



Online Tutoring Service

Tutor User Guide

February, 2014

Contact Us:

Facebook.com/RasLLC

Instant Message: LLCRasmussen

Text: 66746, keyword **ASKLLC**

Email: LLC@rasmussen.edu





How to register as a tutor

- Go to your campus specific link as listed in the Tutor Excellence Guide Online Tutoring Tab. Select the link that corresponds to your campus.
- Faculty please use prof.ras.rasmussen.brainfuse.com
- Click on Register as a Tutor at the bottom of the page.
- Fill out the form with all of the required fields. Please use your campus code followed by your first name as your user name. Ask your LCC for the Campus Code. Add your last name to the end if your user name is already taken. (example: BLNdaniel)

Username:

Password:

Login

[Forgot your password?](#)
[Register as a Tutor](#)

* required field

Applicant Information:

*User Name: (Please use your first name and last initial with no
*Password: (4-8 characters)
*Re-enter Password:
*Password Hint: -- Select a question to answer --
*Password Hint Answer:
*First Name:
*Last Name:
*Your Email:
*Home Phone: (1112223333)
*Work Phone: (1112223333)



How to register as a tutor, cont.

- Select the area that you are approved to tutor in and select English as your language.
- Subjects are organized by program area.
- If you are eligible to tutor in more than one area, please select any/all areas that you are eligible for. If you are not sure if you are eligible to tutor in a subject, please contact your manager.
- Subjects and languages can be edited later. Select the field that you are sure of and click submit at the bottom of the page.

Subject	English	Spanish	Polish	Chinese
Selected Subjects				
Geometry	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
College Writing	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Principles of Finance	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Psychology	<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Intermediate Coding	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Ambulatory Care Coding	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Basic Coding	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Others				
Prearranged Lecture Class	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Brainfuse MEET	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese
Math				
Advanced Algebra	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Polish	<input type="checkbox"/> Chinese

- You will see a new page that confirms your registration. You can log into Brainfuse with your tutor login with your new user name and password from here.
- Please bookmark the site where you will login to Brainfuse from. You will need to access that website every time you do your tutoring shift.

Rasmussen College Tutor Registration



Thanks for registering with Brainfuse, **rasdemotutor**. Please click [here](#) to login.

A confirmation email has been sent to *erin.lasley@rasmussen.edu*. Please check for more information.



How to schedule a Prearranged Session

Once you log into Brainfuse with your username and password, you will see following image, showing the scheduled session for the day (if there are any).

HOME My Schedule Personal Message Center Miscellaneous

Your Session(s):

Type	Start Time -- End Time ()	Description	Finished
PA	Today 9:30 AM (CST) -- Today 10:30 AM (CST)	Financial Accounting II	✓
IA	Today 3:00 PM (CST) -- Today 3:15 PM (CST)		✓
PA	Today 3:30 PM (CST) -- Today 4:30 PM (CST)	Business Law	
PA	Today 5:00 PM (CST) -- Today 5:30 PM (CST)	Social Studies	

IA: On-Call
PA: Pre-arranged Class

Add New Session

- To schedule a new session, you will click "Add New Session."
- This only applies when scheduling a session for a student at your own campus. To schedule an appointment for a student from other campuses, you need to schedule a "Meet" session through Brainfuse or have your Learning Center Coordinator set it up for you.

Category: Prearranged Private

Tutor: BLNAnna

Account: Rasmussen Online

Student(s): Double click on the users list from the left or click Add to add users to the participants list on the right. Hold the Ctrl key to select multiple students.

1

136033
136423
139082
147148
154285
154286
154287
154268

Add >>

<< Remove

134574

2

Description: Statistics

3

Notes: Student: Dan Parke
Subject: Statistics
Modality: Online

4

Start: Start Date: 02/27/2014, Start Time: 4:00 PM, Duration: 30

End: End Date: 02/27/2014, End Time: 4:30 PM, Allow me to edit the end date

5

Recurring: NOT recur
 Recur Daily for [] days
 Recur Weekly for [] weeks
 Recur Monthly for [] months

Add Session

Please select the type of session you wish to schedule.

On-Call

Be on-call for students who want to connect to the next available instructor in the subject(s) you are registered to teach.

Select

Prearranged Sessions

Schedule sessions with a particular student(s).

Select

↑
Click on "Select" under "Prearranged Sessions."

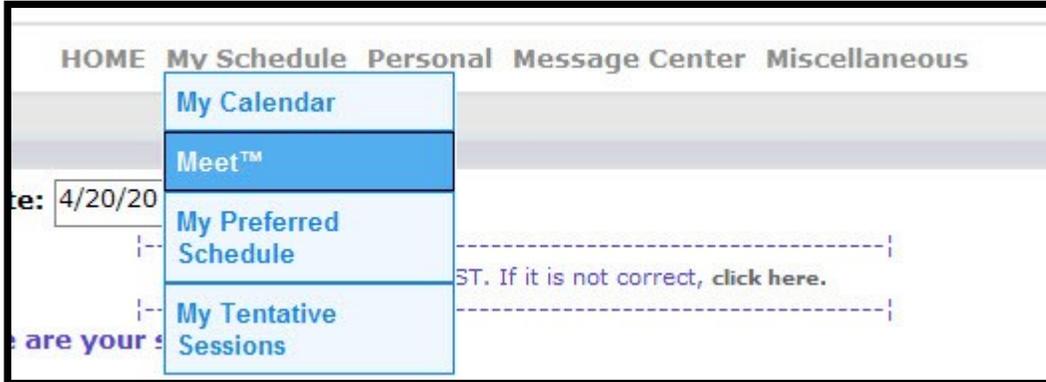
- Find the students in the left box and add to the right box by clicking "Add." (You only see students at your own campus)
- Find the subject under "Description" dropdown box.
- Make Notes about the appointment
- Set the date and duration (Central Standard Time)
- Chose Recurring option

"Add Session" when you are done



Create a “Meet” session

A meet session is a way that you can set up a session with one student or a select group of students at a specific time. You would need student’s email address to set up a session through this function.



From the home page, click on “My Schedule” and select “Meet” from the drop down.

1 Invite Participants
Please invite meeting participants by entering their e-mail addresses. Sep

2 Enter Start and End Times

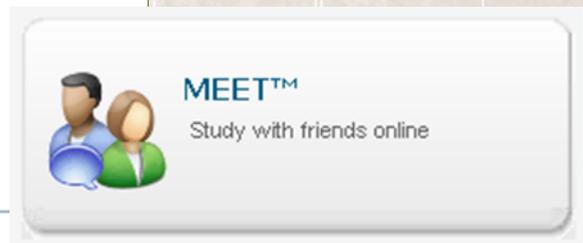
Date	Time	Duration
<input type="text" value="03/03/2011"/>	<input type="text" value="11:46 AM"/>	<input type="text" value="60"/>
End Date	End Time	
<input type="text" value="03/03/2011"/>	<input type="text" value="12:46 PM"/>	

3 Describe Meeting
Your description will appear in your message to participants.

Enter in the e-mail addresses of any student(s) that you want to invite to your session.

Set the start and end times of the session, and enter a description which includes the name of the student, the course and the modality.

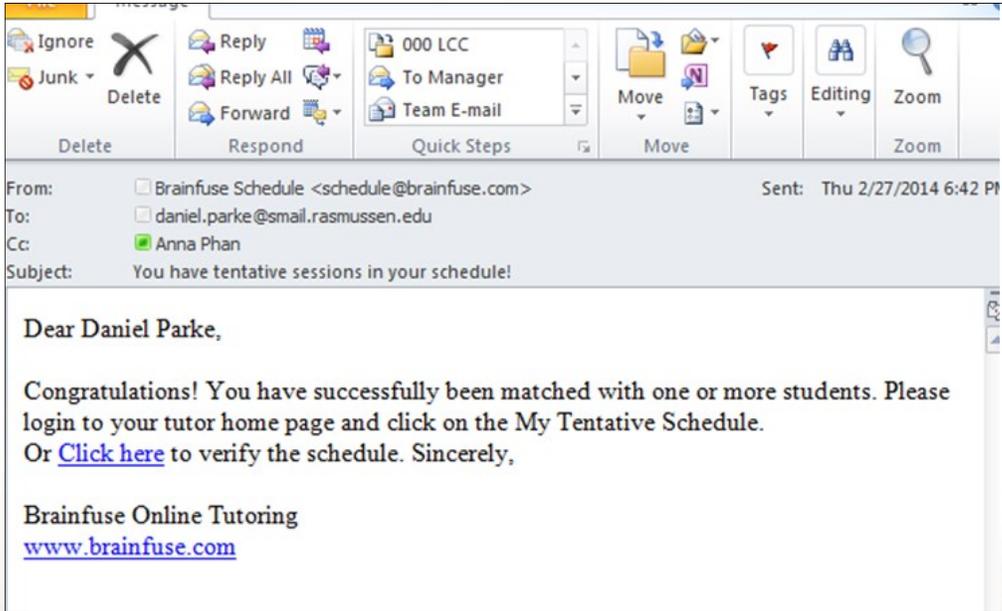
Click send and the link will be sent to the students to access your meet session.





How to confirm a requested session

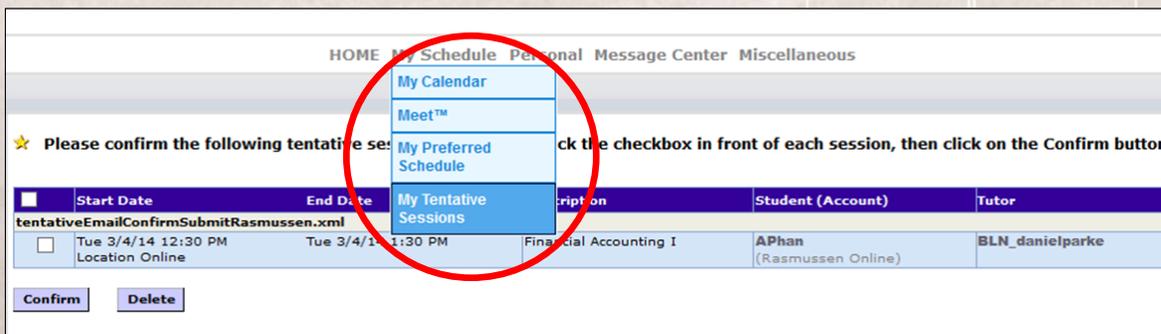
When student request a tutoring session via Brainfuse, you (the tutor) and your Learning Center Coordinator will receive an email as shown below. This notification will go to your student email account.



- Either the tutor or LCC can confirm this appointment, but this needs to be done as quickly as possible to let the tutee know the requested schedule works (or not).
- You can click “Click here” to jump right onto the Brainfuse to confirm the requested session.

	Start Date	End Date	Description	Student (Account)	Tutor
tentativeEmailConfirmSubmitRasmussen.xml					
<input checked="" type="checkbox"/>	Tue 3/4/14 11:30 AM Location Online	Tue 3/4/14 12:30 PM	Computer Focused Principles	Aphan (Rasmussen Online)	BLN_danielparke
<input type="button" value="Confirm"/> <input type="button" value="Delete"/>					

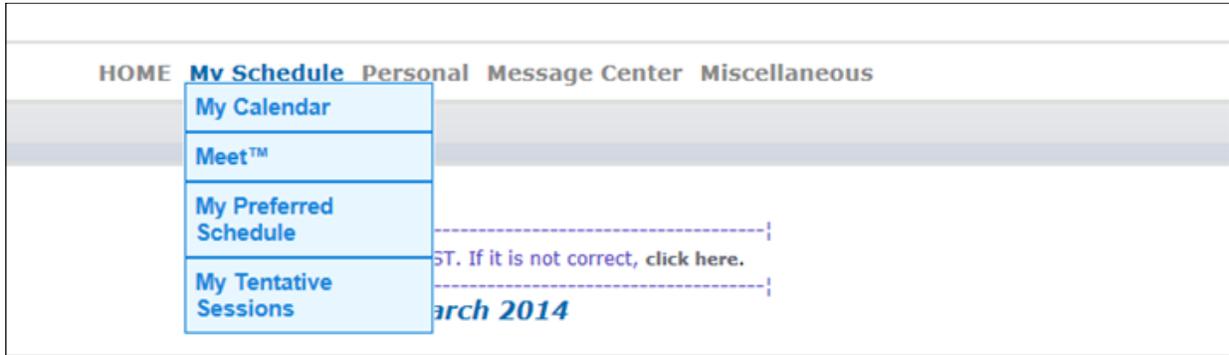
- Once you log into the Brainfuse, check the appointment you want to confirm and click “Confirm.”
- If you need to decline the appointment, you click “Delete.”
- You can also access to this confirmation page through “My tentative Sessions” under “My Schedule.”



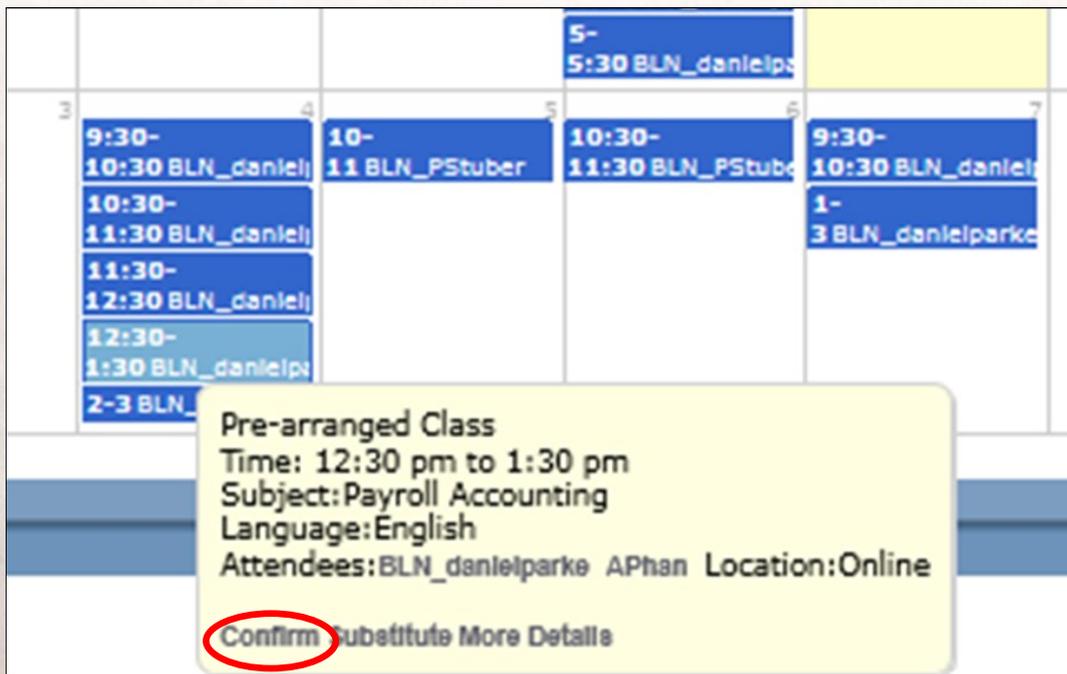


How to Confirm a requested session, cont.

Another way to confirm the session is to go to the calendar from the home page by clicking My Calendar.



Unconfirmed sessions will appear in light blue. Hover over the unconfirmed session and click "Confirm."

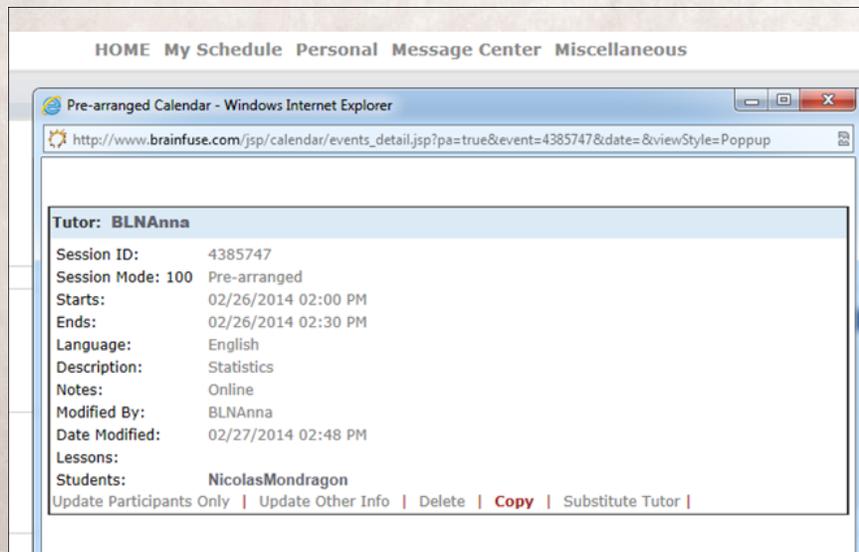
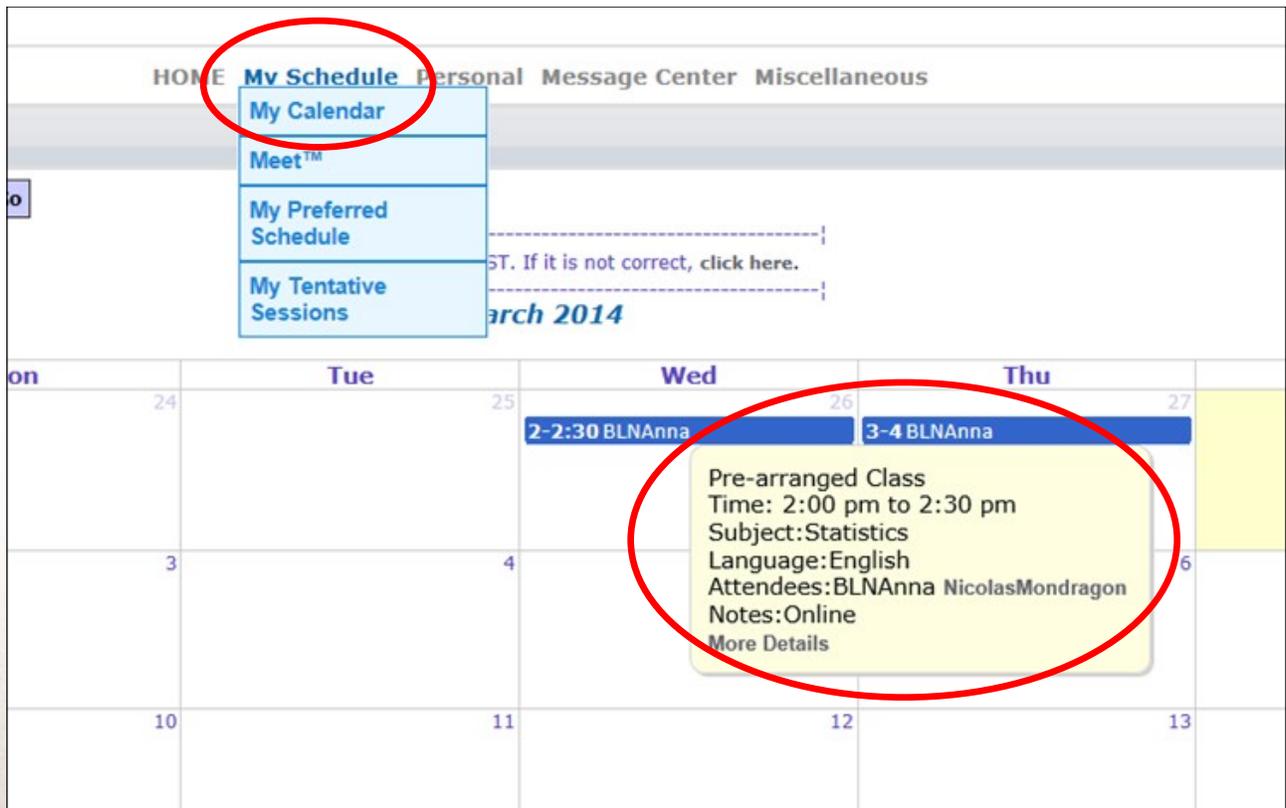




How to view scheduled session

When you set a tutoring session, it will automatically appear in the Brainfuse calendar letting students know of your availability. You can also view scheduled appointments in “My Calendar” under “My Schedule.”

- If you hover over the appointment (highlighted in Blue), you will see the summary of the appointment.



- If you double-click the appointment, you will see detailed description of the appointment.



How to edit your session

If you are unable to attend your session or need to change the time, it is very important to edit your session to update the calendar to avoid student confusion and frustration.

- To edit your session, click on "My Schedule" and then "My Calendar." Find the session that you need to edit and click on it.

Tutor: BLNAnna	
Session ID:	4385825
Session Mode: 101	Pre-arranged (Lecture Mode)
Starts:	02/27/2014 03:00 PM
Ends:	02/27/2014 04:00 PM
Language:	English
Description:	Brainfuse MEET
Notes:	Name: Dan Parke Sub: Math Modality: Online
Modified By:	BLNAnna
Date Modified:	02/27/2014 03:14 PM
Lessons:	
Students:	DanielParke [X] [R]
Update Participants Only Update Other Info Delete Delete Recur Copy Substitute tutor 	

- Click on Delete to delete the session
- Click on Update Other Info to edit your session.

Please briefly input the reason for deletion:

- Be sure to click delete to confirm. It is unnecessary to provide a reason or send your can-

Please check if you want any party to receive email about this change:

No Send to tutor

Send to students Send to all

When you click on the Delete button, the session(s) will be deleted, and the party you selected will receive email notification about this change.



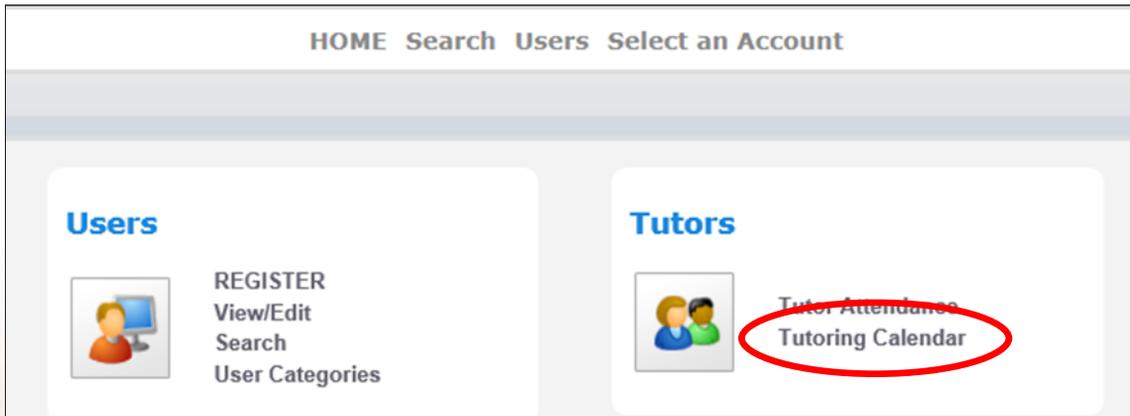
How to confirm and edit sessions for others

If you need to view a schedule for another tutor or schedule an appointment for a student with a tutor other than yourself, you can use shared account with following information. Generic login information is listed below:

Username: rasmussenschedule

Password: rasmussen

To Confirm requested session, you will click "Tutoring Calendar."



Please select an account from the drop down below: Timezone: CST

Rasmussen Blaine -- Select a school -- -- Enter Subject -- Filter

-- Select an account --

- Rasmussen College
- Land O' Lakes
- Rasmussen Bloomington
- Rasmussen Appleton
- Rasmussen Aurora
- Rasmussen Bismarck
- Rasmussen Blaine**
- Rasmussen Brandon
- Rasmussen Brooklyn Park
- Rasmussen Eagan
- Rasmussen Fargo
- Rasmussen Fort Myers
- Rasmussen Green Bay
- Rasmussen Lake Elmo
- Rasmussen Mankato
- Rasmussen Mokena/Tinley Park
- Rasmussen Moorhead
- Rasmussen New Port Richey
- Rasmussen Ocala
- Rasmussen Online
- Rasmussen Overland Park
- Rasmussen RAS Online
- Rasmussen Rockford
- Rasmussen Romeoville
- Rasmussen St. Cloud
- Rasmussen Topeka
- Rasmussen Wausau

March 2017

	Mon	Tue
3	24	25
2	3	4
9	10	11
6	17	18
23	24	25

2-3 BLN
9:30-11:30 BLN
12-1 BLN
9:30-10:30 BLN_danielparke
10:30-11:30 BLN_danielparke
11:30-12:30 BLN_danielparke
12:30-1:30 BLN_danielparke
2-3 BLN_PStuber
10-11
9:30-10:30 BLN_danielparke
10:30-11:30 BLN_danielparke

- Chose your campus under the "Select an Account"
- Click "Filter" to view the calendar.
- You can confirm or edit the session by clicking on it.



How to schedule a session for another tutor

Using the shared account, you can set an appointment for student with another tutor.

- Click "Students" under Search
- Click "Tutor Info" and type in tutor's First and Last name and click "Search" at the bottom of the page.
- Once you see the appropriate tutor, click on the username to get into his/her account.

Click "Session Schedule"

<input type="checkbox"/>	PA Sub	Tue 3/11/2014 9:30 AM -- Tue 3/11/2014 10:30 AM
<input type="checkbox"/>	IA	Tue 3/11/2014 10:30 AM -- Tue 3/11/2014 11:30 AM
Week 12:		
<input type="checkbox"/>	PA Sub	Thu 3/20/2014 9:30 AM -- Thu 3/20/2014 10:30 AM

IA: On-Call
PA: Pre-arranged Class

View All Schedule **Sub Selected Sessions**

Add New Session

BLN_danielparke

User ID: 300724
Tutor Name: Daniel Parke
Display Name: Daniel Parke
Address: 3629 98th St, Blaine, MN 55425, United States
Email: daniel.parke@rasmussen.edu
Work Phone: (763) 795-1234
Home Phone: (763) 795-1234
IM ID:
Status:
Rating: 3

- Main
- User Info
- Subjects
- Session Logs
- Session Schedule**
- Preferred Schedule
- Quiz Feedback
- Tutor Activities
- Time Sheet

Click "Add New Session" at the bottom of the "Session Schedule" page



How to schedule a session for another tutor, cont.

- Click "Select" under Prearranged Sessions
- Click "Search Student" and look for the tutee.
- Search student by putting his/her First and Last Name
- Check student and click "Select."

On-Call

Be on-call for students who want to connect to the next available instructor in the subject(s) you are registered to teach.

Select

Prearranged Sessions

Schedule sessions with a particular student(s).

Select

Username	Name	Email	Account	
<input type="checkbox"/>	AdminPhan	Anna Phan	anna.phan@rasmussen.edu	Rasmussen College
<input checked="" type="checkbox"/>	AnnaPhan	Anna Phan	anna.phan1@smail.rasmussen.edu	Rasmussen
<input type="checkbox"/>	APhan	Anna Phan	anna.phan1@smail.rasmussen.edu	Rasmussen

Select



Refine Your Search:

1 What would you like to search for:

2 Please fill in search criteria:

Username:

Account:

First Name:

Last Name:

Category Prearranged Private

Tutor BLN_danielparke

Account

or

Student(s)

Double click on the users list from the left or click Add to add users to the participants list on the right. Hold the Ctrl key to select multiple students

AnnaPhan

Description

Notes

Start

Start Date	Start Time	Duration
<input type="text" value="02/28/2014"/>	<input type="text" value="5:00 PM"/>	<input type="text" value="30"/>

End

End Date	End Time
<input type="text" value="02/28/2014"/>	<input type="text" value="5:30 PM"/>

Allow me to edit the end date

Recurring

NOT recur

Recur Daily for days

Recur Weekly for weeks

Recur Monthly for months

Search Student

AnnaPhan



- Once you click "Select," student's name should be listed on the right hand box
- Insert rest of the information such as Description (subject), Notes, Scheduled Time and click "Add Session" at the bottom of the page.



How to access your session

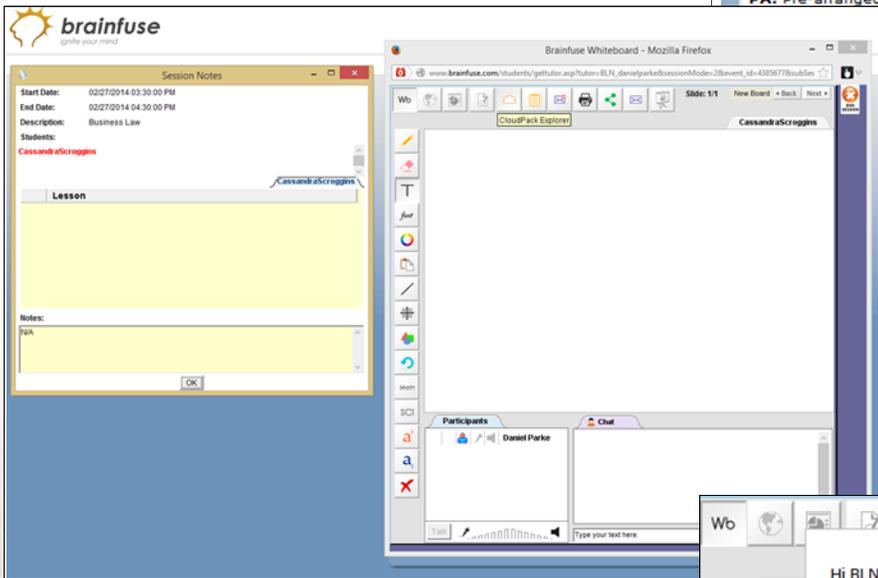
- Log in as a tutor using your username and password.
- Click on the Orange Hyperlink Time to enter the session.

HOME My Schedule Personal Message Center Miscel

Your Session(s):			
Type	Start Time -- End Time ()	Description	Finished
PA	Today 9:30 AM (CST) -- Today 10:30 AM (CST)	Financial Accounting II	✓
IA	Today 3:00 PM (CST) -- Today 3:15 PM (CST)		✓
PA	Today 3:30 PM (CST) -- Today 4:30 PM (CST)	Business Law	
PA	Today 5:00 PM (CST) -- Today 5:30 PM (CST)	Social Studies	

[Add New Session](#)

IA: On-Call
PA: Pre-arranged Class



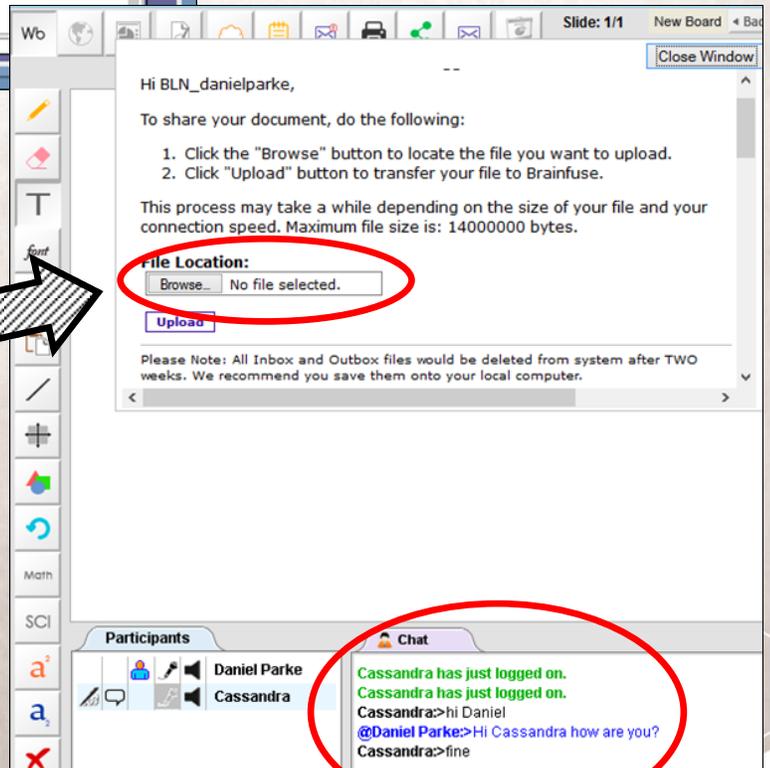
- Left image is the screen you would see when you log into the session
 - As tutee enters into the room, you will see student's name under yours and chat box will let you know that student has logged in.
- * You need to pay attention to this particular page as Brainfuse will NOT notify you about student's entering any other ways.

BrainShare

Brainfuse session allows you to share documents through BrainShare.



- Once you click the Brainshare Icon listed on top of your page, you should see a box to upload the file.
- Student also has this option to share documents with the tutor.
- You can use the "Chat" box to communicate with the tutee.





How to utilize the Whiteboard for live help

The screenshot shows a whiteboard interface with a coordinate plane. The x-axis and y-axis both range from -10 to 10 with grid lines every 1 unit. A purple line is drawn through the origin (0,0) and the point (8,6). A red circle is drawn around the point (-5, -6) on the line. The interface includes a top toolbar with icons for various functions, a left sidebar with drawing tools, and a bottom section for participants and chat.

Participants

Name	Icon
Daniel Parke	[User Icon]
Nicholas	[User Icon]

Chat

Nicholas:> Yes thank you, your so smart
Nicholas:> I see a purple line
Nicholas:> And a red circle
Nicholas:> with a dot in the middle
@Daniel Parke:> Does this help point you in the correct direction?
Nicholas:> UMMMMM YEAH
@Daniel Parke:> Glad I could help, have a great day!
Nicholas:>



How to use RasTrack

Log into <http://guides.rasmussen.edu/content.php?pid=332013&sid=2759735>

You will need to use RasTrack to keep track of all of your student contact sessions when you are doing your tutoring shifts. Remember that you need to complete a RasTrack form for every individual student that you meet with, each time they attend a tutoring session with you.

Enter Sessions into Rastrack Now! Use Form Below

If you haven't used Rastrack before PLEASE read the instruction boxes to the left and right first :) You may also want to look through the user guide.

PART 1

Time Stamp:

End Time:

Tutor First Name

Tutor Last Name

Tutor Type

Campus

PART 2

Student Username

Session Type Appointment Walk-In Appointment - no-sh

Session Method

PART 3

Class

Class Modality

Instructor Name

Primary Support

Session Details

Rubric Score

[Unselect/reset all fields.](#)

Part 1:

- Enter the date and the time that the tutoring session started.
- Enter your first and last name in the first two fields.
- Select Student from the Tutor Type drop down menu.
- Select RCO from the Campus drop down menu.

Part 2:

- Enter the date and the time that the tutoring session ended.
- Enter the student's username (this will be in the first.last name format. For example bob.smith)
- Select walk in for the session type, unless you set a Meet appointment with the student.
- Select Brainfuse for the session method.



PART 3

Class

Class Modality

Instructor Name

Primary Support

Session Details

Rubric Score

[Unselect/reset all fields.](#)

Part 3:

You will need to collect some additional information from the student to complete this section.

- You will need to ask the student what class they are seeking assistance in. If the class is NOT listed in the drop down menu, please select the programmatic “other” area that most closely fits. For example, if a student is seeking Medical Law and Ethics tutoring, select Health Sciences Other from the drop down.

- Class Modality– remember that you may have students from any one of our campuses, so not all of the students are online. Be sure to ask the student if they are in an online, residential, or blended course, then choose the drop down accordingly.
- Ask your student what his/her instructor’s name is and enter it into the Instructor Name field.
- Primary Support– please select the option that you feel best fits with the kind of assistance that you are providing the student. Most often if you are helping them with course work or concepts, you can select “Content.”
- Session Details– you are not required to fill out this part, but if you feel like there is any information that is important to note, you can include it here.
- Rubric Score– can be left blank.
- Finally, click Submit at the bottom of the page and your session will be recorded.
- ***Please be sure to double check your date, start and end time to be sure that they are accurate!