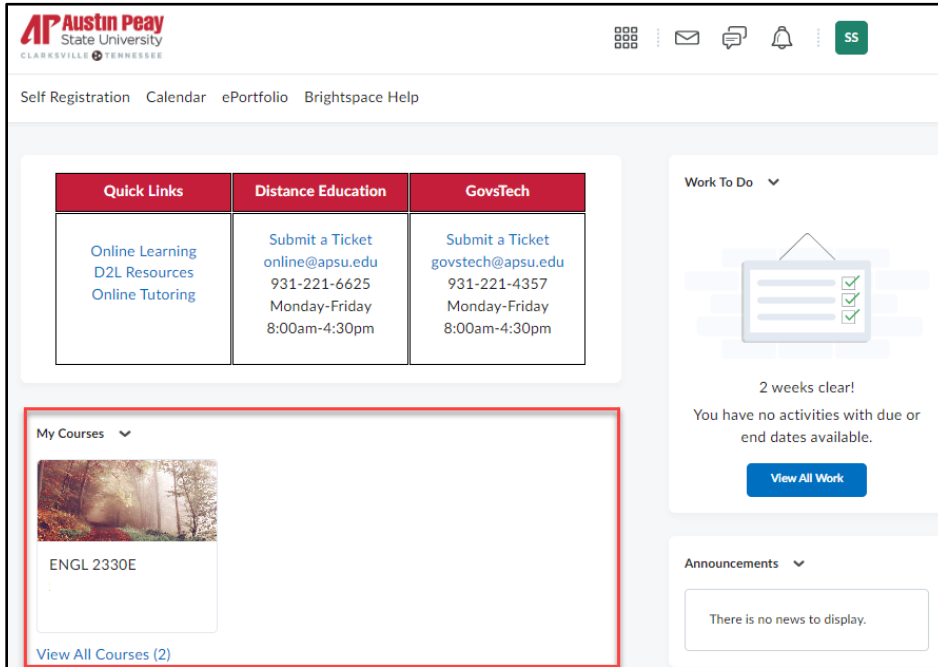


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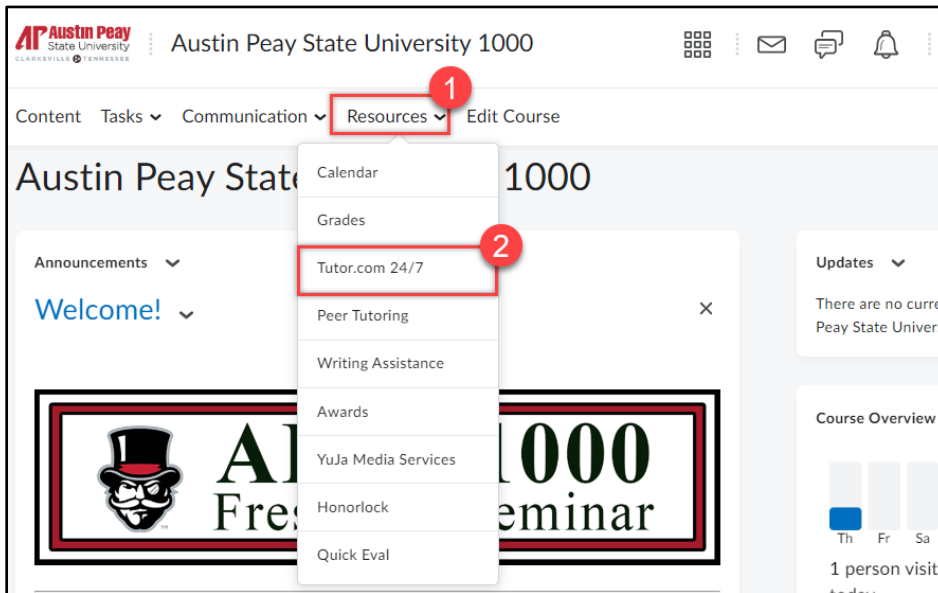
Accessing Tutor.com: Faculty Guide

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.

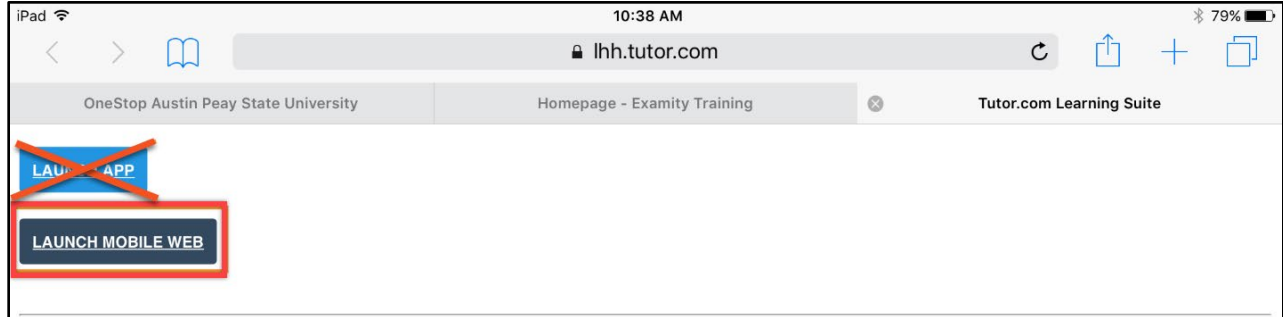


3. Once inside the course, select "Resources" on the navigation bar.
4. Select "Tutor.com 24/7" from the drop-down list.

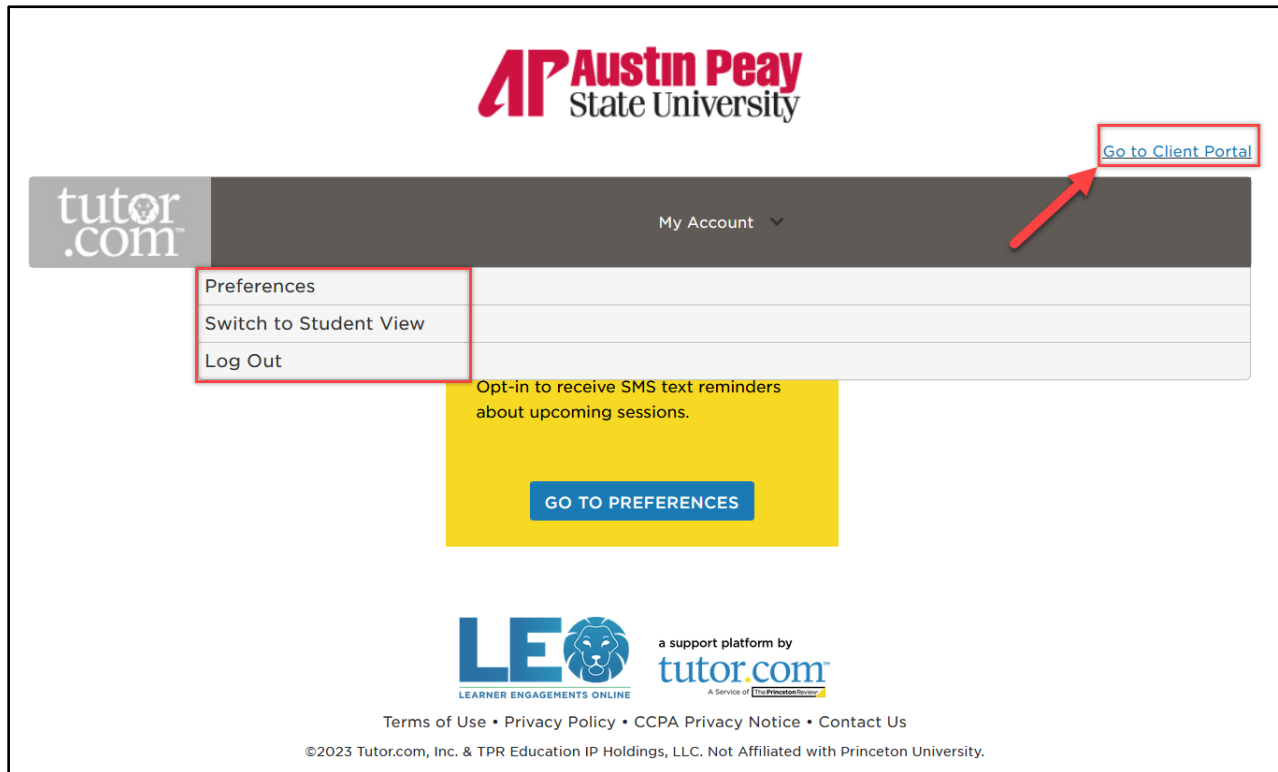


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Mobile Users: If you are trying to access the online tutoring service on a mobile web browser you will also be asked how you want to launch the service, select "LAUNCH MOBILE WEB." Do not use "LAUNCH APP".

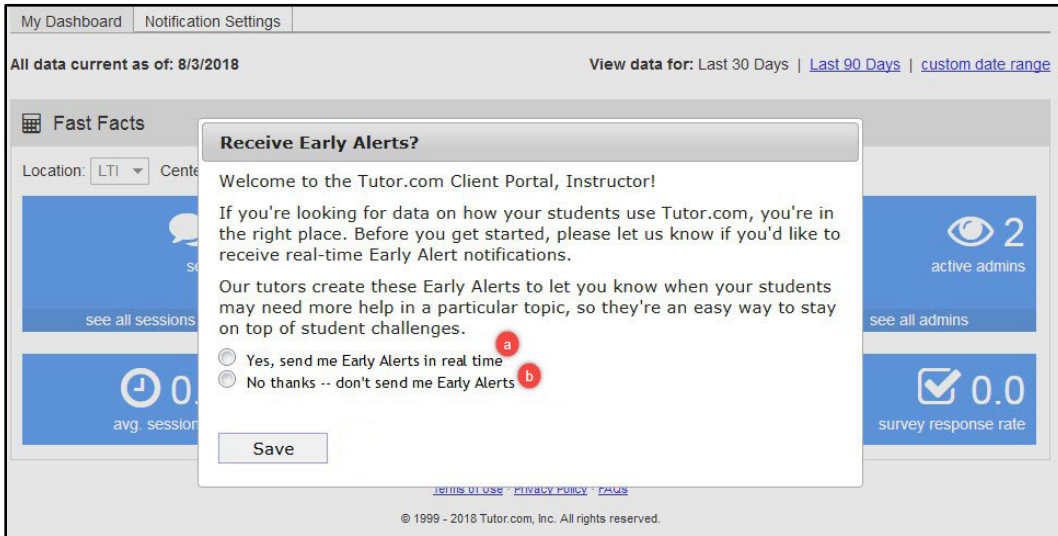


5. You are now on the Tutor.com landing page where you have the option to go to the "Preferences" page to set your contact preferences for updates on tutoring sessions, switch to the student view, or log out of your account. Click "Go to Client Portal" to access your faculty resources.



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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.”



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.

