This is an overview of the eTutoring platform, showing you how to log in, ask a tutor a question (eQuestion), and submit a draft of a writing assignment for a tutor to review (eWriting Lab).

To log in or create a new account

Using any internet browser, go to http://www.etutoring.org
(Note: not ‘etutoring.com’)
From the “New and Returning Students,” screen click on the "Login Now!" button:

In the “Student and Consortium Login” window, click on “Northeast eTutoring Consortium” then from the drop-down menu choose “Manchester Community College”: 
Enter your Username and Password

1. For the Username, use your NetID (ex. 01234567@student.commnet.edu).
2. For the Password, enter “etutoring”
3. Click the “Sign In” button.

You will have the opportunity to change your password after the first login. You may use your NetID password or create another password.

(Note: eTutoring is not connected to myCommNet. Changing your password in one will not change it in the other.)

Edit your user profile

Fill in the information requested.

Use a valid email address

Your Student ID is your NetID
Your Password is “etutoring”

Check the “I agree . . .” check box.
Then click the “Join eTutoring” button:
The eTutoring Homepage

The homepage is displayed here. You can navigate using the tabs at the top, or by clicking on the selections in the page.

The primary functions are:

- eChat
- eQuestions
- eWriting Lab

eQuestions

You can post a question to a tutor in a variety of subjects. Click the “eQuestions” tab near the top of the page. A window will appear with the following message:

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**Before you submit your eQuestion, please keep in mind:**

- **eTutors will not** answer your homework, quiz or test questions.
- **eTutors will help** you develop strategies to find answers or resolve problems on your own. They will not solve any math, statistics, or chemistry problems for you.
- **Please do not** post a math problem or equation without describing specifically what you do not understand, or where you think you are getting stuck. The more information you share with eTutoring, the better we can help you!
- **While we appreciate** your thanks, do not send them via a follow up eQuestion (this can count against your school’s usage of the program). If you wish to send thanks, or any other comments, please use the Support link at the very top of each page. We welcome and encourage your feedback.

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Once you have read all of the policy text and are ready to proceed, click on the "X" in the upper right hand corner to close the window.

Selecting the checkbox for “Keep this window closed…” will prevent this message box from reappearing. Alternatively, click on the "X" in the upper right-hand corner to close the window.
To post a new question, click on “Post a New Question”:

Select the subject from the drop-down menu:

Fill in the form describing: your question, what steps you have already taken, and where you are having difficulty:

The more information you can give the eTutor, the better he or she can help you.

When you are finished click the “Submit your eQuestion” button:
eWriting Lab

Through the eWriting Lab, you can ask tutors to review a draft of a writing assignment. The tutor will return your draft with mark-ups and suggestions for improvement.

Be sure that the document containing your writing is in one of these formats:

- .doc (Word 2003)
- .docx (Word 2007)
- .rtf (Rich Text Format)

Save and close your document before submitting.

Click the “eWriting Lab” tab near the top of the page. A window will appear with the following message:

Before you submit your paper, please remember:

- Our eTutors will not edit, correct, proofread, or rewrite your paper, but they will gladly give you feedback on those areas where they think your writing can be improved.
- Our eTutors will review up to three drafts of an assignment. After receiving three reviews of your paper, please do not submit the same assignment again for further assistance. If you feel you need more help, please contact your instructor.

There is a chance that your paper could be returned to you without any tutor comments if any of the following happens:

You send it in a format this platform cannot accept. Be sure your paper is saved as a Word document (.doc or .docx) or in Rich Text Format (.rtf).

1. You submit a second or third copy of your assignment without using your prior eTutor's suggestions to create a new draft of your work.
2. You send a copy of the same assignment before receiving an eTutor's response to the first submission.
3. You send more than 3 drafts of the same assignment to eTutoring.org. You are limited to 3 eTutor responses to a single assignment.

Click on one of the links below for more information on your submissions:

- How to Write an Effective Essay
- Tips for Papers other than “Essays”

Once you have read all of the policy text and are ready to proceed, click on the "X" in the upper right hand corner to close the window.
eWriting Lab

Select the appropriate button:

![Submit New Writing Assignment](image1)
![Submit 2nd or 3rd Draft](image2)
![View Writing Assignments Archive](image3)

NOTE: Your institution only allows 2 OPEN Writing Samples at a time. You currently have 0 open writing samples.

Fill in the form describing the assignment and what specific help you’d like. The more information you can give the eTutor, the better he or she can help you:

![eWriting Student Submission Form](image4)

Upload a New Writing Assignment:
In order to upload a first draft of your assignment to a tutor, you will need to fill out the form below. Please provide as much information as you can in the submission form. The more your eTutor knows about your assignment and the help you need, the better s/he can assist you with your work.

To upload your document, click the “Browse” button and navigate to the folder where you saved it on your computer. When you have finished uploading your document click the “Submit Your Writing Assignment” button:

![Upload Your Assignment](image5)

* It is important that you close your paper before submitting.

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