



# HelpNow User Guide

#### What is Brainfuse?

Brainfuse is based in NYC and for over a decade, has developed and provided virtual learning solutions for schools, libraries, colleges, and universities. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better educational experience for learners of diverse backgrounds. Brainfuse helps students and job seekers reach their goals by connecting them with qualified eTutors and job coaches anytime, anywhere. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform gives power to students and job seekers to manage outcomes better by seamlessly integrating the latest online technology.

#### Who are your tutors?

Brainfuse tutors are screened, trained, and managed directly by Brainfuse. Our tutors are recruited from a diverse tutoring pool and include a mix of professional tutors, retired instructors, graduate students and college faculty members. Only tutors with proven backgrounds in tutoring/teaching in their respective fields are hired by Brainfuse. Over 80% of tutors have a Master's degree or a Ph.D. in their field.

Brainfuse regularly reviews and updates its tutor recruiting, training and monitoring procedures to provide the highest possible online tutoring experience for students. We have a unique live monitoring system where tutor interaction with students is reviewed by a live monitor and immediate feedback is given for an ongoing professional development.

## SYSTEM REQUIREMENTS

#### Windows

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Windows 95 and above Active Internet connection

#### Mac

Mac OS X and above Active Internet connection

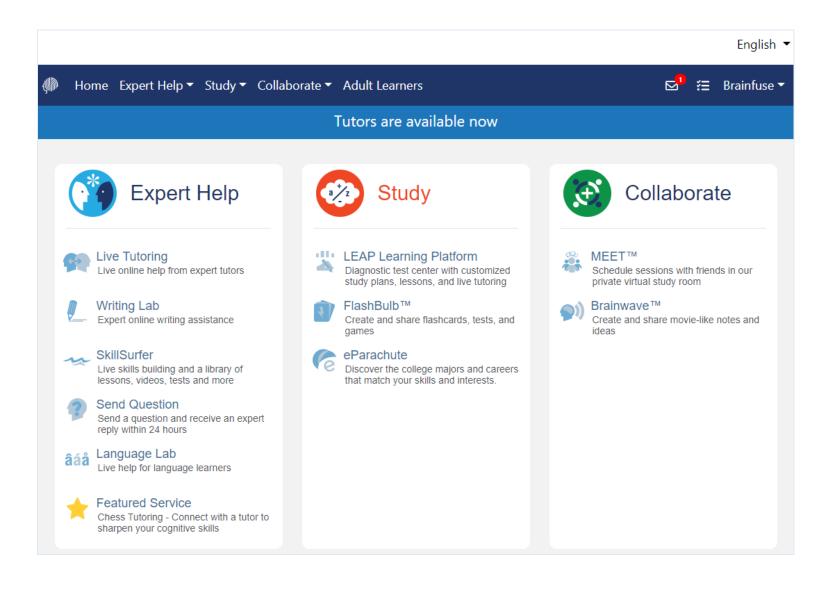
#### BRAINFUSE TECHNICAL SUPPORT

Send an email to <u>support@brainfuse.com</u> or call toll-free at 1-866-272-4638, Ext. 510.

## Brainfuse HelpNow

Personalized eLearning

Brainfuse HelpNow is an all-in-one suite of tutoring services designed for a wide range of academic needs whether it's tackling a tough homework problem, mastering a particular topic, or writing a paper. HelpNow services include expert academic tutoring and self-study tools to empower users to study at their own pace or collaborate with peers and teachers. Students access live, on-demand academic help and state-aligned skills building lessons from expert tutors. With HelpNow, tutors and students communicate in real time in our online classroom by typing, drawing, and marking-up lessons and web content. Plus, students can use our secure file sharing feature in the writing lab to submit writing assignments to our writing tutors any time of the day. The Brainfuse full-service test center offers practice tests for all levels in math, reading, and writing as well as college preparatory tests - including the SAT.



#### Expert Help

Experience personalized eLearning by connecting with a live tutor

- Live Tutoring: Students submit a question in our online classroom and receive live, one-on-one assistance from a Brainfuse tutor.
- Writing Lab: Our writing tutors help students become better writers by providing constructive feedback, and assistance usually
  within 24 hours of receiving a student's submission.
- SkillSurfer: Our skills building service helps students master a concept or skill through state aligned online lessons with a live tutor. HelpNow Skills Building has been designed for a variety of age groups and academic needs.
- Send Question: Students submit questions via our online form and a tutor will respond usually within 24 hours to the student's question.
- Language Lab: Students receive live online help with their Spanish language homework from our fluent Spanish-speaking tutors.

#### Study

Powerful self-assessment and online learning tools

- LEAP Learning Platform: Diagnostic test center with detailed study plans, lessons and live tutoring.
- FlashBulb: Users can access and create interactive learning games, quizzes and flashcards.
- eParachute: Use eParachute to discover your strengths and unique talents to map out your future career.

#### Collaborate

Form study groups, hold virtual office hours, work on class projects, and share knowledge with peers and instructors

- Meet: Schedule a live study group session with friends and instructors. Invitees receive the invite in their email inbox and simply click on the Meet link to join the organizer. Attendees need not be Brainfuse users.
- Brainwave: Record movie-like whiteboard sessions to store solutions to homework problems, class projects, or any other concepts that involve motion or sequencing.

## **Live Tutoring**

Students submit a question in our online classroom and receive live, one-on-one assistance from a Brainfuse tutor.

				English 🔻
🦣 Home Expert Help 🔻	Study 🔻 Collaborate 🔻	Adult Learners	⊠¹ ≋	Brainfuse 🔻
Live Help You are just moments away from a menus.	connecting with a live instruc	tor. Simply select your grade and	subject from the dr	op-down
	Select Grade		•	
	Select Subject		•	
		tutoría en español		
	Get	t Live Help		

#### Select Grade

First, select the grade level. (i.e. 3<sup>rd</sup> Grade)

#### Select Subject

Then, select the subject area under this topic that you would like to receive tutoring for. (i.e. Math)

Finally, press Get Live Help and a live tutor will be with you shortly to assist you!

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Whiteboard Tools: To take a tour of the whiteboard tools, click in the upper-left corner of the whiteboard.



PEN: Write/draw with your mouse



EDIT: Move items on the whiteboard and resize any uploaded images



**TEXT TOOL:** Click on the Whiteboard to start typing. When you select the text tool, it will reveal the following text

options:



SUPERSCRIPT: Changes text into superscript



SUBSCRIPT: Changes text into subscript



PASTE: Paste text onto the Whiteboard



FONT: Change your font style and font size

**TYPE EQUATIONS WITH THE EQUATION EDITOR:** The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear.

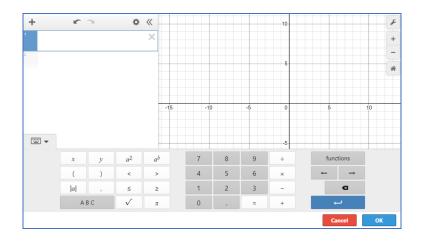
When you are finished, click

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**GRAPH WITH THE GRAPHING CALCULATOR:** The Graphing Calculator allows you to create graphs and visualize functions.

Click on the desired area of the Whiteboard where you want the graph to appear. When you are finished, select

OK



SHAPES: Select a shape from the menu to draw it on the Whiteboard



NUMBER LINES AND GRAPHS: Select MIN, MAX and INTERVAL MODE to

adjust the minimum, maximum and interval values



RASER: Erase items from the Whiteboard

### **Tool Customizations:** Use the following options to customize the whiteboard tools to your preferences.



COLOR PALETTE: Select from the menu to change pen/text color



UNDO: Undo the last action



**REDO:** Reverse the last undo action



CLEAR: Clears the entire Whiteboard or the selected slide



SIZE OPTIONS: Change the size of the pencil or eraser

#### **UNIQUE WORKSPACES:** Use the following options to change the workspace during a live tutoring session.



WHITEBOARD : This is the default workspace. Use this workspace to access drawing functions, equation features, and uploaded files. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the whiteboard workspace.



**TEXT EDITOR:** This is a text editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the text editor workspace at any time. The options available in the text editor are below.



**TEXT CUSTOMIZATIONS** Change the appearance of

your text by selecting your font type, font size color, and text appearance.



by selecting your outline type, indentation, and alignment style.

**TEXT ALIGNMENT:** Change the alignment of your text



UNDO & REDO: Undo or Redo the last action within the text editor

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**CODE EDITOR:** This is a code editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the code editor workspace at any time. The options available in the code editor are below.



VIEW FILES: Hides or expands the file list in your code editor.



ADD FILE: Add a file to your code editor. Save your file with the appropriate programming language file extension in order enable code help and completion while working in your file. Multiple files can be saved in the code editor workspace at one time.



**EDIT FILE NAME:** Edit the selected file name. If you change the programming language file extension, the code help and code completion will automatically update to reflect the new code.



**REMOVE FILE:** Delete the selected file from your code editing workspace

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		♥ print
		🗇 parseInt
		ProcessingInstruction
		PromiseRejectionEvent
		PageTransitionEvent
		PointerEvent

**CODE COMPLETION:** Working within a file that is saved with a valid programming language file extension will provide code completion assistance.

**Communication Tools:** Use the following options to review and change the way you communicate during

#### your live tutoring session.

SNAP-N-SEND: Snap-N-Send enables you to scan documents or handwritten notes and send it to the Brainfuse Whiteboard during a tutoring session. To use Snap-N-Send, simply download the Brainfuse Mobile App (iOS or Android versions) and follow the instructions to log into your Brainfuse account. During a tutoring session, select the Snap-n-Send feature from the mobile app, scan the desired material with your mobile device, and it will appear on your whiteboard.

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PARTICIPANTS: View the participants active in the current live tutoring session

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**FILE UPLOADS:** View the files already uploaded to the whiteboard. If more than two files have been uploaded, the first file can be accessed through the drop-down option in order to add it to the whiteboard again.



**CHAT TRANSLATE:** Choose the language you want the chat to appear in. This tool allows you to chat with your tutor in any language.

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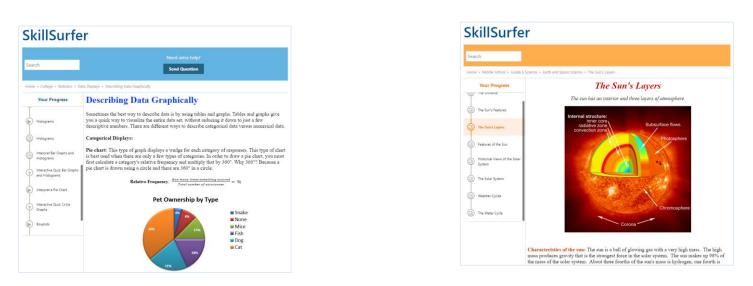
UPLOAD FILES TO SHARE WITH TUTOR: Click on the Upload button (bottom left of the Chat Box) to upload images, papers, or other assignments to work on them in real time with your tutor.

## Skillsurfer

**Skillsurfer** is an e-Learning service that helps students master a concept or skill through state aligned online lessons with a live tutor.

		Need ext	ra help?		
arch	Send	Question	Get Live Help		
ne > Upper Elementary School > Grade	e 3 Math				
Grade 3 Math					
Grade 3 Math					
Grade 3 Math Practice Tests					
Grade 3 Math Practice Test 1	Grade 3 Math Practice Test 2	? Grade 3 Math	h Practice Test 3	Grade 3 Math Practice Test 4	
Grade 3 Math Practice Test 5	? Grade 3: Find Unknown Numbe	? Grade 3: Find	Patterns in Additi	? Grade 3: Multiplication	
<ul> <li>Grade 3: Multiplication in Real</li> <li>Grade 3: Multi-Step Word Probl</li> </ul>	(?) Grade 3: Patterns in Multiplicati	? Grade 3: Divis	sion	? Grade 3: Division in Real Life	
Operations and Algebraic Thi	nking				
Commutative Property of Addi	<ul> <li>Associative Property of Addition</li> </ul>	Multiplicatio	on as Repeated Ad	Modeling Multiplication	
Multiply by 2, 3, or 4	Multiply by 5, 6, or 7	🖹 Multiply by 8	8, 9, or 10	Multiply by 0 or 1	
Modeling Division	Problem Solving with Multiplic	🖹 Multiplicatio	on and Division Eq	Properties of Multiplication	
<ul> <li>Commutative Property of Mult</li> </ul>	<ul> <li>Associative Property of Multipl</li> </ul>	Associative A	Property of Multipl	Division Rules for 0 and 1	
Factors in Multiplication and D	Use a Multiplication Table to Fi	🖹 Learn Ways t	to Multiply and Di	Multiply and Divide Facts to Ter	
Choose an Operation to Solve	Solve Problems with Addition	🖹 Solve Multi-	Step Problems	Work Backward to Solve a Pro	
Use a Letter to Stand for a Qu	Order of Operations	Arithmetic P	atterns	Solve Problems by Finding a P	

Click on **Skillsurfer** on the main menu on the Brainfuse homepage. Select a subject. Each subject is further divided into subcategories. Choose a subcategory to view its lesson videos and notes.



View online lesson videos or read lesson notes to learn a new skill or review a previously learned concept. Skillsurfer learning content is always available, so feel free to return and continue where you left off.

## Writing Lab & Send Question

Brainfuse HelpNow is the *first* service of its kind to offer live and offline writing assistance:

The Writing Lab and the Send Question options give users the freedom to receive assistance at any time of the without the need to connect to a live tutor. Users can submit papers through the Writing Lab for a detailed feedback. Send Question option is for non-writing assignments such as math or science. All reviews and comments from our tutors are found and stored in the Message Center which is found on the student homepage.

- Live Writing Assistance (For immediate help) Our tutors provide live help throughout the various stages of the writing process to help students with organizational structure, fluency, and coherence of ideas and style.
- Writing Lab (For more detailed help) Students submit their writing through the Writing Lab. Our writing tutors will return the
  document with detailed, constructive comments usually within 24 hours. The purpose of this service is not to write or edit papers
  for students but to serve as a sounding board in order to help students better organize and present their thoughts. Our writing
  experts are trained to guide you in your writing, focusing on voice, word choice, grammar, content, sentence variety, and
  organization.

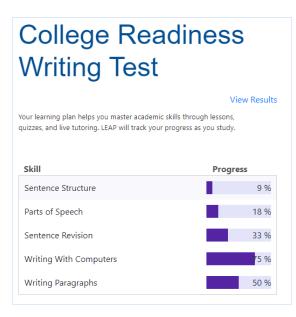
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	Add any	information that	you think our	writing expert s	hould know before	reviewing your pape	er.		
3.	Upload	your documen	t						
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4.	Receive	your results							
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## Leap Learning Platform

Leap is a diagnostic test center with customized study plans, lessons and live tutoring

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LEAP		
EAP helps you build academic skills through targeted lessons, quizzes, and live, online tutoring. LEAP creates your learning plan based on skills assessment that you take at the beginning of the course. To begin learning, click on the link to one of the courses assigned to you in he "Pending Courses" section below. You can also click a completed course to review your work.		
Pending Courses		
Course	В	egin Course
ACT English Practice Test 01		e
ACT English Practice Test 02		e
ACT Math Practice Test 01		e
ACT Math Practice Test 02		e
ACT Reading Practice Test 02		e
ACT Science Practice Test 01		e
ACT Science Practice Test 02		e
College Readiness Basic Math 1		e
College Readiness Basic Math 2		e
College Readiness Math 1		ę
College Readiness Math 2		ę
College Readiness Reading and Writing Strategies 1		ę

Click on the LEAP icon from the main menu on the Brainfuse homepage and select a practice test (shown above).



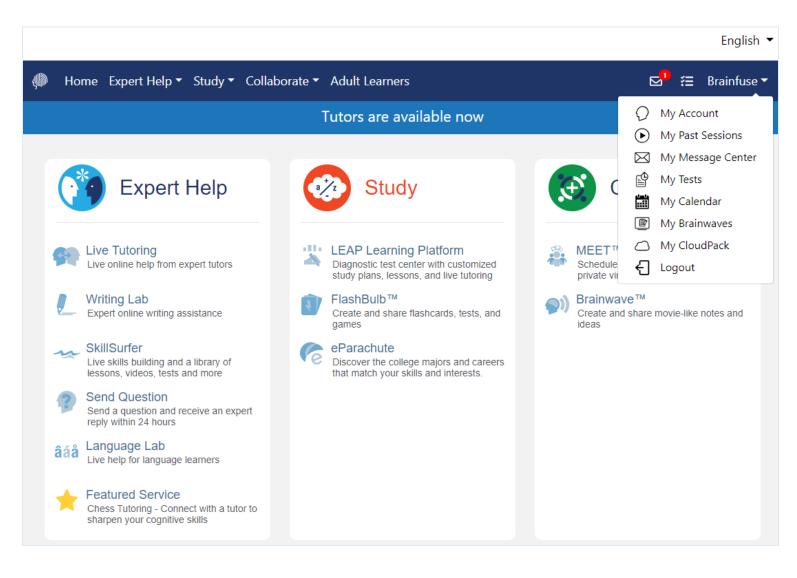
After completing the practice test, the list of targeted lessons, videos and mini quizzes appears along with the individualized progress chart.

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our learning plan being you marter acade	mis skills through lassons, quitta	view Result s, and live tutoring. LEAP will track your progress as you study.
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Skill	Progress	
Sentence Structure	9 %	Order of Operations: Parts of Speech
Parts of Speech	18 %	Lesson - Adjectives and Adverbs Completed
Sentence Revision	33 %	Adjectives and Adverbs Lesson-Quiz
Writing With Computers	5 %	Reading
Writing Paragraphs	50 %	Subject Verb Agreement Ensure subject-verb and pronoun-antecedent agreement.
		Pronoun Agreement Lesson-Quiz     Completed College Writing
		Noun/Pronoun Agreement Ensure subject-verb and pronoun-antecedent agreement.
		Mini Quiz - Nouns and Pronouns College Writing
		Using Pronouns - Key Concepts
		🖄 Mini Quiz - Verbs and Verb Tense

Each time a lesson, quiz or a video is viewed and checked off as completed, the colors on the chart will change to show progress. To redo the practice test or any of the mini quizzes, click on the **My Tests** link found at the top of the page.

### **My Account**

**My Account** is your personal Brainfuse profile and contains all past live tutoring sessions, questions/papers and tests taken. You can also view your scheduled MEET sessions here.



- My Past Sessions: A record of all previous live tutoring sessions. From this page, you can replay and e-mail your sessions to others.
- My Message Center: A record of all questions/papers sent to the Writing Lab and received from Brainfuse tutors.
- My Tests: All practice tests taken, along with the scores can be found here.
- My Calendar: Scheduled MEET sessions with live tutors can be found here.
- My Brainwaves: All of the Brainwaves that you created are shown here. You can also use the Brainwave library where you can search for an existing Brainwave on a particular problem or a question created by other Brainwave users.
- My CloudPack: Create files or upload images, links, documents and load them onto the whiteboard.

# Questions?



1-866-BRAINFUSE

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