



# Getting Started as a Tutor

Welcome to the NSTEP Study Buddy program. Thank you for volunteering your time to help other students with their math homework. This guide will get you started as a tutor. Please follow the steps outlined below carefully for each of your sessions. At the time of registration, you selected which subjects you are qualified to tutor. This selection will automatically restrict you to tutoring students in only your qualified subjects throughout the Study Buddy system.

## I. Scheduling a time to tutor

The very first step as a Study Buddy Tutor is to schedule a time to tutor on our scheduling website. The login page for the scheduler is located on our “Study Buddy Tools” page:

<http://www.nstep-online.org/tools/studybuddy.asp>

When you visit this site, you will be prompted to enter your user name and password.

★ Your user name is the complete email address you used when registering to tutor with NSTEP, including the @ symbol and domain (.com, .net, etc.).

★ For your first login your password is your last name.

★ After successfully entering your login information, you will be prompted to create a new password. Your username will continue to be your complete email address. You may now schedule yourself to tutor.

Please Enter your Login and Password Below

Login:

Password:

[Forgot password?](#)

Wednesday Mar. 26	Thursday Mar. 27
3:00 PM	3:00 PM
3:30 PM	3:30 PM
4:00 PM	4:00 PM

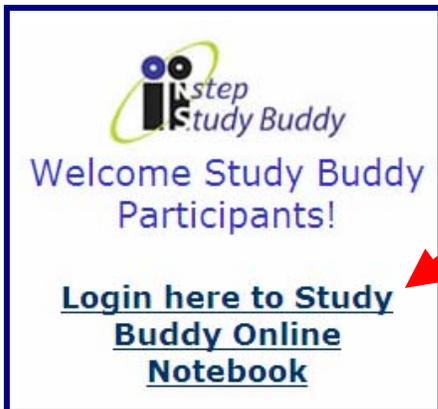
Note that tutoring times are available in half-hour slots. To sign up for a particular time, simply click on the half-hour slot during which you would like to tutor. If the slot is not shaded in, then we do not need tutors during this time.

## II. Signing into the Study Buddy Lobby

At the beginning of your scheduled tutoring time, follow these steps to enter the Study Buddy lobby and join the waiting queue to tutor our students:

Start by opening our homepage:

[www.nstep-online.org](http://www.nstep-online.org)

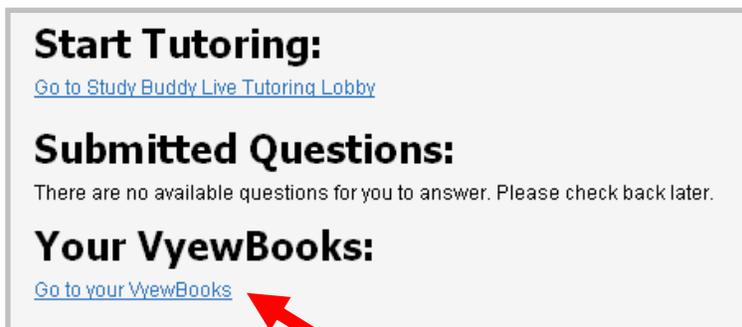


Look for the following link on the right side of the page to enter the Study Buddy Tutor Lobby.

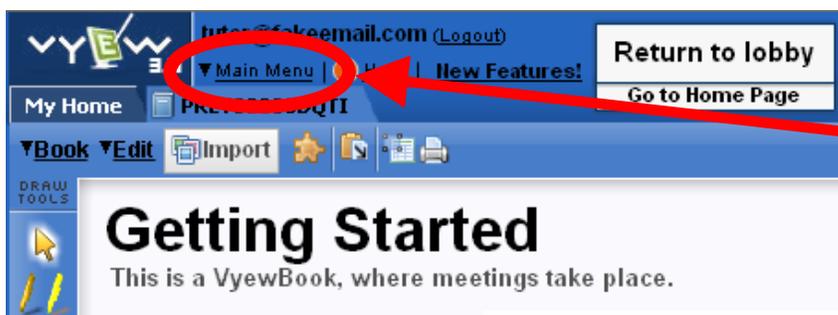
You will then be prompted for an email and password. Again, your password is your last name.

## III. Change your online notebook password

Each time you enter the tutor lobby you will be presented with three choices:



On your first login, you need to change your online notebook password. This can be done by clicking “Go to your Vviewbooks”.

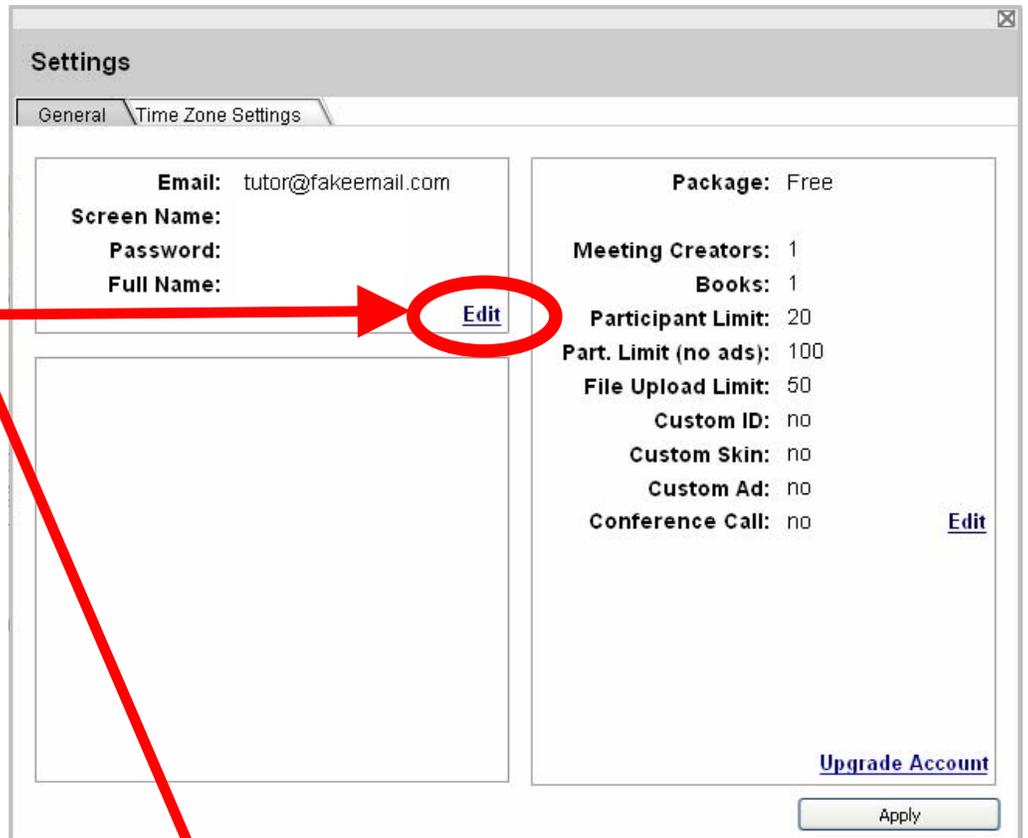


At the top of your online notebook, click on “Main Menu”.



Select “*Account Settings*” from the dropdown menu. This will open the large settings window pictured below.

Click on “*Edit*” to open the User Info screen where you enter a new password.



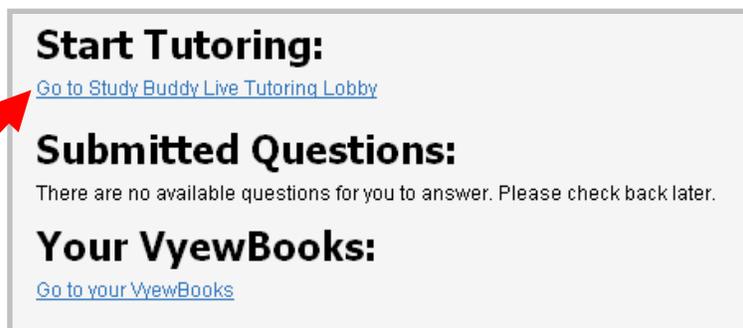
Once you click “*Submit*” your password is updated.

Remember that all passwords within Study Buddy are case sensitive!



You may now log out of your book and return to the tutor lobby to begin your first active tutoring session.

## IV. Entering the Tutoring Queue

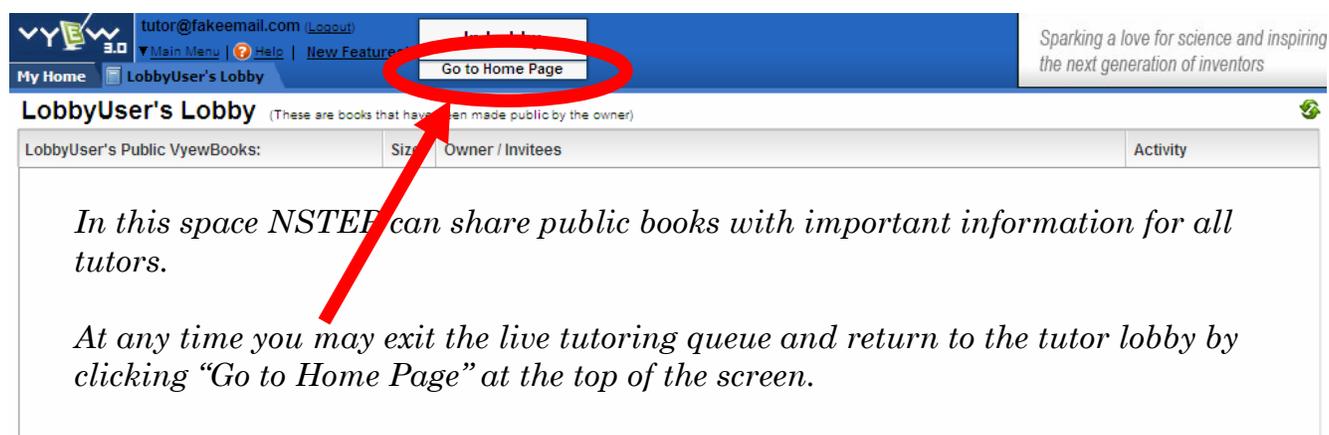


**Start Tutoring:**  
[Go to Study Buddy Live Tutoring Lobby](#)

**Submitted Questions:**  
There are no available questions for you to answer. Please check back later.

**Your VyewBooks:**  
[Go to your VyewBooks](#)

From the Study Buddy Tutor Lobby, you may enter the live waiting queue to tutor by clicking the link beneath “*Start Tutoring.*” Click here to begin a tutoring session.



tutor@fakeemail.com (Logout) | Main Menu | Help | New Features | **Go to Home Page**

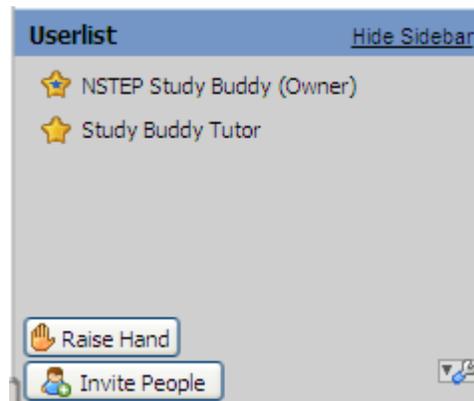
My Home | LobbyUser's Lobby

**LobbyUser's Lobby** (These are books that have been made public by the owner)

LobbyUser's Public VyewBooks:	Size	Owner / Invitees	Activity
<p><i>In this space NSTEP can share public books with important information for all tutors.</i></p> <p><i>At any time you may exit the live tutoring queue and return to the tutor lobby by clicking “Go to Home Page” at the top of the screen.</i></p>			

Next to the Study Buddy Lobby you will see the Tutor user list. Your name has now been added to the bottom of this list. At this point, you are now waiting to be pulled into an online notebook by a student!

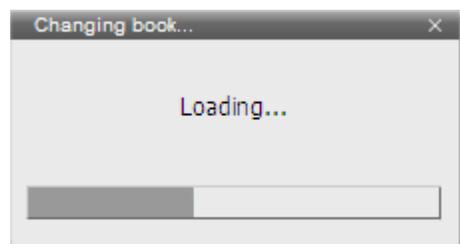
Tutors are selected in the order they entered the lobby. Until your name is the first on the list you will not be pulled into a book.



**Userlist** [Hide Sidebar](#)

- ★ NSTEP Study Buddy (Owner)
- ★ Study Buddy Tutor

[Raise Hand](#) [Invite People](#)



Changing book... [X]

Loading...

[Progress Bar]

Once you are selected, the box to the left will pop up for a moment while the student’s Vyewbook loads on your screen.

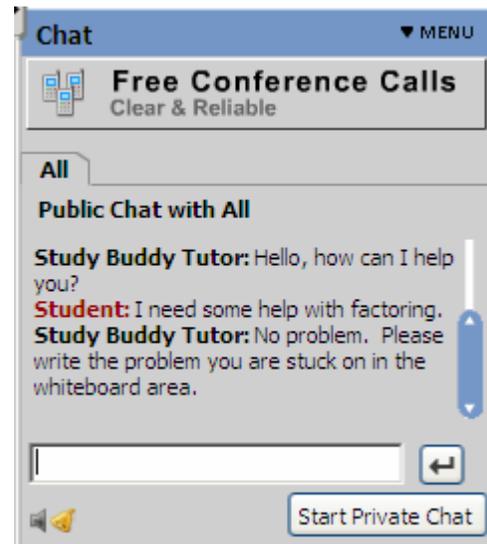


Notice on the right side of the screen the userlist. The student you are going to help will be the first person in the room, followed by your name.

## V. Tutoring

It is now the job of the student to communicate to you what she would like help with. There are three ways to do so: the chat box on the bottom right corner of the screen (pictured to the right), the white board itself, or the “Push to talk” button.

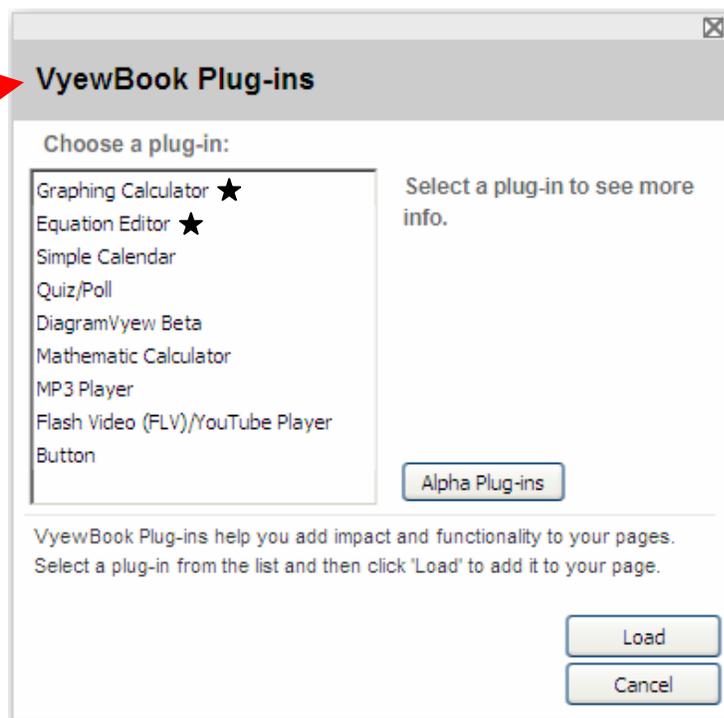
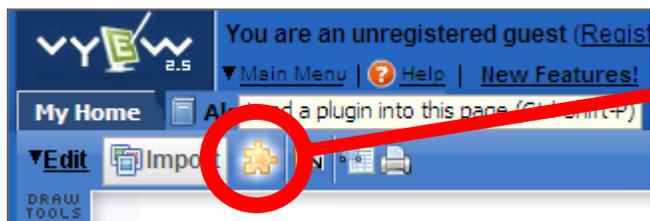
You will now use the tools on the far left of your screen to help your student and answer their questions for them. The pen is probably the easiest way to draw a question up on the board or work with what your student has already placed there.



Some of the tools that you will be most often using are labeled below.

Pen feature		
Create a text box		
Draw a line		
Change color		
Adjust thickness		

In addition to these tools there are several plug-ins that can be added to your Vviewbook to facilitate the tutoring session. To access these applications, click on the button (illustrated below) which looks like a puzzle piece at the top of the whiteboard area.

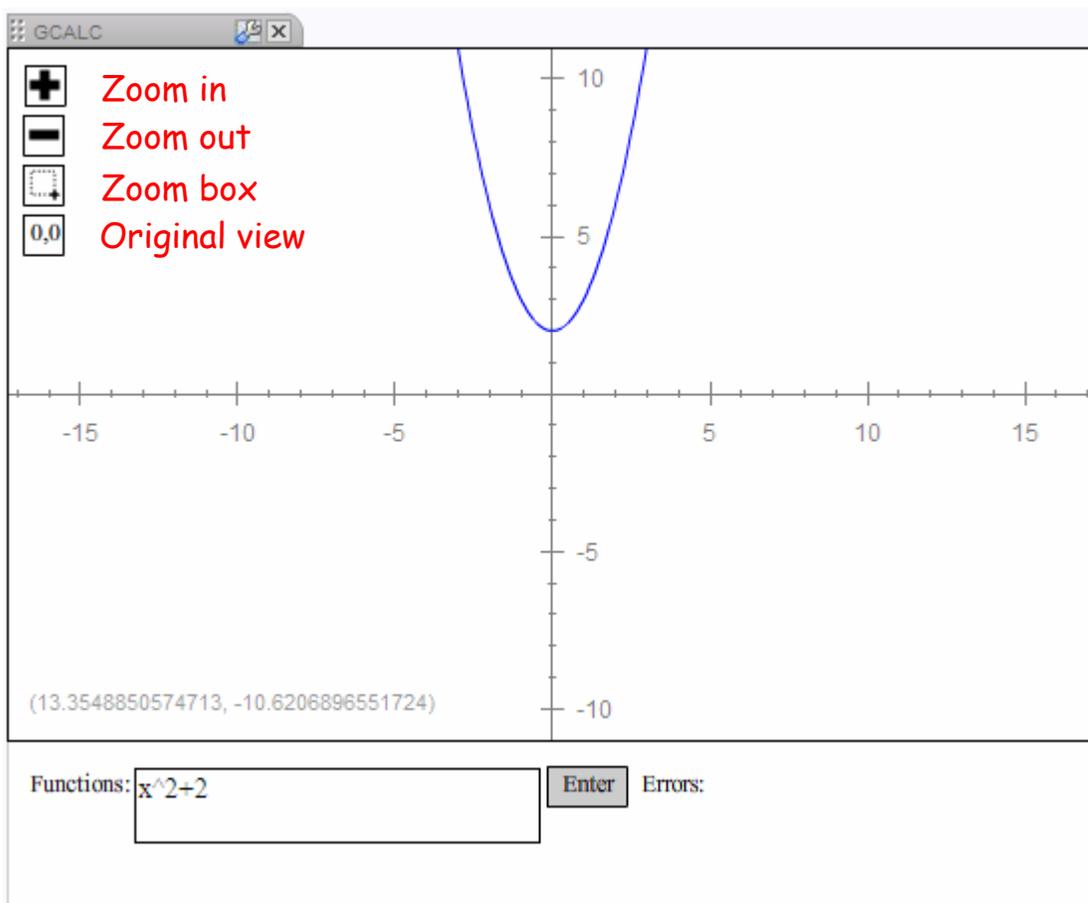


Please note that the actual list of plug-ins you see at the time of your tutoring is subject to change as we update and improve our system.

The two starred plug-ins in the adjacent list are illustrated below.

### ***Graphing Calculator Plug-in***

The graphing calculator plug-in will insert an interactive graphing calculator directly onto your whiteboard, as pictured below.



Functions must be typed into the calculator the same way you would enter them into a handheld graphing calculator. Note that the exponential function  $e^x$  must be entered as **exp(x)** and not  $e^x$ .

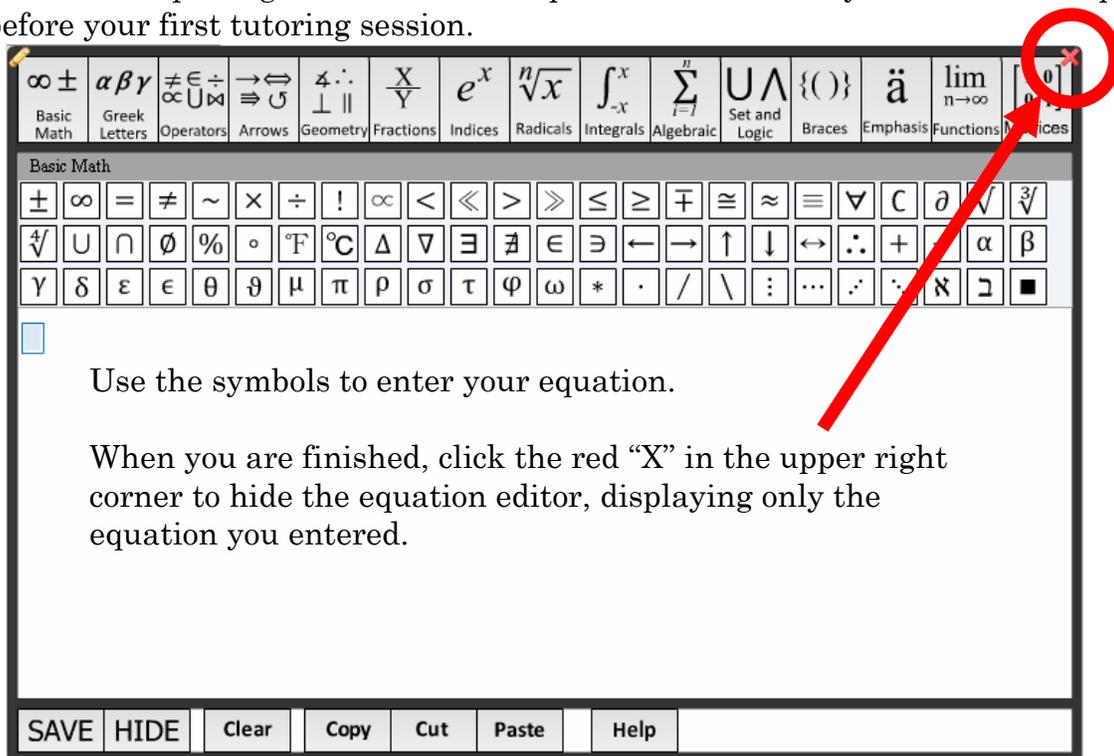
Enter the equation you wish to graph into the “Functions” box. Multiple equations can be entered by separating each with a semi-colon. To view the graph of the function(s), click “Enter”.

### Equation Editor Plug-in

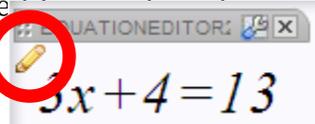
The equation editor allows you to type mathematical symbols to share equations with your tutees.

Note that this plug-in will not perform the operations or solve the equations you enter, but is there to facilitate your students in sharing their questions with you.

We recommend exploring the different drop-down menus of symbols in the equation editor before your first tutoring session.



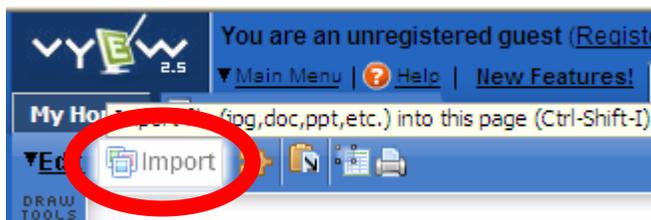
Only one equation may be entered into the equation editor at a time. To share a new equation with a student, click the pencil above the equation to expand the editor, then click clear on the bottom menu bar and enter your new equation. The “X” in the top right corner will once again hide the editor, displaying only your new equation visible to your student.



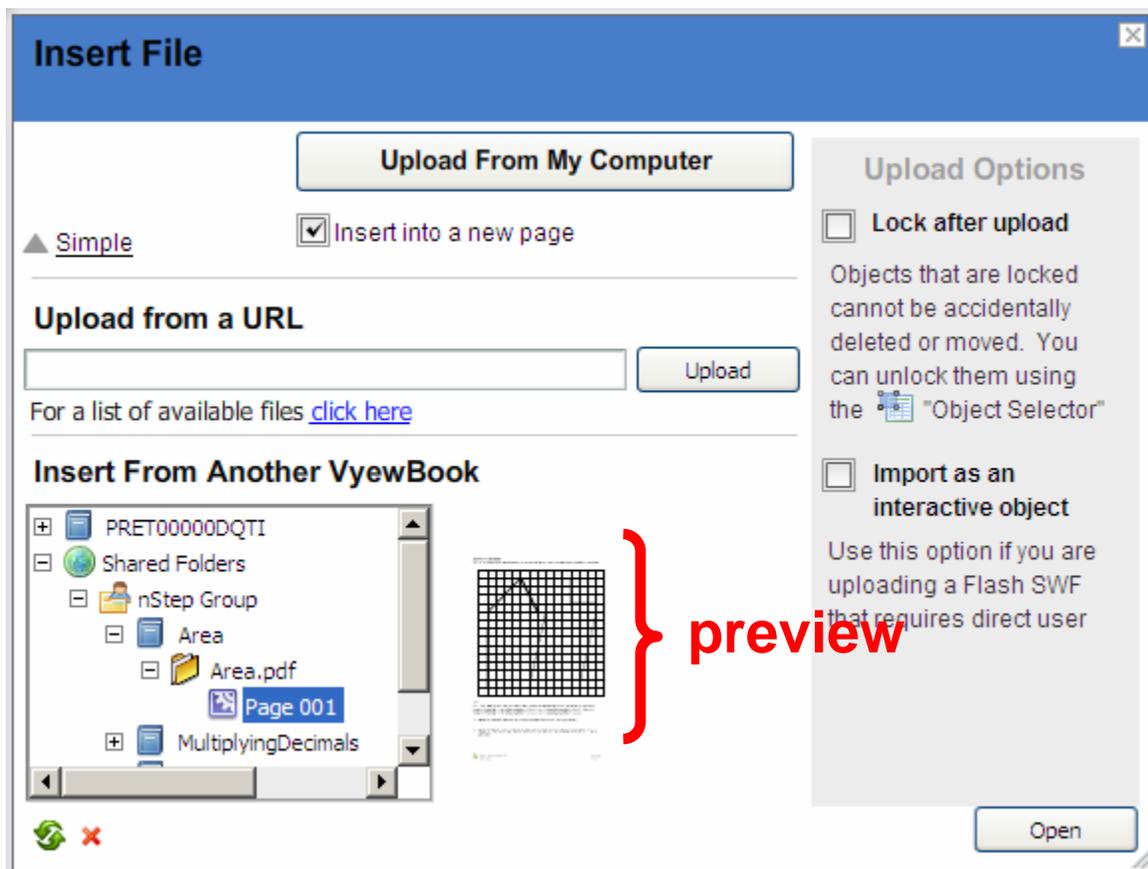
## VI. Importing a File

In your Vyewbook, you will have access to a large library of notes, worksheets and study guides which can be imported directly into the pages of a student's Vyewbook. We recommend that you take a moment and familiarize yourself with the types of documents available. You can do this on your own time or while you are waiting to be pulled into a student's Vyewbook. Please remember that if you do this while you are in the queue waiting to be pulled into a student's Vyewbook you will drop out of the queue and go to the end of the line.

To access the notes, worksheets and study guides while in a Vyewbook, click on the button (illustrated to the right) on the top of the white board area to import a file into the book, and select **advanced** directly below "insert file".

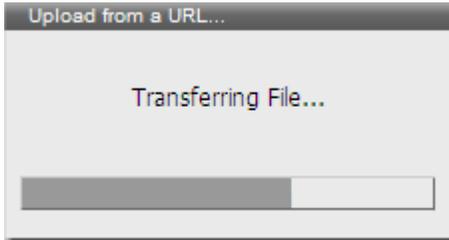


The following screen opens:



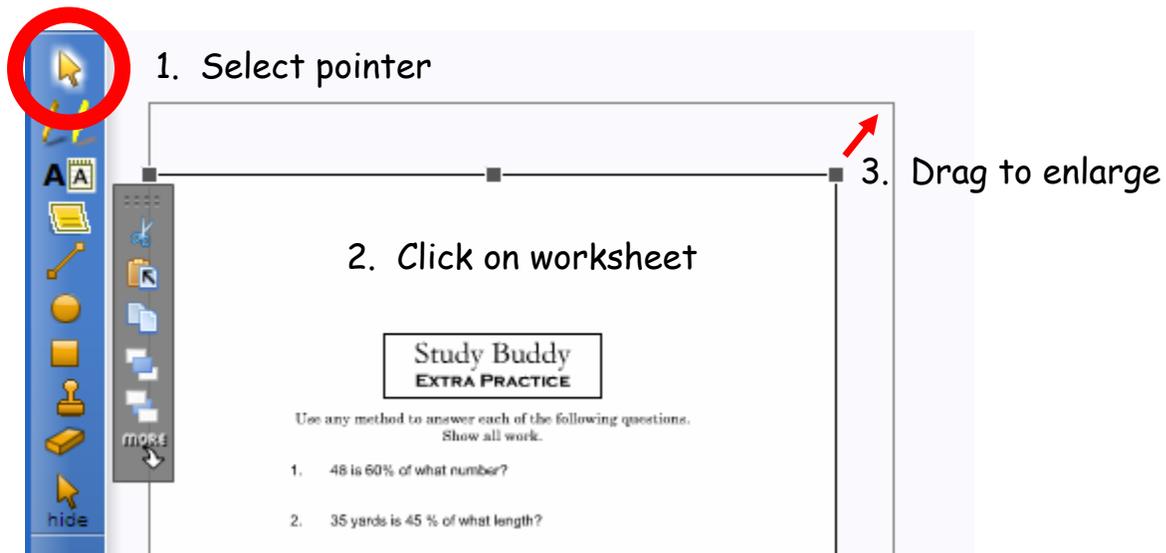
You can navigate through the Study Buddy shared folders in the window beneath "Insert From Another Vyewbook." When you highlight one of the pages, a preview will appear next to the window. Click open on the bottom right of the Upload window and the page and PDF worksheet on it will be inserted into yours or your student's online notebook.

Please be patient during the upload, as it could take several seconds. You should let your student know ahead of time what you are doing, as you will not be able to communicate with her during this upload time.

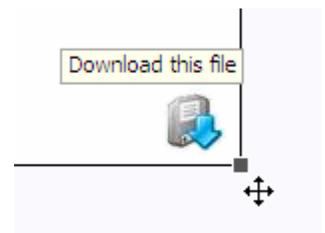


The transferring file box will pop up on your screen while the file is being uploaded into the online notebook.

Once the file is uploaded, you may need to enlarge the worksheet for better viewing. Select the pointer from the toolbar to the left of the white board and click on the center of the worksheet. A box appears around its perimeter. Use the pointer to click and drag any of the boxes in the corner of the worksheet to enlarge it.



Note that if you click on the worksheet, in its lower right corner you will have the option to download and save it as a PDF file on your computer. Students may do the same and will then be able to print off the worksheet in its original size to save for future reference.



## VII. Answering a Submitted Question

Tutees have the option of requesting a live tutor or submitting a question to be answered by a tutor at a later time. If you log into the tutor lobby outside of tutoring hours, you may still receive community service credit by answering previously submitted questions. If there is a question available in a subject you are qualified to tutor, it will be listed under “Submitted Questions”:

By clicking on the “Go to question” button you will be brought into the online notebook containing the submitted question. Note that student who submitted the question may or may not be in the book when you enter.

**Start Tutoring:**  
[Go to Study Buddy Live Tutoring Lobby](#)

**Submitted Questions:**  
There is 1 available question for you to answer.

**astudent** (2008-09-24 15:07:28)  
Subject: Algebra1  
What is the difference of squares and how does it factor?

[Go to question](#)

**Your VviewBooks:**  
[Go to your VviewBooks](#)

Filter | New | Expand All | Search

1 topic on this page

Algebra1 - astudent

astudent 11:07 AM (4 hrs ago)  
What is the difference of squares and how does it factor?

Reply

When you arrive in the book, the question will be displayed as a side-bar comment on the right side of the white board. Click on “Reply” and type your response in the blank field that appears.

When you are finished with your response, click “submit.” You then have the option to set the comment as answered (therefore removing it from the tutor lobby) or leave it in the lobby as an unanswered question.

Filter | New | Expand All | Search

1 topic on this page

Algebra1 - astudent

astudent 11:07 AM (4 hrs ago)  
What is the difference of squares and how does it factor?

Here is the pattern:  
 $x^2 - y^2 = (x+y)(x-y)$

Submit | Cancel

The comment you are replying to has been flagged as a **Question**.

Do you wish to set the comment as **Answered**?

Leave as is  Flag as 'Answered'

Return to lobby

Go to Home Page

You may then return to the home page or enter the live tutor lobby using the button at the top of the online notebook illustrated above.

At this point you have all of the tools and resources to conduct a successful tutoring session! You may end your tutoring session at any time while waiting in the lobby by simply closing your web browser. Thank you for being a Study Buddy tutor!



## National Science & Technology Education Partnership



*"Early in this century, 60% of jobs will require skills that only 20% of the workforce currently possess."*

The Hudson Institute



*"America's future depends upon the ability of its educational system to produce students who constantly challenge current levels of innovation and push the limits of technology and discovery."*

Roadmap for National Security  
Imperative For Change  
2000 Hart Rudmann Commission



### Developing Tomorrow's Technology Leaders

*In Affiliation with the Electronic Industries Alliance*

# NSTEP

The National Science and Technology Education Partnership is the non-profit, philanthropic arm of the electronics industry working to create interest and promote achievement in science and technology. NSTEP creates partnerships between industry leaders and neighborhood schools in its mission to improve students' understanding of science and technology and its real world application in their lives.

[www.nstep-online.org](http://www.nstep-online.org)