



# Getting Started as a Tutee

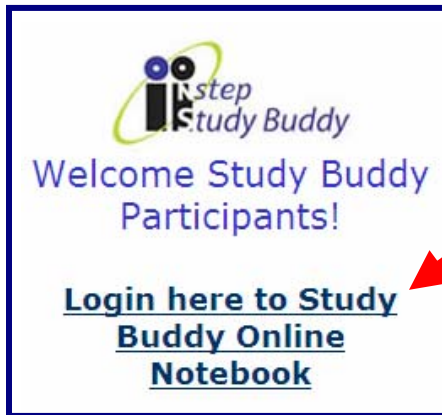
## Welcome to *Study Buddy*!

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.nstep-online.org](http://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 (without any spaces).

**Study Buddy Login**

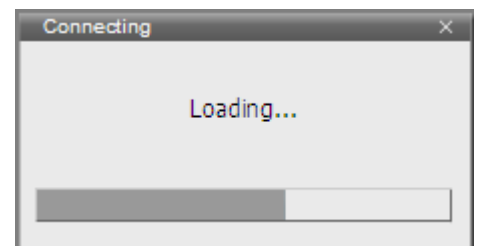
All tutees, tutors, teachers and parents login to Study Buddy online notebooks here:

Email Address

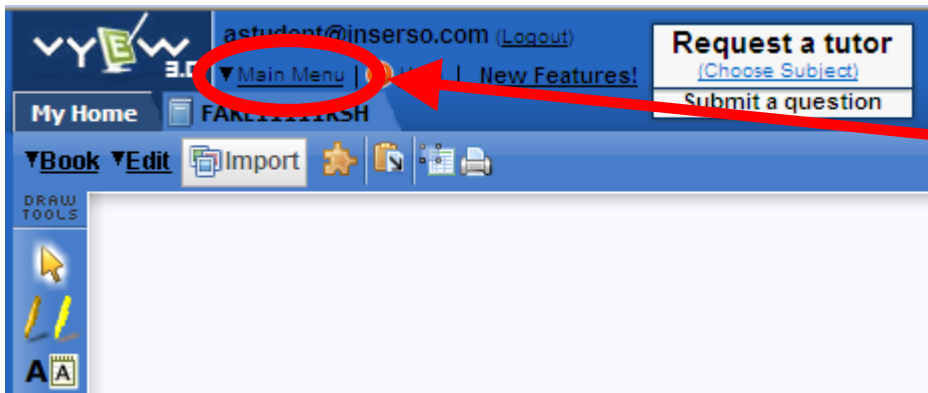
Password

### II. Change your online notebook password

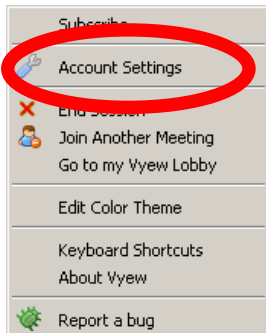
Wait one moment while your online notebook loads...



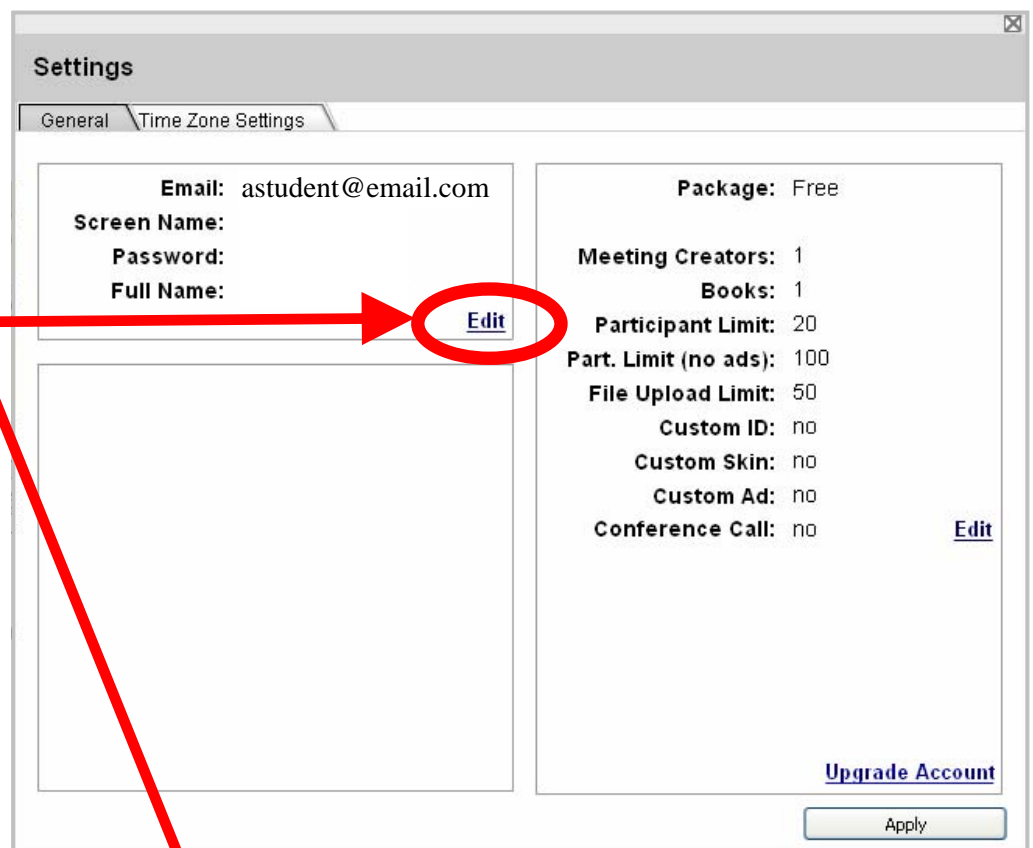
On your very first login, you need to change your online notebook password.



At the top of your online notebook, click on “Main Menu”.



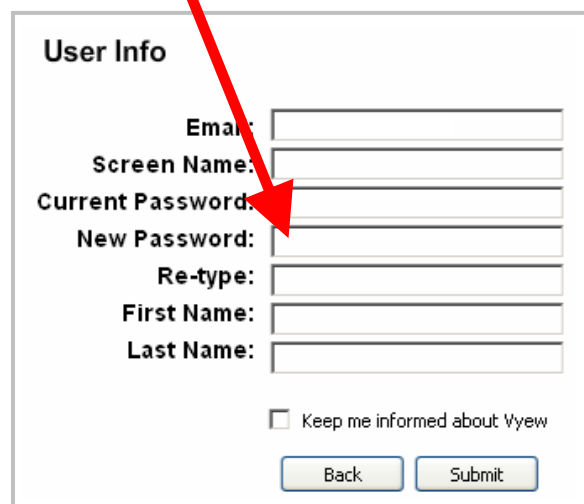
Select “Account Settings” from the dropdown menu. This will open the large settings window pictured below.



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

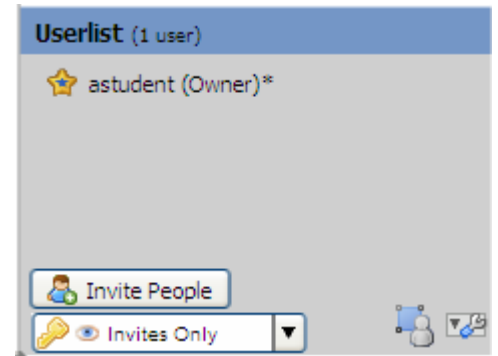
Once you click “Submit” your password is updated.

Remember that all passwords within Study Buddy are case sensitive!

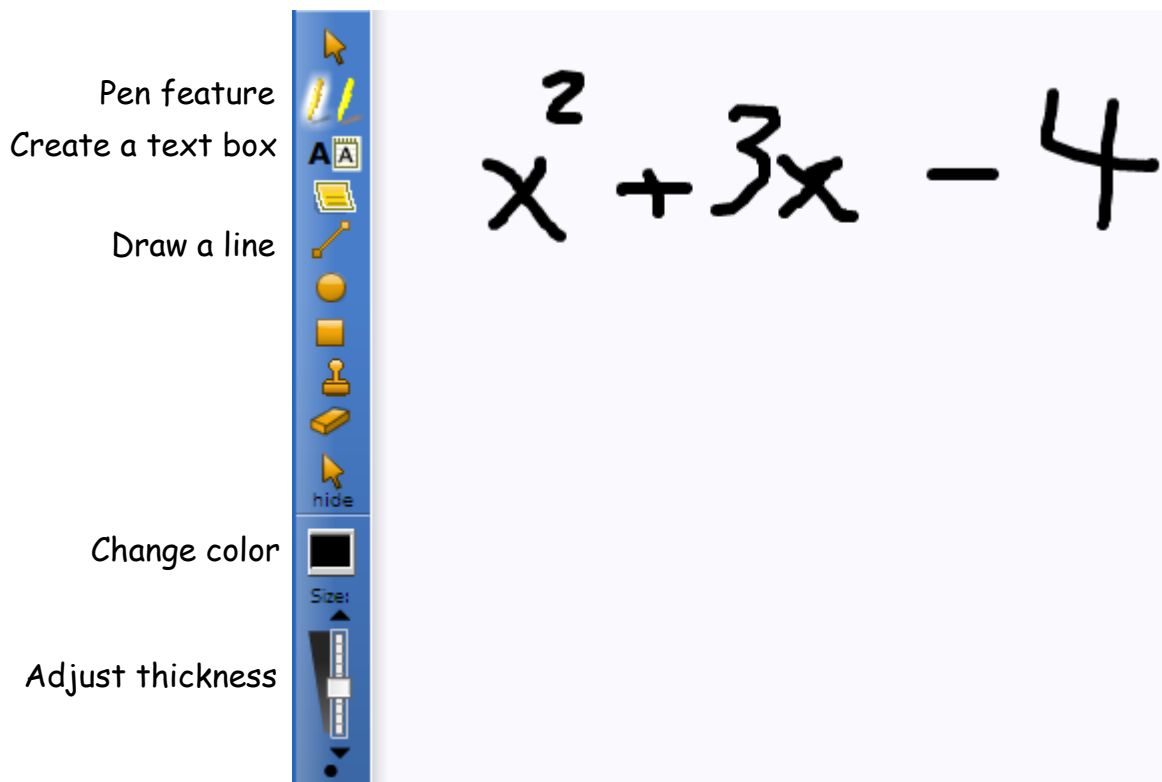


### III. Exploring your Online Notebook

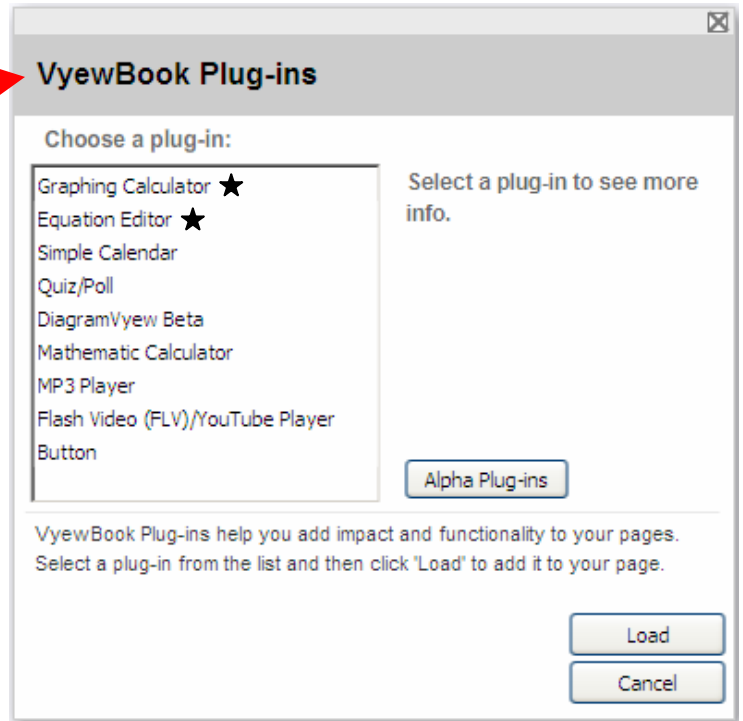
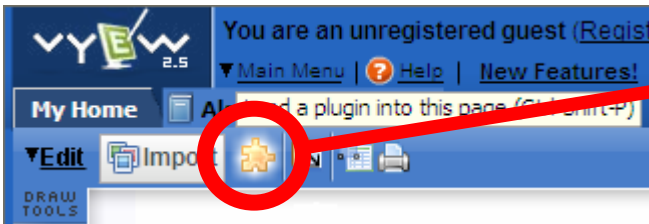
You will see your name listed as the only member in the notebook on the right side of the screen. If this is the first time you are entering your online notebook, its pages will contain only preloaded Study Buddy materials. If you are returning, you can still access all the pages from prior tutoring sessions. Your teacher, parent, and NSTEP may also access your book to review activity in the book at any time.



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.



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.

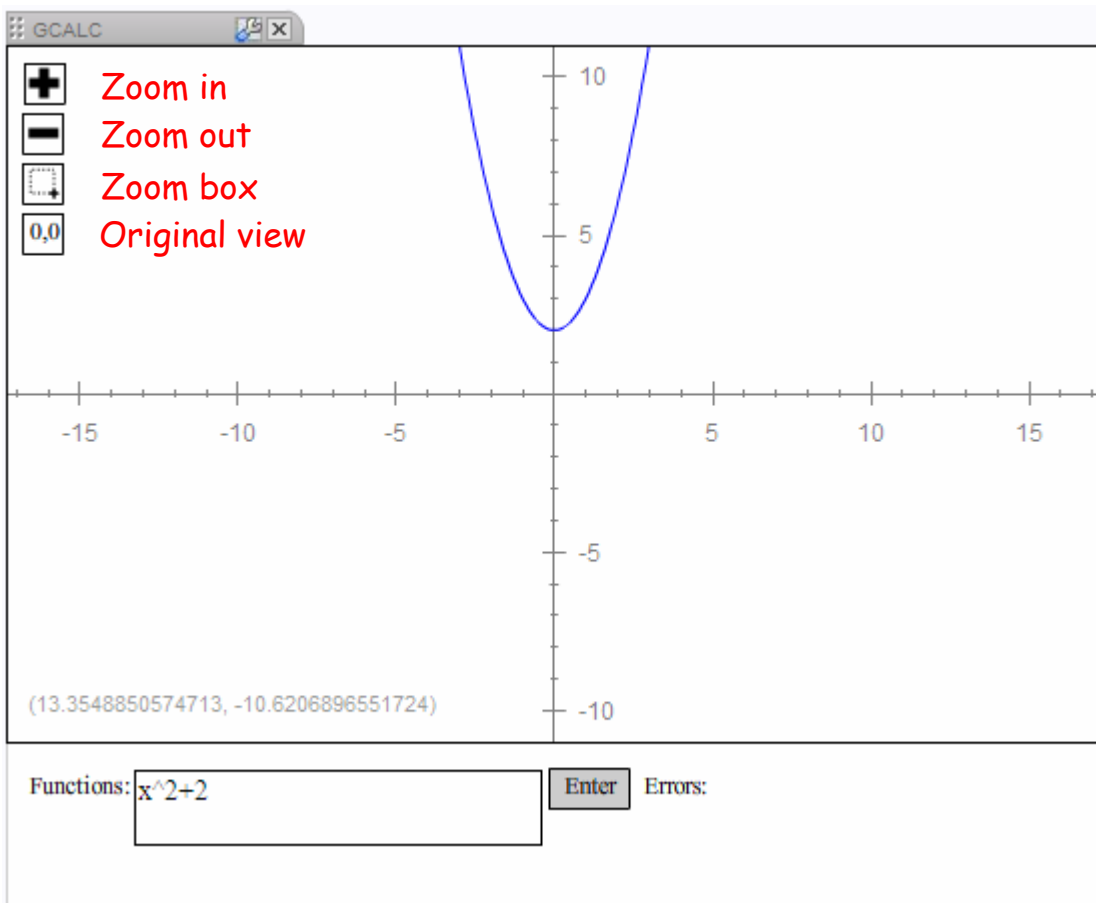


Please note that the actual list of plug-ins you see is subject to change as we update and improve our system.

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.



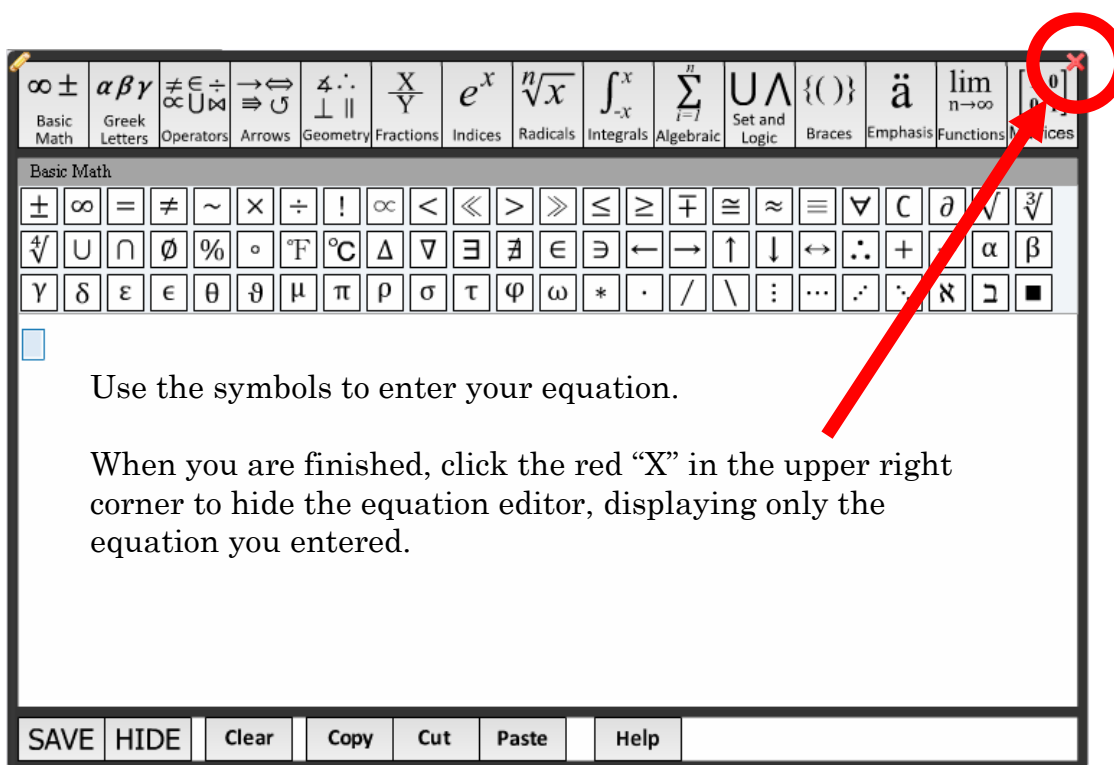
Functions must be typed into the calculator the same way you would enter them into a handheld graphing calculator. Note that the exponential function  $e^x$  must be entered as **exp(x)** and not  $e^x$ .

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.



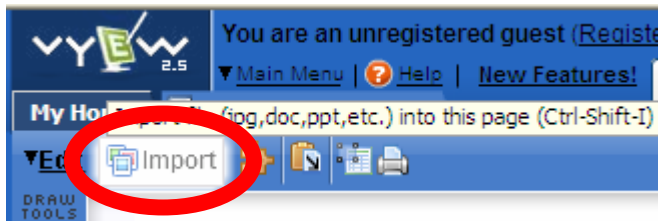
Only one equation may be entered into the equation editor at a time. To insert a new equation, click the pencil above the equation to expand the editor, then click clear on the bottom menu bar and enter your new equation. The “X” in the top right corner will once again hide the editor and make your new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



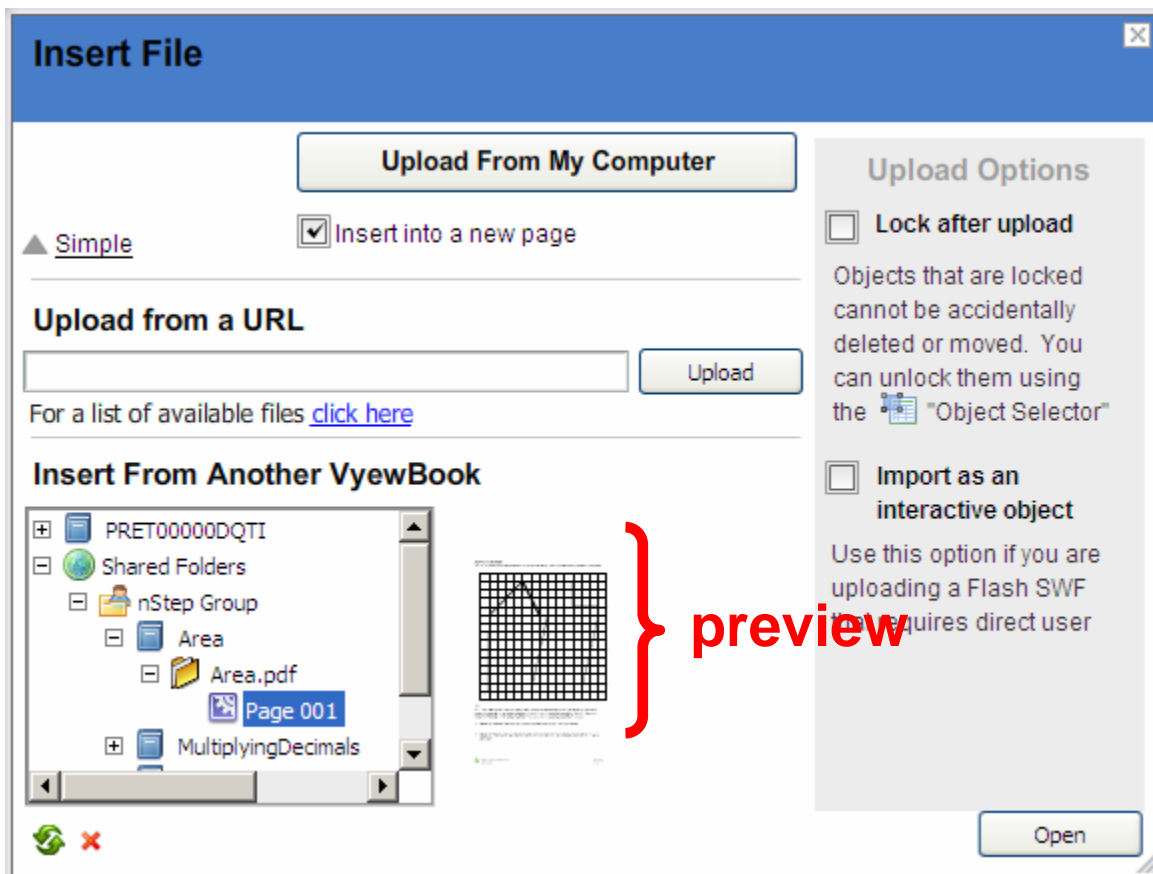
## IV. Importing a File

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**”.

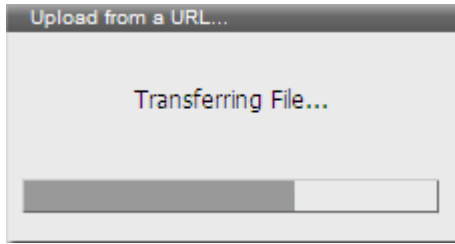


The following screen opens:



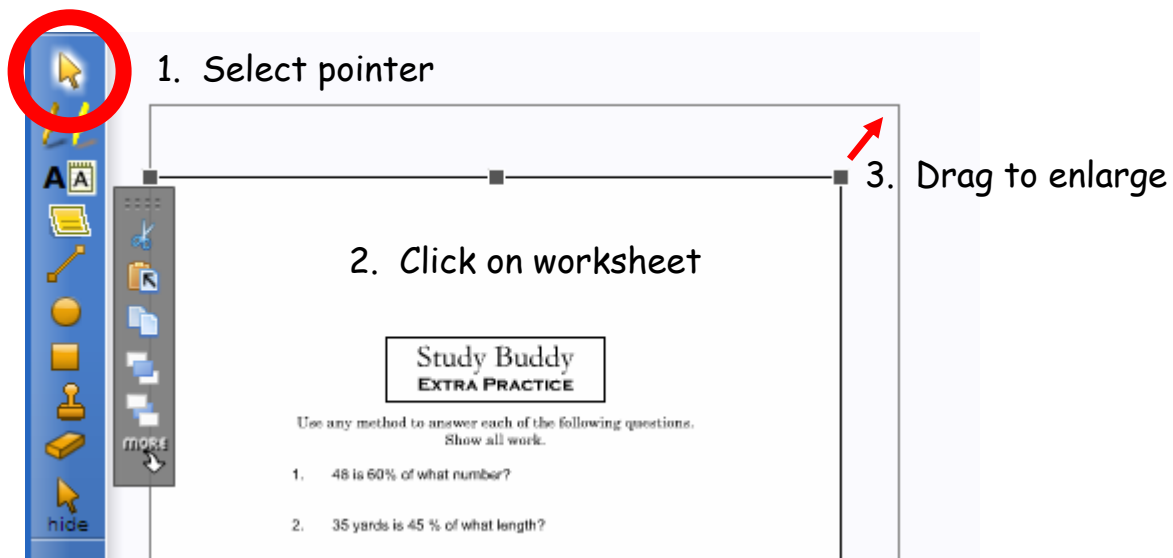
You can navigate through the Study Buddy shared folders in the window beneath “*Insert From Another Vyebook.*” When you highlight one of the pages, a preview will appear next to the window. Click open on the bottom right of the Upload window and the page and PDF worksheet on it will be inserted into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

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

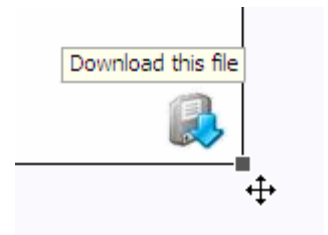


The transferring file box will pop up on your screen while the file is being converted and uploaded into the online notebook.

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.

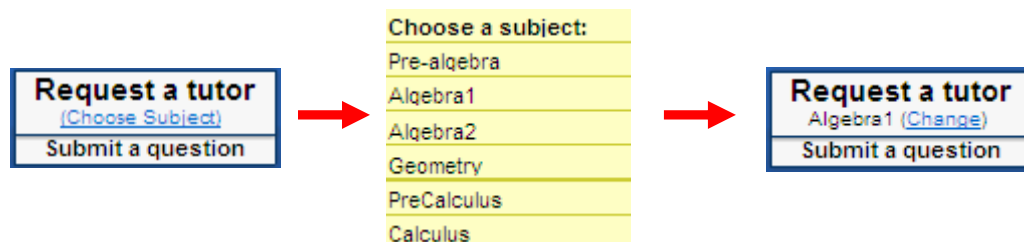


Note that if you click on the worksheet, in its lower right corner you will have the option to download and save it as a PDF file on your computer for future reference.

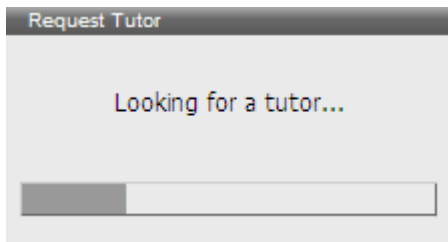


## V. Requesting a Tutor

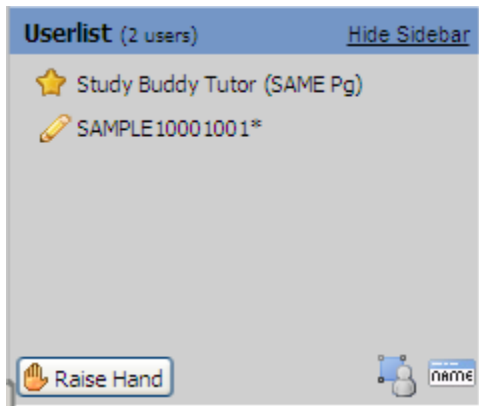
At any point while in your online notebook during tutoring hours, you may request to have a Study Buddy Tutor join your session. Simply click the “Request a Tutor” button on the top of your screen. Be sure to click “Request a Tutor” and *not* “Submit a question.”



A screen will drop down in which you must specify which math class you are taking. Click on a class and your selection will appear below the “Request a tutor” button. Click “Request a tutor” once more and Study Buddy will search the tutor lobby for a tutor for your math course.

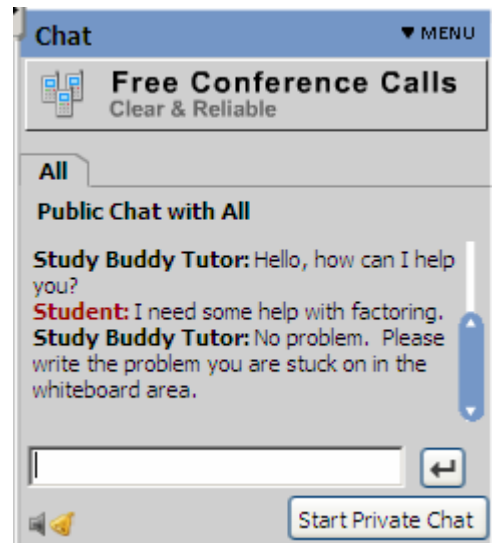


Study Buddy will inform you that it is looking for a tutor...



... and then you will see your tutor’s name appear in your user list on the right side along with yours.

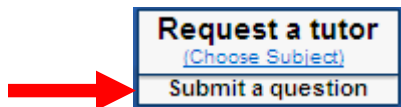
It is now your job to tell your tutor how he or she can help you! The easiest way to talk is to use the public chat on the bottom right corner. Simply type in the white box and click the arrow key. You can also use the text option directly on the whiteboard. Please note that it is not possible to erase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

## VI. 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.



Be sure to click directly on “*Submit a question*” and not “*Request a tutor*”!

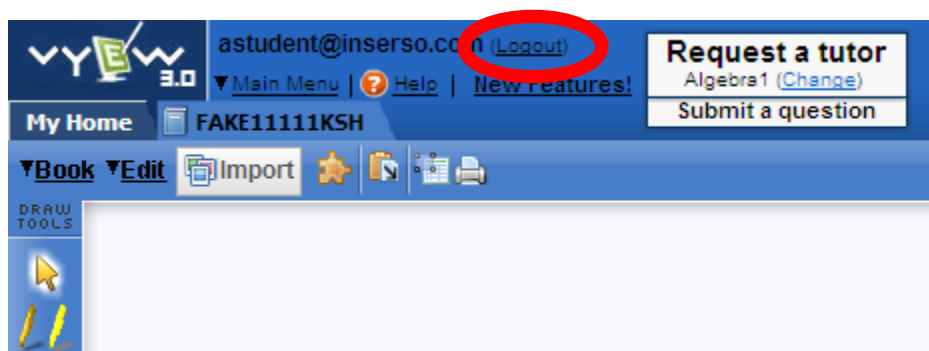
Type your question in the box that appears and click Submit.

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.

## 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.





## 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.nstep-online.org](http://www.nstep-online.org)