



Getting Started as a Tutee

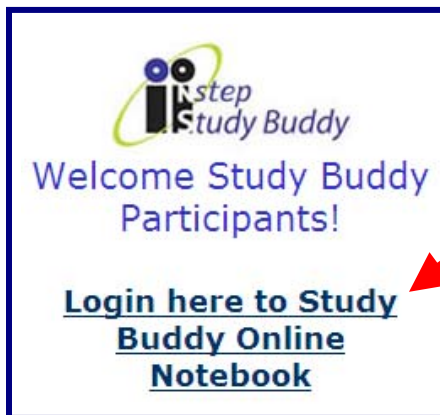
Welcome to *Study Buddy*!

Your teacher has selected you to receive online math homework help. Your work will be completed in your own online notebook. To open your notebook please follow these simple steps.

I. Sign in on the Study Buddy Homepage

Start by opening our homepage:

www.studybuddyhelp.org



Look for the following link on the right side of the page to login to your online notebook.

You will then be prompted for an email and password. Your password is your last name (without any spaces).

Study Buddy Login

All tutees, tutors, teachers and parents login to Study Buddy online notebooks here:

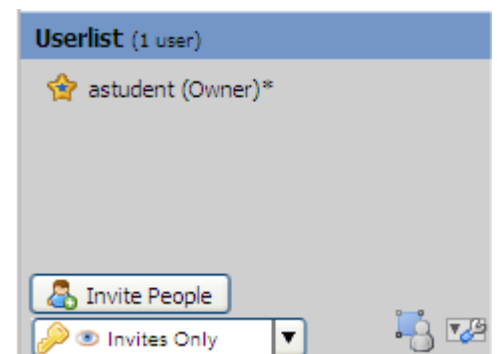
Email Address

Password

II. Exploring your Online Notebook - The Basics

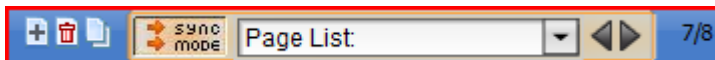
Who is in the notebook:

You will see your name listed as the only person in the notebook on the right side of the screen. Your teacher, parent, and NSTEP may also access your book to review activity in the book at any time. Any pages you create in your notebook will be saved and can be accessed in the future.



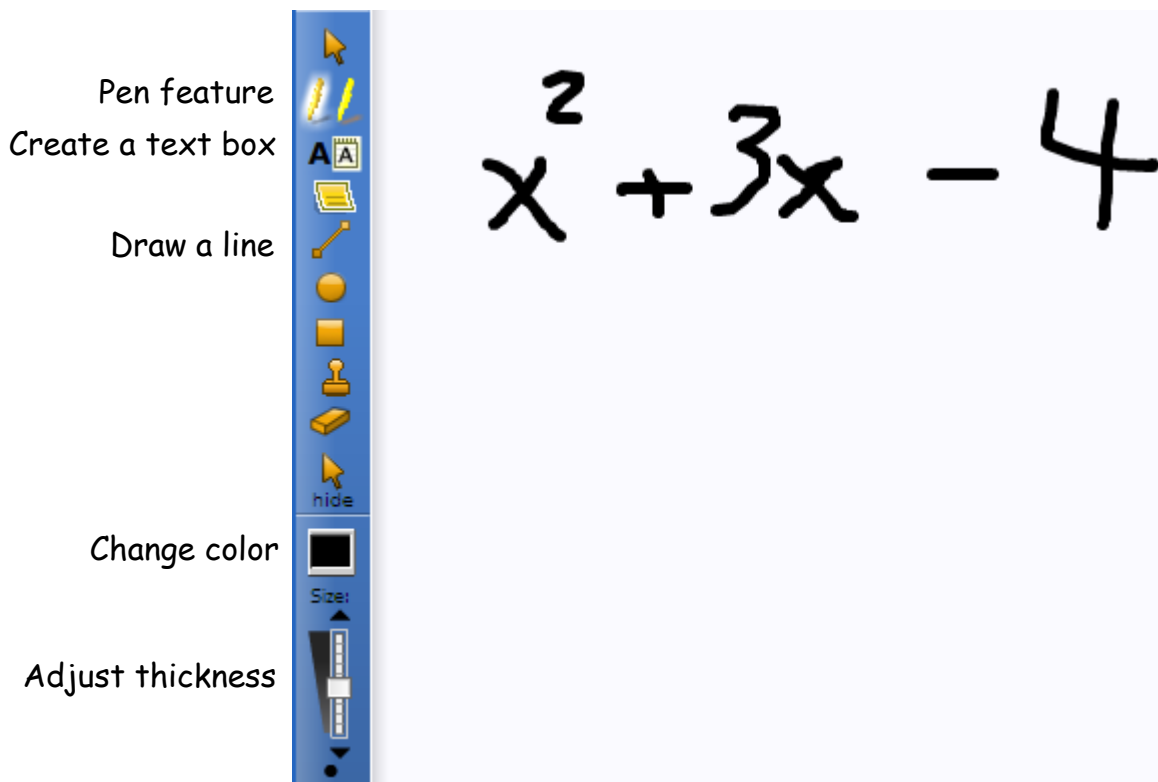
The pages of the notebook:

The first few pages of your online notebook are preloaded with information. In order to turn the pages, click on the arrow keys or navigate the table of contents bar found at the top – just above the white page.



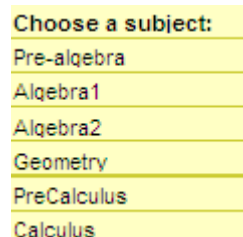
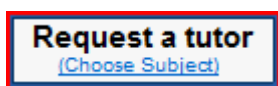
To add new blank pages, click the plus sign, also just above the white page. Page 2 of your online notebook has videos and quizzes that you can use for extra practice.

You can have up to 1000 pages in your notebook and with the exception of the preloaded pages, they are all blank whiteboards. The whiteboard area is the primary location for work within the notebook. Some of the whiteboard tools that you will be most often using are labeled below. Click on a tool to use it, and click on the arrow at the top of the tools to turn off that tool.

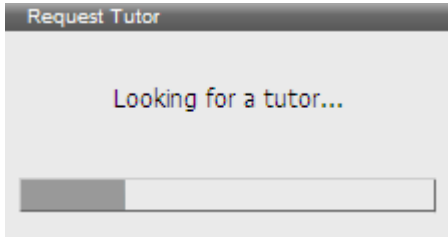


III. Requesting a Tutor

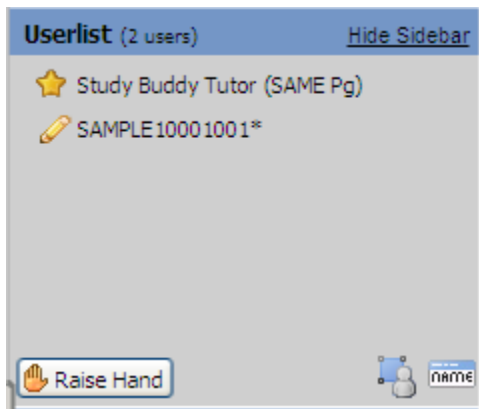
At any point while in your online notebook during tutoring hours, you may request to have a Study Buddy Tutor join your session. Simply click the “Request a Tutor” button on the top of your screen.



A screen will drop down in which you must specify which math class you are taking. Click on a class and Study Buddy will search the tutor lobby for a tutor for your math course.

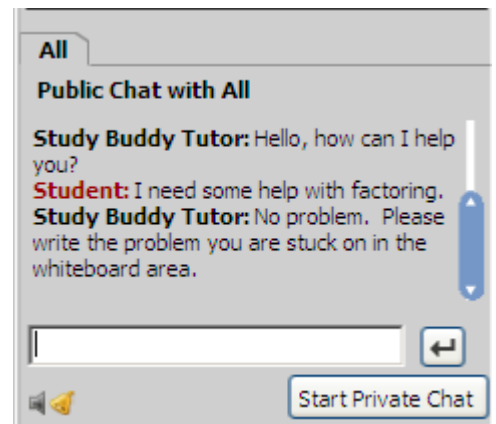


Study Buddy will inform you that it is looking for a tutor...



... and then you will see your tutor's name appear in your user list on the right side along with yours. This is a high school student who has joined you in your online book, live, to help you.

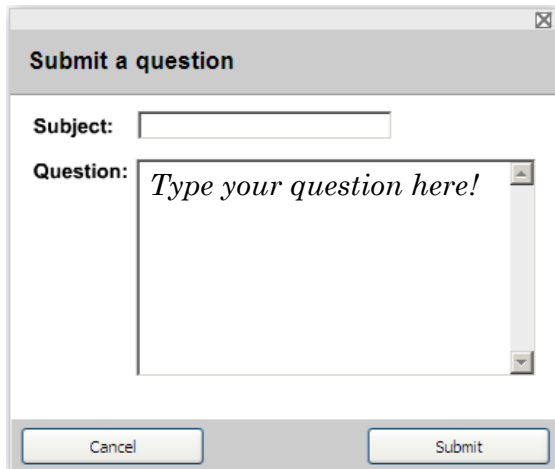
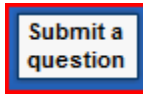
It is now your job to tell your tutor how he or she can help you! The easiest way to talk is to use the public chat on the bottom right corner. Simply type in the white box and click the arrow key. You can also use the text option directly on the whiteboard. Please note that it is not possible to erase any chat in the chat box.



When your tutor has answered your questions, they will leave your room. You are welcome to stay as long as you wish and if at any point you need a tutor's help again, simply click the "Request a Tutor" button again and a new tutor will join your notebook!

IV. Submitting a Question

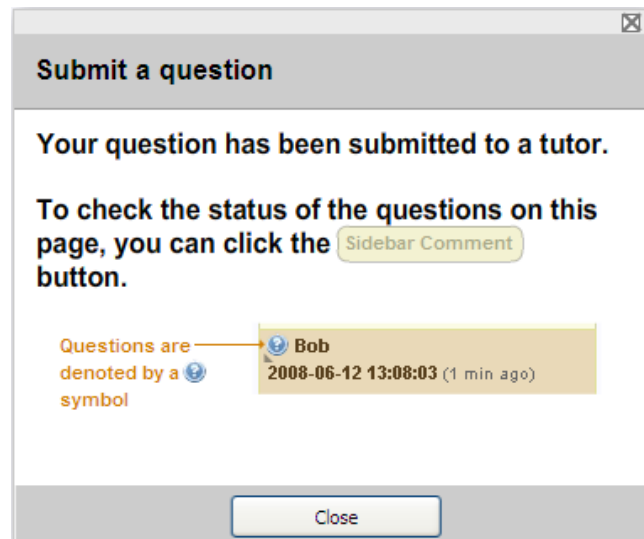
You also have the option while you are in your online notebook to submit a question to a tutor to be answered at a later time. If you would like to submit a question, click the “*Submit a question*” button on the top of your notebook.

A dialog box titled "Submit a question" with a close button in the top right corner. It contains a "Subject:" label followed by an empty text input field. Below that is a "Question:" label followed by a large text area containing the placeholder text "Type your question here!". At the bottom of the dialog are two buttons: "Cancel" on the left and "Submit" on the right.

Type your question in the box that appears and click Submit.

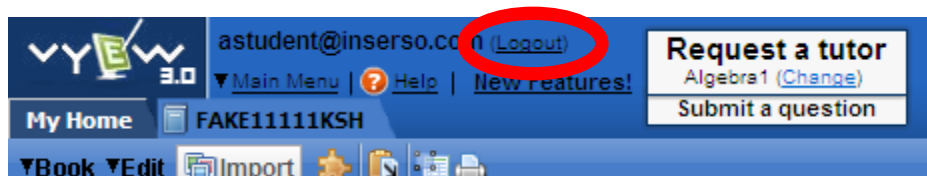
Note that you should never ask for the answer of a homework problem. NSTEP will delete any inappropriate questions or questions whose answer gives away solutions to homework problems.

Once submitted, a confirmation box appears. You can open and view your question by clicking on the **sidebar comment** button in the upper right corner of the whiteboard area.

A confirmation dialog box titled "Submit a question" with a close button in the top right corner. The main text reads: "Your question has been submitted to a tutor. To check the status of the questions on this page, you can click the [Sidebar Comment](#) button." Below this, there is a section titled "Questions are denoted by a symbol" with a blue speech bubble icon. An arrow points from this text to a yellow box containing the text "Bob" and "2008-06-12 13:08:03 (1 min ago)". At the bottom of the dialog is a "Close" button.

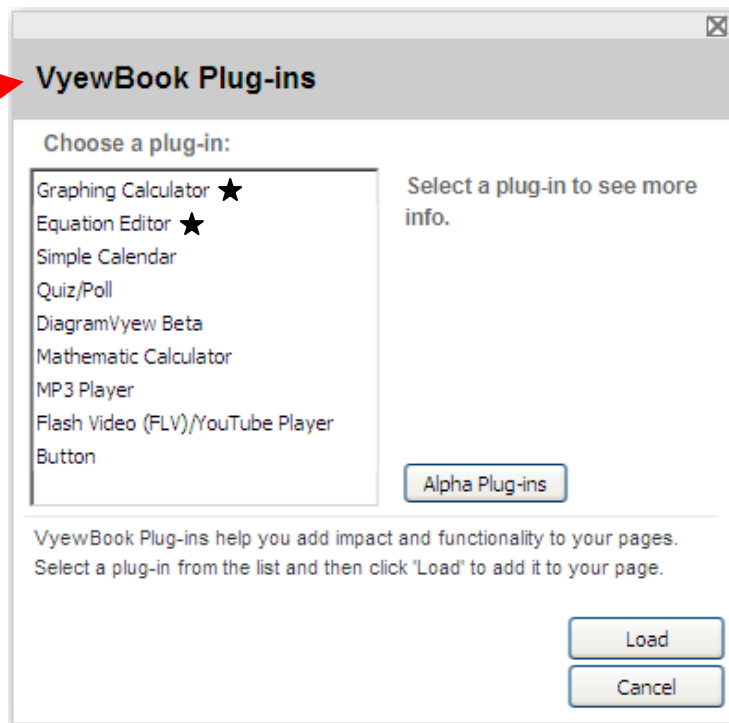
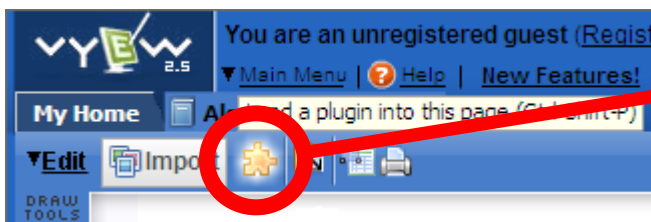
VII. Ending your Session

When you are finished with online notebook session, click “*logout*” at the top of the screen and close your web browser. All of the information in your book will automatically be saved and will be there the next time you return.



III. Exploring your Online Notebook - Advanced Features

In addition to these tools there are several plug-ins that can be added to your online notebook to enhance your session. To access these applications, click on the button (illustrated below) which looks like a puzzle piece at the top of the whiteboard area.

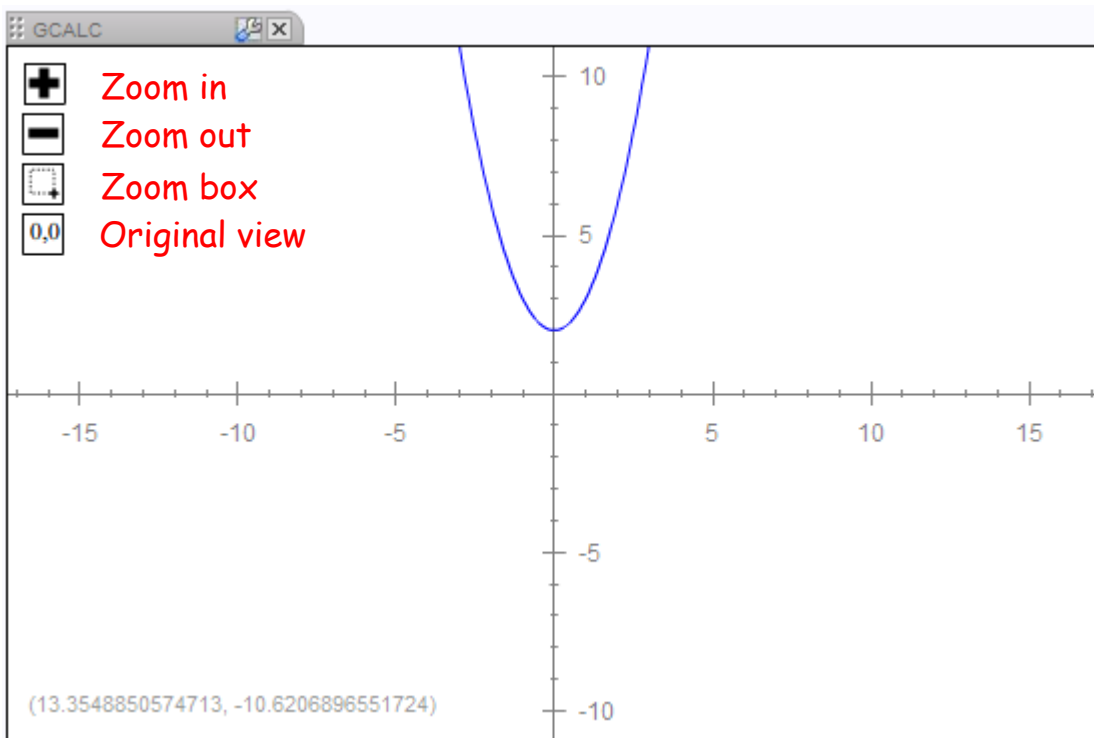


Please note that the actual list of plug-ins you see is subject to change as we update and improve our system.

The two starred plug-ins in the adjacent list are illustrated below.

Graphing Calculator Plug-in

The graphing calculator plug-in will insert an interactive graphing calculator directly onto your whiteboard, as pictured below.



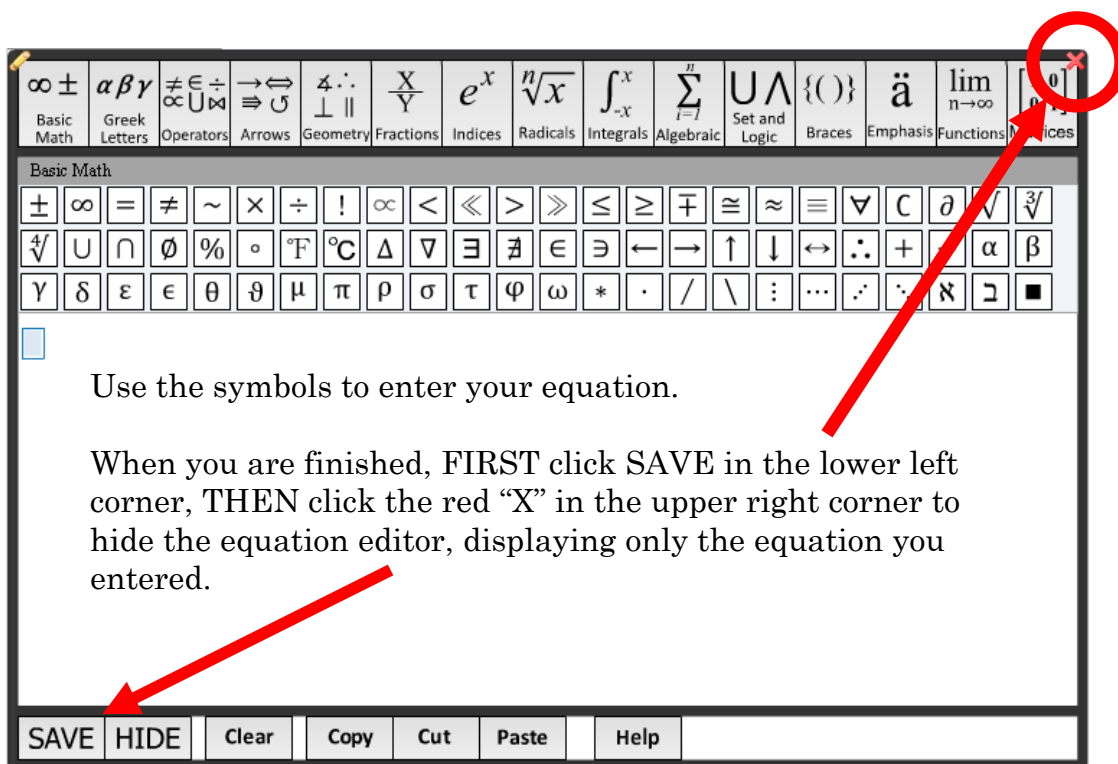
Functions must be typed into the calculator the same way you would enter them into a handheld graphing calculator. Note that the exponential function e^x must be entered as **exp(x)** and **not** e^x .

Enter the equation you wish to graph into the “Functions” box. Multiple equations can be entered by separating each with a semi-colon. To view the graph of the function(s), click “Enter”.

Equation Editor Plug-in

The equation editor allows you to easily insert mathematical symbols into your online notebook.

Note that this plug-in will not perform the operations or solve the equations you enter.



The screenshot shows the Equation Editor interface. At the top, there is a toolbar with various mathematical symbols categorized into Basic Math, Greek Letters, Operators, Arrows, Geometry, Fractions, Indices, Radicals, Integrals, Algebraic, Set and Logic, Braces, Emphasis, Functions, and Misc. Below the toolbar is a large text area for entering equations. At the bottom, there is a menu bar with buttons for SAVE, HIDE, Clear, Copy, Cut, Paste, and Help. A red arrow points from the 'SAVE' button to the text: "When you are finished, FIRST click SAVE in the lower left corner, THEN click the red 'X' in the upper right corner to hide the equation editor, displaying only the equation you entered." Another red arrow points from the 'X' button in the top right corner of the editor to the same text.

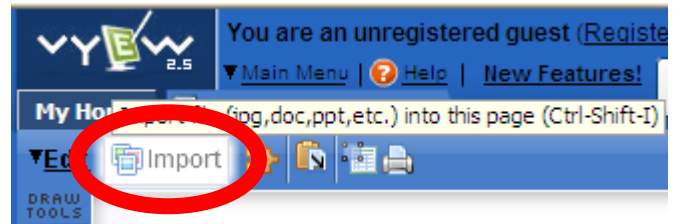
Only one equation may be entered into the equation editor at a time. To insert a new equation, click the pencil above the equation to expand the editor, then click clear on the bottom menu bar and enter your new equation. Click SAVE again and then the “X” in the top right corner to once again hide the editor and make your new equation visible to both tutor and student.



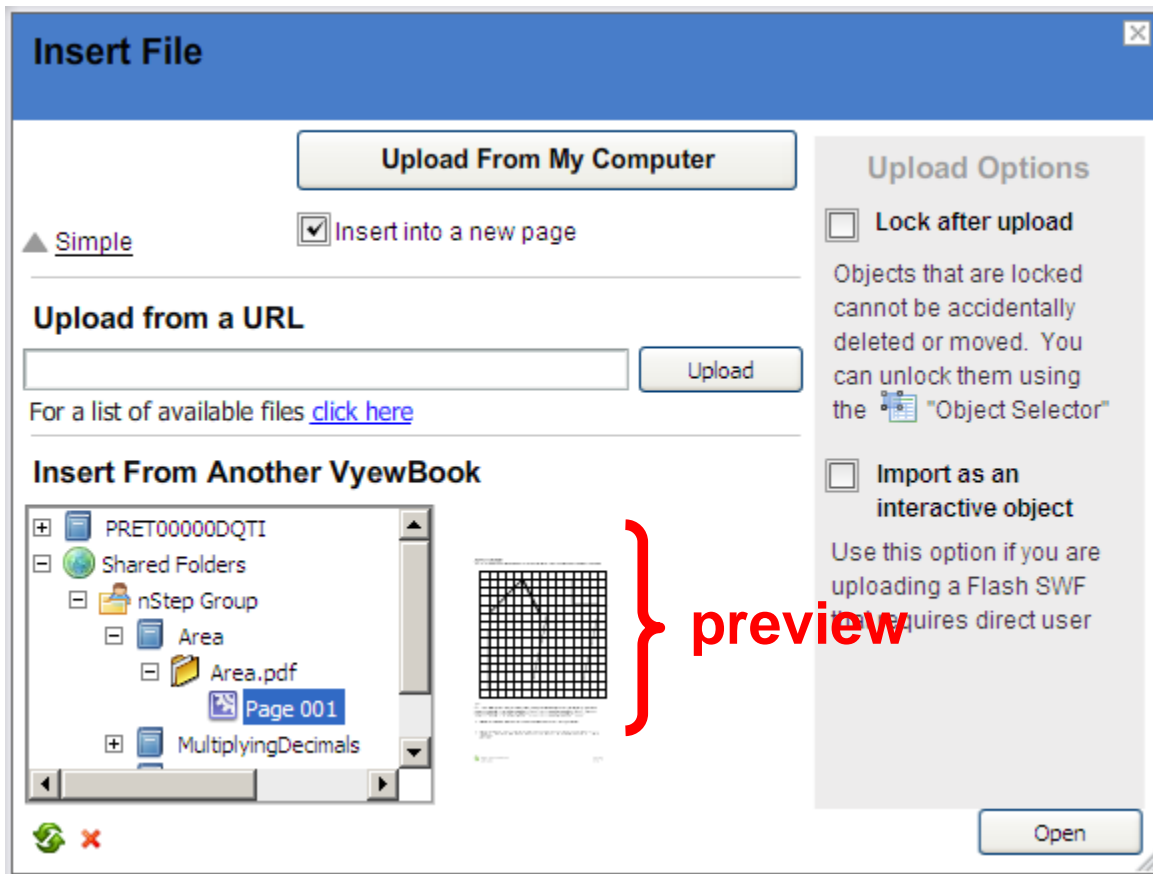
IV. Importing a File

In your notebook, you have access to a large library of notes, worksheets and study guides which can be imported directly into your whiteboard area. We recommend that you take a moment and familiarize yourself with the types of documents available. You may wish to explore the worksheet and perhaps upload one that you would like to work on before you request a tutor. You may also request that the tutor upload notes or a worksheet from the library that will help you during your session.

To access the notes, worksheets and study guides while in your online notebook, click on the button (illustrated to the right) on the top of the white board area to import a file into the book, and select **advanced** directly below “**insert file**”.

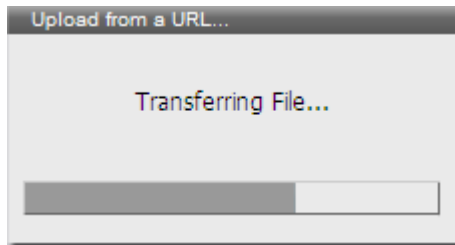


The following screen opens:



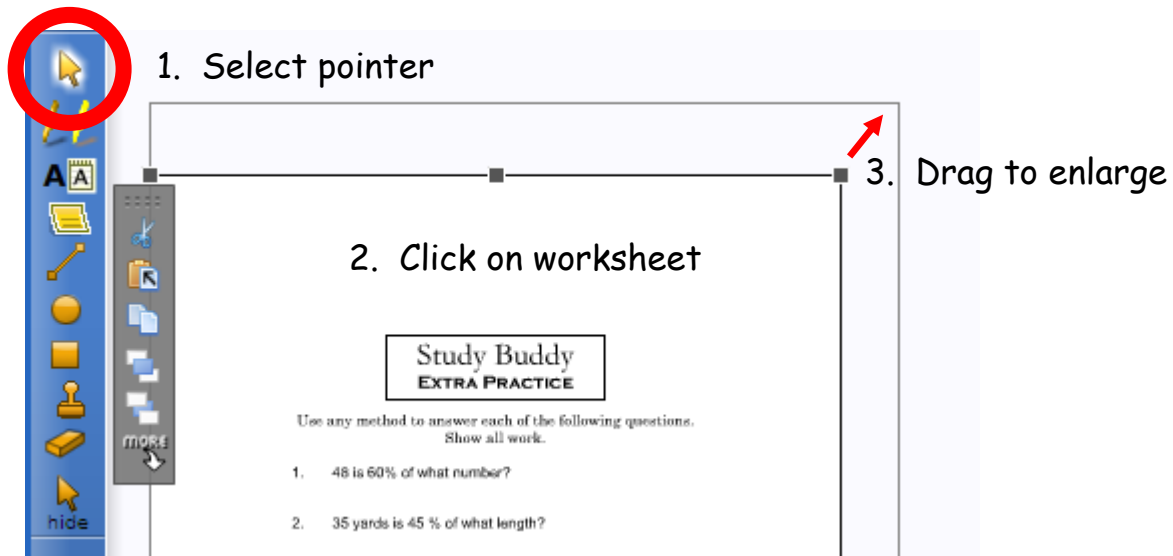
You can navigate through the Study Buddy shared folders in the window beneath “*Insert From Another Vyewbook.*” When you highlight one of the pages, a preview will appear next to the window. Click open on the bottom right of the Upload window and the page and PDF worksheet on it will be inserted into your online notebook.

Please be patient while the file converts and uploads as it could take several seconds.

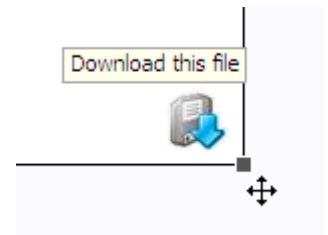


The transferring file box will pop up on your screen while the file is being converted and uploaded into the online notebook.

Once the file is uploaded, you may need to enlarge the worksheet for better viewing. Select the pointer from the toolbar to the left of the white board and click on the center of the worksheet. A box appears around its perimeter. Use the pointer to click and drag any of the boxes in the corner of the worksheet to enlarge it.



Note that if you click on the worksheet, in its lower right corner you will have the option to download and save it as a PDF file on your computer for future reference.





National Science & Technology Education Partnership



"Early in this century, 60% of jobs will require skills that only 20% of the workforce currently possess."

The Hudson Institute



"America's future depends upon the ability of its educational system to produce students who constantly challenge current levels of innovation and push the limits of technology and discovery."

Roadmap for National Security
Imperative for Change
2000 Hart Rudmann Commission



Developing Tomorrow's Technology Leaders

In Affiliation with the Electronic Industries Alliance

NSTEP

The National Science and Technology Education Partnership is the non-profit, philanthropic arm of the electronics industry working to create interest and promote achievement in science and technology. NSTEP creates partnerships between industry leaders and neighborhood schools in its mission to improve students' understanding of science and technology and its real world application in their lives.

www.studybuddyhelp.org