This is an overview of the Online Tutoring platform, showing you how to log in, ask a tutor a question (eQuestion), and submit a draft of a writing assignment for a tutor to review (Writing Lab), and how to enter a live chat with an available tutor.

To log in:

Using any internet browser, go to http://etutoringonline.org/

Click on “Get Started!”

Select your state. Then select your college from the options that appear.

If you access the Online Tutoring Portal from the PLUS website, you will be taken directly to EWU’s log in page and may skip the steps above!

https://inside.ewu.edu/plus/
Enter your Username and Password.

**Username is NetID.**

First-time users
Password: *Follow instructions on webpage.

You will need to reset your password **every quarter**.

Schools that enroll students will have information about how to log in on the screen next to the Login Here box.

Make sure to select “Student” as the User Type.

Click the “Sign In” button.

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**Edit your user profile**
Fill in the information requested.

Be sure that your email address is valid and that you are using your **EWU eagles email**. This is the email your account has been added under.

If you need help resetting your password please contact the PLUS Desk.

You may wish to enter your cell phone number to receive alerts.

**Under Terms & Conditions:**
Check the “I agree . . .” box. Click “Update Profile.”
The Online Tutoring Homepage

The homepage is displayed here. You can navigate using the tabs at the top, or by clicking on the selections in the page.

The primary functions are:

- eQuestions
- Writing Lab
- Schedule

**eQuestions**

You can post a question to a tutor in a variety of subjects.

Click the “eQuestions” tab near the top of the page. A window will appear with the following message:

Before you submit your eQuestion, please keep in mind:

- **eTutors will not** answer your homework, quiz or test questions.
- **eTutors will** help you develop strategies to find answers or resolve problems on your own. They will not solve any math, statistics or chemistry problems for you.
- **Please do not** post a math problem or equation without describing specifically what you do not understand, or where you think you are getting stuck. The more information you share with eTutoring, the better we can help you!
- While we appreciate your thanks, do not send them via a follow up eQuestion (this can count against your school's usage of the program). If you wish to send thanks, or any other comments, please use the Support link at the very top of each page. We welcome and encourage your feedback.

Once you have read all of the policy text and are ready to proceed, click on the "X" in the upper right hand corner or the "Close" button at the bottom to close the window.

☐ Keep this window closed for the remainder of my session.
Fill in the form describing your question, what steps you’ve already taken, and where you are having difficulty. The more information you can give the eTutor, the better he or she can help you.

Select the subject from the drop-down menu.

*You will see a message on your homepage when you have received a response to your question. On the eQuestions page, click on this icon to see the response.

Click “Submit your eQuestion.”
Writing Lab

Through the Writing Lab, you can ask tutors to review a draft of a writing assignment. The tutor will return your draft with mark-ups and suggestions for improvement.

Be sure that the document containing your writing is in one of these formats:
- .doc
- .docx
- .rtf (Rich Text Format)

Save and close your document before submitting.

Click the “Writing Lab” tab near the top of the page. A window will appear with the following message:

Before you submit your paper, please remember:
- Our Online Tutors 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 Online Tutors 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 Online Tutor’s suggestions to create a new draft of your work.
- You send a copy of the same assignment before receiving an Online Tutor’s response to the first submission.
- You send more than 3 drafts of the same assignment to eTutoringonline.org. You are limited to 3 Online Tutoring responses to a single assignment.

Once you have read all of the policy text and are ready to proceed, click on the "X" in the upper right hand corner or the "Close" button at the bottom to close the window.

☐ Keep this window closed for the remainder of my session.
For a new paper click **Select a New Writing Assignment**.

If you have already submitted a paper one of these identifiers will be next to it.

Fill in the form describing the assignment and what specific help you’d like. The more information you can give the Online Tutor, the better he or she can help you.

To upload your document, click the “Choose File” button and navigate to the folder where you saved it on your computer.

Click “Submit Your Writing Assignment.”

**Live Tutoring**

Live Tutors are available for you during certain hours. You should view the schedule in advance so you know when to log in to chat with a live tutor. **Access a live tutor from the HOME page.**
On the HOME page, you will have these options:

- Enter a chat room currently available
  - Lists tutors currently available and subjects they tutor
  - Lets you know if there are students ahead of you
- Click on the tutor’s name to enter the chat room

Scrollable list of Today’s Online tutor schedule. You can customize your search for a tutor by clicking View Online Tutor Schedule where you can search by tutor, subject, or a date range. This is where you should go to plan ahead for your tutoring.

View the calendar for future tutoring times.

List of SUBJECTS, and WHEN they are available for LIVE tutoring