

Welcome to Educate Online!

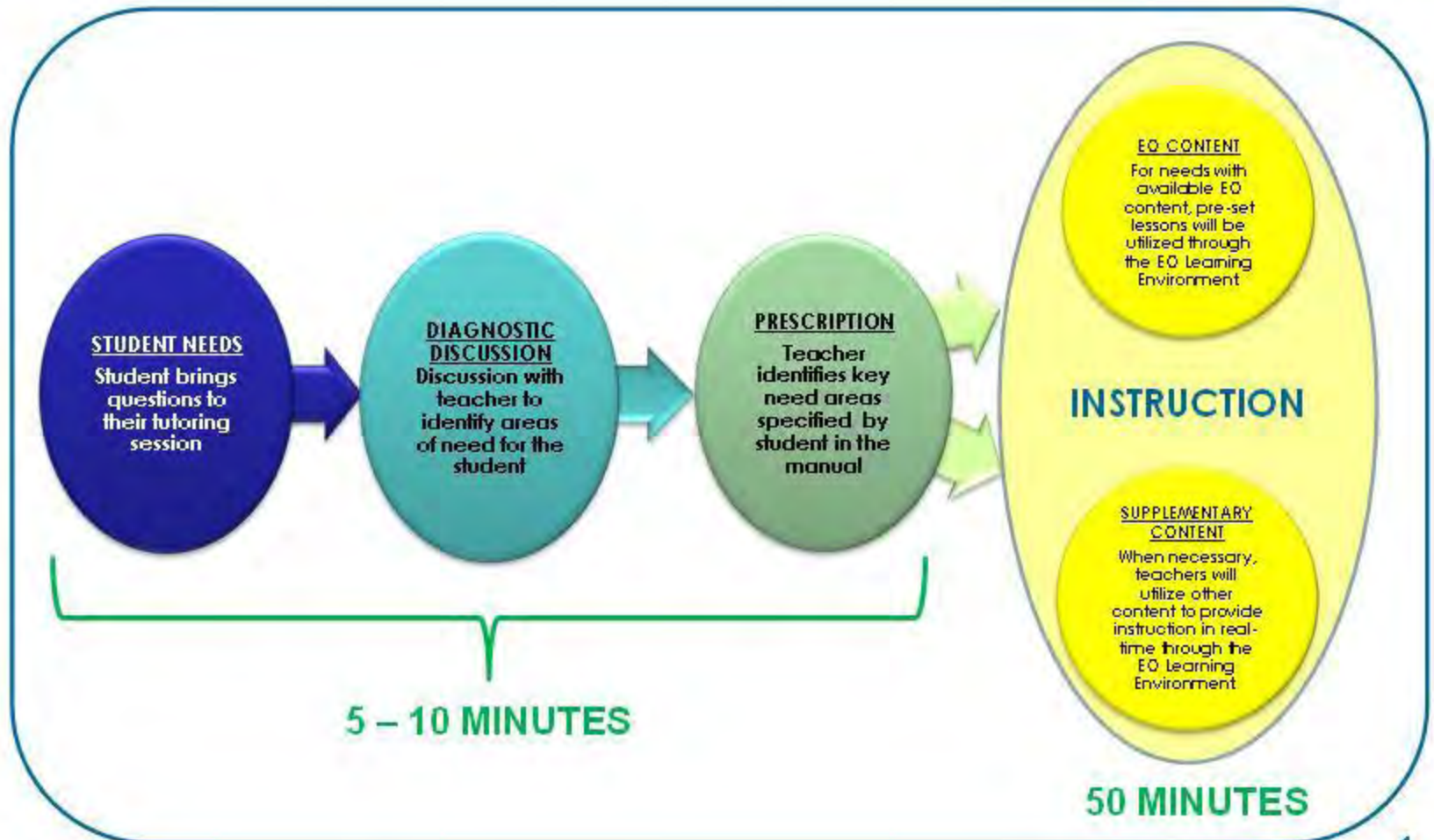
How to Get Started in Your English 106 Tutoring Program



What is Educate Online English 106 Tutoring?

- Educate Online and AIU have partnered to offer you a free, live-online tutoring program designed to prepare you for success during your enrollment in English 106.
- **The goal of the program is to improve the AIU pass-rate for this course and to build within you, the student, a strong foundation in English language arts.**
- Tutoring is available for **5 (five) weeks** from the start of English 106 to the final day of class. You are encouraged to schedule a minimum of (2) online tutoring sessions per week. You may schedule additional sessions if you prefer.
- *Your instructor cannot do specific homework assignments with you.* However, he/she will evaluate where skill gaps appear in your understanding of the concepts. The instructor will use supplementary material and alternative problems to assist you.
- In order to begin your tutoring sessions, you will need to install the classroom software (called the Learning Environment) onto your computer. You will also need to have speaker and microphone function or a headset. If this is not built into your computer please contact our Support Team at **1 (800) 901-2890** to request a headset be shipped to you.

What does an English 106 tutoring session look like?



How do I login to the portal?

- Educate Online has created a dynamic Online Student Portal that will allow easy access to your online tutoring sessions and allow you to manage your schedule in “real-time.” Upon enrollment, your Educate Online Technical Support Representative will provide an individual student username and password to you.
- **You can access the Portal via the following URL:** <http://itutor.educate-online.com/Login.aspx>
- Enter your Username and Password. The usernames and passwords are case sensitive. ***If your system asks for a software update, click Cancel.***



The screenshot shows the login interface for Educate Online. At the top is the logo with the tagline "Building Confidence. Building Futures." Below the logo, it says "Welcome! Please sign in." There are two input fields: "Username" and "Password". A "sign in" button is located below the password field. A link for "Forgot password?" is at the bottom left.



The screenshot shows a software update notification dialog box. It features the Educate Online logo and tagline. The text reads: "There are new software updates that are required to be installed. The components are required for you to enter the classroom. Do not install these components on a public computer (e.g., library) without proper authorization." At the bottom, there are two buttons: "install" and "cancel". A red arrow points to the "cancel" button.

How do I create my schedule?

- Your **Homeroom Screen** will list your schedule on the far left hand side of the screen. You can click on the “Create New Schedule” button on the left hand side of your screen, or the “Schedule” button at the top of the screen.



The screenshot shows the Educate Online interface. At the top, the navigation bar includes the Educate Online logo, a 'Home' button, a 'Schedule' button (highlighted with a red box), 'Messages', 'Resources', 'Need Help?' with a globe icon, and a 'sign out' link with a dropdown arrow. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'To Do' and contains a list of actions and upcoming appointments. A red box highlights the 'Create your Schedule' link under the 'Actions' section. Below this, it says 'Schedule You have no upcoming sessions' and a red box with the text 'Click here to create schedule.' points to the 'Create your Schedule' link. The right column is titled 'Report Card' and features a thermometer graphic on the left with a red bulb and a scale from 10% to 90%. To the right of the thermometer, there is a dropdown menu for 'Student - Grade, Program' set to 'Algebra 1'. Below the dropdown, it displays 'Your School: AIU-', 'Successful Sessions Taken:', 'Sessions Remaining:', 'Completion Percentage: Unavailable', 'Most Recent Session: No recent session history', and 'Program Completion Goal:'. At the bottom of the page, a 'Messages' section shows a message: 'Feb. 24 Unit 3, Radical and Rational Exponents--schedule more sessions today!'.

- By clicking on the dropdown arrow next to “**New**,” you can make changes in the following ways:
- **Recurring Sessions**
 - Allows you to establish a new Master Schedule with sessions starting and ending at the same time, on the same days, week after week.
- **Session**
 - Allows you to enter an individual session. (It will not be recurring).
- **Temporary Schedule**
 - Allows you to enter a short-term schedule change should you go out of town or need a flex-schedule.
- **Time Off**
 - Allows you to request time-off (i.e. holidays, injury/illness, etc.).

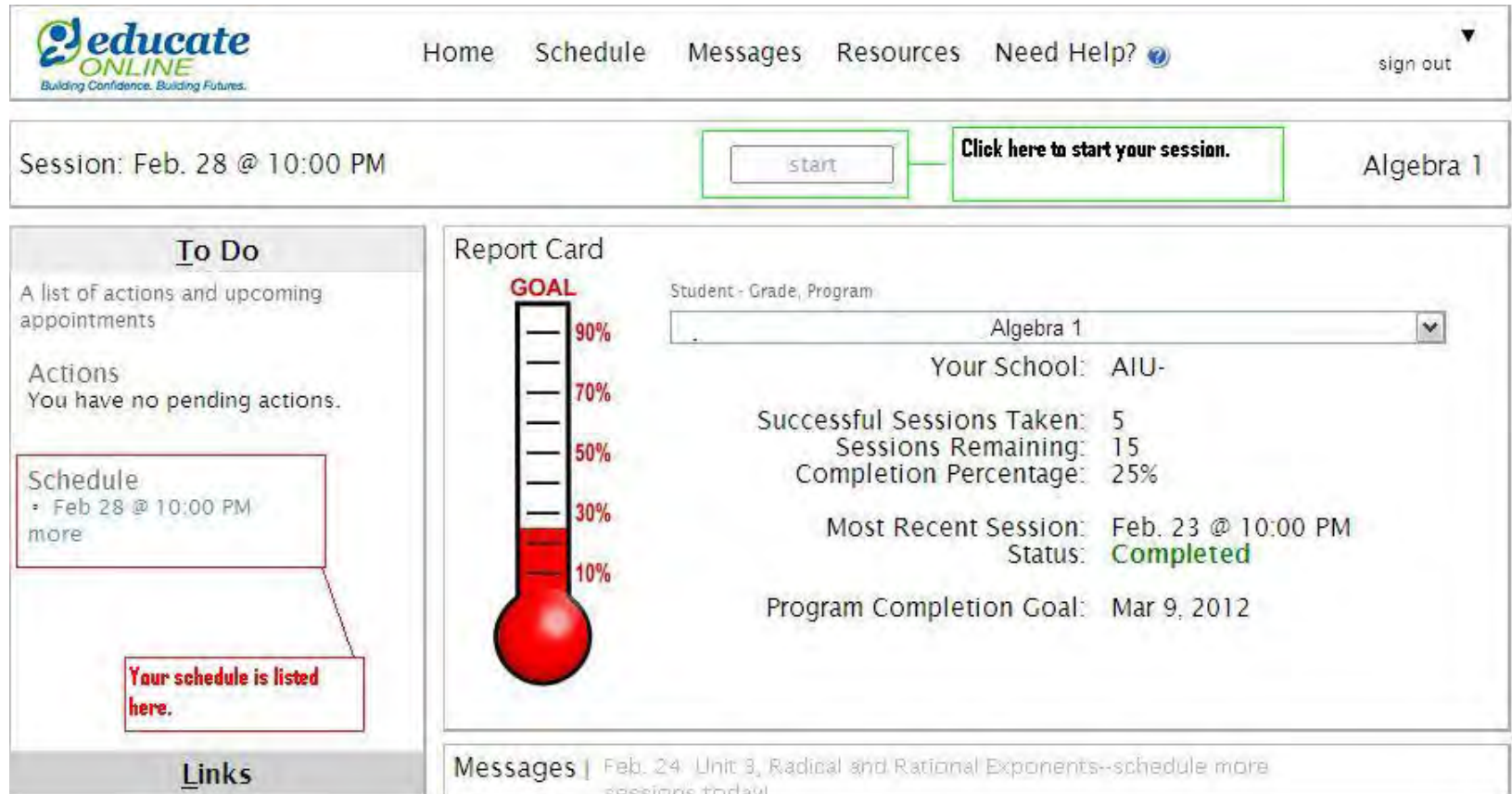


The screenshot shows the Educate Online interface. At the top, there is a navigation bar with the logo and the text "Building Confidence. Building Futures." followed by links for Home, Schedule, Messages, Resources, and Need Help?. The user is logged in as John, with a sign out option. Below the navigation bar, the current session is identified as "Session: Nov. 10 @ 2:00 PM" and the course as "12th Grade, Algebra 1". The main content area is titled "Schedule (Hide Details)" and displays a list of sessions for the week of Nov 10, 2011, to Nov 17, 2011. Each session entry includes the day, date, time (2:00:PM - 3:00:PM), the teacher (John Doe), and the course (12th Grade, Algebra 1). Each entry also has "Edit" and "Delete" links.

Day	Date	Time	Teacher	Course	Actions
Thursday	November 10, 2011	2:00:PM - 3:00:PM	John Doe	12th Grade, Algebra 1	Edit Delete
Tuesday	November 15, 2011	2:00:PM - 3:00:PM	John Doe	12th Grade, Algebra 1	Edit Delete
Wednesday	November 16, 2011	2:00:PM - 3:00:PM	John Doe	12th Grade, Algebra 1	Edit Delete
Thursday	November 17, 2011	2:00:PM - 3:00:PM	John Doe	12th Grade, Algebra 1	Edit Delete

How do I start my tutoring session?

- You will notice a **“Start”** button centered at the top of the Homepage. If you are logging in to begin your class, you will click the **“Start”** button to activate the Learning Environment (classroom software application). **This button is only active 5 minutes prior to the start of your session.** You have 30 minutes to successfully login before the session is marked as **“No Show”**.



The screenshot displays the Educate Online user interface. At the top, the logo and navigation links (Home, Schedule, Messages, Resources, Need Help?) are visible. A session for Feb. 28 @ 10:00 PM is shown with a 'start' button highlighted by a green box and a callout box that says 'Click here to start your session.' The 'Algebra 1' course name is also visible.

To Do
A list of actions and upcoming appointments
Actions
You have no pending actions.
Schedule
• Feb 28 @ 10:00 PM
more
Your schedule is listed here.

Report Card
Student - Grade, Program
Algebra 1
Your School: AIU-
Successful Sessions Taken: 5
Sessions Remaining: 15
Completion Percentage: 25%
Most Recent Session: Feb. 23 @ 10:00 PM
Status: **Completed**
Program Completion Goal: Mar 9, 2012

Links
Messages | Feb. 24 Unit 3, Radical and Rational Exponents--schedule more sessions today!