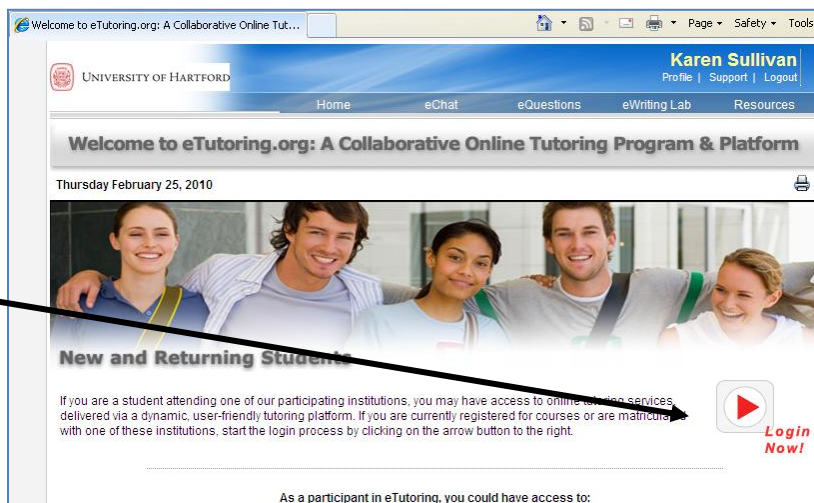


# University of Hartford eTutoring Instructions Spring 2010

This is an overview of the new etutoring platform that the University of Hartford is making available to its SaturdayTerm students.

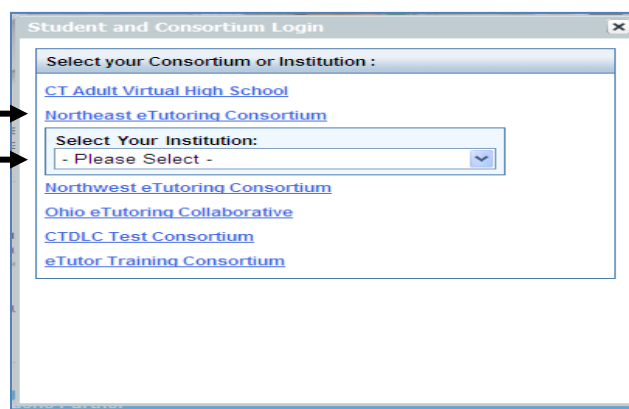
## 1. To log in or create a new account go to [www.etutoring.org](http://www.etutoring.org).

- Click on the Login Now arrow on the bottom right of the screen.



## 2. At the Student and Consortium Login window

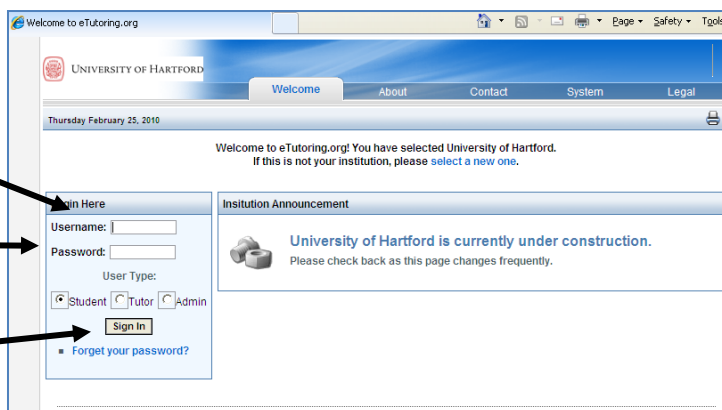
- Select "Northeast eTutoring Consortium"
- and then select the University of Hartford from the drop down menu.



## 3. Enter your Username and Password.

Fill in the information requested.

- Your username is your 8-digit university of Hartford ID.
- The password for this term is Spring2010.
- Make sure the Student button is clicked.
- Click on "Sign In"



## 4. Edit your user profile.

- Fill in information requested.
- Use your University of Hartford email address.
- Your student ID is your 8-digit U of H ID.
- Your password Spring2010.

Edit Karen Sullivan's Profile All Fields Are Required

First Name:

Middle Name:

Last Name:

E-Mail:

Timezone:

Student ID:

Confirm Student ID:

Password:  Password Strength ?

Confirm Password:

- Read the terms and conditions and check the "I agree.." box.
- Click on "Update Profile"

Terms & Conditions

Conditions:  
In order to use the eTutoring system, you must agree to the following terms and conditions:

- This is your tutoring account and it is to be used for your course work alone. You cannot submit another person's assignments to eTutoring within this account.
- All eTutoring sessions are archived for your reference and for use by eTutoring and your institution for quality assurance purposes. Live chat sessions are archived as well. Should you choose to use the audio and/or video options within the live chat environment, please be aware that your image and voice will be recorded within the archived session in a video file that cannot be accessed or downloaded outside of the Breeze live meeting environment.
- Your eTutoring account is considered part of your educational experience. It may not violate any of the rules and regulations of your institution, including plagiarism policies, copyright laws, or any illegal activity.
- Please keep in mind that you are expected to bring the same academic comportment to this eTutoring environment you would bring to any classroom. Your institution and the Connecticut Distance Learning Consortium reserve the right to remove any material that violates the above rules, including the removal of your entire eTutoring account if warranted.
- If you are creating this account yourself, you verify that you are currently a registered or matriculated student with the institution selected on this page to create your account.

I agree to all terms and conditions as stated above.

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## The eTutoring Homepage

There are three basic functions on this page: eChat, eQuestions and e Writing Lab.

UNIVERSITY OF HARTFORD Karen Sullivan  
Profile | Support | Logout

Home eChat eQuestions eWriting Lab Resources

Thursday February 25, 2010

Student Home  
eTutoring Tools

Current Institution: University of Hartford ★ My Resource Favorites

**eChat**  
Chat with a tutor for a particular subject. See who's available right now.  
No eTutor available for your subject? [Try an eQuestion!](#)  
**No eTutors online at this time.**

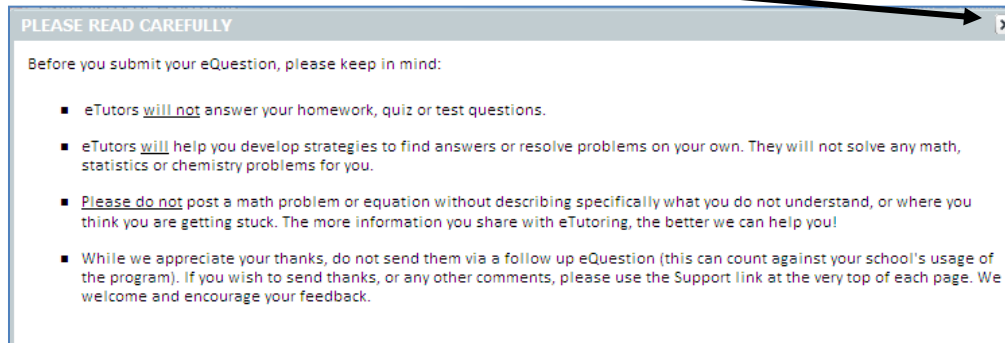
**eQuestions**  
Post an offline question to a tutor. Access your archive of previously posted questions.  
**Last Question Posted was microscope on Feb 25, 2010 01:38 PM**

**eWriting Lab**  
Upload your documents to one of our eWriting tutors.  
**Average Turnaround Time: 20 Hr. 52 Min.**

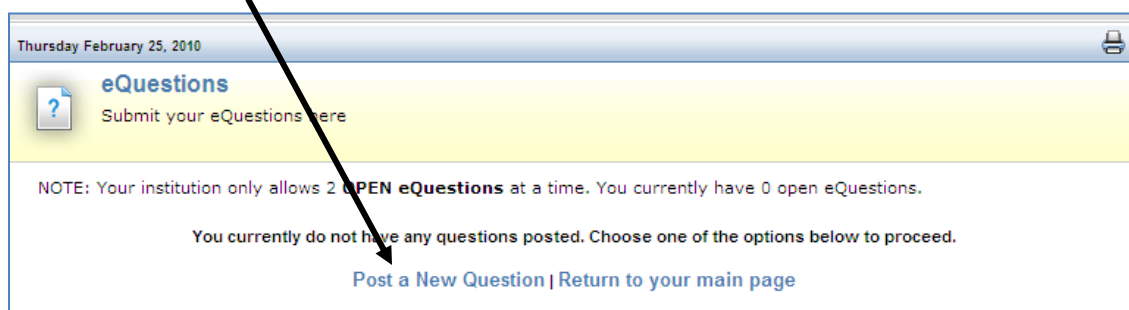
Let your voice be heard - Learn More About Using Audio!

## eQuestions Function

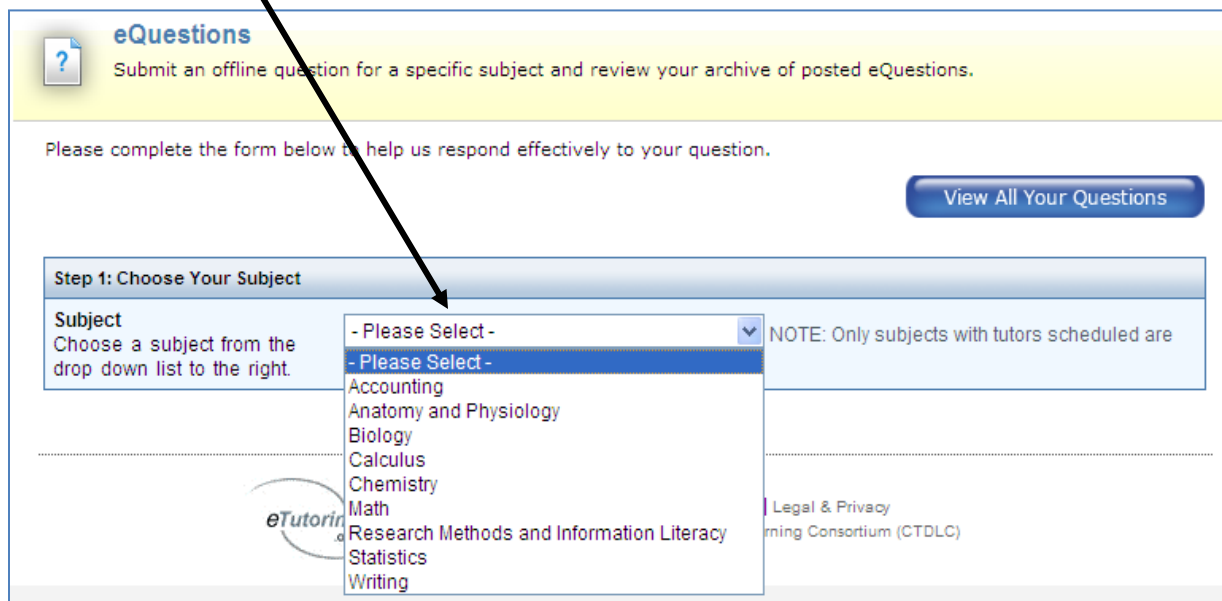
1. You can post questions for a tutor on a variety of subjects, by clicking on the eQuestions tab at the top of the page. Before you get to the posting box, you will need to read the policy text below. If you don't want this text popping up repeatedly, you should check the box that says "Keep this window closed for the remainder of my session at the bottom of the text box. To close the text box, click on the X at the top right corner.



2. Click on Post a New Question



3. Select the subject area from the drop down menu. Tutors are only available for subjects in the drop down menu.



3. Fill in the form describing your question, what steps you have already taken to solve the problem and details about where you are having difficulty. The more information you can give the tutor, the better. Then hit the "Submit Your eQuestion" button.

NOTE: You will see a message on your eTutoring homepage when you have received a response to your question.

## eChat

Although there is a tab for eChat at the top of the homepage, it only shows your archived chats.

Username	Tutor	Chat Start	Chat End	Session Length	Action
No activity for this date range					

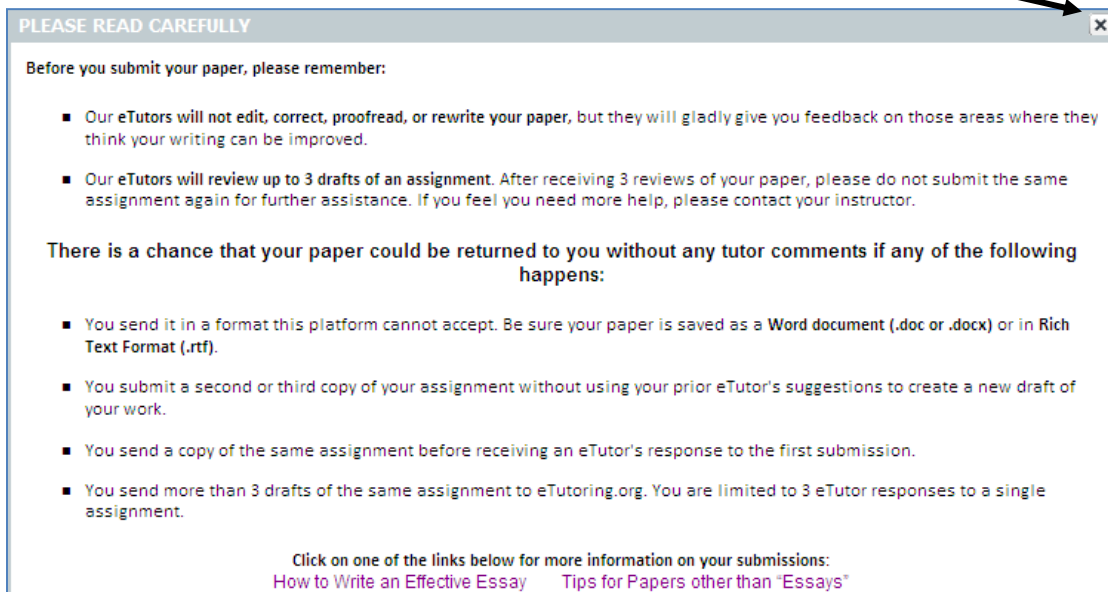
To begin a new chat with one of the online tutors, you start on the main eTutoring homepage.

## E Writing Lab

Through the eWriting Lab, you can ask tutors to review a draft of your writing assignment. The tutor will return your draft with markups and suggestions for improvement. The tutor will NOT revise your assignment for you. **IMPORTANT:** Make sure to save and close your assignment document before submitting it to eWriting Lab.

### 1. Click on the eWriting Lab tab at the top of the eTutoring homepage.

The following text box will pop up. Read it carefully for format requirements and limitations on submissions. Click on the arrow at top right to close the text box.



**PLEASE READ CAREFULLY**

Before you submit your paper, please remember:

- Our eTutors will not edit, correct, proofread, or rewrite your paper, but they will gladly give you feedback on those areas where they think your writing can be improved.
- Our eTutors will review up to 3 drafts of an assignment. After receiving 3 reviews of your paper, please do not submit the same assignment again for further assistance. If you feel you need more help, please contact your instructor.

There is a chance that your paper could be returned to you without any tutor comments if any of the following happens:

- You send it in a format this platform cannot accept. Be sure your paper is saved as a Word document (.doc or .docx) or in Rich Text Format (.rtf).
- You submit a second or third copy of your assignment without using your prior eTutor's suggestions to create a new draft of your work.
- You send a copy of the same assignment before receiving an eTutor's response to the first submission.
- You send more than 3 drafts of the same assignment to eTutoring.org. You are limited to 3 eTutor responses to a single assignment.

Click on one of the links below for more information on your submissions:  
[How to Write an Effective Essay](#)   [Tips for Papers other than "Essays"](#)

### 2. Select the appropriate button. **NOTE: only three drafts of each assignment will be reviewed.**



**eWriting**  
Submit your written assignments for our eTutors to review.

You should receive a response within 24-48 hours.

Please click on one of the buttons to the right if you are submitting an assignment or you want to view your existing writing assignments.

[Submit a New Writing Assignment](#) ▶

[Submit a 2nd or 3rd Draft](#) ▶

[View Writing Assignments Archive](#) ▶

**NOTE:** Your institution only allows 2 OPEN Writing Samples at a time. You currently have 0 open writing samples.

**3. Fill in for the form describing the assignment and what you are asking the tutor to do. Be specific.**

**Upload a New Writing Assignment:**  
In order to upload a first draft of your assignment to a tutor, you will need to fill out the form below. Please provide as much information as you can in the submission form. The more your eTutor knows about your assignment and the help you need, the better s/he can assist you with your work.

[eWriting Lab Main Page](#)   [Previous Writing Submissions](#)

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**eWriting Student Submission Form**

Course Name	<input type="text" value="Course Name"/>
Course Subject	<input type="text" value="Course Subject"/> (e.g. English, History, Sociology, etc.)
Instructor's Name	<input type="text" value="Instructor Name"/>
Title	<input type="text" value="Title for this writing sample."/>
Number of Pages	<input type="text" value="0"/> <a href="#">If Your Paper is Longer than 8 Pages, please click here.</a>
Please provide a detailed description of your assignment. What has your instructor asked you to do (please be as specific as possible):	<input type="text" value="Writing Assignment Description"/>
Citation: If your assignment requires citation (works cited page, footnotes, embedded citation) please indicate the form you are using.	<input type="text" value="- Please Select -"/>
What questions or concerns do you have about your writing and this assignment?	<input type="text" value="Focus on?"/>

**How would you describe this assignment?**

- Are you telling a personal story?
- Explaining how to do something?
- Researching a topic?
- Comparing and contrasting ideas or subjects?
- Analyzing an issue?
- Writing a memo or business report?
- Preparing a case study?
- Describing something?
- Writing a scientific lab report?

Is English your main Language?    Yes    No

**Upload Your Assignment**

- After you have completed your writing assignment, save your paper to your computer or to a disk, and remember where you have saved it for retrieval.
- Next, it is important that you close your paper.
- Click the "Browse" button, select the folder where your paper is stored, and select your paper by clicking on it twice. An attachment address for your paper will now appear in the "Browse" window.
- Click on the "Submit Your Assignment" button.
- If you have successfully submitted your paper, you will see this message at the top of your eWriting Lab page: "Your writing sample has been submitted. You should receive a response within 24-48 hours."

(.doc, .docx, or .rtf ONLY)

**4. To upload your document, click on the "Browse" button to find it on your computer and then click on "Submit Your Writing Assignment".**