

## How to Enter an eChat

**Before you Begin** – You will need to be logged into eTutoring with your username and password. You will also need to turn your [pop-up blockers off](#).

**Step 1** – From your Homepage, look at **Today's Available Tutors** to see what tutors are on **today**, and at what time.

The screenshot shows the eTutoring interface. At the top, there is an 'eChat' section with a person icon and the text 'Chat with a tutor for a particular subject. See who's available right now.' Below this is a link: 'No eTutor available for your subject? Try an eQuestion!'. Underneath is a box for 'Figuroa, I - 0 Student(s) in Room' with the subject 'Research Methods and Information Literacy'. Below that is a headset icon and the text 'Let your voice be heard - Learn More About Using Audio!'. The main section is 'Today's Available Tutors' with a calendar icon and the text 'View Today's Available Tutor Schedule'. It lists three time slots: '8:30 AM - 11:00 AM' with subject 'Research Methods and Informati', '2:00 PM - 4:00 PM' with subject 'Research Methods and Information Literacy - Floyd, LaNina', and '4:00 PM - 6:00 PM' with subjects 'Math - Bourgeault, Tricia' and 'Calculus - Bourgeault, Tricia'. Below these is a fourth time slot '6:00 PM - 8:30 PM'. At the bottom, there are links for 'Tutor Schedules: This Week | Next Week'. Red arrows point from the 'eChat' section to the 'Today's Available Tutors' section, and from the 'Today's Available Tutors' section to the 'This Week' and 'Next Week' links. Two callout boxes provide instructions: one pointing to the time and subject information, and another pointing to the weekly schedule links.

**eChat**  
Chat with a tutor for a particular subject. See who's available right now.

No eTutor available for your subject? [Try an eQuestion!](#)

**Figuroa, I - 0 Student(s) in Room**  
Research Methods and Information Literacy

Let your voice be heard - [Learn More About Using Audio!](#)

**Today's Available Tutors**  
View Today's Available Tutor Schedule

8:30 AM - 11:00 AM  
Research Methods and Informati

2:00 PM - 4:00 PM  
Research Methods and Information Literacy - *Floyd, LaNina*

4:00 PM - 6:00 PM  
Math - *Bourgeault, Tricia*  
Calculus - *Bourgeault, Tricia*

6:00 PM - 8:30 PM

Tutor Schedules: [This Week](#) | [Next Week](#)

**This box shows tutors who are available today, and their time and subject.**

**These are links to weekly schedules**

The arrows at the bottom point to links for this week's and next week's overall schedule so you can plan when you can work with a live tutor.

**Step 2** – If there is a tutor currently working, he or she will be listed in the eChat Box.

**eChat**  
Chat with a tutor for a particular subject. See who's available right now.

No eTutor available for your subject? [Try an eQuestion!](#)

**Floyd, L** - 0 Student(s) in Room  
Research Methods and Information Literacy

**This box shows that a tutor is currently working and in which subject**

**Step 3** – to enter this tutor's chat room, click on the tutor's NAME

**eChat**  
Chat with a tutor for a particular subject. See who's available right now.

No eTutor available for your subject? [Try an eQuestion!](#)

**Figueroa** - 0 Student(s) in Room  
Research Methods and Information Literacy

**click on the Tutor's Name to enter the chat room**

**Step 4** – This will open a new window to your tutor's chat room. You may have to click "install" if this is your first time using our live chat, but you will not need any external software.

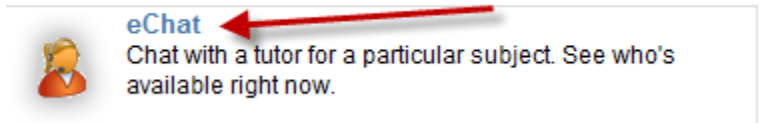
**Step 5** – Once you are in your chat room, if the tutor is currently working with another student, we ask that you be patient and wait until they are done.

When it is your turn, you will be able to use audio to speak with your tutor if you are using audio or you can chat by typing into the chat screen. If this is your first time using audio, please read our guide to audio found in your **Resources** section on your eTutoring homepage.

**Resources**  
Online learning material to help you succeed in your studies.

## If you need confirmation of your eChat:

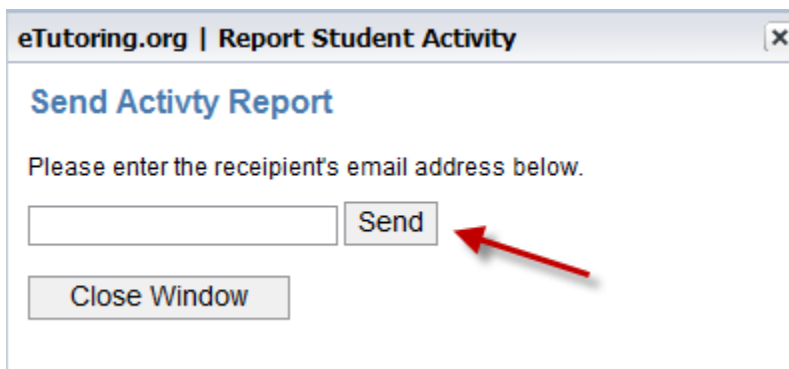
From your eTutoring homepage, Click on eChat, this will bring you to an archive of your chat sessions.



Click on Report Activity next to the chat you want a record of.

Username	Tutor	Chat Start	Chat End	Session Length	Action
Cagg, Carolyn	Ulrich, Clem	09/15/08 12:14 PM	09/15/08 12:14 PM	0 min.	<a href="#">Report Activity</a>
Cagg, Carolyn	McCormack, George	09/15/08 12:14 PM	09/15/08 12:14 PM	0 min.	<a href="#">Report Activity</a>

Enter your email address into the box and click Send.

A screenshot of a web browser window titled 'eTutoring.org | Report Student Activity'. The window contains a form titled 'Send Activity Report'. Below the title, it says 'Please enter the recipient's email address below.' There is an empty text input box followed by a 'Send' button. A red arrow points to the 'Send' button. Below the input box and 'Send' button is a 'Close Window' button.