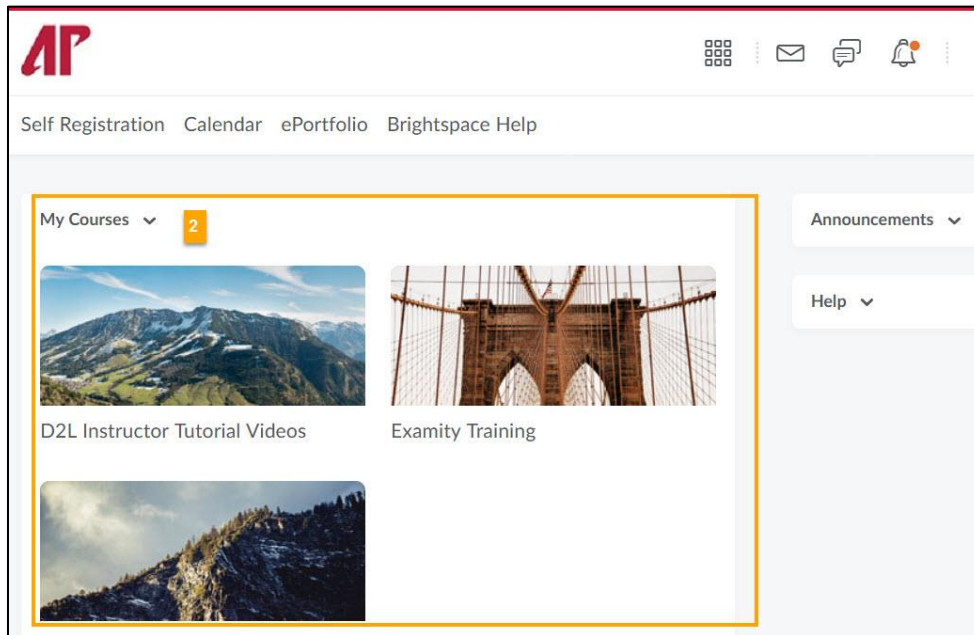


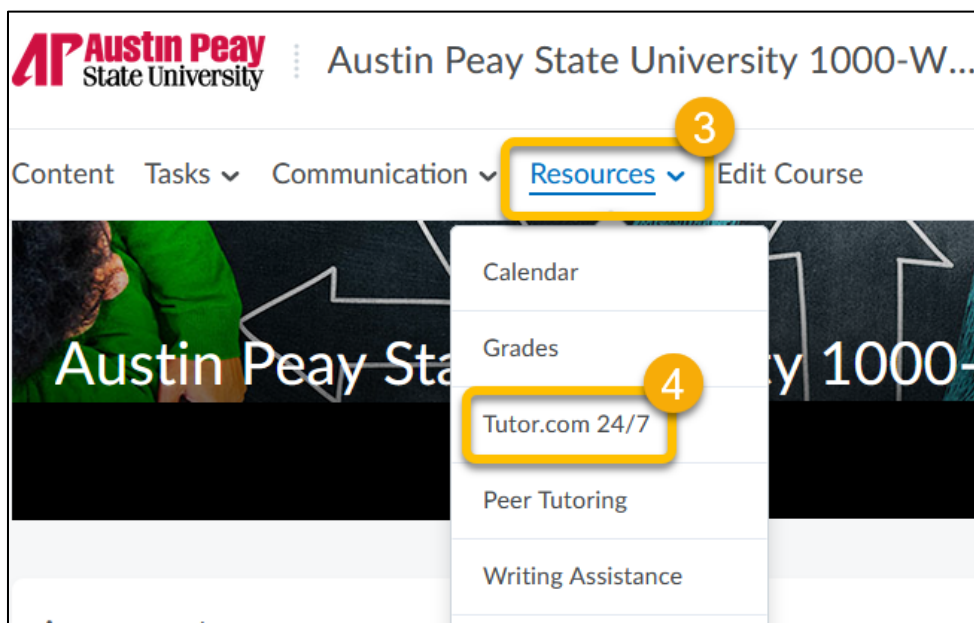
## Accessing Tutor.com: Faculty Guide

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.

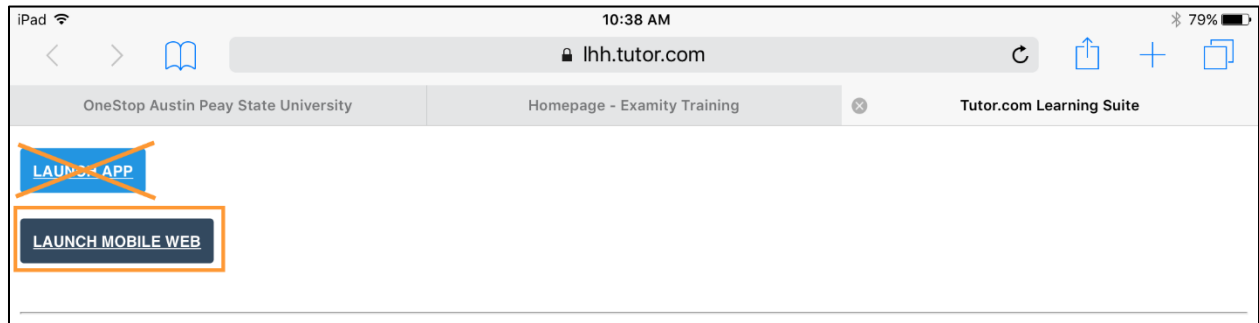
1. Log into D2L through AP [OneStop \(opens new window\)](#).
2. On the D2L landing page, select the course you would like to view tutoring information in at the time.



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

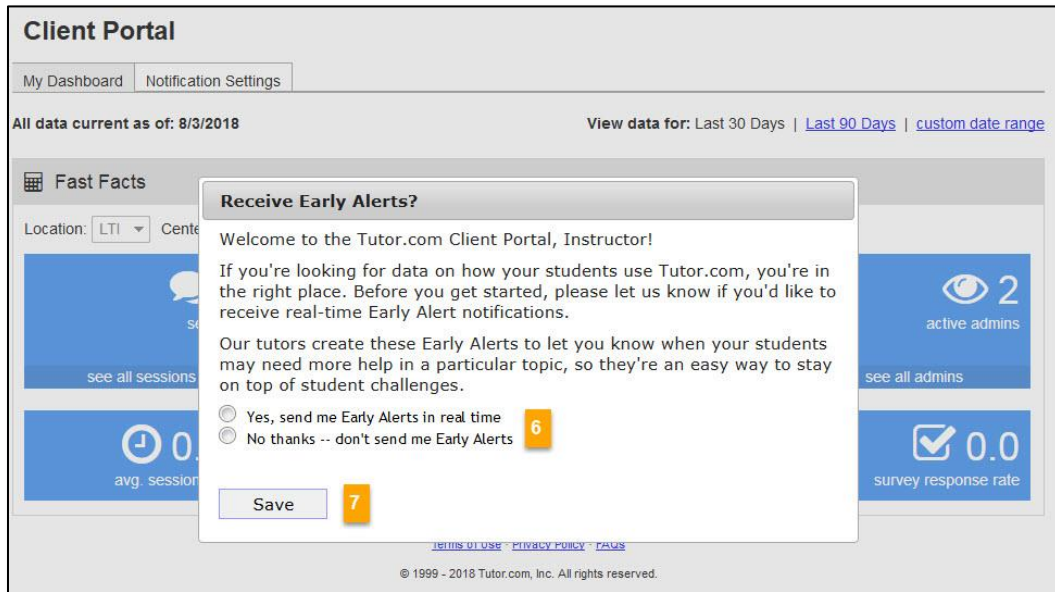


**Mobile Users:** If you are trying to access the online tutoring service on a mobile web browser you will also be asked how you want to launch the service, select "LAUNCH MOBILE WEB." Do not use "LAUNCH APP."



5. Now you are on the Tutor.com landing page. This is also what students will see as well. Except, at the top of the screen, faculty only will also see a blue notification box. Select the "Take me to the Client Portal" orange link to access your faculty resources.

- 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. Select “Yes” or “No thanks.” For more information on early alerts, view the “Faculty How-To Guide PDF” on our [website \(opens new window\)](#).
- Then select “Save.” You can adjust these settings later under “Notification Settings.”



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.

