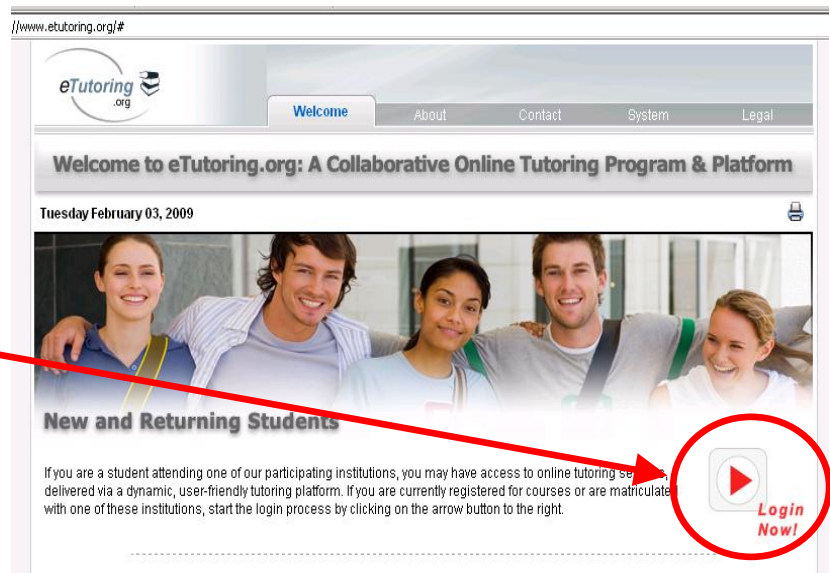


This is an overview of the eTutoring platform, showing you how to log in, ask a tutor a question (eQuestion), and submit a draft of a writing assignment for a tutor to review (eWriting Lab).

## To log in or create a new account:

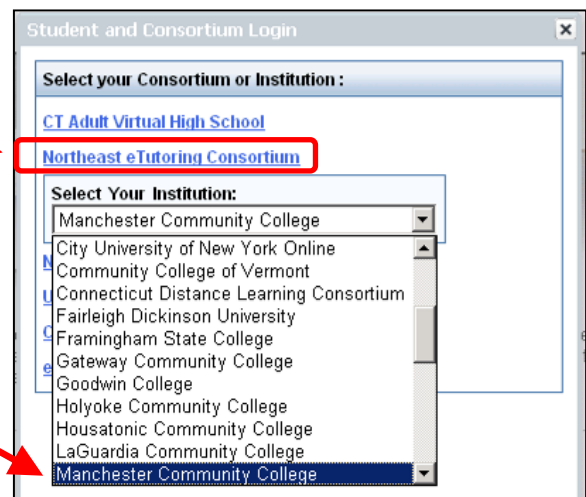
Using any internet browser, go to [www.etutoring.org](http://www.etutoring.org)  
(Note: not 'etutoring.com')

Click on "Login Now!"



In the "Student and Consortium Login" window, click on "Northeast eTutoring Consortium"

Click the drop-down menu arrow and choose "Manchester Community College."



Enter your Username and Password.

For the Username, use your NetID (ex. 01234567@student.comnet.edu).

For the Password, enter "etutoring"  
You will have the opportunity to change your password after the first login. You may use your NetID password or create another password. Since eTutoring is not connected to myCommNet, changing your password in one will not change it in the other.

Click the "Sign In" button.

## Edit your user profile

Fill in the information requested.

Be sure that your email address is valid.

Your Student ID is your NetID.

Your Password is "etutoring"

Check the "I agree . . ." box.

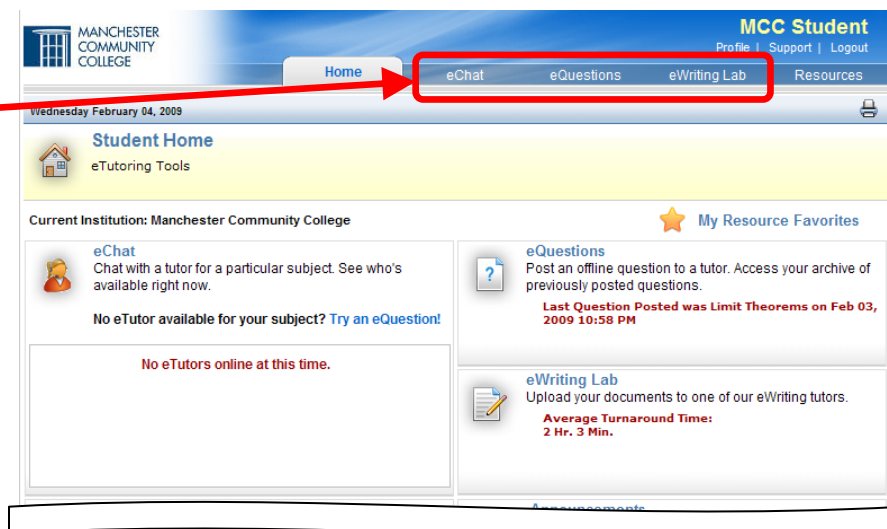
Click "Join eTutoring."

## The eTutoring 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:

- eChat
- eQuestions
- eWriting Lab



## 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:

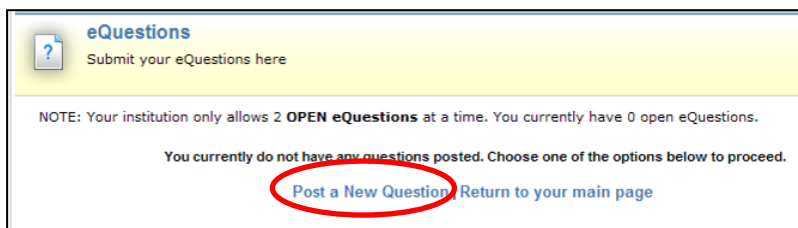
- eTutors will not answer your homework, quiz or test questions.
- eTutors will help you develop strategies to find answers or resolve problems on your own. They will not solve any math, statistics or chemistry problems for you.
- Please do not post a math problem or equation without describing specifically 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, you may want to check the box:

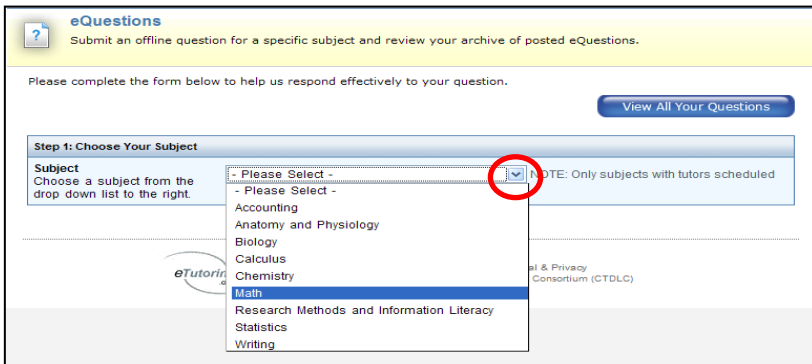
- Keep this window closed for the remainder of my session.**

Otherwise this message box will appear repeatedly. Click on the "X" in the upper right-hand corner to close the window.

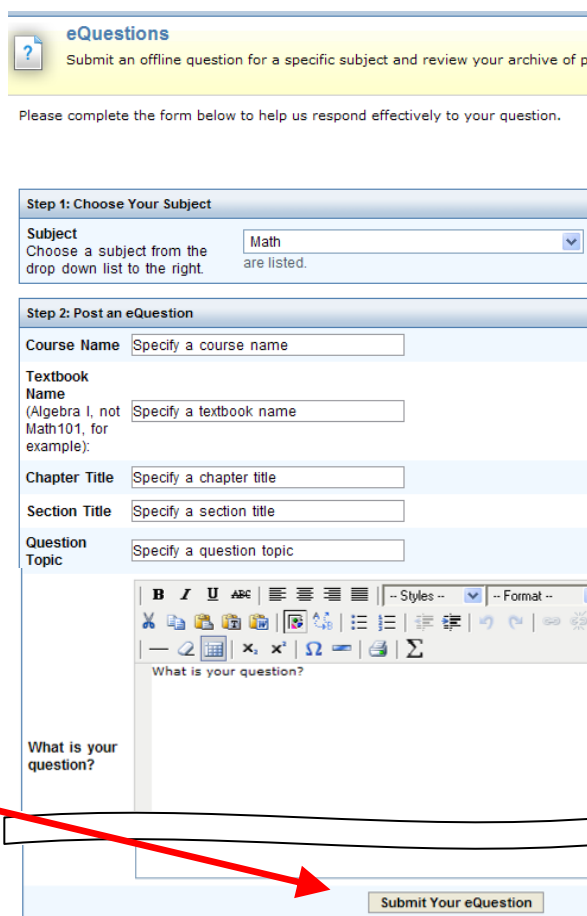
To post a new question, click on "Post a New Question."



Select the subject from the drop-down menu.



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.



Click "Submit your eQuestion."

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



## eWriting Lab

Through the eWriting 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 (Word 2003)
- .docx (Word 2007)
- .rtf (Rich Text Format)

### Save and close your document before submitting.

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

#### 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](#)

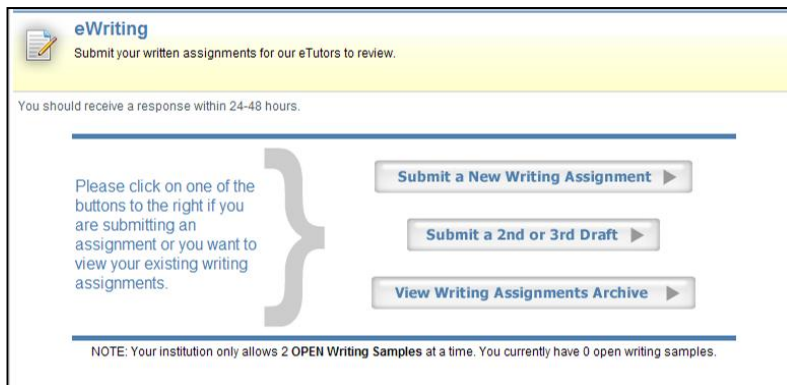
[Tips for Papers other than “Essays”](#)

Once you have read all of the policy text and are ready to proceed, you may want to check the box:

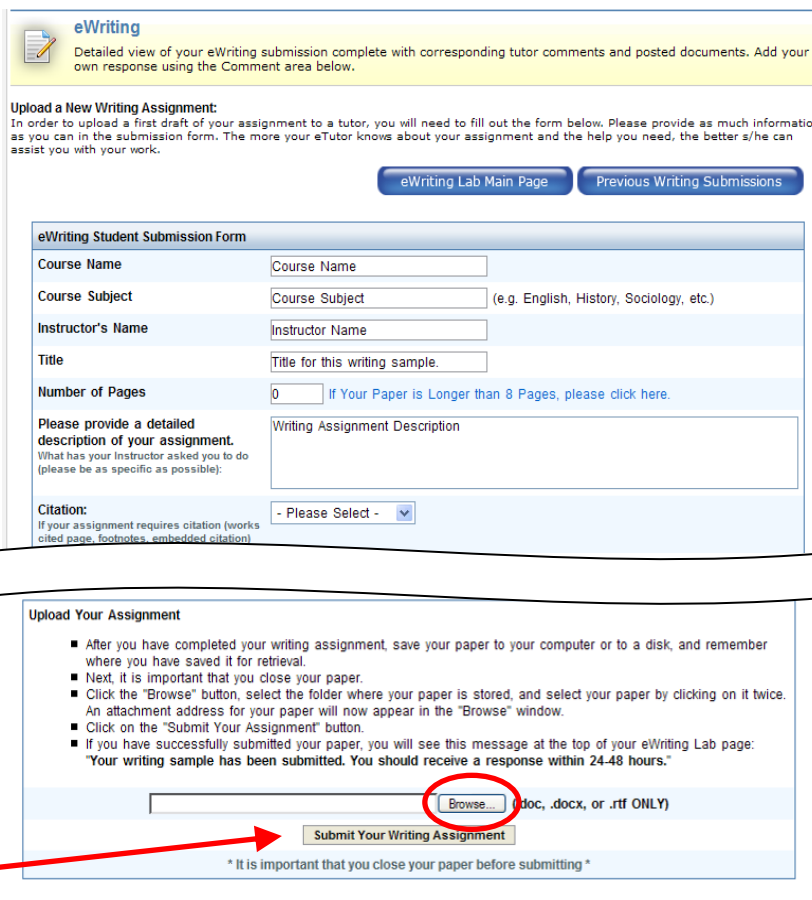
**Keep this window closed for the remainder of my session.**

Otherwise this message box will appear repeatedly. Click on the "X" in the upper right-hand corner to close the window.

Select the appropriate button.



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



**eWriting Student Submission Form**

Course Name:

Course Subject:  (e.g. English, History, Sociology, etc.)

Instructor's Name:

Title:

Number of Pages:  [If Your Paper is Longer than 8 Pages, please click here.](#)

Please provide a detailed description of your assignment.  
What has your Instructor asked you to do (please be as specific as possible):

Citation:  
If your assignment requires citation (works cited page, footnotes, embedded citation):

**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)

\* It is important that you close your paper before submitting \*

To upload your document, click the "Browse" button and navigate to the folder where you saved it on your computer.

Click "Submit Your Writing Assignment."