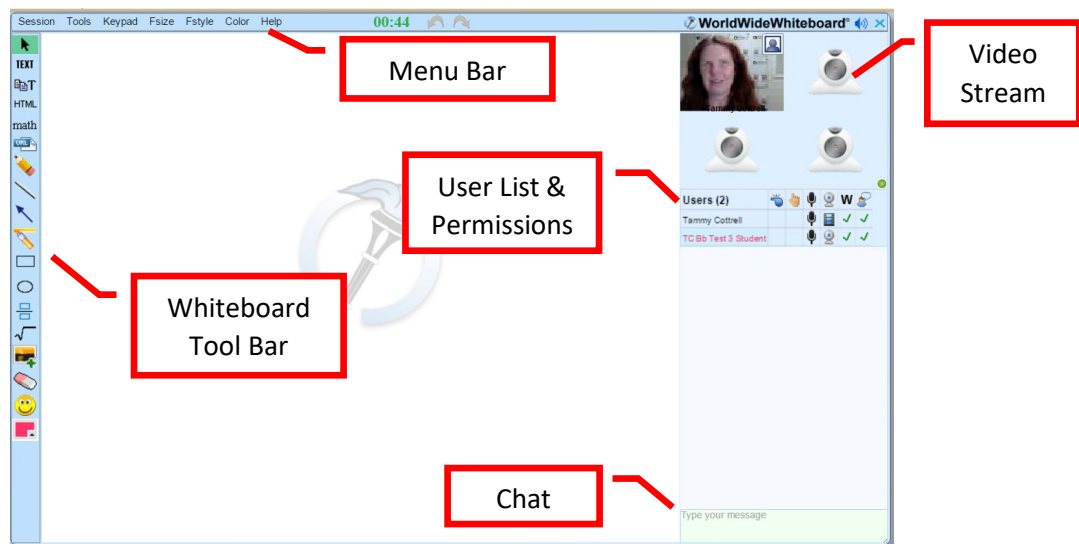
NOTE:

If a tutor is not available immediately, the student will be notified how many other students are ahead of them in the queue.
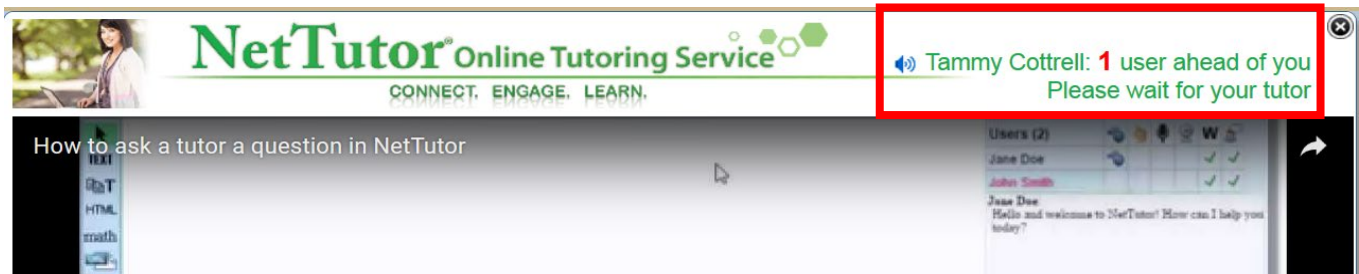
Whiteboard Components:

The whiteboard will contain a tool bar on the left side, and menu bar at the top. On the right side is the video conferencing stream, user list, permissions, and at the bottom, a chat area.

Whiteboard Tool bar:

The tool bar located on the left side of the screen contains the following. To see the name of the tool, hover over the tool on the tool bar.

| Icon	Purpose
▲	The **Selector Tool** allows the user to select a place or object on the screen.
TEXT	The **Single Line Text Editor** provides the user with a single text box. Press enter once for a new text box, and twice to exit the tool. Each text box can be manipulated separately.
T	The **Multi-Line Text Editor** provides the user with a text box that allows multiple line of text.
HTML	HTML editor
math	The **Math Editor tool** enables users to easily create math equations using the math equation keypad.
URL	Allows users to add a website or URL to the whiteboard. Click on the URL to redirect to the webpage.
✏	The **Free Hand Pencil tool** is one of the Free Hand Drawing tools. It allows users to draw or write on the whiteboard. Change the color using the Color Selection tool or menu.

Icon	Purpose
	The **Straight Line tool** is one of the Quick Draw tools. It allows users to draw a straight line on the whiteboard by clicking, holding the left mouse button and dragging, then releasing. Change the color using the Color Selection tool or menu.
	The **Straight Line Arrow tool** is one of the Quick Draw tools. It allows users to draw a straight line on the whiteboard by clicking, holding the left mouse button and dragging, then releasing. Change the color using the Color Selection tool or menu.
	The **Highlight tool** is one of the Free Hand Drawing tools. It allows users to highlight material on the whiteboard. Change the color using the Color Selection tool or menu.
	The **Oval tool** is one of the Quick Draw tools. It allows users to draw a straight line on the whiteboard by clicking, holding the left mouse button and dragging, then releasing. Change the color using the Color Selection tool or menu.
	The **Rectangle tool** is one of the Quick Draw tools. It allows users to draw a straight line on the whiteboard by clicking, holding the left mouse button and dragging, then releasing. Change the color using the Color Selection tool or menu.
	The **Fraction tool** allows users to quickly and easily work with fractions. Click the tool, then the desired place on the whiteboard. Enter the fraction numerator and denominator in the provided text boxes.
	The **Square Root tool** allows users to quickly and easily work with square roots. Click the tool, then the desired place on the whiteboard. Enter the number for the square root calculation.
	The **PDF/Image tool** is allows users to upload files onto the whiteboard. Students will use this tool to upload papers or assignments for the tutoring session.
	The **Eraser** is one of the Free Hand Drawing tools. It allows users to erase material on the whiteboard.
	Allows users to select and add an Emoticon to the user display on the right side of the screen. Select the circle with a line through it to remove the Emoticon.
	Color Selection tool allows the user to change the color for use with the whiteboard tools and text. Color can also be changed using the Color menu on the top tool bar.

Menu Bar:

The top menu bar has links for Session (save session work as PDF), Tools, Keypad, F(ont) Size, F(ont) Style, and Color. There is a session timer that will show how long the user has been in the session. Finally, there are Undo and Redo buttons to undo or redo the last action on the whiteboard.
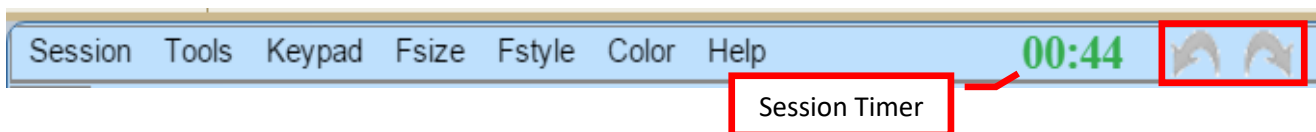
Video Conferencing Stream:
On the right side is the video conferencing stream, user list, permissions, and chat area.
The video conferencing has the capacity to display four webcams. To turn on a webcam, click the webcam icon next to your name in the participant list. The film strip icon indicates that the user is displaying the webcam video feed.

User List and Icon meaning:
The user list provides the names of the participants. The whistle icon indicates who is the session "Leader." The hand icon is used to ask a question during the session. Click the column next to the user's name to raise the hand. The microphone icon indicates that audio is active. Click the microphone to turn the microphone on. A speaker icon indicates that the microphone is turned on. The W represents access to the whiteboard while the person with the conversation bubble is access to the chat feature. A green check mark indicates that the user has access and can utilize the tool. The X indicates that the tool has been turned off for the user.
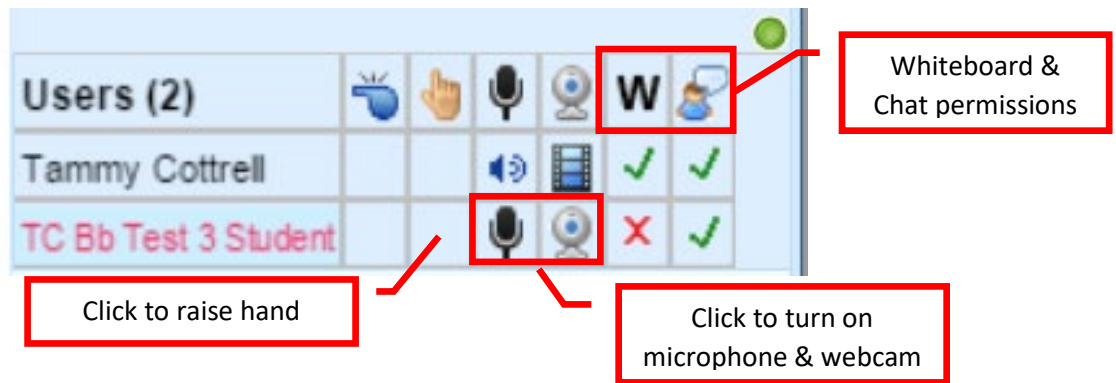

Chat Tool:
The chat tool allows users to communicate via instant message or chat. Simply type in the message box located at the bottom left of the whiteboard. The message will appear in the chat window.
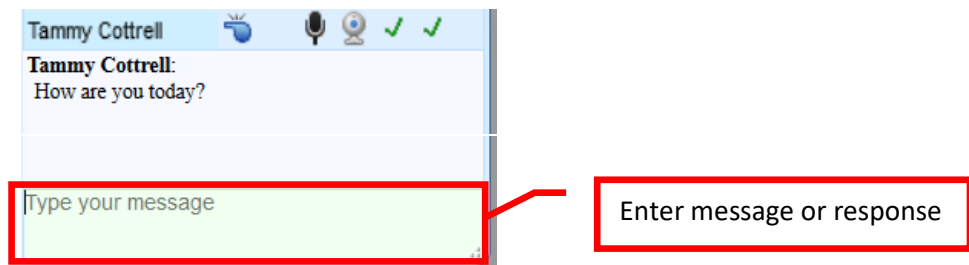
Whiteboard Work Area:

The main area of the whiteboard is where most of the work will be done using the tools on the left side tool bar. Once the work is complete, students can save the session as a PDF by clicking the Session from the top menu, and selecting "Save as PDF." The PDF will include all of the annotations from the tutoring session.
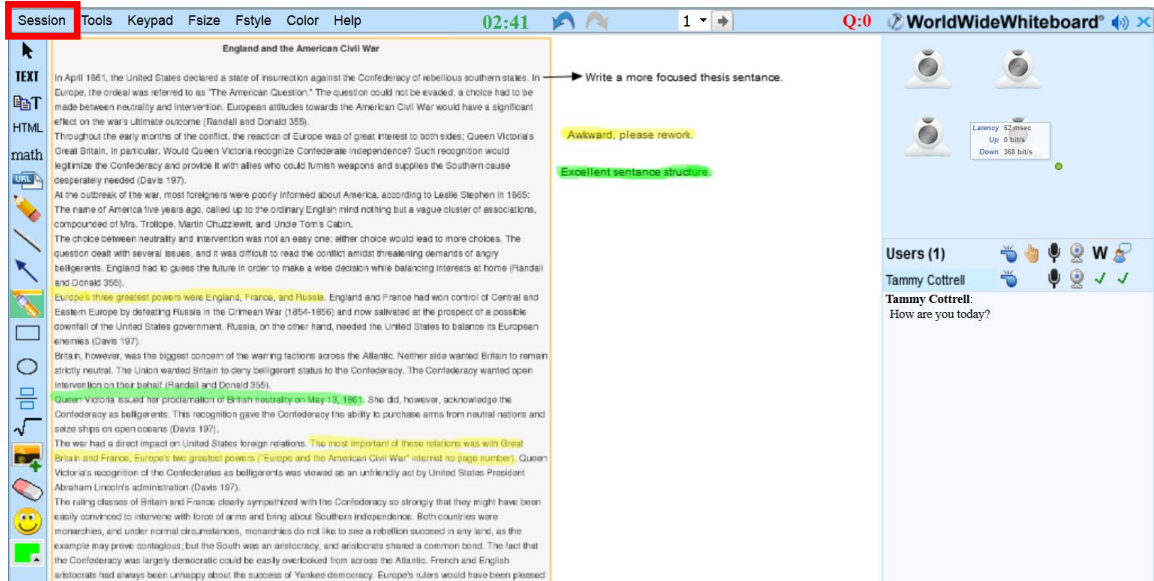
End/Exit Session:

Participants will receive a message when the Tutor or Leader has ended the session. Click the X located in the upper right corner of the screen to exit the session.

Click to exit session