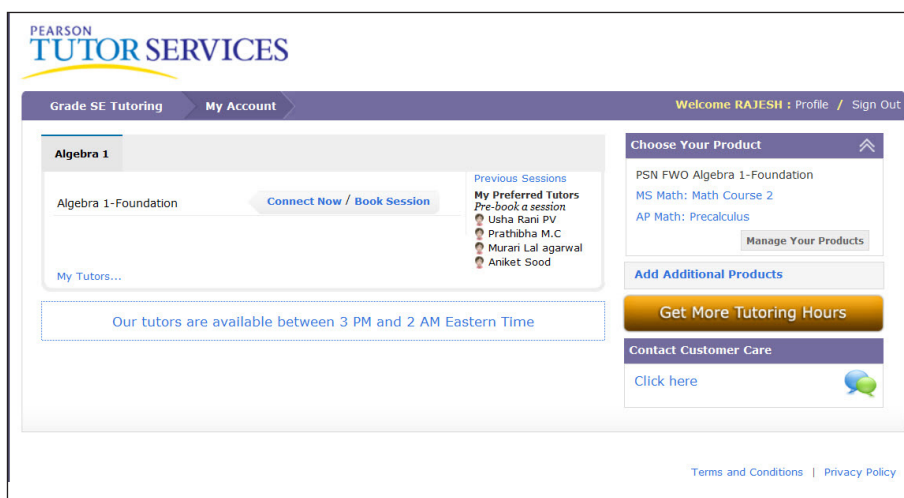


## Lesson Walk-Through

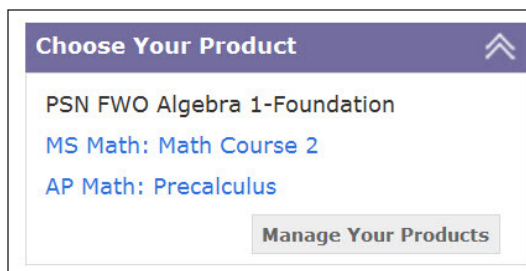
**Introduction** This guide walks through an interactive tutoring session. It introduces the features on the virtual whiteboard and discusses how to schedule a session with a tutor. This guide also describes how to replay and share a tutoring session.

**The Dashboard** Once you or your students are logged in to your account, you are taken directly to the dashboard. Here, you will see four panels.



**Panel 1** Panel 1 is the welcome panel. This is where you will find buttons to view or modify your profile and to sign out of your session.

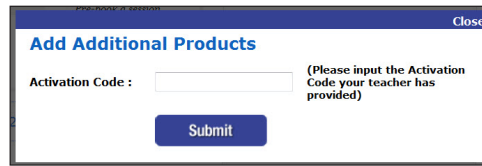
**Panel 2** Panel 2 allows you to choose and manage your textbooks. You can change the currently active textbook by selecting it from the list. You can also see how many minutes you have left by selecting the Manage Your Products link.



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**Panel 3**

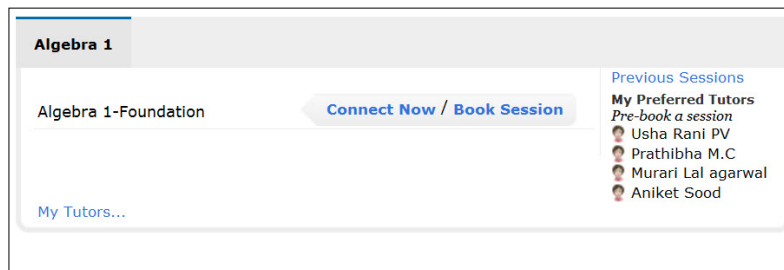
Panel 3 contains three buttons. The button called Add Additional Products allows you to add new products to your account by entering your activation code.



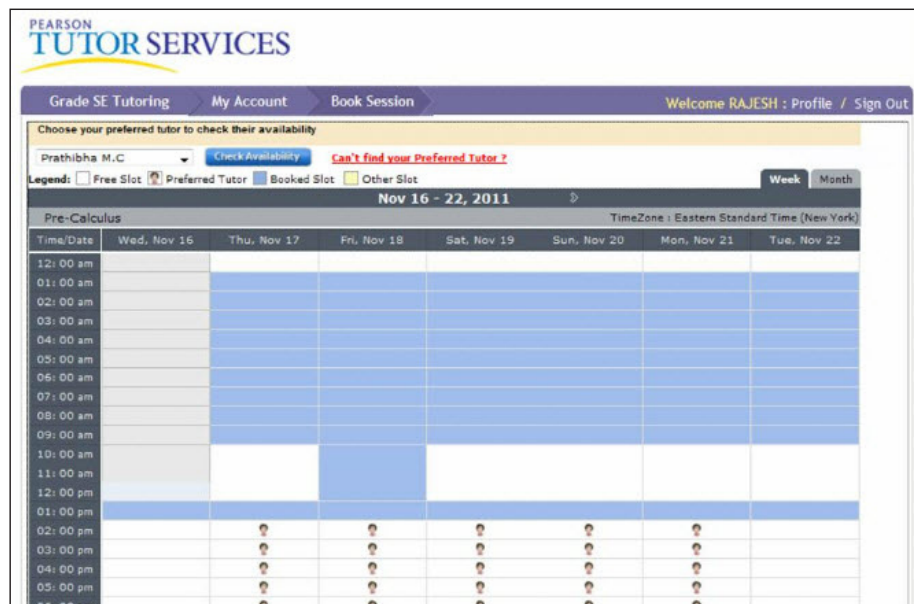
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**Panel 4**

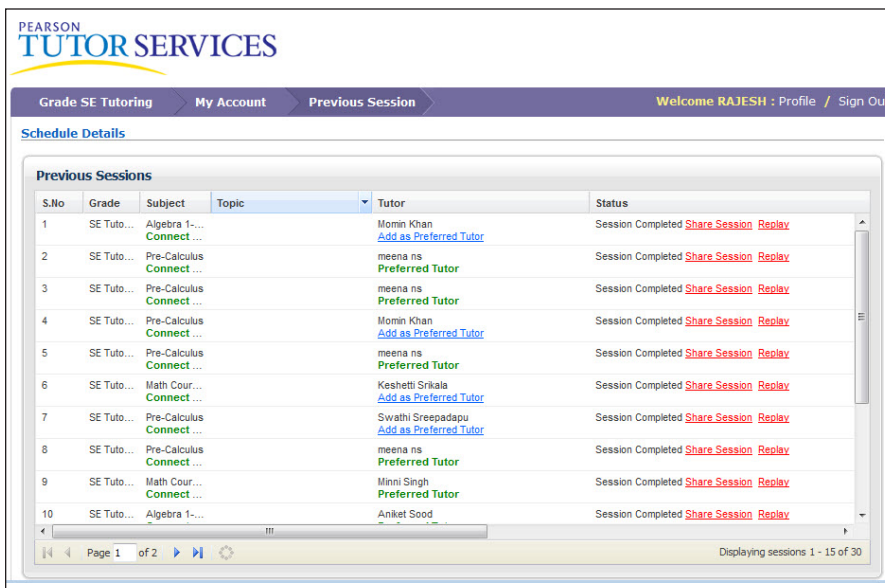
Panel 4 contains four links. The first link, Connect Now, helps you create new sessions with an available tutor.



The next link allows you to book a future session with the tutor of your choice. Simply select your topic for the session and the tutor of your choice. You will see a screen showing when that tutor is available, and you can select a time that is mutually agreeable.

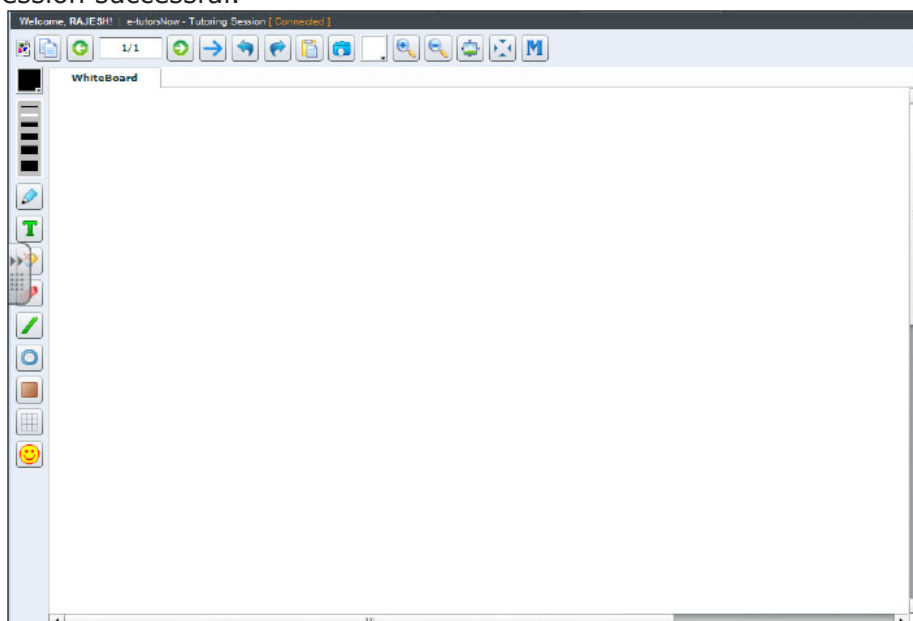


Your students can use the Previous Session link to review their previous sessions if they need to review or prepare for an assessment. Also, by selecting the Share Session link, they can share a session with their classmates or you. When they review a session, it does not count against their tutoring minutes.



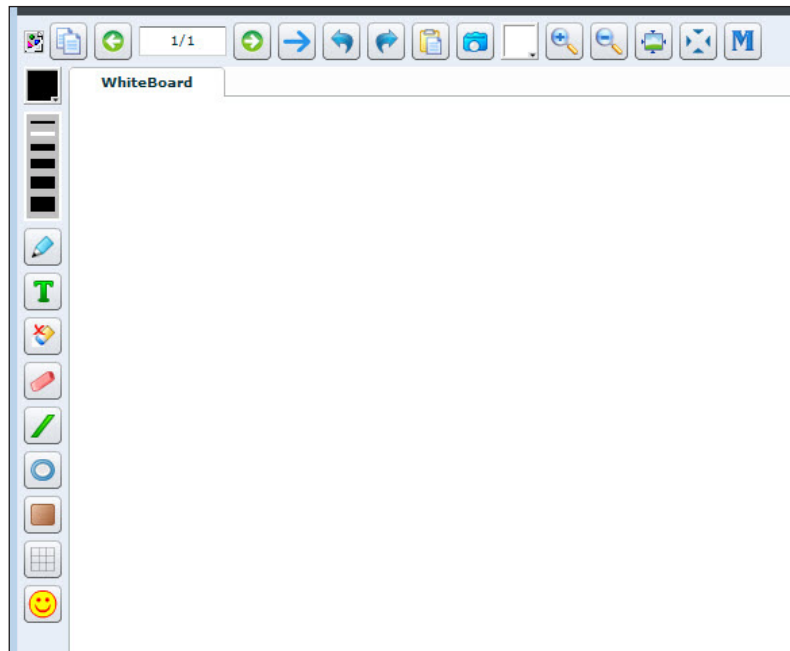
## The Whiteboard

The whiteboard is the interface on which the tutoring session will take place. The whiteboard has many features that make the tutoring session successful.



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**The Horizontal Tool Bar** The horizontal tool bar offers students many viewing options.



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**New Page** Use the New Page tool to add a new page to the whiteboard. Use this when you run out of space or want an additional page to write on.

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**Prev** Use this tool to navigate to the previous page.

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**Page Indicator** Locate the page indicator to tell you the page number of your current page, along with the total number of pages that are available on the whiteboard.

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**Next** Use the Next button to navigate to the next page.

---

**Pointer** Use this tool to place a pointer anywhere on the whiteboard in order to attract the attention of your tutor to that step.

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**Undo** Use this tool to undo the last work that you completed. For example, if you typed something wrong, you can click this tool to cancel all of the typing that you just did.

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**Redo** Cancel the last undo operation with this tool.

---

**Share** Use the Share button when you want to share your worksheets or other documents with your tutor. Remember to have the document you want to share stored in PDF or graphic file format.

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**Capture** Use this button to capture the whiteboard work as a snapshot, page by page onto the desktop. Only use this feature when you are in the session.

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**BG Color** Use this button to change the background color of the whiteboard.

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**Zoom In/  
Zoom Out** Use these buttons to zoom in or out on a portion of your document.

<b>Actual Size</b>	Use this button to return your document to its original size.
<b>Fit Page/Fit Original</b>	Use this button to view the entire page on which you and your tutor are working.
<b>Math Symbols</b>	Use special symbols for which there are no simple keyboard solutions. This tool provides a variety of symbols to use.
<b>The Vertical Toolbar</b>	The vertical toolbar offers several tools that help students enhance their writing abilities on the whiteboard.



<b>Color</b>	Use this tool to change the color of all other tools.
<b>Thickness</b>	Use this tool to increase or decrease the thickness or size of typed characters, thickness of lines drawn with the freehand tool, thickness of erasers, and thickness of lines or outlines drawn with respective tools.
<b>Freehand Tool</b>	Use this tool to write or draw freehand. This gives the feeling of writing on paper.
<b>Text Tool</b>	Use this tool to type on the whiteboard using the keyboard.
<b>Remove Tool</b>	Use this tool to remove an object from the whiteboard.
<b>Eraser Tool</b>	Use this tool to erase a portion of the whiteboard or portion of created objects.
<b>Line Tool</b>	Use this tool to draw horizontal, vertical or inclined lines.
<b>Solid Tool</b>	Use this tool to fill figures in with a desired color.
<b>Grid Tool</b>	Use this tool to draw vertical and/or horizontal lines that can serve as reference for drawing graphs, curves, and so on.

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**Smiley Tool** Use this tool to express emotions. If a student has clearly understood a point, he or she can show their emotions using the smiley tool.

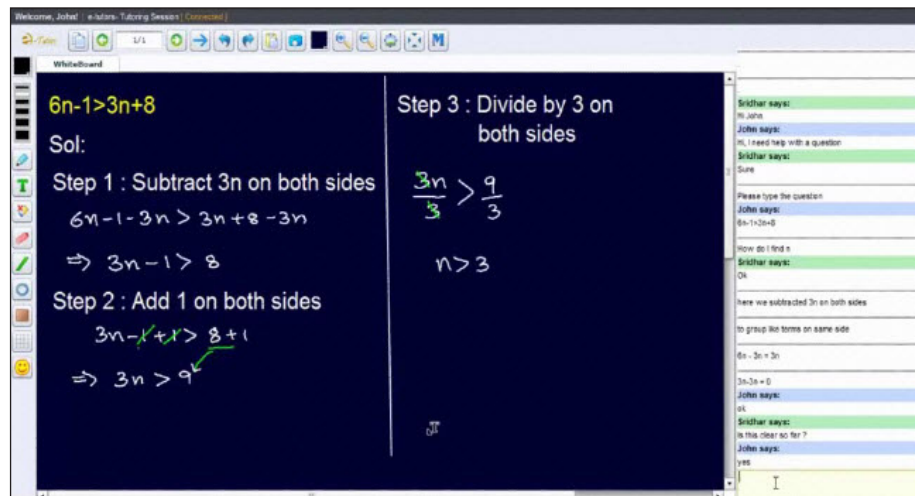
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**Sample Session**

Now that you have looked at each of the buttons on the whiteboard, take a look at a sample session.

The session begins with the student asking the tutor a question. Notice how the question is displayed on the whiteboard. The tutor will then walk through each of the steps for solving the equation.

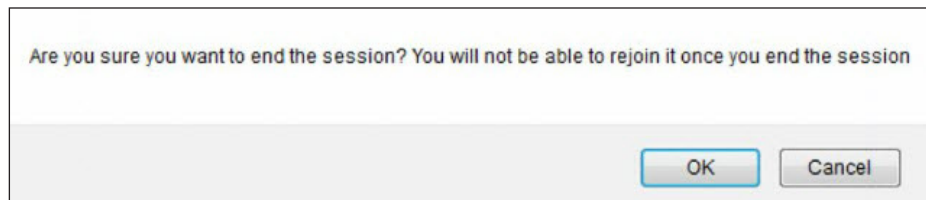
Notice how the tutor asks the student if he or she understands throughout the explanation.



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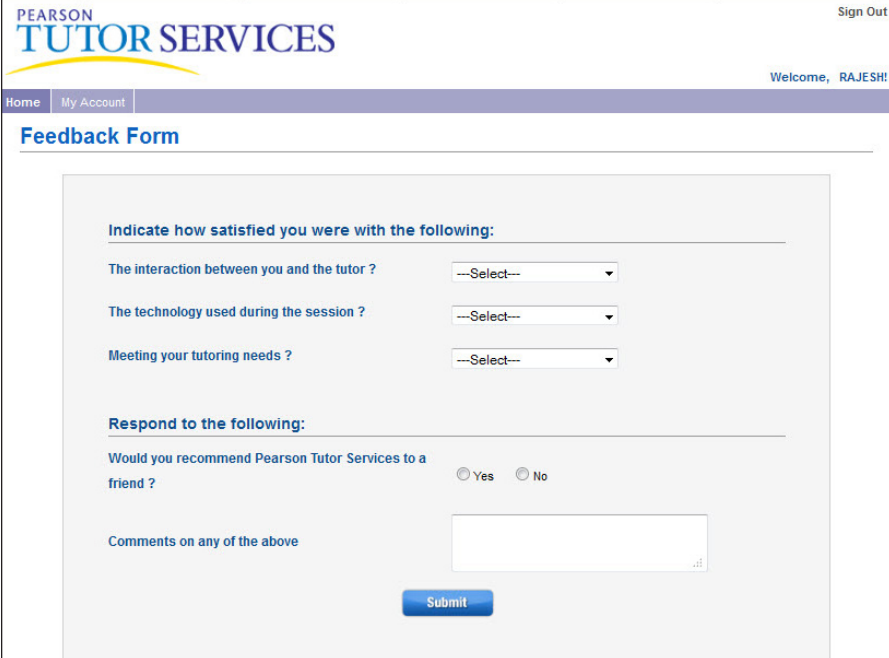
**Ending a Session**

Once you are through with your session, click the End Session button to the right of the horizontal toolbar. You will see a confirmation page. If you click **Cancel**, you will return to your session. If you click **OK**, you will go to the feedback screen.



## Session Feedback

Feedback is a tool you can use to collect constructive feedback on your experiences during tutoring sessions. The information you provide is then used to enhance future sessions.



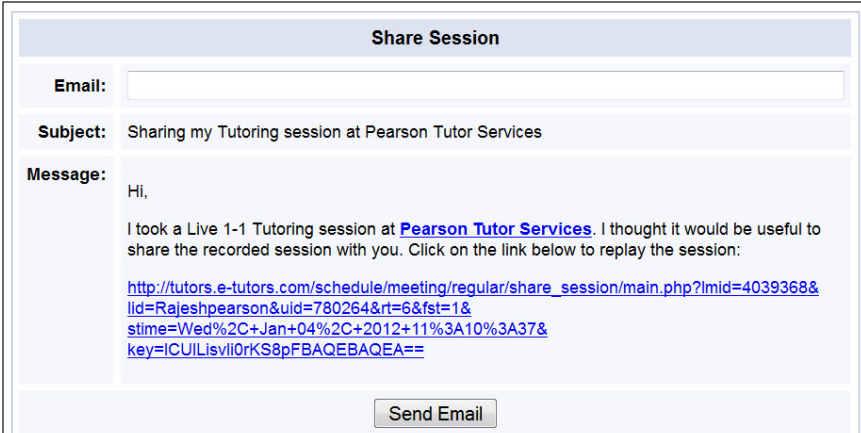
The screenshot shows the Pearson Tutor Services website interface. At the top, there is a navigation bar with "Home" and "My Account" links, and a "Sign Out" button. The user is logged in as "RAJESH!". The main heading is "Feedback Form". The form contains two sections: "Indicate how satisfied you were with the following:" with three dropdown menus for "The interaction between you and the tutor?", "The technology used during the session?", and "Meeting your tutoring needs?"; and "Respond to the following:" with a question "Would you recommend Pearson Tutor Services to a friend?" and radio buttons for "Yes" and "No". There is also a text area for "Comments on any of the above" and a "Submit" button.

## Replaying a Session

Once you have completed a session, it will appear on your dashboard. Click the Previous Sessions button to display all of the sessions in which you have participated. Select the session you want to view and click **Replay**.

## Sharing a Session

In addition to replaying a session, students can share a session with their classmates or you. Simply click on the Share Session link and type the e-mail address for the person with whom you want to share your session.



The screenshot shows the "Share Session" form. It has a title bar "Share Session". Below it, there are three sections: "Email:" with a text input field; "Subject:" with the text "Sharing my Tutoring session at Pearson Tutor Services"; and "Message:" with a text area containing a pre-written message: "Hi, I took a Live 1-1 Tutoring session at [Pearson Tutor Services](#). I thought it would be useful to share the recorded session with you. Click on the link below to replay the session: [http://tutors.e-tutors.com/schedule/meeting/regular/share\\_session/main.php?lmid=4039368&lid=Rajeshpearson&uid=780264&rt=6&fst=1&stime=Wed%2C+Jan+04%2C+2012+11%3A10%3A37&key=ICUJLisvii0rKS8pFBAQEBAQEA==](http://tutors.e-tutors.com/schedule/meeting/regular/share_session/main.php?lmid=4039368&lid=Rajeshpearson&uid=780264&rt=6&fst=1&stime=Wed%2C+Jan+04%2C+2012+11%3A10%3A37&key=ICUJLisvii0rKS8pFBAQEBAQEA==)". At the bottom right, there is a "Send Email" button.

## Review

This guide examined an interactive tutoring session. It discussed the features on the virtual whiteboard and introduced how to schedule a session with a tutor. This guide also explained how to replay and share a tutoring session.