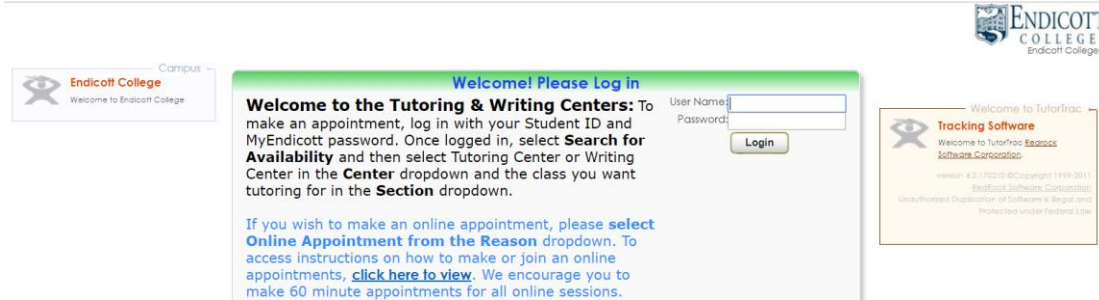


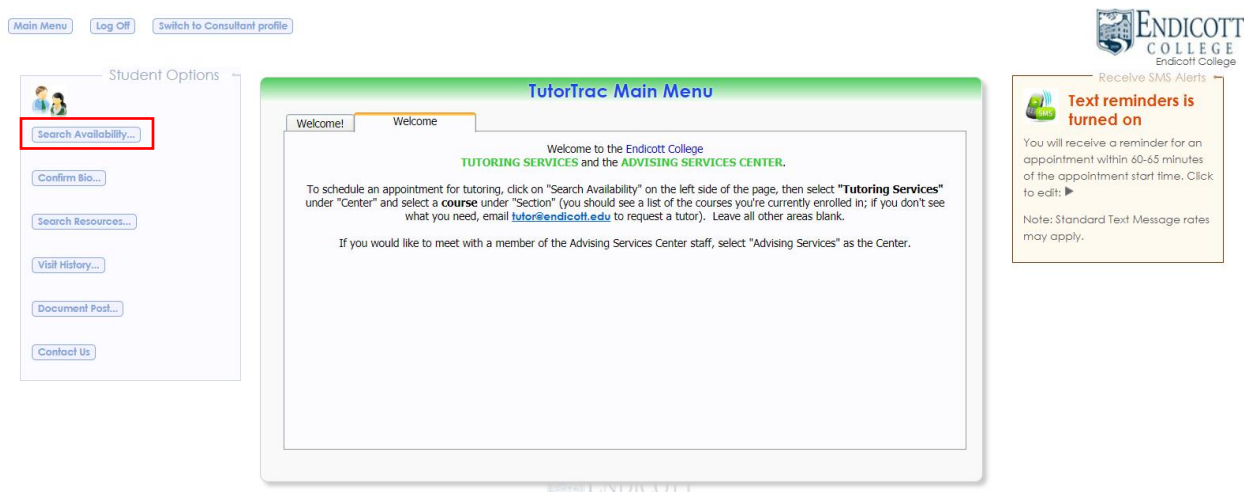
# Whiteboard Instructions for Tutee

## How to book an Online Appointment:

1. Login to TutorTrac @ <http://tutortrac.endicott.edu/> using your Student ID and Endicott Password:



2. Select "Search Availability."



- Under the “Center” drop-down, select Writing Center. Select the desired class from the “Section” drop-down, and select Online Appointment from the “Reason” drop-down. Select the date and time desired, and click ‘Search.’

The screenshot shows the search criteria form on the Endicott College website. The form includes the following fields:

- Center:** Writing Center (selected)
- Section:** BUA529 MB08 20193 (selected)
- Reason:** Online Appointment (selected)
- From:** 08/13/2019
- To:** 08/27/2019
- Time:** 9:00a to 9:00p
- Days:** MON TUE WED THU FRI SAT SUN (with radio buttons for All, None, M-F)

A **Search** button is located at the bottom of the form. To the right of the form, there is a section titled **Available Time Slots:** with a placeholder text: "Enter the search criteria and click Search."

- Once the availabilities appear, select a day and time.

The screenshot shows the **Available Time Slots:** page. At the top, there is a key: **drop in** (blue), **1 on 1** (green), **multi-person class or group** (yellow). Below the key, the page is organized by date:

Wed 8/14/2019	Tue 8/20/2019	Wed 8/21/2019
<b>Casey Roland</b> croland@endicoff.edu 2:00 PM - 2:30 PM	<b>Casey Roland</b> croland@endicoff.edu 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 2:30 PM - 3:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM	<b>Casey Roland</b> croland@endicoff.edu 12:00 PM - 12:30 PM 12:30 PM - 1:00 PM 1:00 PM - 1:30 PM 1:30 PM - 2:00 PM 3:00 PM - 3:30 PM 3:30 PM - 4:00 PM

5. After selecting an availability, the “Appointment Info” form will appear. Be sure that *Online Appointment* is selected in the “Reason” dropdown menu. Complete the *Notes* section of the form, stating what you would like to work on during the session. You can also adjust the Appointment Duration to either a 30- or 60-minute session. Click “SAVE.”

**Appointments Entry**

Student: Vendela Jonsson 343898      Staff: Casey Roland

**Appointment Info**

Center: Writing Center      Location: \_\_\_\_\_

Subject: BUA529 MB08 20193

Reason: Online Appointment

Date: 8/14/2019      Time: 2:00 PM To: 2:30 PM

Recurring Appt Type: Weekly       Appointment Duration:  30  60 minutes

Phone: \_\_\_\_\_

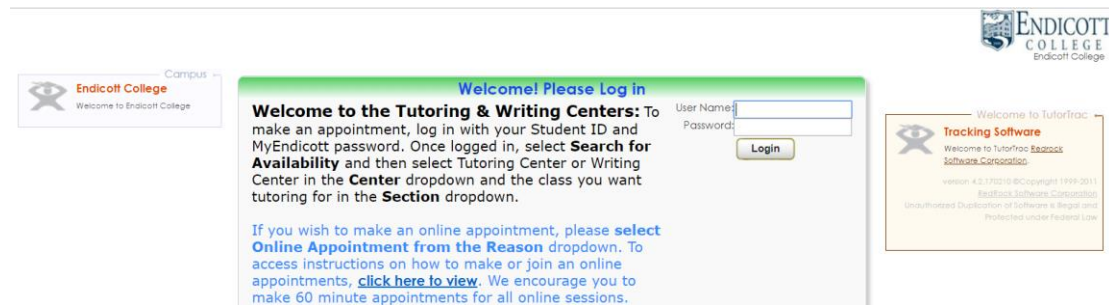
Notes: Review draft of research paper on project management.

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

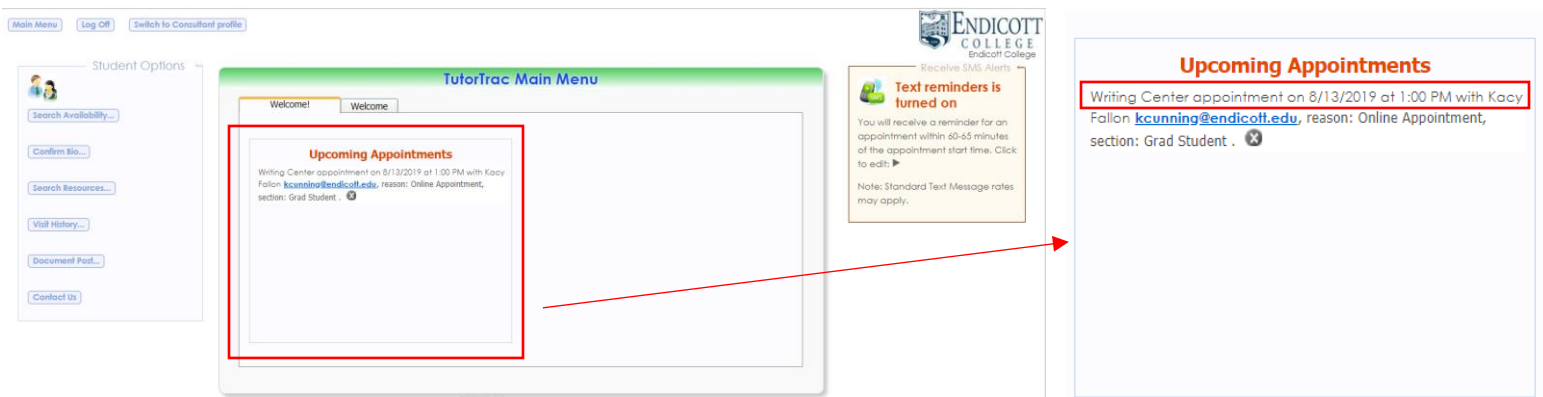
**Save**

# How to participate in an Online Appointment:

## 1. Login to TutorTrac.



## 2. Your online appointment will be listed in the Main Menu. Click on the appointment.



3. After selecting your appointment, the “Appointment Info” form will appear. Click the “Open LiveDoc Session” button to begin your online appointment.

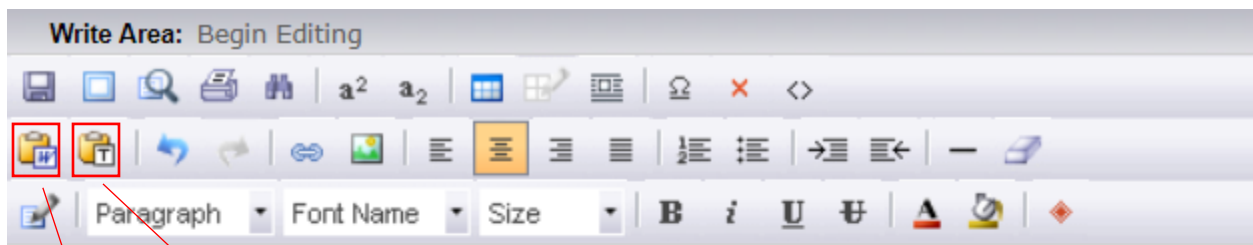
The screenshot shows a web interface titled "Appointments Entry" with a green header. It displays student information: "Student: Vendela Jonsson 343898" and "Staff: Kacy Fallon". A tab labeled "Appointment Info" is active. The form contains several fields: "Center" set to "Writing Center", "Subject" set to "Grad Student", and "Reason" set to "Online Appointment". The date and time are "Date: 8/13/2019 From: 1:00 PM To: 2:00 PM". The "Notes" field contains the text "Review draft of research paper on project management." A button labeled "Open LiveDoc Session" is highlighted with a red box. At the bottom left, it says "Created 8/12/2019 at 16:05:01 by tutors [4] tutors" and "Modified 8/12/2019 at 16:05:01".

4. Whiteboard will open in a separate tab. Click on “Write Area: Begin Editing.” You will also see a “Chat” box where you are expected to communicate with your tutor throughout the session.

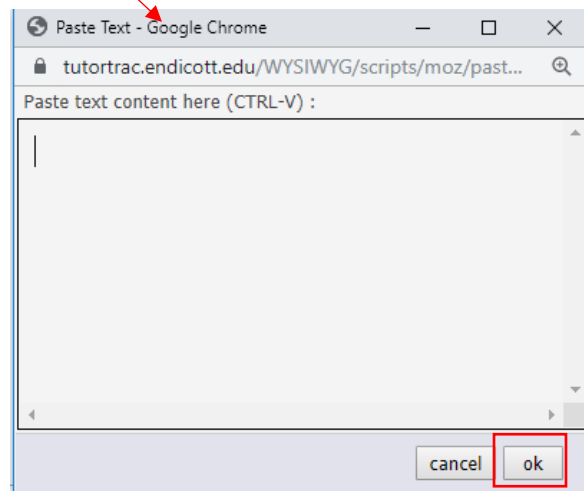
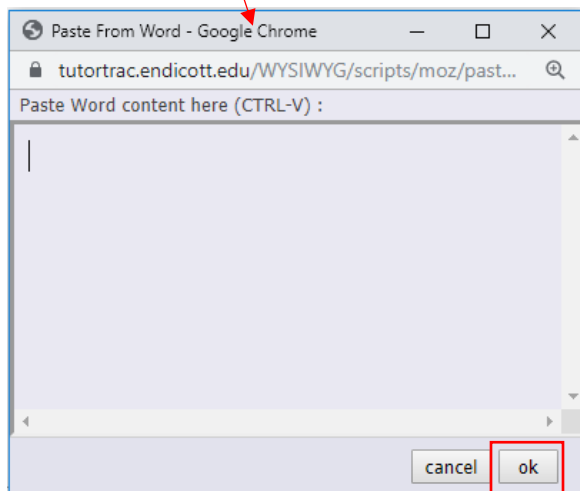
Write Area: Begin Editing

The screenshot shows a whiteboard interface with a large empty white area. At the bottom left, there is a checkbox that is checked and the text "WHITE BOARD". At the bottom right, there is a "send" button and two icons: a summation symbol ( $\Sigma$ ) and a pi symbol ( $\pi$ ).

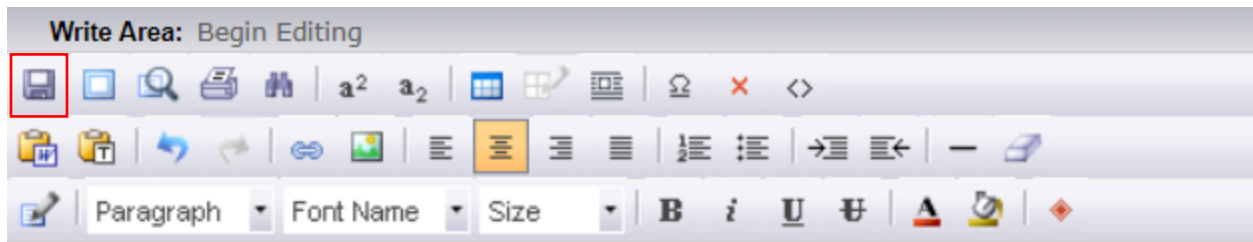
5. After you click “**Write Area: Begin Editing**,” copy and paste your work into the large, white area of your screen. When copying and pasting from MS Word, click the Word Clipboard icon. For all other word processors (ex. Pages, Google Docs, etc.), use the Text Clipboard icon (see below). Or simply copy and paste your work.



Project management is an industry that is growing, and the demand for individual knowledge or having a certification for it, will help me in the work force. I ‘1 I have learned the ten knowledge areas, and five process groups, all which are things, and a project manager needs to know how to deal when the unforeseen project. Some projects will involve finance, and the project manager is obligated to meet objectives. I have learned that as a project manager we have to look at the external forces that could affect a project manager’s project, and these forces could either affect the project.

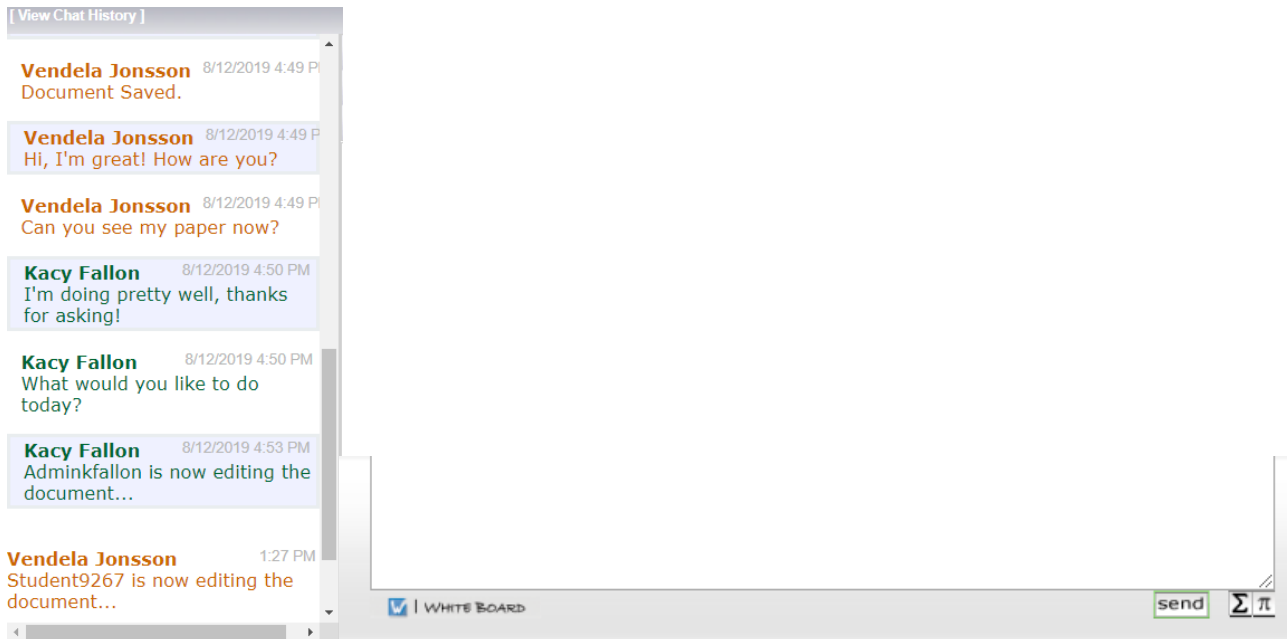


6. After pasting your assignment into the “Paste from Word” or “Paste from Text” clipboard, click “ok.” **PLEASE NOTE:** In order for the tutor to see your paper, you need to click the “SAVE” icon. This **SAVE** icon is the blue floppy disc (see below) in the top left under “Write Area: Begin Editing.” Every time you make an edit, you will need to click “SAVE” so the tutor can see the edit.



Project management is an industry that is growing, and the demand for individual knowledge or having a certification for it, will help me in the work force. I have learned the ten knowledge areas, and five process groups, all which are things, and a project manager needs to know how to deal when the unforeseen project. Some projects will involve finance, and the project manager is obligated to meet objectives. I have learned that as a project manager we have to look at the external forces that could affect a project manager's project, and these forces could eventually affect the project.

7. Use the chat box to communicate with the tutor. **REMEMBER:** Tutors do **not** edit or revise papers. Tutoring is a collaborative process. You are expected to communicate with your tutor throughout the session.



**NOTE:** It is recommended that you take screenshots during the session to save important messages sent between you and the tutor via the chat feature. Before exiting Whiteboard, we suggest copying and pasting the work and saving for future review.

Questions or concerns? Please contact Kacy Fallon, Interim Director of the Writing Center, at (978)232-2283 or [kfallon@endicott.edu](mailto:kfallon@endicott.edu).