

How It Works: Tutor.com LEO™ Classroom for Elementary 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.

Tutors can help you with reading, math, and so much more! You can connect by text-chat or voice and work together with your tutor in our online classroom.

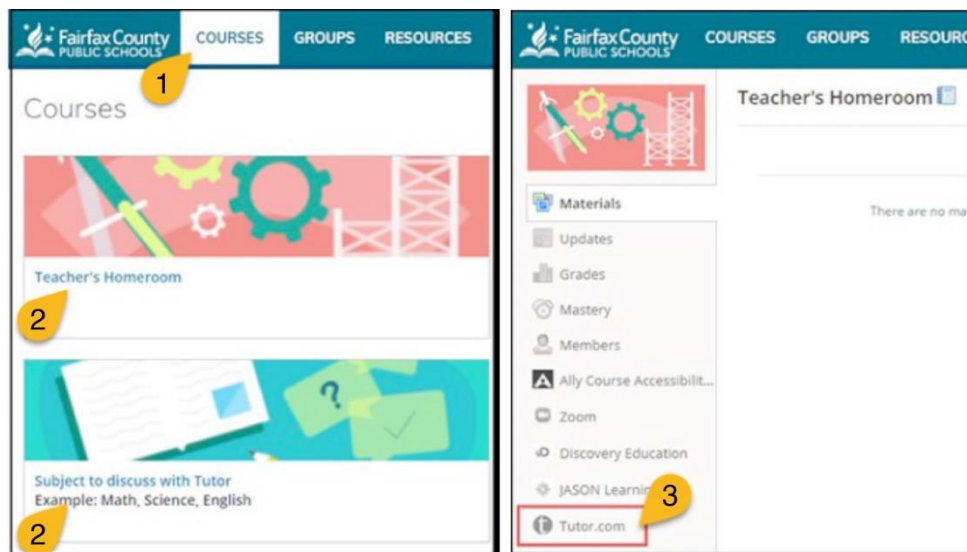
Live Tutoring

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 your **“Teacher's Homeroom”** or 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 a 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., 2nd or 4th)

What do you need help with today? English

Please take a moment to review our [Honor Code](#).

Topic: Elementary (Grades K-6)

Subject: Select a Subtopic

Grade: Select your grade level

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.

Chat Only Chat with Voice

3. In the “**Question**” textbox:

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

Chat Only Chat with Voice

Question

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.

Chat Only Chat with Voice

Question

Enter your question here...

[Attach a File](#)

Chat Only Chat with Voice

Question

Enter your question here...

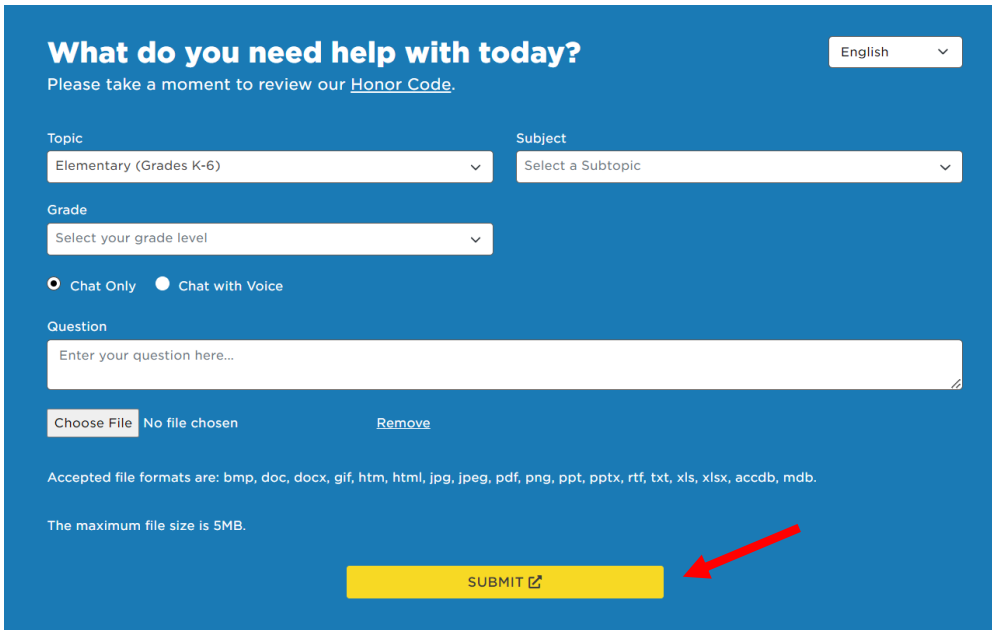
[Choose File](#) No file chosen [Remove](#)

Accepted file formats are: bmp, doc, docx, gif, htm, html, jpg, jpeg, pdf, png, ppt, pptx, rtf, txt, xls, xlsx, accdb, mdb.

The maximum file size is 5MB.

Step 4: Start your session

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



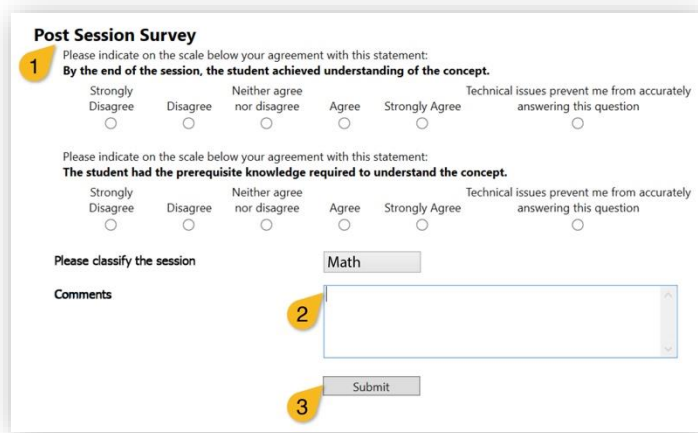
The image shows a pre-session questionnaire form on a blue background. At the top, it asks "What do you need help with today?" and includes a language dropdown menu set to "English". Below this, there are three dropdown menus for "Topic" (set to "Elementary (Grades K-6)"), "Subject" (set to "Select a Subtopic"), and "Grade" (set to "Select your grade level"). There are two radio buttons for "Chat Only" and "Chat with Voice". A text input field for "Question" contains the placeholder "Enter your question here...". Below the question field is a file upload section with a "Choose File" button, "No file chosen" text, and a "Remove" button. Accepted file formats are listed as bmp, doc, docx, gif, htm, html, jpg, jpeg, pdf, png, ppt, pptx, rtf, txt, xls, xlsx, accdb, mdb. The maximum file size is 5MB. A yellow "SUBMIT" button with an external link 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.



The image shows a "Post Session Survey" form. It starts with a question number "1" and asks the user to indicate their agreement with the statement: "By the end of the session, the student achieved understanding of the concept." Below this is a Likert scale with five radio buttons labeled "Strongly Disagree", "Disagree", "Neither agree nor disagree", "Agree", and "Strongly Agree". To the right of the scale is the text "Technical issues prevent me from accurately answering this question" with a radio button. A second identical question and scale are provided for the statement: "The student had the prerequisite knowledge required to understand the concept." Below the scales, there is a "Please classify the session" section with a text input field containing "Math". A "Comments" section has a large text area with a "2" next to it. At the bottom, there is a "Submit" button with a "3" next to it.

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**.

NOTE: Make sure the topic you choose is part of the course you chose in Schoology.

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](#).

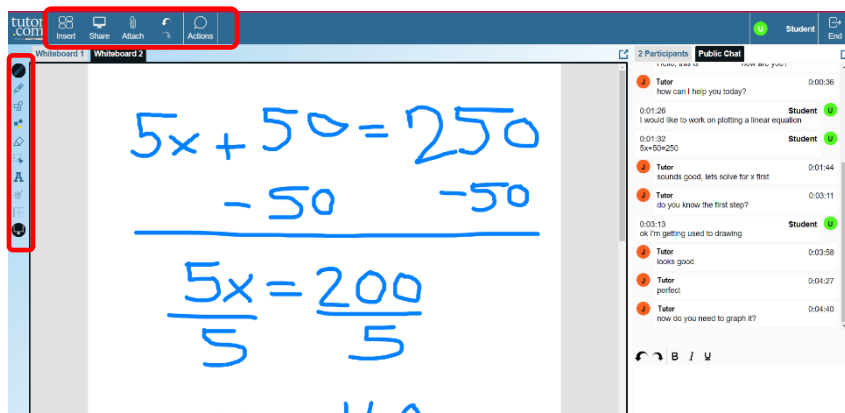
Use Special Tools

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.

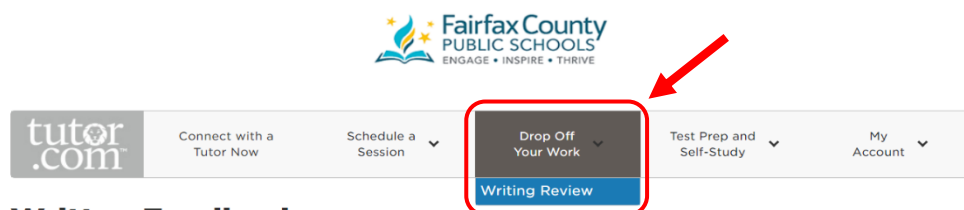
More tools can be found on the left sidebar of the tutoring session screen.



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 homework, grammar 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.



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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