

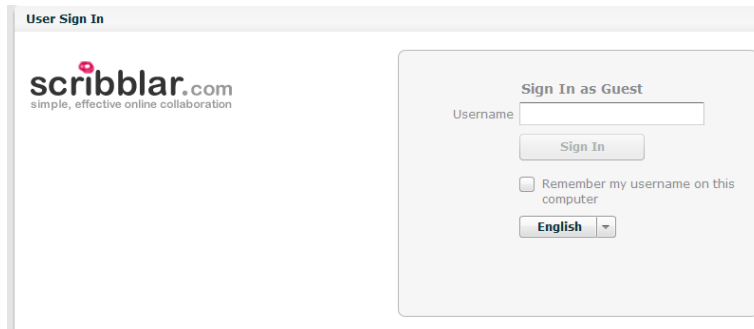
Using Scribblar

Scribblar is the web-based program used for real-time tutoring sessions. Please take a few minutes to review the information below to help prepare you for your session.

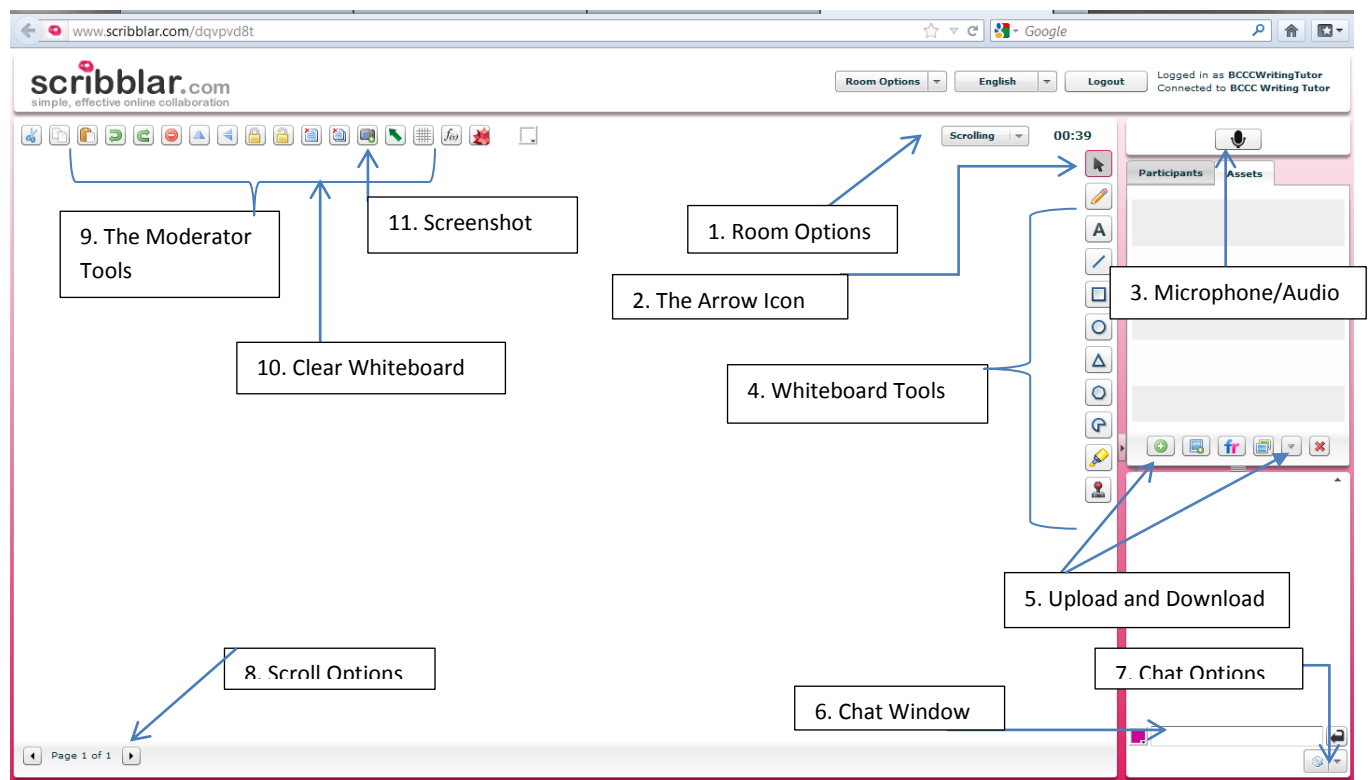
1. The sessions will be scheduled in advance by the MFT Coordinator. Each tutor and student have their own virtual private room.
2. Scribblar is a whiteboard tool with a chat window and an audio option. To use the audio, right click on the microphone icon on the top right to set up the audio options before beginning to broadcast your speech.
3. Tutors are able to use the tool to upload a paper directly to the white board. The whiteboard tools are then used to review the document with the student.
4. Tutors also have the ability to save the whiteboard images and chat transcript.

Logging In and Entering a room:

1. You will access the online tutoring room through the MyFreeTutor web site.
2. After clicking on the link, you will need to enter your name, and click "Sign In."

The image shows a web browser window with the title "User Sign In". On the left side of the page is the Scribblar logo, which includes the text "scribblar.com" and the tagline "simple, effective online collaboration" below it. On the right side, there is a "Sign In as Guest" section. It contains a text input field labeled "Username", a "Sign In" button, a checkbox labeled "Remember my username on this computer", and a language dropdown menu currently set to "English".

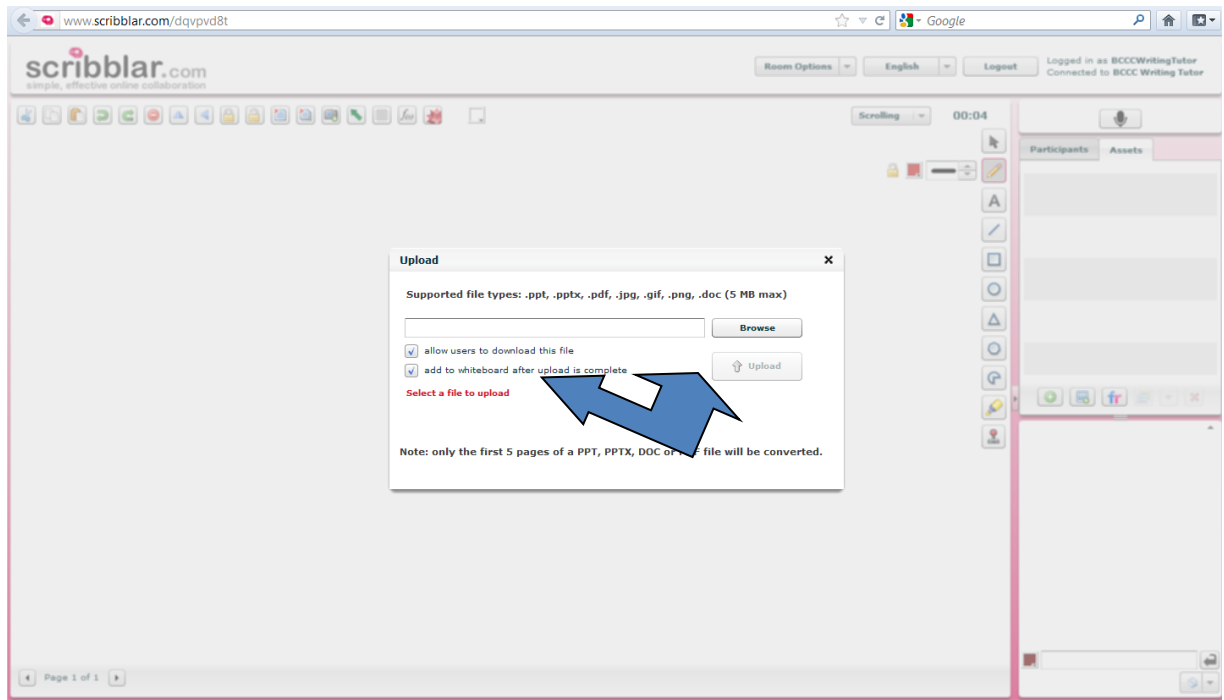
3. This will bring you into the room where your student should be ready to start the session.



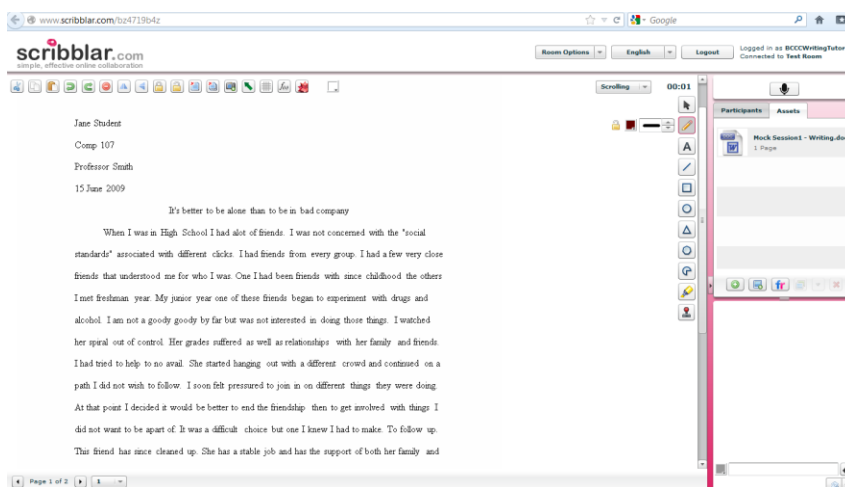
1. Room Options – These options are for administrators only. This is the place where tutors can send invitations to students.
2. The Arrow Icon – This icon within the white board tools brings the user back to the primary state of the white board, allowing the opportunity to click items on the board without remaining in the last tool selected.
3. The Microphone Icon – This icon allows the user to set up audio preferences and equipment.
4. The Whiteboard Tools - This collection of tools is available to both participants and moderators.
5. The Upload and Download Icons – These buttons allows users the opportunity to upload files (i.e. documents and photos), which can then be automatically placed on the white board for discussion (the first 5 pages only). The other participant may use the download icon to see additional pages of a longer file, or download the full document. The files should be removed from the “Assets” tab at the end of the session. (Tutors will clear the board and asset list at the end of the sessions.)
6. The Chat Window – This is the area where participants and moderators can have written discussion.
7. Chat Options – By selecting this drop down arrow, moderators and participants are able to save the contents of the chat window. The chat should be cleared at the end of the session.
8. Scroll Options – By using the arrows, moderators and participants are able to scroll between additional pages of the white board when available.
9. The Moderator Tool bar – This collection of tools is only available to the moderator. (Moderator status is automatically granted to students by the tutor so that students can make full use of the tools.)
10. Clear Whiteboard Icons – These two icons allow users to clear one page or all pages of the whiteboard. The full whiteboard should be cleared at the end of the session.
11. Screenshot – This icon allows all users to select a portion of the screen to appear on the white board, OR it allows all participants to save the whiteboard after a session.

Uploading a File to the Whiteboard:

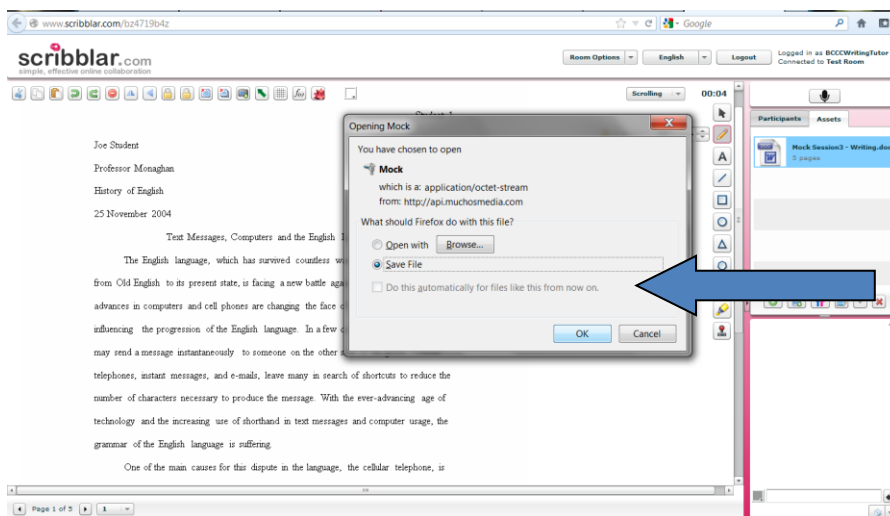
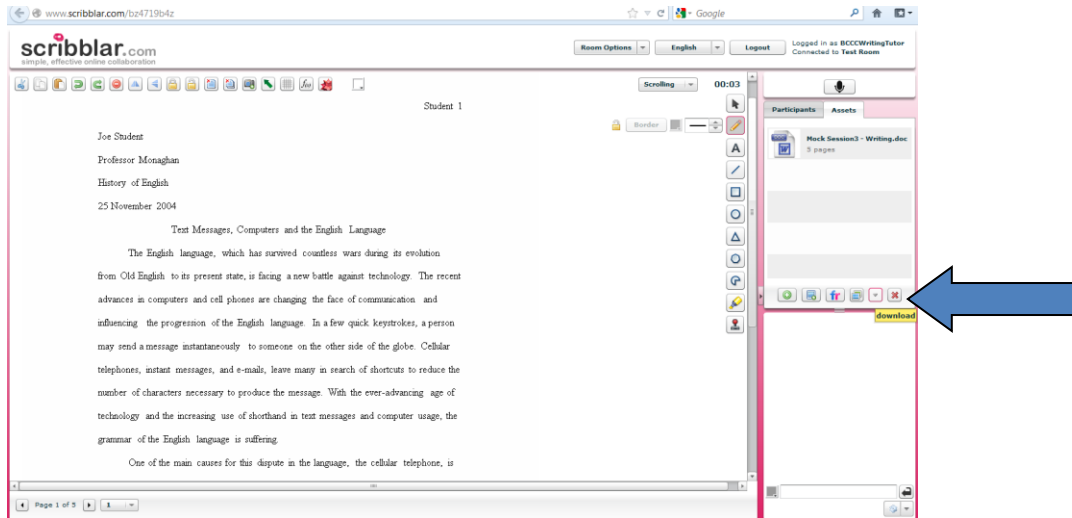
1. After selecting the upload icon from the “Assets” tab, tutors can select a file from their computers to place onto the whiteboard or to be available for download.



2. Up to the first 5 pages of a document will automatically be placed on the whiteboard. (Each page receives its own screen on the board.) The tutor and student may then review the document using the whiteboard tools, chat window, and/or audio.

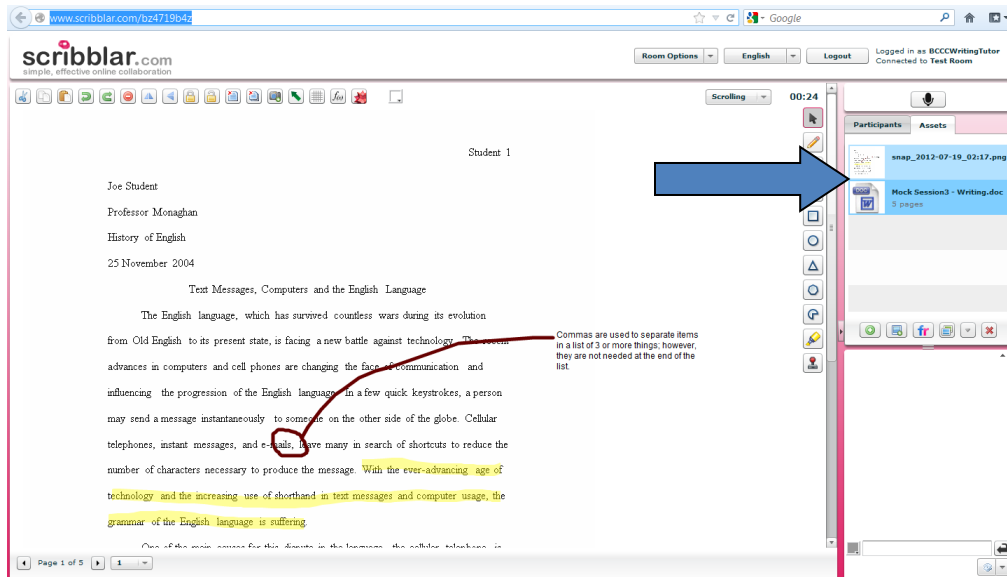


3. If the document is longer than 5 pages, after the tutor uploads the document, the student will need to select the download icon from the “assets” tab. The student will be prompted to save or open the file. If saved, the student will need to find the document from the location selected and open it. Once the document is open, review it with the tutor using the chat window and/or audio.

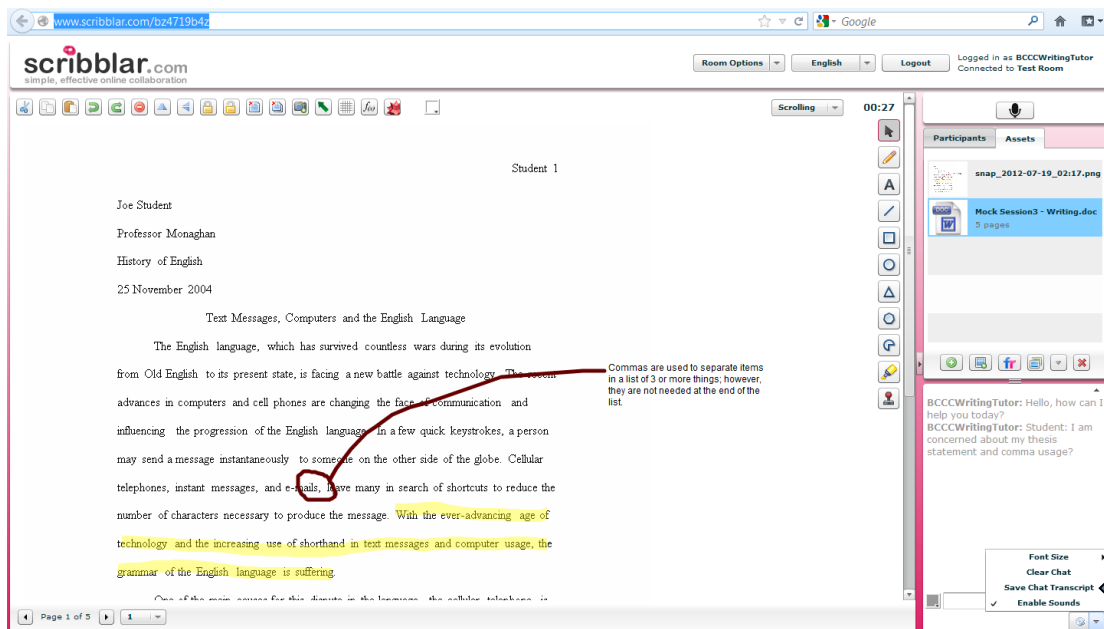


Saving the White Board and Chat Window:

1. In order to save the white board, participants must select the camera icon to take a screen shot of each page. Doing so will open the image on a new tab; however, each image should appear as a .png file in the “Assets” tab. From those files, participants can save the images to their computers by downloading the images.

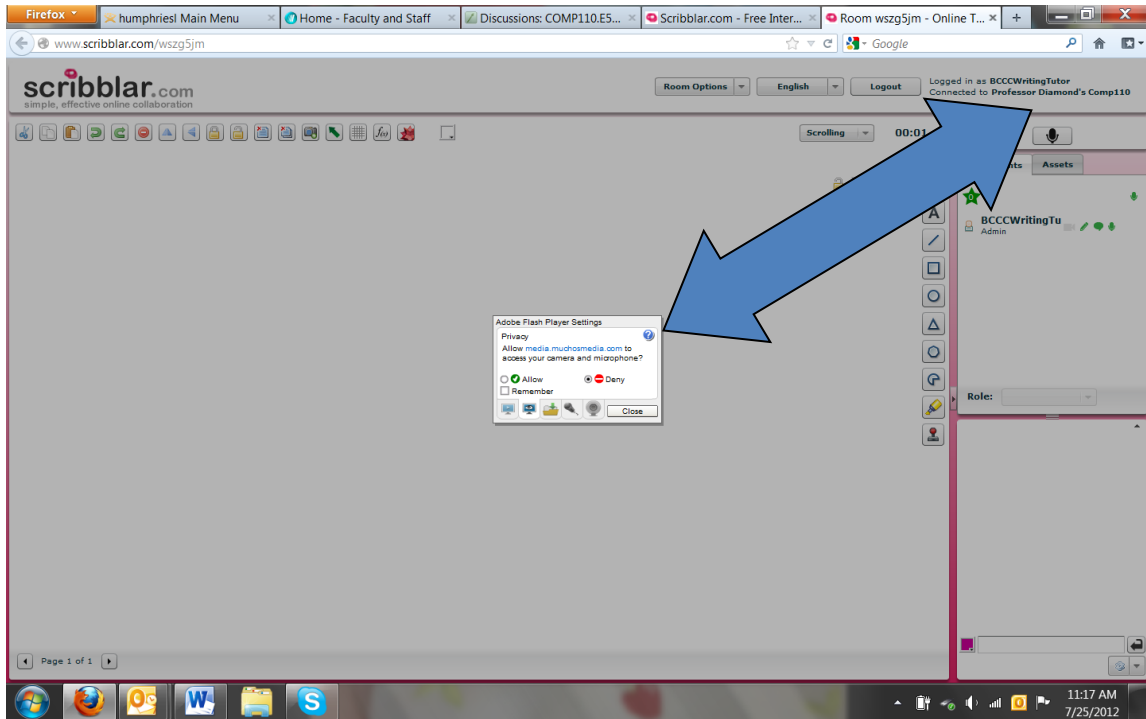


2. To save the chat window, select “Save Chat Transcript” from the drop down menu in the chat window. You will be prompted to select a location for the file, and you will be given the opportunity to change the name.



To set up the Audio Functions:

1. Right click on the microphone icon on the top right of the window and select "settings."
2. Follow the prompts to select your headset. Check the box "Reduce Echo" then click the Close button.



3. If the audio setting does not work or develops technical difficulties, log out of Scribblar then log back in. Make sure your headset is plugged in and the properties in the dialog box are set to use your headset. You may still using the whiteboard and chat as needed.