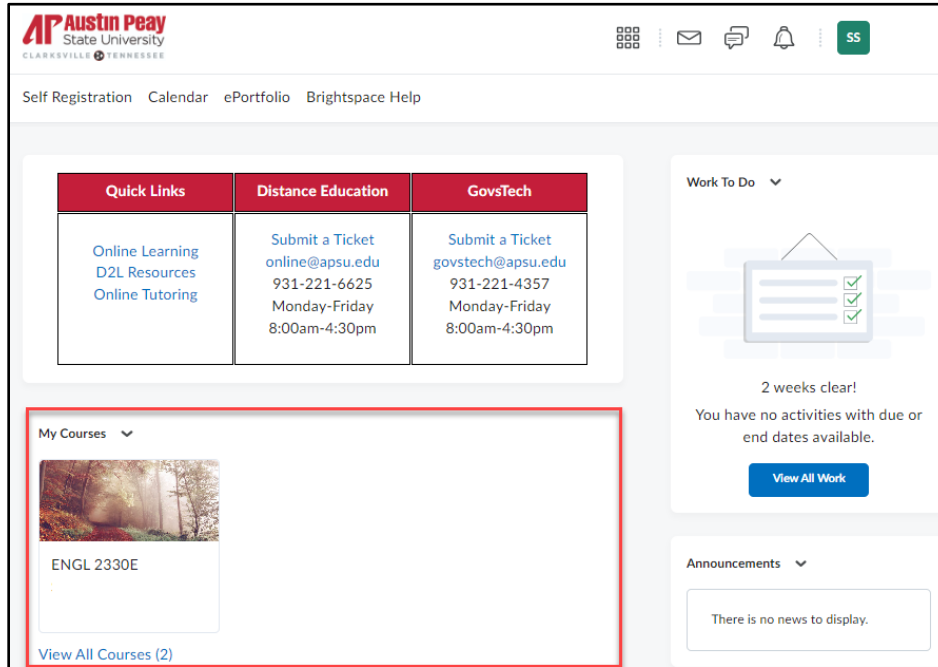


Distance Education

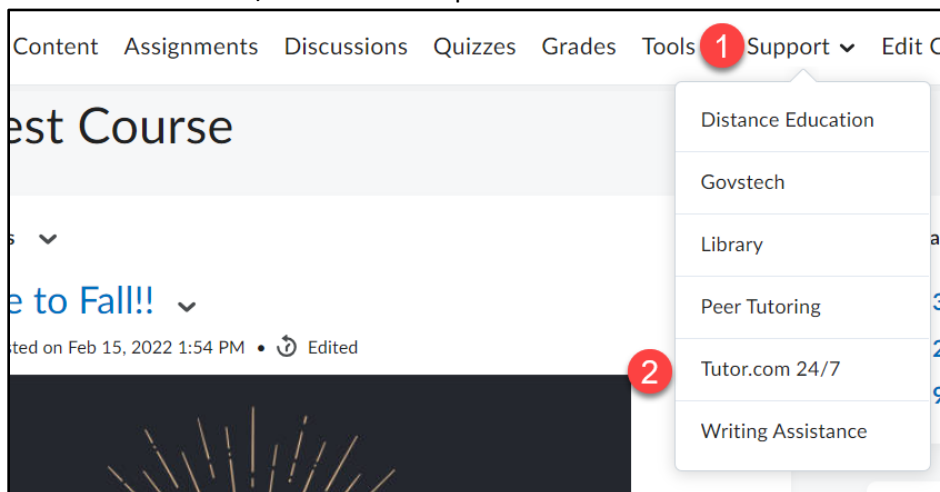
Accessing Tutor.com: Faculty Guide

These steps can be followed using a web browser on a computer or mobile device. The Tutor.com app will not work for APSU users because our institution is using single sign-on. You must access the service through D2L.

1. Log into D2L through [AP OneStop \(opens new window\)](#).
2. On the D2L landing page, select the course for which you would like to view tutoring information.

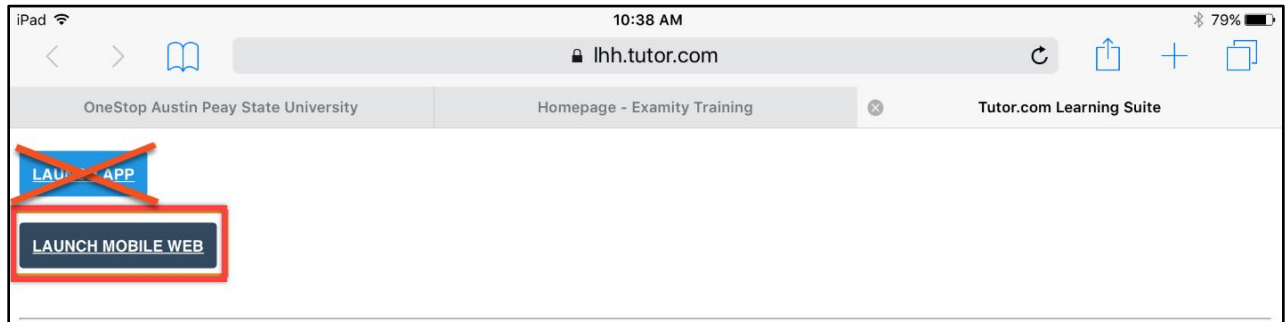


3. Once inside the course, select "Support" on the navigation bar.
4. Select "Tutor.com 24/7" from the drop-down list.

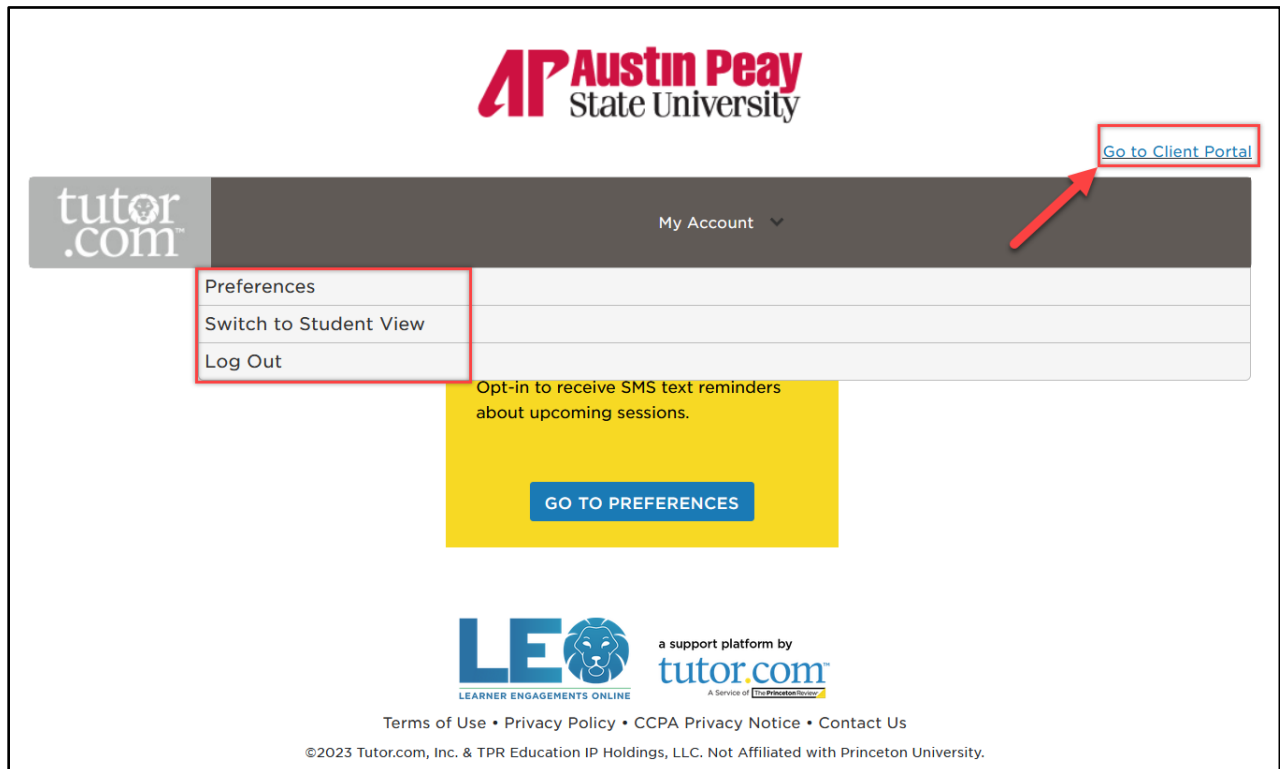


Mobile Users: If you are trying to access the online tutoring service on a mobile web browser you will also be asked how you want to launch the service, select "LAUNCH MOBILE WEB." Do not use "LAUNCH APP".

Distance Education



5. You are now on the Tutor.com landing page where you have the option to go to the “Preferences” page to set your contact preferences for updates on tutoring sessions, switch to the student view, or log out of your account. Click “Go to Client Portal” to access your faculty resources.



Distance Education

6. If this is your first time accessing the client portal, you will be prompted to opt in or opt out of receiving early alerts for your students in this course. For more information on early alerts, view the “Faculty How-To Guide PDF” on [our website \(opens new window\)](#).
 - a. Select “Yes” or “No thanks.”
 - b. Select “Save.” You can adjust these settings later under “Notification Settings.”

My Dashboard Notification Settings

All data current as of: 8/3/2018 View data for: Last 30 Days | [Last 90 Days](#) | [custom date range](#)

Fast Facts

Location: LTI Center Name: Center

Receive Early Alerts?

Welcome to the Tutor.com Client Portal, Instructor!

If you're looking for data on how your students use Tutor.com, you're in the right place. Before you get started, please let us know if you'd like to receive real-time Early Alert notifications.

Our tutors create these Early Alerts to let you know when your students may need more help in a particular topic, so they're an easy way to stay on top of student challenges.

☒ Yes, send me Early Alerts in real time a
☐ No thanks -- don't send me Early Alerts b

Save

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2 active admins
see all admins

0.0 survey response rate

7. In the faculty client portal, you have access to the Fast Facts Dashboard where you can see the number of active students using the service and the total number of sessions, early alerts, and more for that particular course. Additionally, faculty have access to an on-demand reporting tool.

AP Austin Peay State University

tutor.com Learn better.

Client Portal

My Dashboard **On-Demand Reports** Notification Settings

All data current as of: 8/23/2023 View data for: Last 30 Days | [Last 90 Days](#) | [custom date range](#)

Fast Facts

Location: LTI Center Name: All Course ID: ENGL 2330E Lab Sandbox - Woodring Update

0 sessions see all sessions	0 Early Alerts see all Early Alerts	0 active students see all students	8 active admins see all admins
0.00 avg. session length	0.00/5 avg. student rating	0.0 recommend rate	0.0 survey response rate