This is an overview of the new etutoring platform that the University of Hartford is making available to its SaturdayTerm students.

1. To log in or create a new account go to [www.etutoring.org](http://www.etutoring.org).

   - Click on the Login Now arrow on the bottom right of the screen.

2. At the Student and Consortium Login window

   - Select “Northeast eTutoring Consortium”
   - and then select the University of Hartford from the drop down menu.

3. Enter your Username and Password.

   Fill in the information requested.
   - Your username is your 8-digit university of Hartford ID.
   - The password for this term is Spring2010.
   - Make sure the Student button is clicked.
   - Click on “Sign In”
4. Edit your user profile.

- Fill in information requested.
- Use your University of Hartford email address.
- Your student ID is your 8-digit U of H ID.
- Your password Spring2010.

- Read the terms and conditions and check the "I agree.." box.
- Click on "Update Profile"

The eTutoring Homepage

There are three basic functions on this page: eChat, eQuestions and e Writing Lab.
eQuestions Function

1. You can post questions for a tutor on a variety of subjects, by clicking on the eQuestions tab at the top of the page. Before you get to the posting box, you will need to read the policy text below. If you don’t want this text popping up repeatedly, you should check the box that says “Keep this window closed for the remainder of my session at the bottom of the text box. To close the text box, click on the X at the top right corner.

2. Click on Post a New Question

3. Select the subject area from the drop down menu. Tutors are only available for subjects in the drop down menu.
3. Fill in the form describing your question, what steps you have already taken to solve the problem and details about where you are having difficulty. The more information you can give the tutor, the better. Then hit the “Submit Your eQuestion” button.

NOTE: You will see a message on your eTutoring homepage when you have received a response to your question.

eChat

Although there is a tab for eChat at the top of the homepage, it only shows your archived chats.

To begin a new chat with one of the online tutors, you start on the main eTutoring homepage.
E Writing Lab

Through the eWriting Lab, you can ask tutors to review a draft of your writing assignment. The tutor will return your draft with markups and suggestions for improvement. The tutor will NOT revise your assignment for you. IMPORTANT: Make sure to save and close your assignment document before submitting it to eWriting Lab.

1. Click on the eWriting Lab tab at the top of the eTutoring homepage.

The following text box will pop up. Read it carefully for format requirements and limitations on submissions. Click on the arrow at top right to close the text box.

2. Select the appropriate button. NOTE: only three drafts of each assignment will be reviewed.
3. Fill in for the form describing the assignment and what you are asking the tutor to do. Be specific.

### eWriting Student Submission Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>[Field]</td>
</tr>
<tr>
<td>Course Subject</td>
<td>[Field] (e.g., English, History, Sociology, etc.)</td>
</tr>
<tr>
<td>Instructor’s Name</td>
<td>[Field]</td>
</tr>
<tr>
<td>Title</td>
<td>[Field]</td>
</tr>
<tr>
<td>Number of Pages</td>
<td>[Field]</td>
</tr>
</tbody>
</table>

How would you describe this assignment?

- Are you telling a personal story?
- Explaining how to do something?
- Researching a topic?
- Comparing and contrasting ideas or subjects?
- Analyzing an issue?
- Writing a memo or business report?
- Preparing a case study?
- Describing something?
- Writing a scientific lab report?

Is English your main Language?  

4. To upload your document, click on the “Browse” button to find it on your computer and then click on “Submit Your Writing Assignment”. 