

How It Works: Tutor.com LEO™ Classroom for Middle and High School Students

Connect with expert tutors for on-demand, 1-to-1 help

Get expert help in a **safe, secure** virtual learning space—anytime, anywhere, on any device.

The expert tutors at Tutor.com can help you work through a tough homework problem, improve your writing skills, study for a test, review a difficult concept, and so much more! You can connect by text-chat or voice and work together with your tutor in our online classroom.

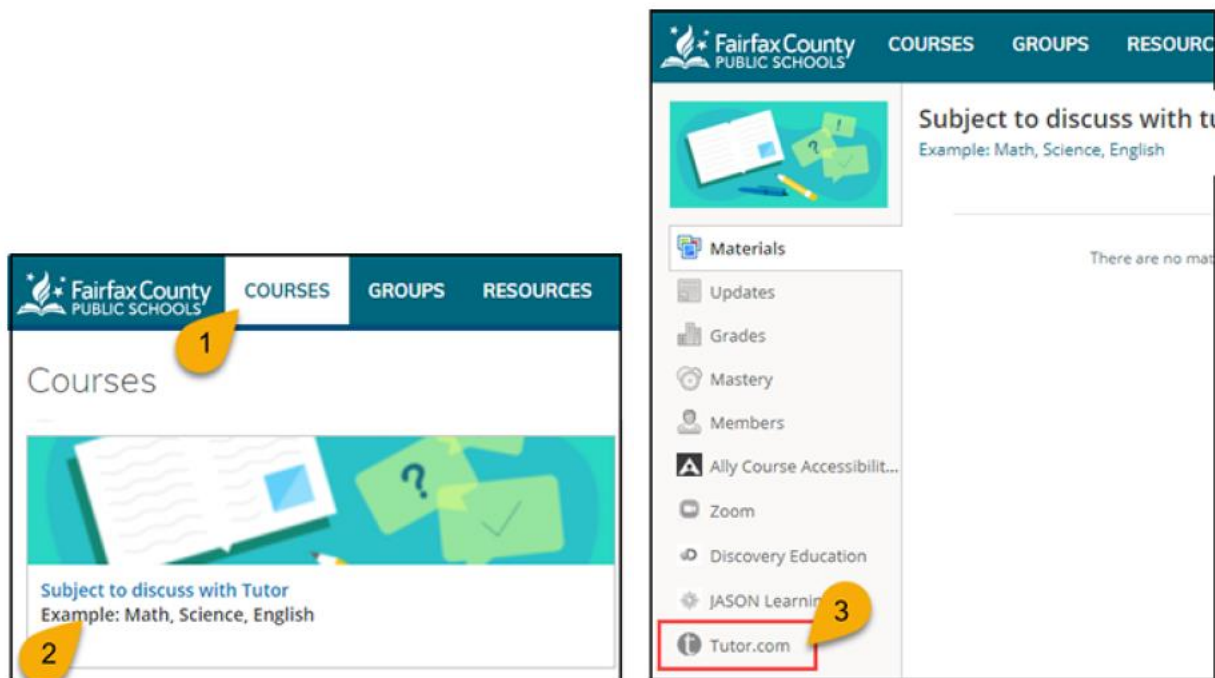
Live Tutoring

Step 1: Get started

Log in to your **Schoology**® account. (<https://lms.fcps.edu/>)

Step 2: Enter your Homeroom or a specific course

1. Click on the **“COURSES”** link in the top navigation bar in Schoology.
2. Select the **subject** you want to discuss with your tutor.
3. Click on **“Tutor.com”** on the left side of the screen (a new window will open).



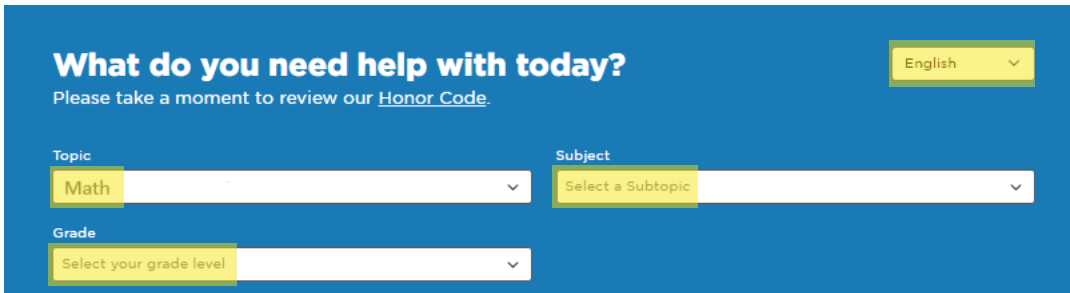
Step 3: Connect with your expert tutor

Tutor.com will open in its own window. You can connect with an expert tutor from the main page.

Steps to find a tutor:

1. Under the “**What do you need help with today?**” heading, use the dropdowns to find your tutor:

- **Language** (language in which the tutor will text or speak with you)
- **Topic**
- **Subject** (options are based on Topic)
- **Grade** (your grade level in school, e.g., 7th or 10th)



The screenshot shows a blue header with the text "What do you need help with today?" and a language dropdown menu set to "English". Below the header, there is a link to the "Honor Code". The form contains three dropdown menus: "Topic" with "Math" selected, "Subject" with "Select a Subtopic" selected, and "Grade" with "Select your grade level" selected.

2. Choose how you would like to communicate with your tutor:

- **Chat Only** — Use the chat box on the right side of the classroom to text with your tutor.
- **Chat with Voice** — Speak over the microphone or phone, and use the chat box to text with your tutor.



The screenshot shows two radio button options: "Chat Only" (selected) and "Chat with Voice".

3. In the “**Question**” textbox:

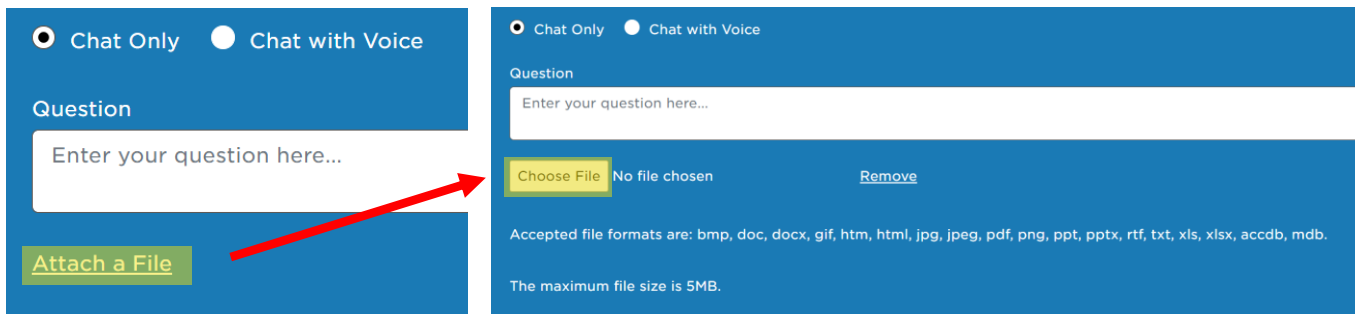
- **Write** what you would like to get help with.



The screenshot shows the communication options from the previous step and a large text input field labeled "Question" with the placeholder text "Enter your question here...".

4. If you have a file to share with your tutor:

- Click the “**Attach a File**” link.
- Click the “**Choose File**” button.
- **Select the file** you want to work on or chat about with your tutor.



Step 4: Start your session

Click on the “**SUBMIT**” button in the pre-session questionnaire to connect with an incredible tutor.

The image shows a pre-session questionnaire form on a blue background. At the top, it says 'What do you need help with today?' with a language dropdown set to 'English'. Below this, it asks to review the 'Honor Code'. There are three dropdown menus: 'Topic' (set to 'Math'), 'Subject' (set to 'Select a Subtopic'), and 'Grade' (set to 'Select your grade level'). Below these are radio buttons for 'Chat Only' (selected) and 'Chat with Voice'. There is a 'Question' input field with the placeholder 'Enter your question here...'. Below the input field is a 'Choose File' button (highlighted in yellow), 'No file chosen', and a 'Remove' button. At the bottom, it lists accepted file formats: bmp, doc, docx, gif, htm, html, jpg, jpeg, pdf, png, ppt, pptx, rtf, txt, xls, xlsx, acedb, mdb. The maximum file size is 5MB. A yellow 'SUBMIT' button with a checkmark icon is at the bottom, with a red arrow pointing to it.

Note: Tutoring sessions are recorded, and you can go back to them if you need help remembering something your tutor said. You’ll also be able to email or print the text-chat and whiteboards. Transcripts are available after your sessions in “**My Account**” under “**Completed Sessions.**”

Step 5: Rate and review your session

A survey window appears at the end of each session:

1. Fill out the ratings.
2. Add any feedback in the textbox.

3. Click the “Submit” button.

Post Session Survey

1 Please indicate on the scale below your agreement with this statement:
By the end of the session, the student achieved understanding of the concept.

Strongly Disagree Disagree Neither agree nor disagree Agree Strongly Agree Technical issues prevent me from accurately answering this question

Please indicate on the scale below your agreement with this statement:
The student had the prerequisite knowledge required to understand the concept.

Strongly Disagree Disagree Neither agree nor disagree Agree Strongly Agree Technical issues prevent me from accurately answering this question

Please classify the session

Comments

2

3

Step 6: End your session

1. Click the **Close** button at the top of the Tutor.com window.



Start a new session whenever you need help

If you want to start a new session right after another session ends, **follow steps 2–6 above.**

Use My Account

The “**My Account**” menu on the Tutor.com main page has several sections. Four key sections are:

- **Locker** — See files you have saved or shared with your tutors.
- **Favorite Tutors** — Add tutors to your Favorites list so you can reconnect with them or see when they are next scheduled in the section.
- **Completed Sessions** — View your saved past sessions and retrieve feedback on your drop-off reviews.
- **Sign Out** — Log out of Tutor.com.

tutor.com

Connect with a Tutor Now

Schedule a Session

Drop Off Your Work

Test Prep and Self-Study

My Account

- Account Settings
- Locker
- Favorite Tutors
- Upcoming Sessions
- Completed Sessions
- Progress Report
- Sign Out

Connect with a Tutor Now

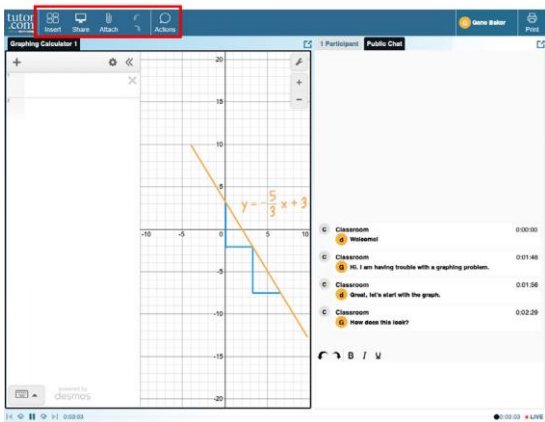
Get a [tour](#) of Tutor.com!

What do you need help with today?
Please take a moment to review our [Honor Code](#).

Use Special Tools

In your tutoring session, there are many tools available to help you and your tutor communicate. These tools are located across the top of the session window and include:

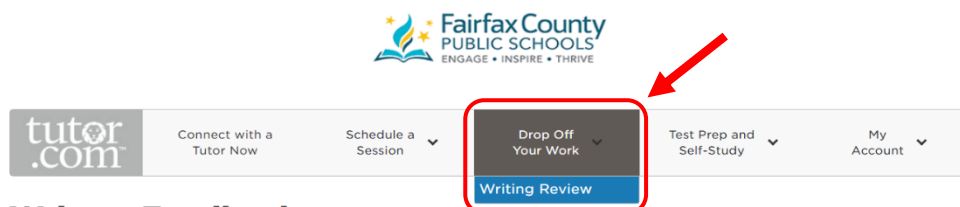
- **Whiteboard** — Use this board to draw, erase, add shapes, and change colors.
- **Code Editor** — Use this option to work on code for computer science.
- **Graphing Calculator** — Use this tool when working on complex math.
- **Text Editor** — Use this tool for editing your writing projects.



Writing Help

The drop-off writing review service allows you to get help from a tutor without a live session.

To start the review process, click the **“Writing Review”** tab under **“Drop Off Your Work”** found on the top navigation of the Tutor.com homepage.



Written Feedback

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.

How the Drop-Off Review Works

1. Upload your writing assignment, worksheet, etc.
2. Your tutor will send you helpful feedback within 12 hours.
3. You can see what your tutor said in **“My Account”** under **“Completed Sessions.”**

Practice Quizzes

Practice quizzes are available to help you get ready for math, science, and English tests.

Click the **“Take a Practice Quiz”** tab under **“Test Prep and Self-Study”** on the top navigation of the Tutor.com homepage.



The screenshot shows the Tutor.com homepage navigation bar. At the top center is the Fairfax County Public Schools logo with the tagline "ENGAGE • INSPIRE • THRIVE". Below the logo is the Tutor.com logo and a navigation bar with the following items: "Connect with a Tutor Now", "Schedule a Session" (with a dropdown arrow), "Drop Off Your Work" (with a dropdown arrow), "Test Prep and Self-Study" (with a dropdown arrow and a red box around it), and "My Account" (with a dropdown arrow). A red arrow points to the "Test Prep and Self-Study" dropdown menu, which is open and shows the following options: "Take a Practice Quiz" (highlighted with a red box), "Prep for the SAT®/ACT®", "Prep for AP®", "SkillsCenter Resource Library", and "Library". Below the navigation bar is a blue section titled "Take a Practice Quiz" with two dropdown menus: "Topic" (with "Select Topic" as the placeholder) and "Quiz" (with "Select Quiz" as the placeholder). A green "SUBMIT" button with an external link icon is at the bottom of this section.

Practice Quiz Steps

1. Take a quiz in the subject of your choice.
2. View your score.
3. Review the questions you answered correctly.
4. Connect with a tutor about anything you missed.

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