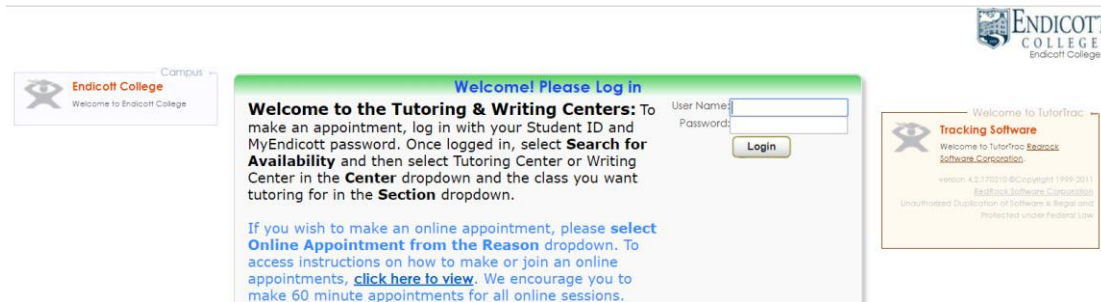


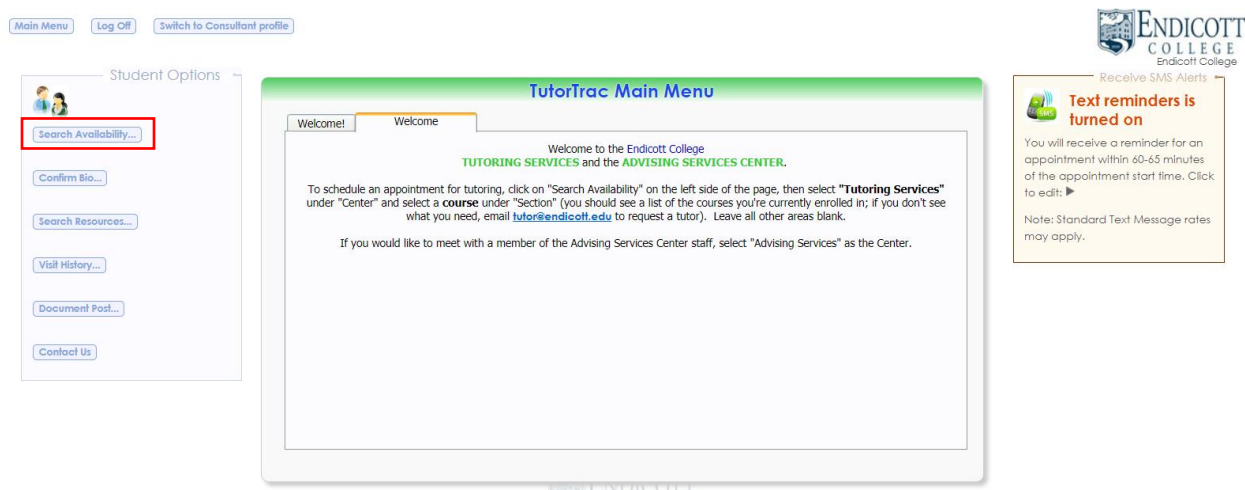
# Whiteboard Instructions for Tutee

## 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.’

Endicott College

Main Menu Log Off Switch to Consultant profile

Search Criteria:

Center: **Writing Center**

To make an appointment for tutoring, select the appropriate center, then select your course under "Section."

Consultant:

Section: **BUA529 MB08 20193**

Reason: **Online Appointment**

From: **08/13/2019**

To: **08/27/2019**

Time: **9:00a to 9:00p**

Days: **MON TUE WED THU FRI SAT SUN**

**Search**

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

**Available Time Slots:**

Enter the search criteria and click Search.

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

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

**Available Time Slots:**

Wed 8/14/2019	Tue 8/20/2019	Wed 8/21/2019
Casey Roland croland@endicott.edu	Casey Roland croland@endicott.edu	Casey Roland croland@endicott.edu
2:00 PM - 2:30 PM	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	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

Phone:

Appointment Duration: 30 minutes

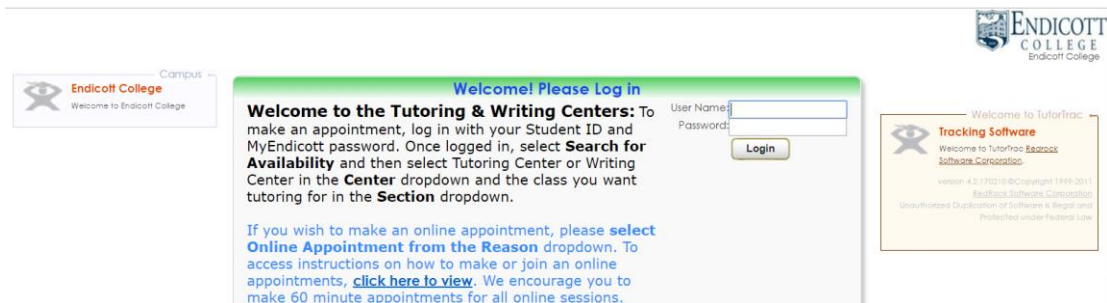
Notes: Review draft of research paper on project management.

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

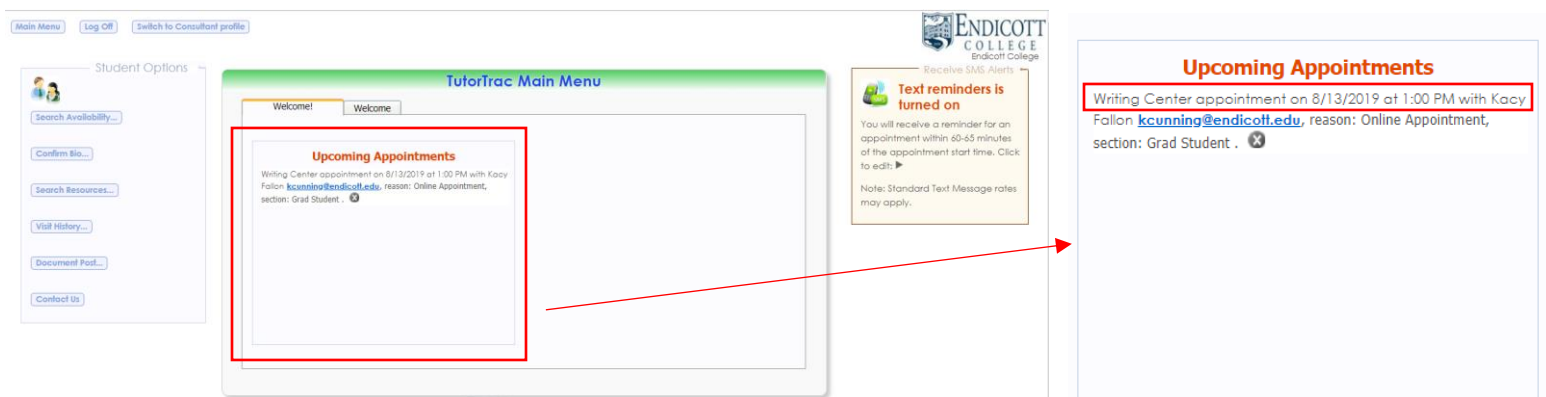
Save

## 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.

Appointments Entry

Student: [Vendela Jonsson](#)  
343898

Staff: Kacy Fallon

**Appointment Info**

Center: Writing Center ▾

Subject: Grad Student ▾

Reason: Online Appointment ▾

Date: 8/13/2019 From: 1:00 PM To: 2:00 PM

Phone:

Notes: Review draft of research paper on project management.

[Open LiveDoc Session](#)

Location:

Fund:

Status:

Created 8/12/2019 at 16:05:01 by tutors [4] tutors  
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.

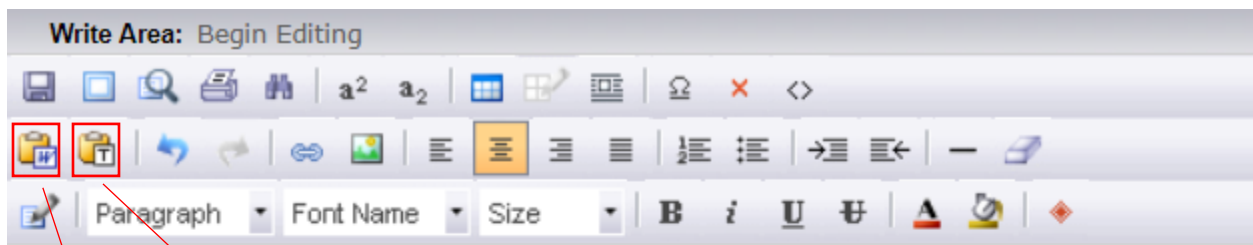
[Write Area: Begin Editing](#)

WHITE BOARD

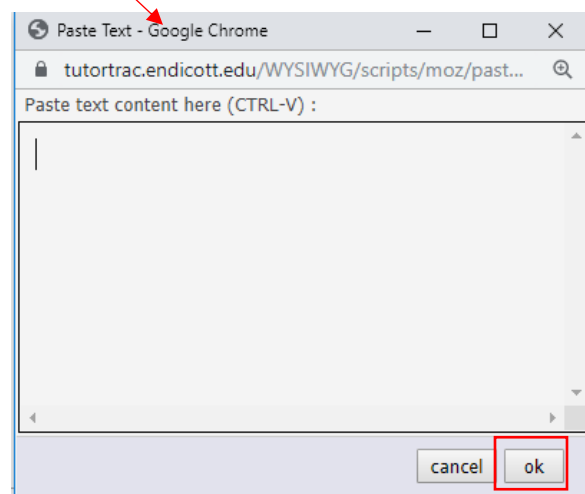
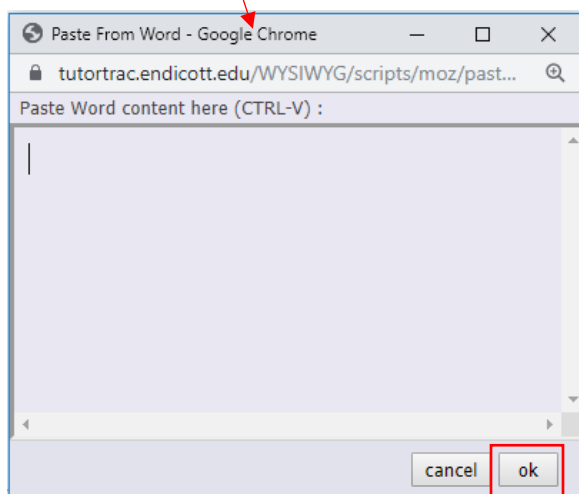
send

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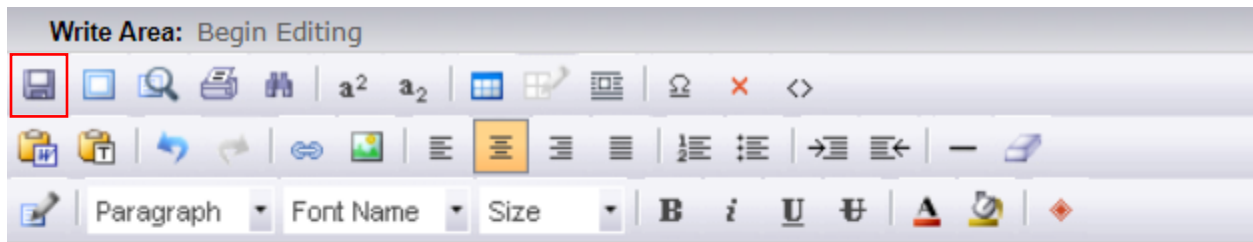
5. After you click “**Write Area: Begin Editing**,” copy and paste your work into the large, white area of your screen. When copying and pasting from MS Word, click the Word Clipboard icon. For all other word processors (ex. Pages, Google Docs, etc.), use the Text Clipboard icon (see below). Or simply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

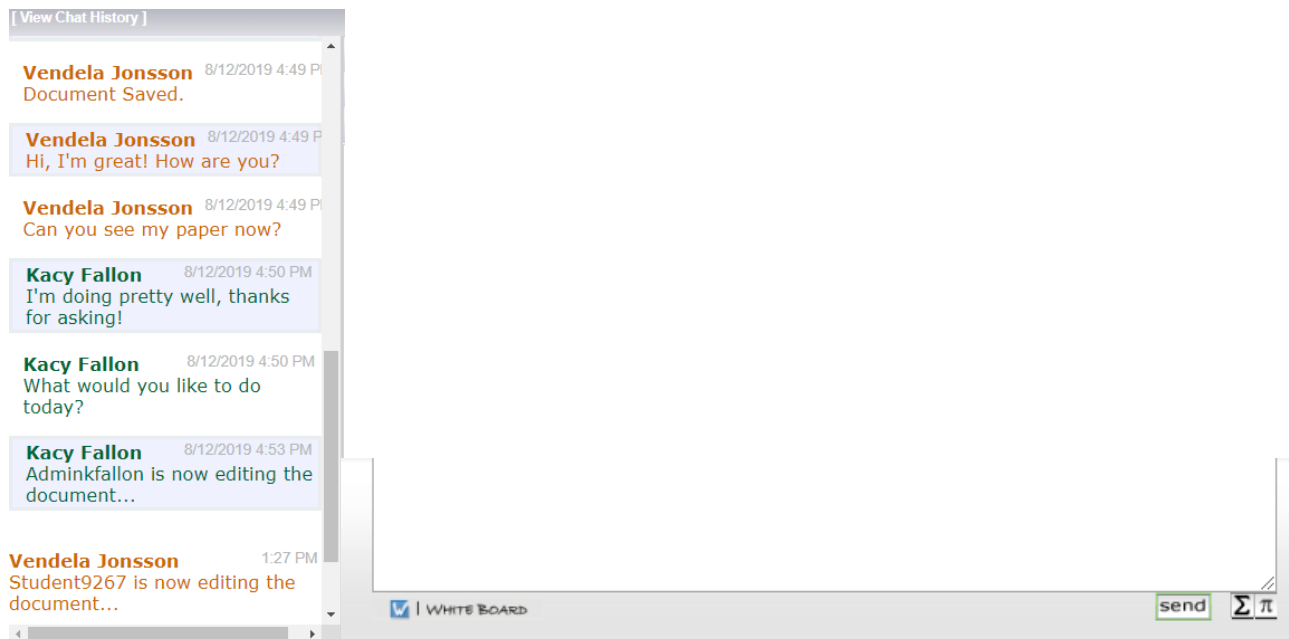


6. After pasting your assignment into the “Paste from Word” or “Paste from Text” clipboard, click “ok.” **PLEASE NOTE:** In order for the tutor to see your paper, you need to click the “SAVE” icon. This **SAVE** icon is the blue floppy disc (see below) in the top left under “**Write Area:** Begin Editing.”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

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, Director of the Writing Center, at (978)232-2283 or [kfallon@endicott.edu](mailto:kfallon@endicott.edu).