



# User Guide

## What is Brainfuse?

Brainfuse is based in NYC and for over a decade, has developed and provided virtual learning solutions for schools, colleges, universities, libraries, government agencies, and individual subscribers. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better educational experience for learners of diverse backgrounds. Brainfuse helps students reach their academic goals by connecting them with qualified eTutors anytime, anywhere. Students can also initiate and organize online meetings for peer-to-peer and instructor-led learning. Brainfuse platform gives power to students, instructors and administrators to manage learning outcomes better by streamlining the latest virtual learning technology.

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## How to Access Brainfuse

> Check with your college/institution.

**Live, online tutors in** Accounting ▪ Economics ▪ Finance ▪ Biology ▪ Chemistry ▪ Physics ▪ MS Office ▪ Math ▪ Reading ▪ Spanish ▪ Statistics ▪ Writing ▪ Anatomy & Physiology

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### > SYSTEM REQUIREMENTS

- Windows 2000, XP, ME, Vista, Windows 7, Windows 8; All MAC computers.
- 64 megabytes (MB) of RAM
- Active Internet Connection
- Java Version 5 or Above

### > TROUBLESHOOTING TIPS

- Download the latest Java if experiencing issues.
- Restart the computer.
- Open a new browser.

### > BRAINFUSE TECHNICAL SUPPORT

- Send email to [support@brainfuse.com](mailto:support@brainfuse.com) or call toll-free at 1-866-272-4638, Ext. 510.

## BRAINFUSE Homepage

Brainfuse Homepage is the starting point for choosing your area of academic need.

The screenshot shows the Brainfuse HelpNow homepage. At the top left is the Brainfuse logo with 'HelpNow' in a large, bold font. Below the logo is a navigation bar with links for 'Home', 'Expert Help', 'Study', 'Collaborate', and 'Adult Learners'. A blue banner across the middle of the page states 'Tutors are available'. The main content area is divided into three columns. The left column is titled 'Expert Help' and lists services: Live Tutoring (live online help from expert tutors), SkillSurfer (live skills building and a library of lessons, videos, tests and more), Writing Lab (expert online writing assistance), Send Question (send a question and get expert help), and Language Lab (live help for language learners). The middle column is titled 'Study' and lists: LEAP Learning Platform (diagnostic test center with customized study plans, lessons, and live tutoring) and FlashBulb™ (create and share flashcards, tests, and games). The right column is titled 'Collaborate' and lists: MEET™ (schedule sessions with friends in our private virtual study room) and Brainwave™ (create and share movie-like notes and ideas). On the right side of the page, there is a 'My Account' dropdown menu with a 'Login' button above it. The dropdown menu includes options: 'Login', 'My Account', 'My Past Sessions', 'My Message Center', 'My Tests', 'My Calendar', and 'My Brainwaves'. Below these are links to 'My Tests' (view your scheduled tests and results), 'My Calendar' (view your scheduled sessions), and 'My Brainwaves' (personal and shared Brainwave library).

### >> EXPERT HELP

Experience personalized eLearning by connecting with a live tutor.

- **Live Tutoring:** Choose the subject to get a live tutor.
- **SkillSurfer:** Live skills building and a library of lessons, videos, tests and more
- **Writing Lab:** Upload and submit essays, short paragraphs, or any form of writing for feedback from Brainfuse tutors.
- **Send Question:** Ask math, science and other academic questions for feedback from Brainfuse tutors.
- **Language Lab:** Learn Spanish from a live tutor.

## >> STUDY

Powerful self-assessment and online learning tools featuring Flashbulb.

- **LEAP:** Receive intensive college readiness tutoring through practice quizzes and live tutoring.
  - **GRE:** Choose GRE practice tests, access study resources and connect with a live GRE tutor.
  - **Compass Prep:** Select Compass practice quizzes, access resources and connect with a live tutor.
  - **Accuplacer Prep:** Select Accuplacer practice quizzes, access resources and connect with a live tutor.
  - **Flashbulb:** Create and share interactive learning games/flashcards.
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## >> COLLABORATE

Form study groups, hold virtual office hours, work on class projects, and share knowledge with peers and instructors using **Meet** and **Brainwave**.

- **Meet:** Schedule a live study group session with peers and teachers. Participants receive the invite in their email inbox and simply click on the **Meet** link to join the organizer. Participants need not be Brainfuse users.
- **Brainwave:** Record movie-like whiteboard sessions for class projects, or any other concepts that involve motion and sequencing.

**LEAP** test center helps build critical academic skills through targeted tutoring and lessons. LEAP offers a detailed study plan complete with a tracking chart after completing a diagnostic test.

## Welcome to Leap

LEAP helps you build academic skills through targeted lessons, quizzes, and live, online tutoring. LEAP creates your learning plan based on a skills assessment that you take at the beginning of the course. To begin learning, click on the link to one of the courses assigned to you in the "Pending Courses" section below. You can also click a completed course to review your work.

### Pending Courses

Course	Begin Course
Basic Math 1	<a href="#">➔</a>
Basic Math 2	<a href="#">➔</a>
College Readiness Writing Test	<a href="#">➔</a>
College Readiness Math 1	<a href="#">➔</a>
College Readiness Math 2	<a href="#">➔</a>
Reading and Writing Strategies 1	<a href="#">➔</a>
Reading and Writing Strategies 2	<a href="#">➔</a>

Learning Account Features

- My Account**
- My Past Sessions**
- My Message Center**
- My Tests**
- My Calendar**
- My Brainwaves**
- My CloudPack**

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## Learning Plan

Basic Math 1

**Your Learning Plan**

Your learning plan helps you master academic skills through lessons, quizzes, and live tutoring. LEAP will track your progress as you study.

**Get Live Tutoring**

Click "Live Help" next to each topic to get expert assistance from a live online tutor. You will connect with your tutor via an online classroom that lets you type and draw in real-time.

Skills	Progress	
Order of Operations	0%	Live Help
Arithmetic	0%	Live Help
Rounding and Estimation	0%	Live Help
Prime Factorization	0%	Live Help
Square Roots	0%	Live Help
Decimals	0%	Live Help
Fractions	0%	Live Help
Ratio and Proportion	0%	Live Help
Percentage	0%	Live Help
Conversion	0%	Live Help
Geometry	0%	Live Help
Linear Equations	0%	Live Help
Interpret Data	0%	Live Help
Coordinate Geometry	0%	Live Help

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## Your Lessons

Order of Operations	
Arithmetic	<b>Mini Quiz - Order of Operations</b> College Algebra
Rounding and Estimation	<b>Add Whole Numbers</b> Review how to add whole numbers and recognize key words that call for addition.
Prime Factorization	<b>Subtract Whole Numbers</b> Review how to subtract whole numbers.
Square Roots	<b>Lesson - Divide Whole Numbers</b> Review the three different ways to write division problems and practice dividing whole numbers.
Decimals	<b>Lesson - Order of Operations</b> Review how to proceed when an expression has more than one mathematical operation.
Fractions	<b>Order of Operations [CC] (Video)</b> Review the steps to follow when you need to use more than one operation.
Ratio and Proportion	
Percentage	
Conversion	
Geometry	
Linear Equations	
Interpret Data	
Coordinate Geometry	

Click on the **LEAP** icon from the main menu page as shown on the right and select the practice test.

After completing the practice test, the list of targeted lessons, videos and mini quizzes appears along with the individualized progress chart as shown below.

Each time a lesson, quiz or a video is viewed and checked off as completed, the colors on the chart will change to show progress. To redo the practice test or any of the mini quizzes, click on the **My Tests** link found at the top of the page.

\*When connected with a live tutor, be sure to clearly state the question or the lesson so that the tutor can assist more effectively.

## BRAINFUSE – *personalized eLearning*

The screenshot displays the Brainfuse HelpNow website interface. At the top left is the Brainfuse logo and 'HelpNow' text. The navigation bar includes 'Home', 'Expert Help', 'Study', 'Collaborate', and 'Adult Learners'. A blue banner across the top reads 'Tutors are available'. The main content area is divided into three columns: 'Expert Help', 'Study', and 'Collaborate'. The 'Expert Help' column lists 'Live Tutoring', 'SkillSurfer', 'Writing Lab', 'Send Question', and 'Language Lab'. The 'Study' column lists 'LEAP Learning Platform' and 'FlashBulb™'. The 'Collaborate' column lists 'MEET™' and 'Brainwave™'. On the right side, there is a 'My Account' sidebar with a 'Login' button at the top, followed by a 'My Account' button being clicked by a mouse cursor. Below these are links for 'My Account', 'My Past Sessions', 'My Message Center', 'My Tests', 'My Calendar', and 'My Brainwaves'. Further down, there are sections for 'My Tests', 'My Calendar', and 'My Brainwaves' with sub-links like 'View your scheduled tests and results' and 'View your scheduled sessions'.

- **My Account:** Shows account information.
- **My Past Sessions:** Complete record of all previous sessions including Meet sessions. From this page, users can replay and email favorite sessions to others.
- **My Message Center:** Complete history of all of the questions sent to and received from Brainfuse tutors.
- **My Tests:** Full record of all past and current practice quizzes.
- **My Calendar:** Displays all confirmed prescheduled sessions with Brainfuse tutors as well as any Meet sessions scheduled by the student.
- **My Brainwaves:** Shows all of the Brainwaves that you created. You can also access Brainwave library which is a searchable database where the user can search for an existing Brainwave on a particular problem or a question created by other Brainwave users.
- **My CloudPack:** Create files or upload images, links, documents and load them onto the whiteboard. First, save the files in My CloudPack as shown in the screenshot above and then click on the CloudPack icon on the whiteboard to upload the files onto the whiteboard.

## How do I use the Whiteboard?

> 2 types of whiteboards: **Regular** and **Meet**. The regular whiteboard is pictured below and it's the one used most frequently by students. Let's first review the student whiteboard features. Note that both types of whiteboards expand infinitely horizontally and vertically. No limit on how much you can put on the whiteboard.

The screenshot shows the Brainfuse Whiteboard interface. At the top, there's a browser window with the title 'Brainfuse Whiteboard - Google Chrome' and the URL 'www.brainfuse.com/students/gettutor.asp?lstSubjects=373&catID=112688&code=09CC77CB&loginType=IA&se'. Below the browser window is a toolbar with icons for print, file share, email, and cloud storage. The main area is a large whiteboard. At the bottom, there are sections for 'Participants' (listing Rosy and James) and 'Chat' (showing messages from Rosy). A 'Talk' section with a microphone icon is also visible.



**PRINT:** Print



**File Share:** Upload and share files with live tutors





**SEND SESSION:** Email the session replay to yourself or others



**CLOUPACK:** Create files or upload images, links, documents and load them onto the whiteboard



**PENCIL:** Write/Draw



**ERASER:** Erase



**TYPE:** Type



**FONT:** Change the font size and style.



**COLOR PALETTE:** Change the color of what you type, draw or insert as shapes/symbols.



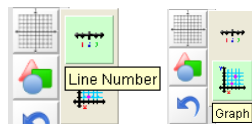
**Copy/Paste:** Copy/paste text and images.



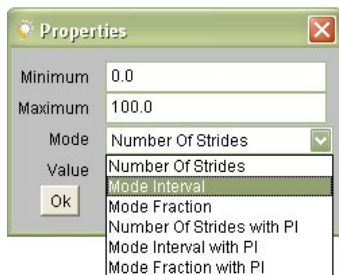
**LINES:** Draw straight lines



**Number Line & Graphing**



To change the numeric settings, simply double-click on the “Line Number” or the “Graph.”



Avoid “strides” and select “Interval” or one of the other options.



**SHAPES:** Common geometric shapes and math symbols. Shapes and symbols are easy to resize.



**UNDO:** Undoes the very last thing done on the whiteboard.



**MATH and SCIENCE SYMBOLS:** Be sure to put the cursor on the whiteboard so that the symbol can appear. Click on the Font and Color Palette to change the symbol size and color.





**Superscript and Subscript:** Simply click on the icon to type in superscript or subscript and then click on the **abc** icon to resume normal typing.



**Delete**

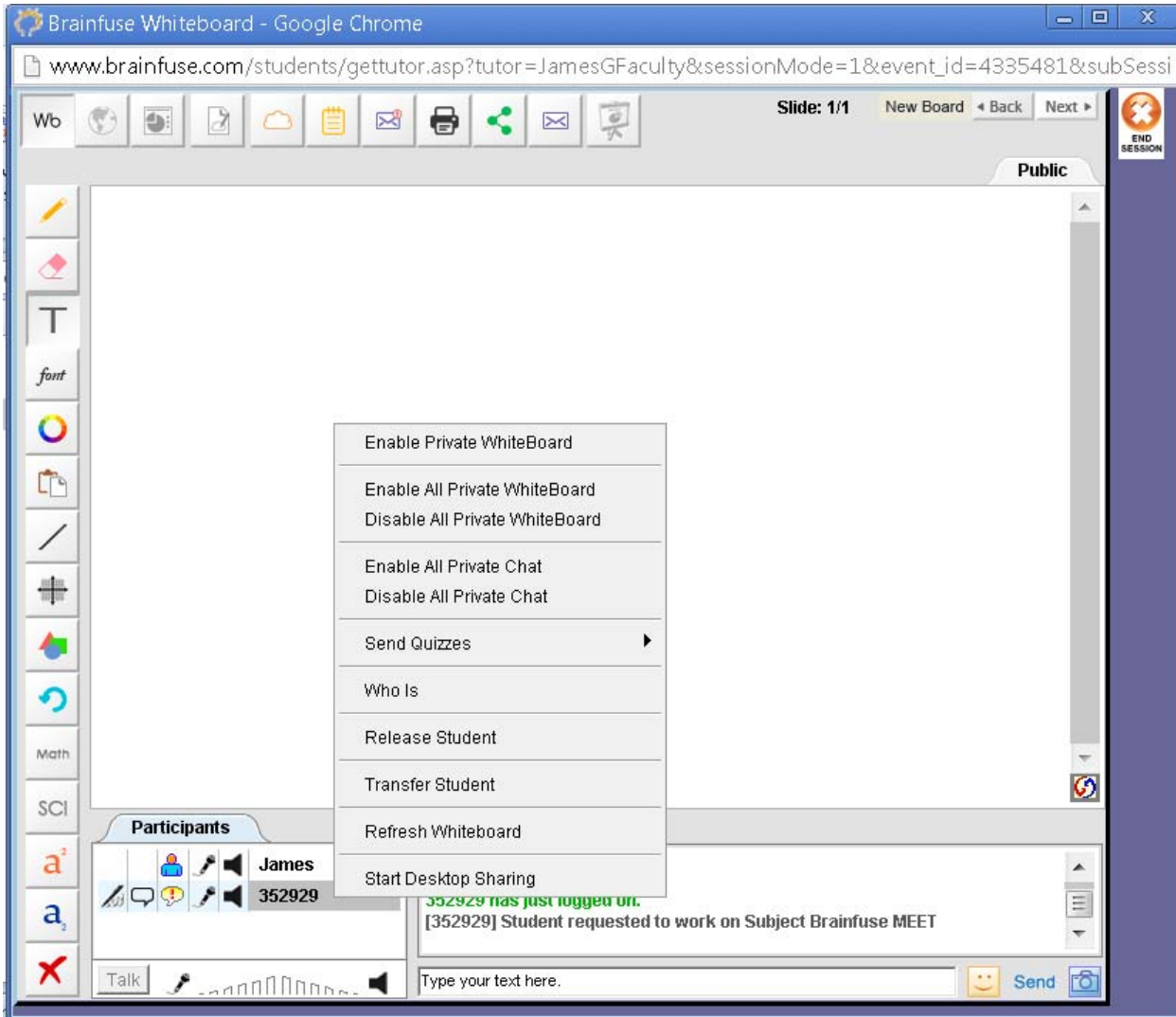
## \*HOW TO SCREEN CAPTURE:

- > Press **ALT+Print** on PC's. Then click on the  icon to paste the captured screen on the whiteboard. Or, use any commonly available screen capturing tool like the "Snipping Tool" found on many PC's.
- > Press **Command+Ctrl+Shift** on MAC's. Then click on the  icon to paste the captured screen on the whiteboard.

**\*\*Audio is not used with Brainfuse tutors but is available on the Meet whiteboard.**

> Let's now take a look at the **Meet** whiteboard.

## MEET Whiteboard



**Meet** whiteboard is the whiteboard that opens up when the organizer of a **Meet** session (see page 3 for an explanation of the **Meet** feature) enters the scheduled online session. Those who are invited to the **Meet** session use the regular student whiteboard. Most of the features of the **Meet** whiteboard are the same as the student whiteboard with few exceptions:

- **Meet** whiteboard is designed to accommodate group sessions. For this reason, when the **Meet** organizer right clicks on any one of the participant's username, "private/public" options appear as shown in the screenshot. **Private Whiteboard** means that the participant will have his/her own whiteboard and literally be in

his/her own separate, private classroom without other participants seeing what he/she is doing. **Private Whiteboards** appear as separate tabs next to the **Public Whiteboard** tab.

- **Disabling all private whiteboards** brings everyone to the **Public Whiteboard** where everyone can see what others are doing on the whiteboard.
- The **default chat mode is private** so select **Disable All Private Chat** if you, as the organizer, want everyone to chat with each other.
- **Send Quizzes** is for the organizer to “push” any tests already selected by the participant so that the test opens up on the participant’s side. The participant must be a Brainfuse user to select tests from the **Test Center**. Essentially, **Send Quizzes** feature is restricted to participants who also happen to be Brainfuse users. Chief benefit of this feature is to allow the participant to review test questions while being online with the **Meet** organizer who may be an instructor or a tutor from the college/university.
- **Who Is** allows the organizer to view any previous tests taken by the participant and the organizer can use the test results for a more effective study session.
- **Transfer Student** feature is generally not used unless it’s in a very large online study group setting where there are many other organizers to whom the participant may be transferred to if the original organizer is unable to help the participant.
- Audio is available on the **Meet** whiteboard for both the organizer and the participant. Press to talk.
- **Meet** attendees use the regular student whiteboard. **Meet** whiteboard is for the **Meet** organizer (Brainfuse user who schedules the **Meet** session).

# Questions?

> Call Brainfuse at **1.866.BRAINFUSE** (1.866.272.4638).

> Or, email us at **info@brainfuse.com**.

> When emailing Brainfuse, please provide the following:

- Your Full Name/Brainfuse Username
- Email Address
- Phone Number
- College/Institution Name