



JobNow & VetNow 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 veterans, students, and job seekers reach their goals by connecting them with qualified Veteran Navigators, eTutors, and Job Coaches anytime, anywhere. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform gives users the power to manage outcomes better by seamlessly integrating the latest online technology.

Who are your tutors?

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

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



➤ SYSTEM REQUIREMENTS

Windows

- Windows 95 and above
- Active Internet connection

Mac

- Mac OS X and above
- Active Internet connection

➤ BRAINFUSE TECHNICAL SUPPORT

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

Personalized eLearning

Brainfuse JobNow & VetNow is an all-in-one suite of services designed for a wide range of career or veteran needs: whether it's tackling a resume, writing a cover letter, navigating the VA system, or adjusting to a civilian career. JobNow & VetNow services include expert coaching and self-study tools to empower users. Users may access live, on-demand assistance from expert Job Coaches or Veteran Navigators. With JobNow & VetNow, users communicate in real time in our online whiteboard by typing, drawing, and marking-up lessons and web content. Plus, users can use our secure file sharing feature in the writing lab to submit career documents to our Job Coaches 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.

The screenshot displays the Brainfuse JobNow & VetNow website. At the top, the logo is on the left, and a language selector (English) is on the right. A navigation bar includes links for Home, Expert Help, Job Tools, VA Support Tools, College Skills, and Adult Learners, along with a My Account dropdown and a Login button. Below the navigation bar is a search section with fields for 'Search Job' (with a subtext 'Job title, keywords or company name') and 'Location' (with a subtext 'City, state or zip code'), followed by a Search button. The main content area is divided into three columns: 'Live Job Coaching' (with a 'Connect' button), 'Resume Lab' (with a 'Submit Resume' button), and 'Live Veteran Navigator' (with a 'Connect' button). Each column contains a brief description of the service. Below these columns is a large section titled 'Tools for Job Seekers' which lists various resources like 'Live Resume Coaching', 'eParachute', 'Resume Templates & Resources', 'Interview Tips', 'Live Interview Coaching', 'Job Resources', 'Optimal Resume', and 'Interview Resources'. This is followed by a 'Tools for Veterans' section with 'Send Question' and 'Veteran Resources'. The 'College Skills' section at the bottom lists 'SkillSurfer', 'FlashBulb™', 'Brainwave™', 'LEAP Learning Platform', and 'MEET™'. The footer contains links for Privacy, Terms of Use, FAQs, Announcements, Demo, and Contact Us, along with copyright information for Brainfuse Inc. and app store download buttons for the App Store and Google Play.

brainfuse JobNow & VetNow English

Home Expert Help Job Tools VA Support Tools College Skills **Adult Learners** My Account Login

Search Job Location Search
Job title, keywords or company name City, state or zip code

Live Job Coaching
Click here to get help to transition your resume from military to civilian careers including translating military skills, key words, and more.
Connect

Resume Lab
Click here to get help to transition your resume from military to civilian careers including formatting, key words, transferable skills, and more from Brainfuse experts.
Submit Resume

Live Veteran Navigator
Connect with an expert to learn more about eligible VA benefits and community resources.
Connect

Tools for Job Seekers

- Live Resume Coaching**
Resume Assistance from live experts
- eParachute**
Discover the college majors and careers that match your skills and interests.
- Resume Templates & Resources**
Get started by downloading a winning resume template and reviewing resources
- Interview Tips**
Helpful tips for interview success
- Live Interview Coaching**
Interview coaching from live experts
- Job Resources**
Begin your job search with these helpful resources
- Optimal Resume**
Award-winning resume creation software, job interview preparation, and much more
- Interview Resources**
Carefully-selected resources to help you prepare for your interview

Tools for Veterans

- Send Question**
Need help navigating the VA system outside of the live hours? Send your question here
- Veteran Resources**
Carefully selected resources to help you understand your benefits and community resources

College Skills

- SkillSurfer**
Live skills building and a library of lessons, videos, tests and more
- FlashBulb™**
Create and share flashcards, tests, and games
- Brainwave™**
Create and share movie-like notes and ideas
- LEAP Learning Platform**
Diagnostic test center with customized study plans, lessons, and live tutoring
- MEET™**
Schedule sessions with friends in our private virtual study room

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brainfuse ignite your future

❖ Expert Help

Experience personalized eLearning by connecting with a live Job Coach or Veteran Navigator

- **Live Job Coaching:** Use Live Job Coaching for assistance preparing for interviews, updating a resume, or searching for open positions.
- **Resume Lab:** Users may submit their resumes or cover letters for a review by a Brainfuse Expert
- **Live Veteran Navigator:** Veteran users can connect with a Veteran Navigator for assistance in a variety of areas.

❖ Job Tools

Additional support for users exploring the job market or updating career documents

- **eParachute:** Use eParachute to discover your strengths and unique talents to map out your future career.
- **Job Resources:** Users can review a unique list of national and local links for assistance starting the job search.
- **Resumes Templates & Resources:** Resume templates and tips are provided to assist users create or update the important career file.
- **Optimal Resume:** Users can create resumes, cover letters, and portfolios in a sleek, easy-to-use system.
- **Interview Tips:** Our interview tips provide self-guided resources to assist the user through the entire interview process.
- **Interview Resources:** This curated list of resources can be accessed to gain further insight into successful interview practices.

❖ VA Support Tools

Additional support for veterans navigating the bureaucracy of the VA or adjusting to civilian life

- **Send Question:** Veterans can submit questions outside of a live session for a Veteran Navigator. Our experts will respond within 24 hours to the question.
- **Veteran Resources:** Veterans can access this curated list of national and local links for additional assistance in a variety of areas.

❖ College Skills

Powerful online learning and collaboration tools

- **SkillSurfer:** Our skills building service helps users master a concept or skill through online lessons and videos.
- **LEAP Learning Platform:** Diagnostic test center with detailed study plans and customized lessons.
- **FlashBulb:** Users can access and create interactive learning games, quizzes and flashcards.
- **MEET:** Schedule a live group session with others. Invitees receive the invite in their email inbox and simply click on the MEET link to join the organizer. Attendees do not need to 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.

❖ Adult Learners

Unique learning tools customized for adult learners

Live Job Coaching or Veteran Support

Users enter a virtual meeting space and receive live, one-on-one assistance.

The screenshot displays the Brainfuse JobNow & VetNow website. At the top right, there is a language dropdown set to 'English', and links for 'Inbox' and 'Tasks'. A 'Logout' button is also present. The main navigation bar includes links for 'Home', 'Expert Help', 'Job Tools', 'VA Support Tools', 'College Skills', 'Adult Learners', and 'Brainfuse'. Below the navigation bar are two search fields: 'Search Job' (with placeholder text 'Job title, keywords or company name') and 'Location' (with placeholder text 'City, state or zip code'), followed by a 'Search' button. The main content area features three large service tiles, each with a green border and a 'Connect' button: 'Live Job Coaching' (with a person icon), 'Resume Lab' (with a document icon), and 'Live Veteran Navigator' (with a tag icon). Below these tiles is a 'Tools for Job Seekers' section containing two smaller tiles: 'Live Resume Coaching' and 'Live Interview Coaching', both with green borders and 'Resume Assistance from live experts' or 'Interview coaching from live experts' respectively.

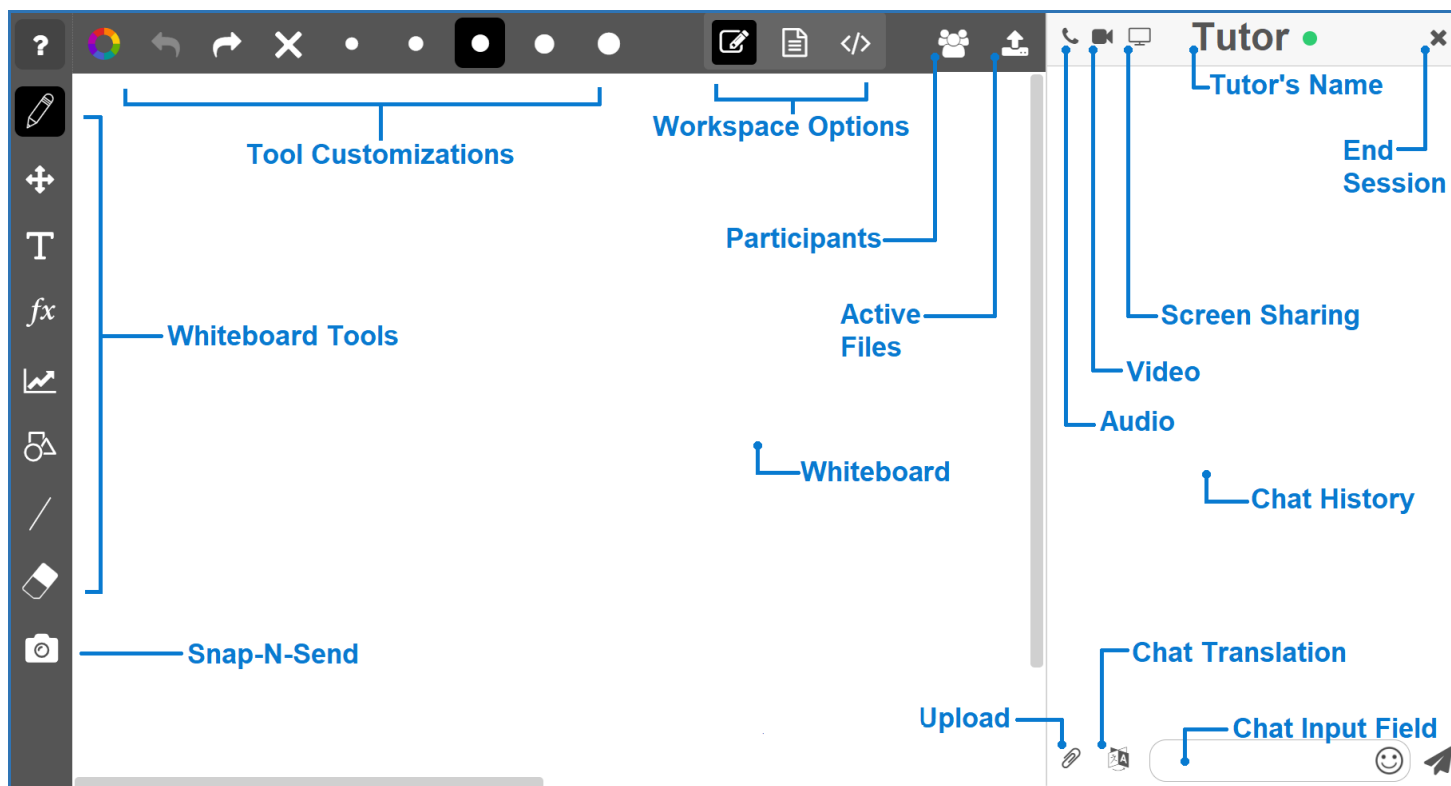
Live Job Coaching: For general career assistance, including a job search, select **Connect** under the Live Job Coaching header

Live Resume Coaching: For resume specific assistance, select **Live Resume Coaching** under the Tools for Job Seekers header

Live Interview Coaching: For interview related assistance, including mock interviews, select **Live Interview Coaching** under the Tools for Job Seekers header

Live Veteran Navigator: For Veteran Support, including assistance navigating the VA, select **Connect** under the Live Veteran Navigator header

The Brainfuse Whiteboard: The Brainfuse Whiteboard provides you with a variety of tools to communicate with your tutor.



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:



SUPERSCRIP: Changes text into superscript



SUBSCRIPT: Changes text into subscript



PASTE: Paste text onto the Whiteboard

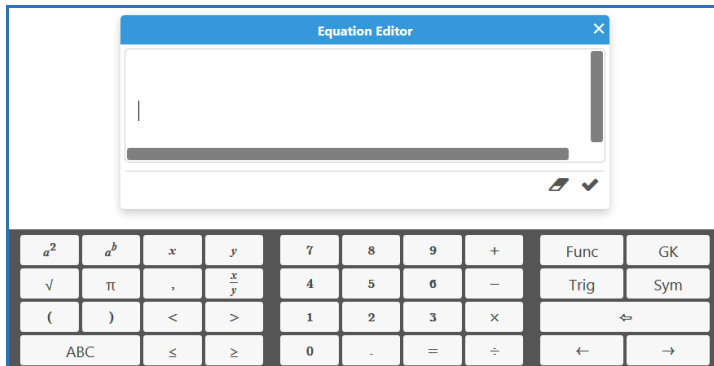


FONT: Change your font style and font size




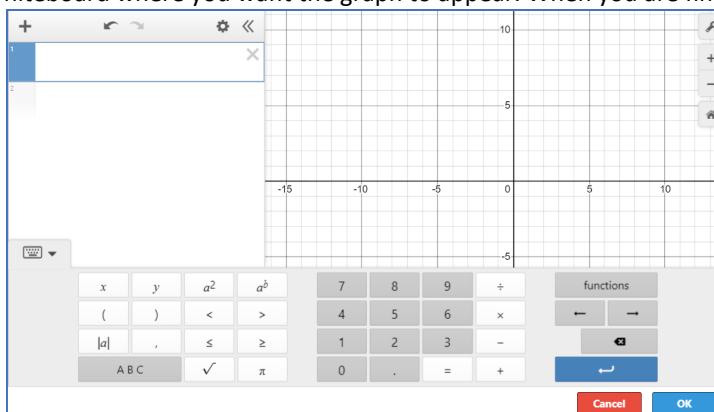
TYPE EQUATIONS WITH THE EQUATION EDITOR: The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear.

When you are finished, click .



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 .



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



STRAIGHT LINE: Draw a straight line on the Whiteboard



ERASER: 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.



TEXT ALIGNMENT: Change the alignment of your text by selecting your outline type, indentation, and alignment style.



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



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.



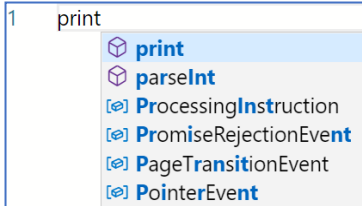
ADD FILE: Add a file to your code editor. Save your file with the appropriate programming language file extension in order enable code help and completion while working in your file. Multiple files can be saved in the code editor workspace at one time.



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



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, 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.



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



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.



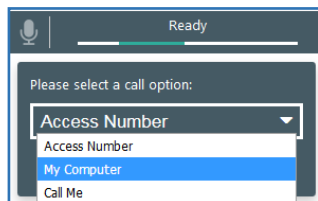
CHAT TRANSLATE: Choose the language you want the chat to appear in. This tool allows you to chat in any language.



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.



USE AUDIO: Select the Audio button (top left of the Chat Box) to speak with your tutor through a secure and private conference room, using your computer (VoIP) or a toll-free call



ACCESS NUMBER: Use your phone to dial a toll-free, secure conference number

MY COMPUTER: Use your computer and internet connection (VoIP) to connect to your tutor

CALL ME: Receive a phone call to connect with your tutor. Please note that your tutor will connect with you via our phone bridge. Tutors will not have access to your phone number.



USE VIDEO: Select the Video button (top left of the Chat Box) to begin using video through a secure and private conference room. Selecting video will also prompt audio using your computer (VoIP) or a toll-free call.



USE SCREEN SHARING: Select the Screen Share button (top left of the Chat Box) to begin sharing your screen with your tutor.

Resume Lab & Send Question

The Resume Lab & Send Question service allow users to seek assistance outside of a live session.

brainfuse
**JobNow
& VetNow**

English ▾

Inbox ✓ Tasks

Logout

Home Expert Help Job Tools VA Support Tools College Skills **Adult Learners** Brainfuse ▾

Search Job Location Search

Job title, keywords or company name City, state or zip code

Live Job Coaching

Click here to get help to transition your resume from military to civilian careers including translating military skills, key words, and more.

Connect

Resume Lab

Click here to get help to transition your resume from military to civilian careers including formatting, key words, transferable skills, and more from Brainfuse experts.

Submit Resume

Live Veteran Navigator

Connect with an expert to learn more about eligible VA benefits and community resources.

Connect

The **Resume Lab** option provides users the freedom to receive assistance at any time of the without the need to connect to a live expert. Users can submit resumes through the Resume Lab for a detailed feedback and helpful hints for their resume. Brainfuse Coaches will return the resume with detailed comments, usually within 24 hours.

Tools for Veterans

Send Question

Need help navigating the VA system outside of the live hours? Send your question here

Veteran Resources

Carefully selected resources to help you understand your benefits and community resources

The **Send Question** option provides veterans the ability to submit questions for a Brainfuse VetNow Navigator to assist with outside of a live session.

SkillSurfer

SkillSurfer is an e-Learning service that helps users master a concept or skill.

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.

Leap Learning Platform

Leap is a diagnostic test center with detailed study plans and customized lessons

Welcome to Leap

Welcome to Leap

LEAP helps you build academic skills through targeted lessons, quizzes, and live, online tutoring. LEAP creates your learning plan based on a 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 the "Pending Courses" section below. You can also click a completed course to review your work.

Pending Courses

Course	Begin Course
Basic Math 1	
Basic Math 2	
College Readiness Writing Test	
College Readiness Math 1	
College Readiness Math 2	
Reading and Writing Strategies 1	
Reading and Writing Strategies 2	

Learning Account Features

- My Account
- My Past Sessions
- My Message Center
- My Tests
- My Calendar
- My Brainwaves
- My CloudPack

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

[Back](#)

Learning Plan

Basic Math 1

Your Learning Plan

Your learning plan helps you master academic skills through lessons, quizzes, and live tutoring. LEAP will track your progress as you study.

Get Live Tutoring

Click "Live Help" next to each topic to get expert assistance from a live online tutor. You will connect with your tutor via an online classroom that lets you type and draw in real-time.

Skills	Progress	
Order of Operations	0%	Live Help
Arithmetic	0%	Live Help
Rounding and Estimation	0%	Live Help
Prime Factorization	0%	Live Help
Square Roots	0%	Live Help
Decimals	0%	Live Help
Fractions	0%	Live Help
Ratio and Proportion	0%	Live Help
Percentage	0%	Live Help
Conversion	0%	Live Help
Geometry	0%	Live Help
Linear Equations	0%	Live Help
Interpret Data	0%	Live Help
Coordinate Geometry	0%	Live Help

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

[Back](#)

Your Lessons

Order of Operations	Mini Quiz - Order of Operations College Algebra
Arithmetic	Add Whole Numbers Review how to add whole numbers and recognize key words that call for addition.
Rounding and Estimation	Subtract Whole Numbers Review how to subtract whole numbers.
Prime Factorization	Lesson - Divide Whole Numbers Review the three different ways to write division problems and practice dividing whole numbers.
Square Roots	Lesson - Order of Operations Review how to proceed when an expression has more than one mathematical operation.
Decimals	Order of Operations [CC] (Video) Review the steps to follow when you need to use more than one operation.
Fractions	
Ratio and Proportion	
Percentage	
Conversion	
Geometry	
Linear Equations	
Interpret Data	
Coordinate Geometry	

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 a 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/resumes, and tests taken. You can also view your scheduled MEET sessions here.

The screenshot shows the Brainfuse JobNow & VetNow website interface. At the top, there's a logo and a navigation bar with links: Home, Expert Help, Job Tools, VA Support Tools, College Skills, and Adult Learners. A search bar is located below the navigation bar, with fields for 'Search Job' (Job title, keywords or company name) and 'Location' (City, state or zip code). On the right side, there's a 'Logout' button and a 'Brainfuse' dropdown menu. The main content area is divided into three columns. The first column is 'Live Job Coaching' with a 'Connect' button. The second column is 'Resume Lab' with a 'Submit Resume' button. The third column is partially visible. Below these columns is a section titled 'Tools for Job Seekers' which includes links to 'Live Resume Coaching', 'eParachute', 'Resume Templates & Resources', 'Interview Tips', 'Live Interview Coaching', 'Job Resources', 'Optimal Resume', and 'Interview Resources'. On the right side, there's a sidebar with a list of account features: My Account, My Past Sessions, My Message Center, My Tests, My Calendar, My Brainwaves, and My CloudPack.

- **My Past Sessions:** A record of all previous live 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 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 or upload images and documents to load onto the whiteboard later in a live session.

Questions?



info@brainfuse.com



1-866-BRAINFUSE