

## Tutor.com Instructions for Minnesota West Students

Log in to D2L/Brightspace with your Star ID / Star ID password

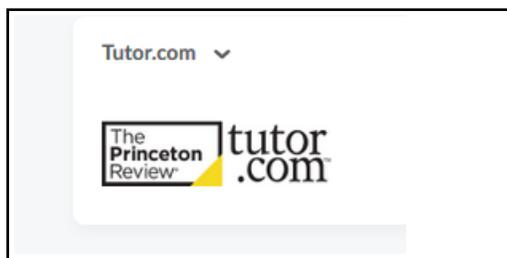
- From the Minnesota West home page ([www.mnwest.edu](http://www.mnwest.edu)) hover over Current Students across the Navigation Bar and select “**Online Courses – D2L**” (OR)
- Access D2L at <https://mnwest.learn.minnstate.edu/>

Tutor.com can be accessed in two different ways within D2L, both of which use a single sign-on feature (meaning you don’t need to remember an additional password)

- Option 1: from **your D2L home page**, scroll down to the bottom left area entitled **Student Services**



- Option 2: from within each **course home page** you have in D2L, scroll to the bottom right and select the tutor.com icon



2. Tutor.com features an easy to use interface

- From the Dashboard, view the number of remaining hours available to you.  
**Note: all Minnesota West students are provided 15 hours of FREE online tutoring with tutor.com each academic year.** (If you have depleted your hours

or are approaching the end of your limit, please contact [tutoring@mnwest.edu](mailto:tutoring@mnwest.edu) for additional information regarding your options.

- **“Connect with a tutor now”** is the standard default screen (shown below)

You have 15 hours remaining this academic year.

**What do you need help with today?** English

**Topic**  
Business

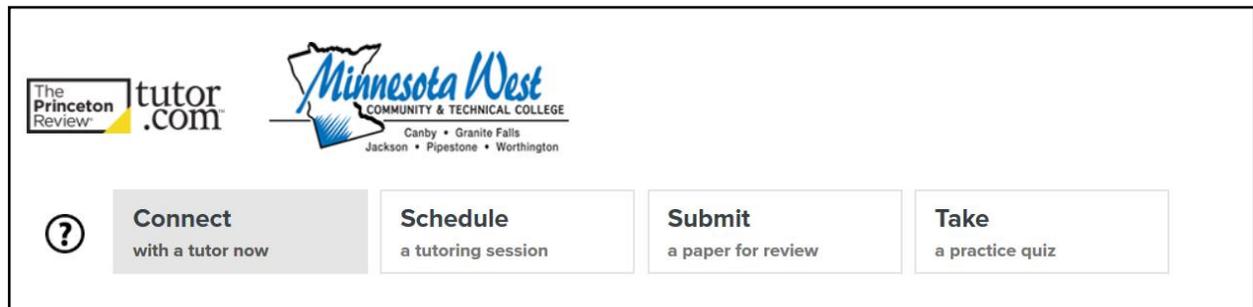
**Subject**  
Select a subject...

I want a tutor with voice-chat capabilities.

**Enter your question**  
Type your question here.

[Attach a File](#) **CONNECT NOW**

From the Dashboard, select from the 4 main options available to you:



The dashboard features logos for The Princeton Review, tutor.com, and Minnesota West Community & Technical College. Below the logos are four buttons: 'Connect with a tutor now' (highlighted in grey), 'Schedule a tutoring session', 'Submit a paper for review', and 'Take a practice quiz'.

### Connect with a tutor now

- Tutoring is available in both English and Spanish languages
- Choose your topic, then subject
- Check the box **I want a tutor with voice-chat capabilities** if you have a device with speakers and microphone and you prefer to speak with the tutor
- Attach a file if desired
- Select **Connect Now** to begin your session. (average wait time is under 2 minutes, according to current tutor.com statistics.)

## Schedule a tutoring session

Choose your subject from the dropdown menu, and view the list of tutors available. You can see their names, their schedule (availability), the number of tutoring sessions conducted, and their overall rating on a 5-star scale. (see below)

It's easy—just select a tutor and tell us when you'd like to work together. We'll handle the rest. And of course, you can always [get a tutor now](#) if you're in a hurry.

Career Help - Resume Help



**Sarah B.** ★★★★★ (2243)  
English, Essay Writing  
Bachelors in Anthropology from Lawrence University

Next available time:  
Aug 20, 2018 @ 12:00AM ET



**Jeremy W.** ★★★★★ (379)  
English, ESL, Essay Writing, MS Excel, Reading  
Bachelors in Business Administration and Management, General from University of Phoenix-Online Campus

Next available time:  
Aug 20, 2018 @ 12:00AM ET

Select **Schedule** to view the available times (choose date/time/subject/session length)

Laura S.



### Schedule a session with me.

Choose a date and time.

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

How long would you like to work together?

What would you like to work on?

Topic:  Subject:

What would you like to discuss with your tutor?

[Attach a File](#)

## Submit a Paper for Review

- Complete the required fields (\*)
- Citation style field is optional, but helpful if required for your paper
- Select **Please Upload a Document for Review** and upload your file/document
- Select **submit** when finished
- Tutor.com promises a turnaround time of 12 hours, but according to current statistics is returning papers to students in around 3 hours.
- Click **Submit**

### Submit your document for 12-hour review

It's easy—just complete the form below to let our tutors know what you're working on, submit your document, and we'll get it back to you within 12 hours.

Are you seeking help with undergraduate or graduate writing? \*

What is the topic of your paper? \*

Where are you in the writing process? \*

Please describe your assignment and any instructions you've received from your teacher or professor (feel free to cut and paste). \*

What citation format are you using, if any?

Please upload a document for review.

No file selected. [Remove](#)

Accepted file formats are: doc, docx, txt

## Take a Practice Quiz

Choose from a variety of math and writing subjects to take practice quizzes. This is a great resource for reviewing content either for a current or in preparation for an upcoming class.

- Select the **topic**
- The available options for that topic appear, make your selection
- Select **TAKE QUIZ** (see below)

# Quizzes

Ready to get started? Select your practice test below:

**Topic**

Algebra I

**Quiz**

Algebraic Expressions

TAKE QUIZ

### “?” feature

Select the ? if unsure of which subject to select, and tutor.com will arrange a tutor for you.

### My Account

Review current or past sessions, view a list of your favorite tutors, or upload/access documents and files in **My Locker**.

**My Account** ▾

- My Sessions
- My Favorite Tutors
- My Locker

Sign out

### Preparation

In order to maximize the time available, prepare for a session by having a particular concept or question that you would like to work on with the tutor. Tutors can help you with questions

from your assignment, proofreading a paper or reviewing a concept from class. In the pre-session survey, please answer a few quick questions so that tutor.com can connect you with the best tutor suited for your level and needs.

### **Working with a Tutor**

When you enter the classroom, you will see a chat window on the right-hand side of the screen and a whiteboard. You can talk with the tutor by typing into the chat box and drawing out a problem together on the whiteboard. Various tools at the left hand side of the classroom will help you to draw, type, erase and drag and drop shapes as needed. Ask your tutor for a quick tour upon first sign in.

### **Personalized Features**

Tutor.com wants your account to be your own personalized learning environment. With this in mind, they have given you a space to save your favorite tutors, retrieve your archived sessions and essay reviews as well as a file storage locker to store documents. You can access these features any time without counting against your allotted tutoring time.

### **Feedback and Assistance**

Your feedback is important to both Minnesota West and tutor.com. After each session, please fill out the post-session survey and offer feedback about your experience, including how the tutor helped, your opinion of the online classroom and anything else you'd like to share. You can also save, replay, email and print your session.

### **Contact for Help**

Please contact either the Help Desk at 507-372-3476 or email [tutoring@mnwest.edu](mailto:tutoring@mnwest.edu) if you have questions or require additional assistance.