



Guide for Teachers of Tutees

Welcome to the NSTEP Study Buddy program. We are excited to help your students learn and improve their math knowledge with the help of our tutors. This guide will take you through the required steps to get your students online with our tutors. Thank you for your participation in Study Buddy.

I. Agree to Participate

If you are reading these steps, then you have already heard about our Study Buddy program and expressed an interest. Now, the first step to getting your students online with our tutors is for you to **agree to participate!** This is as easy as sending an email to us at studybuddy@nstep-online. Please be sure to include the following information:

- Your school's name
- Your school's address including zip code
- Your name, email address, and phone number
- The subjects in which you are requesting tutoring
- The number of students who will need tutoring
- The time your students will typically require tutoring i.e. 2-3 pm EST, after school, evenings, weekends



II. Reference Code

Upon receipt of your email confirming your participation, we will send you back an email containing a **reference code** for tutee registration.

III. Visit Tutee Registration Website

Included in your email with your reference code is the link to the Study Buddy Tutee Registration site.



Important!

Before you go to the registration site, you will need to know:

- 1) the names of each student who would like to receive tutoring
- 2) each student's email address
- 3) parent/guardian emails are optional but highly encouraged

- 4) how you would like Study Buddy to organize your students (i.e. by period, by subject, by block, etc.) on your administrative page.

Once you have this information, click on the link in the email to take you to the NSTEP home page and enter your reference code into the empty field, pictured below.

Tutee Registration

If You Have A Reference Code

Please use the reference code given from NSTEP. If you have that code, enter it below and click register.

Reference Code

← Enter your code here!

Register WITH Reference Code

You will then be directed to the following page, where you will set your registration password and confirm your school's address. Note that some of the information will already be filled in. Please verify this information and fill in any blank fields.

Tutee Registration

STEP 1 - Fill in Teacher/School Contact Information

Teacher First Name (REQUIRED)

Teacher Last Name (REQUIRED)

Once your registration is confirmed, you can log in to update your information at any point. To login:

- Browse to <http://www.nstep-online.org>
- Click the **To edit your tutee teacher account login here** link under the right menu **Resources** section.

Teacher Email (REQUIRED)

Password format: 1) First letter must be a letter. 2) It must contain 6 to 15 characters. 3) At least one character has to be numeric. 4) No characters other than letters, numbers and the underscore. e.g. tech_2880

Teacher Password (REQUIRED)

← Update pre-set password

Retype Password (REQUIRED)

Your password is preset as your last name. You will need to create a new password which will be used for registration only. This is **not** your online notebook password!

You are now ready to register your students and, if desired by their parents, their parents. Enter the requested information for each student one at a time, and click the “Add Student” button at the bottom.

STEP 2 - Add Students

First Name	<input type="text" value="John"/>	(REQUIRED)
Last Name	<input type="text" value="Doe"/>	(REQUIRED)
Email	<input type="text" value="john@doe.com"/>	(REQUIRED)
Parents' Email	<input type="text" value="johnsmom@doe.com"/>	
Grade Level	<input type="text" value="9"/>	(REQUIRED)

Please group your students by class or subject. The way you group these students here is the way they will be organized on your admin page. For example, "Algebra 1 Period 1" or "Algebra 2 Period 2".

Group	<input type="text" value="Period 1"/>	(REQUIRED)
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Need Tutoring In	<input type="checkbox"/> Pre-algebra
	<input checked="" type="checkbox"/> Algebra 1
	<input type="checkbox"/> Algebra 2
	<input type="checkbox"/> Geometry
	<input type="checkbox"/> Pre Calculus
	<input type="checkbox"/> Calculus

School	<input checked="" type="radio"/> Same as the teacher
	<input type="radio"/> Different school from the teacher

[Add Student](#)

As you add students, their names will be listed in the Student List arranged by group. After adding all of your students, click the “Submit Registration” button.

Period 1 Student List

Student Name

John Doe

Options

[Edit](#) | [Delete](#)

Period 2 Student List

Student Name

Jane Doe

Options

[Edit](#) | [Delete](#)

The Vyebook URL will be activated once your registration is confirmed

[Submit Registration](#)

When you click “Submit Registration,” Study Buddy will generate an email to confirm your registration. Our software partner, Vyew, will also send an email to your students and their parents (if applicable) confirming that their online notebook is ready with access instructions. If these emails are delayed, please check your junk/spam mailbox. This may take several minutes.



While you are waiting for this email you can...

- View Study Buddy webinars to get better acquainted with the program

http://www.nstep-online.org/tools/Study_Buddy_Tutor_Webinars.asp

- Print off the Study Buddy parental consent form, if required by your school

<http://www.nstep-online.org/tools/studybuddy.asp>



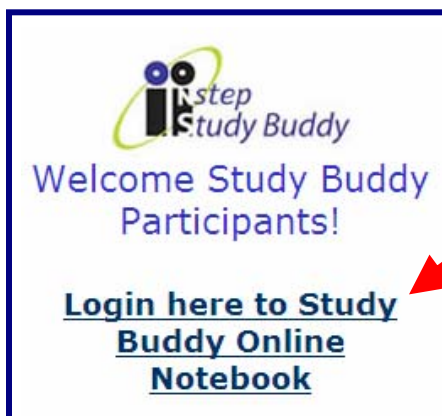
As soon as NSTEP confirms your registration, your students’ books will be activated immediately. You and your students may use the online notebooks at any time. You are ready to begin!

IV. Get Started by Signing in on the Study Buddy Homepage

Once the tutoring has begun, teachers and parents may enter their students’ online notebooks at any time to monitor work. You may even do so during an actual tutoring session!

Start by opening our homepage:

www.nstep-online.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, not your registration password.

Study Buddy Login

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

Email Address

Password **Your last name**

V. Change your Online Administrative Password

As a teacher, when you log in to the Study Buddy system, you are automatically sent to the teacher administrative page, illustrated below.

Name	Pgs	Flags	Owner / Shared With...
FAKE12345WOH	6		jane / ,jane
FAKE12345TST	6		john / ,john,johnsmom

We recommend you begin by resetting your online notebook password to match the password you set during your registration.

At the top of your admin page, click on “Main Menu”

- Subscribe
- Account Settings**
- End Session
- Join Another Meeting
- Go to my Vyew Lobby
- Edit Color Theme
- Keyboard Shortcuts
- About Vyew
- Report a bug

Select “Account Settings” from the dropdown menu. This will open the large settings window pictured below.

Click on “Edit” to open the User Info screen where you enter a new password.

Settings

General / Time Zone Settings

Email: sample@email.com

Screen Name:

Password: [Edit](#)

Full Name:

Package: Free

Meeting Creators: 1

Books: 1

Participant Limit: 20

Part. Limit (no ads): 100

File Upload Limit: 50

Custom ID: no

Custom Skin: no

Custom Ad: no

Conference Call: no [Edit](#)

[Upgrade Account](#)

Apply

Once you click “Submit” your password is updated.

Remember that all passwords within Study Buddy are case sensitive!

User Info

Email:

Screen Name:

Current Password:

New Password:

Re-type:

First Name:

Last Name:

Keep me informed about Vyew

VI. Teacher Administrative Site

The teacher administrative site is a powerful tool which organizes all of your students and their notebooks by the groups you established during registration.

The screenshot shows the Vyew user interface. The top navigation bar includes the Vyew logo, the user email 'sample@fakeemail.com', and links for 'Main Menu', 'Help', and 'New Features!'. Below this is a 'My Home' section with 'sample's Lobby' and a 'Go to Home Page' button. The main content area is divided into 'My VyewBooks' and 'My Files'. The 'My VyewBooks' sidebar on the left contains folders for 'My VyewBooks', 'VyewBooks Im Invited To', 'nStep Group', and 'Trash'. The 'nStep Group' folder is highlighted with a red box. The main area displays a table of 'VyewBooks' with columns for 'Name', 'Pgs', 'Flags', and 'Owner / Shared With...'. The table lists two notebooks: 'FAKE12345WOH' (6 pages, owned by jane) and 'FAKE12345TST' (6 pages, owned by john). A red arrow points from the text 'Hierarchy of students arranged by group' to the 'nStep Group' folder.

The left side can be expanded by clicking on “nStep Group” to display all of your students in their respective groups.

This image shows the expanded view of the 'nStep Group' sidebar. It displays a hierarchical structure of folders and sub-folders. The top level is 'nStep Group', which contains 'Sample_Teacher_tutee_100 Tea', 'Students', 'Period_2', 'Jane_Doe_147', and 'Period_1'. The 'Period_1' folder is currently selected and highlighted in blue. Below the expanded view is the 'Trash' folder.

The online notebooks assigned within each group will appear on the right side of the screen. At any time, you may click on the notebook on the right side to enter that book and review a tutoring session.

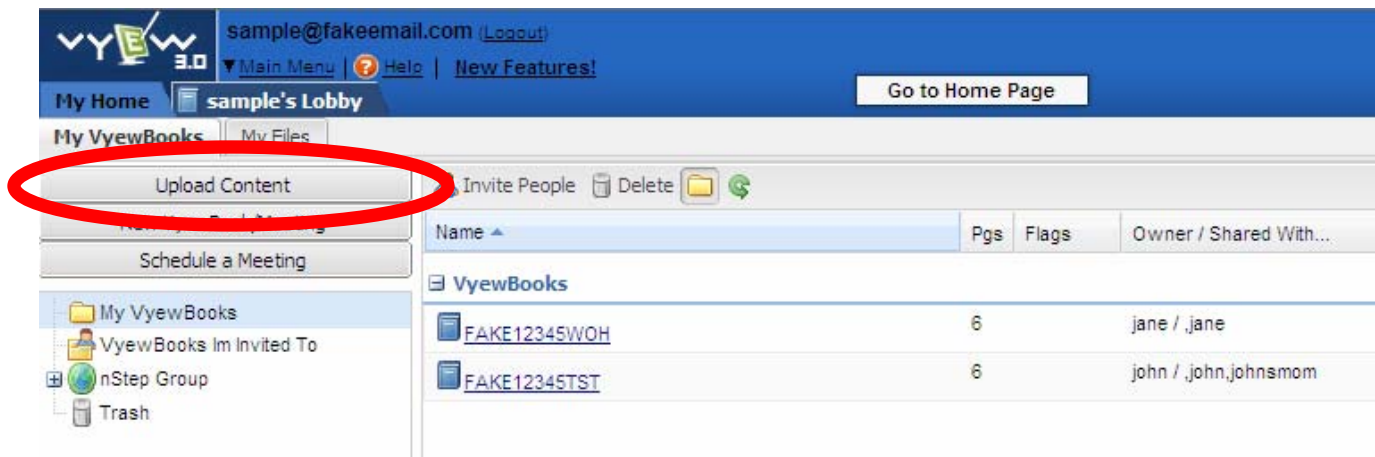
Here are a few ideas from NSTEP to get your students more actively involved and participating in the Study Buddy program:

- Assign one of our hundreds of worksheets as homework or extra credit.

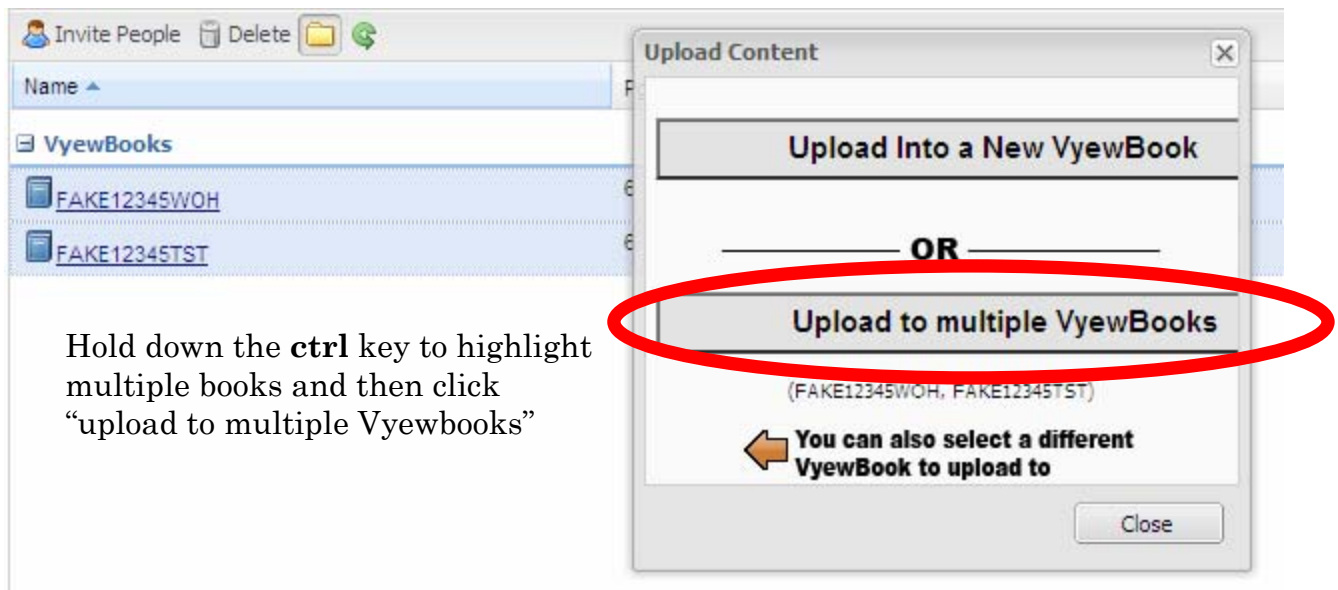
View our Webinar on uploading worksheets into online notebooks at:

http://www.nstep-online.org/tools/Study_Buddy_Tutor_Webinars.asp

- Upload your own files and assignments directly into all of your students' notebooks at once!



To upload content into your students' notebooks, click the “*Upload Content*” button, illustrated above.



You may now select a file from your computer and it will be inserted into each of the notebooks you highlighted!

VII. Manage Registered Students

If at any time you would like to edit student information, add, or delete students, follow the steps outlined below:

- On the NSTEP Study Buddy website (www.nstep-online.org/studybuddy), click on the link entitled “Tutee Teacher Login,” located under “Resources.”



*Need Tutoring?
Register Now!*

Tutors Register Now!

An Innovative Tutoring Program Given By Students, to Students, over the Internet

In this section

[Volunteers Home](#)

[Study Buddy](#)

[TechXplore](#)

[TechXtra](#)

Resources

[Study Buddy Online Notebook Login](#)

[How to Change Study Buddy Online Notebook Password](#)

[Tutor Schedule](#)

[Tutee Teacher Login](#)

[TechXplore Facilitator Tools](#)

[TechXplore Mentor Tools](#)

- Log in using your registered teacher email address and the password you created upon registration.
- You may now edit any of the information you previously entered.

Thank you for your participation!

