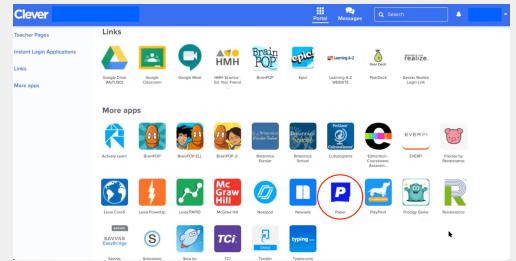# How to navigate the Paper platform

1 You can access Paper with your single sign-on via Schoology or Clever - just click on the Paper logo
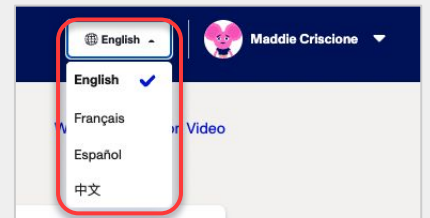
2 The first time you login, you will have to:

★ Sign the student code of conduct
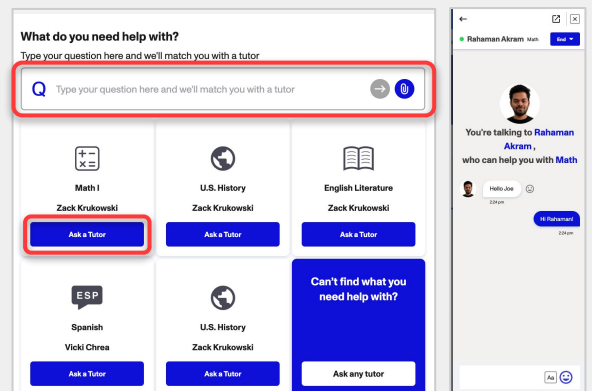★ Setup your learner profile by answering a few questions

3 You can set your **language preference** in the top right of your screen
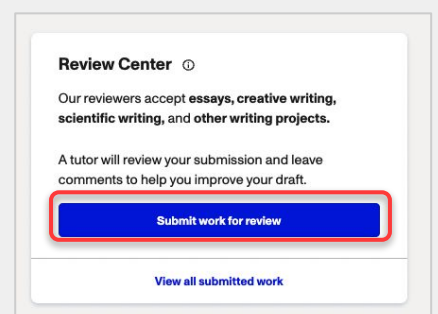
4 Start a Live Chat session with a tutor by selecting a **subject tile** or by entering their question in the **question matcher** at the top

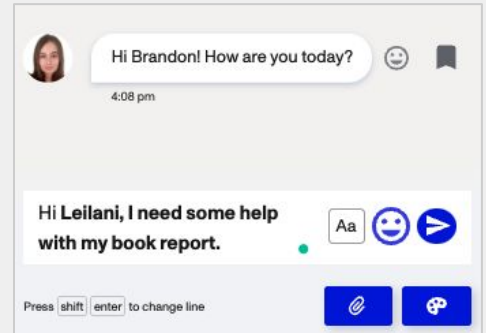**TIP**: You can also start a chat by clicking the "**P**" Chrome extension button

5 You can submit written work for feedback by clicking "**Submit Work for Review**" on the right-hand side of your screen
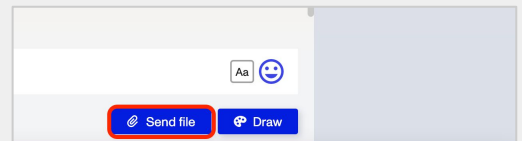
Get Live Help with a Paper tutor

Once you open a live-chat session, you can:

1 Ask your tutor a question about your work

Hi Brandon! How are you today?
4:08 pm

Hi **Leilani, I need some help with my book report.**

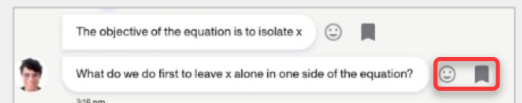Press shift enter to change line

2 Share files and images by clicking **Send File**

3 Work with a tutor on a whiteboard by clicking **Draw** in the lower right corner of the chat session
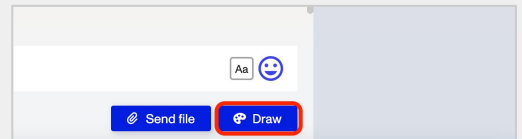
**4** Bookmark moments to review later by clicking the **bookmark icon** next to each chat bubble

The objective of the equation is to isolate x

What do we do first to leave x alone in one side of the equation?

You can end the session at any time by clicking **End Session** in the top right.

PAPER
Dashboard | Chat | Review Center
English ▾ | Maddie Criscione ▾

Juan Sebastian
Math

Search | End Session

Clear Whiteboard | close ✕

who can help you with **Math**

Q 3x - 20 = 60

Hi Maddie! How are you doing?
3:14 pm

Hi! Great, thank you. Could you please help me with 3x - 20 = 60
3:15 pm

Sure!

The objective of the equation is to isolate x

What do we do first to leave x alone in one side of the equation?
3:16 pm

That makes sense! Let me see
3:16 pm

$$3x - 20$$
$$+20$$

Press shift enter to change line

Send file | Draw

Send

Sending files in Live Help

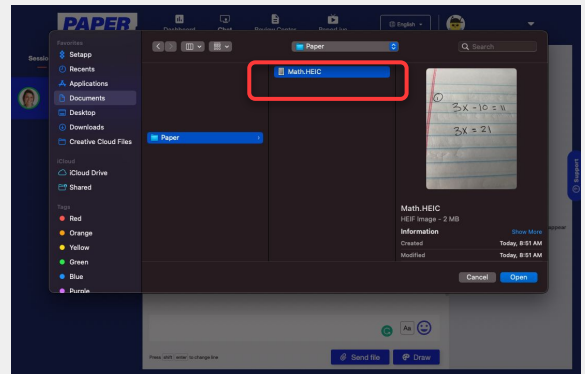In a live session, you'll be able to send files to your tutor for help:

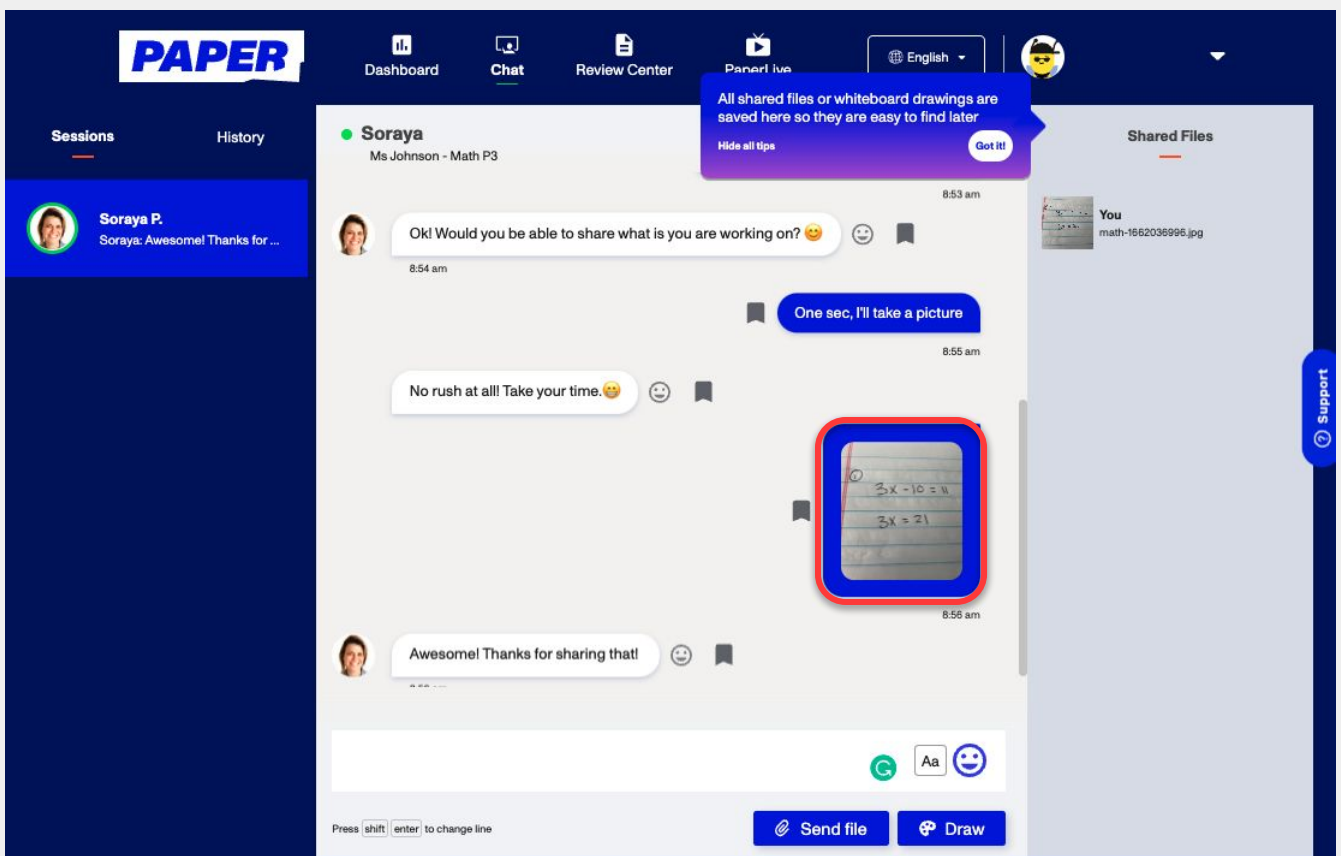**1** Share files and images by clicking **Send File**
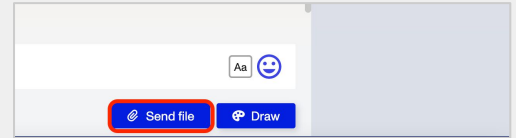
2 Search for and select the file you want to send to your tutor on your computer
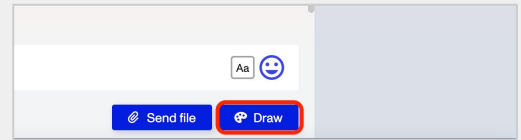
This screen might look different on your computer.

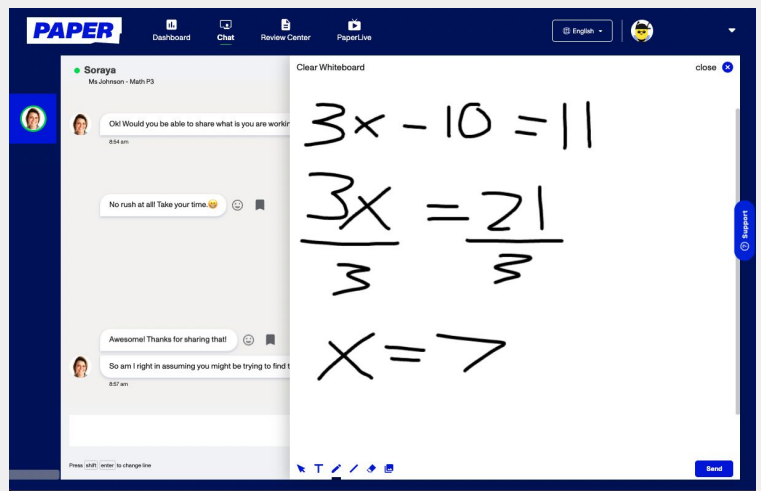**3** Share the file with your tutor to show them what you're working on

Using the whiteboard
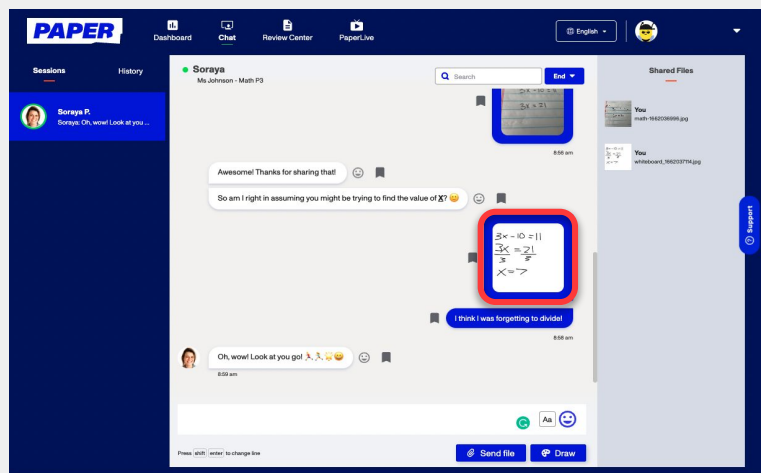
Once you open a live-chat session, you can:

1 Work with a tutor on a whiteboard by clicking **Draw** in the lower right corner of the chat session

2 That opens the whiteboard where you can use your mouse to draw out your work

3 After seeing your work, your tutor can give feedback or suggestions as you work towards the answer

PAPER

Submit written work to a Paper tutor

1 You can upload work as a **Google Drive file** or a **file from your computer**

Submission details

Our reviewers accept essays, creative writing, scientific writing, and other writing projects.

Drag & drop file here
or choose a file to upload

[Browse Files] [Google Drive]

All Google Docs, Google Spreadsheets, .pdf, .doc, .docx, .rtf, and .txt file types are supported.

2 Once you click "Browse Files" or "Google Drive" you'll be able to select your work

Select a file ✕

Files

UpdatedLAUSD | BTS Slides | About Our Tutors... | Paper_LiveHelp.p... | Paper's Unlimited Pricing Model

2022-07-19-paper... | Updated Slides | PaperLive Poster ... | Brandon 1:1 | Tutor Differentiati...

[Select] [Cancel]

3 After that tutors will need you to give them this info:

★ **Teacher's instructions**
★ **Any questions or specifics** you need help with

What is the title of your uploaded work? *

What language is your writing in? *

English

What are your teacher's instructions for this assignment? Help your tutor understand what your teacher expects from your work.

Add written instructions, and/or upload an instruction file.

[Browse Files] [Google Drive]

Let your tutor know what you need help with. What question(s) do you have? What have you tried so far? *

The more you tell your tutor, the better they'll be able to help you.

4 Once that info is filled out, click "Submit for review" and your work will be sent to a tutor for review.

[Cancel] [**Submit for review**]

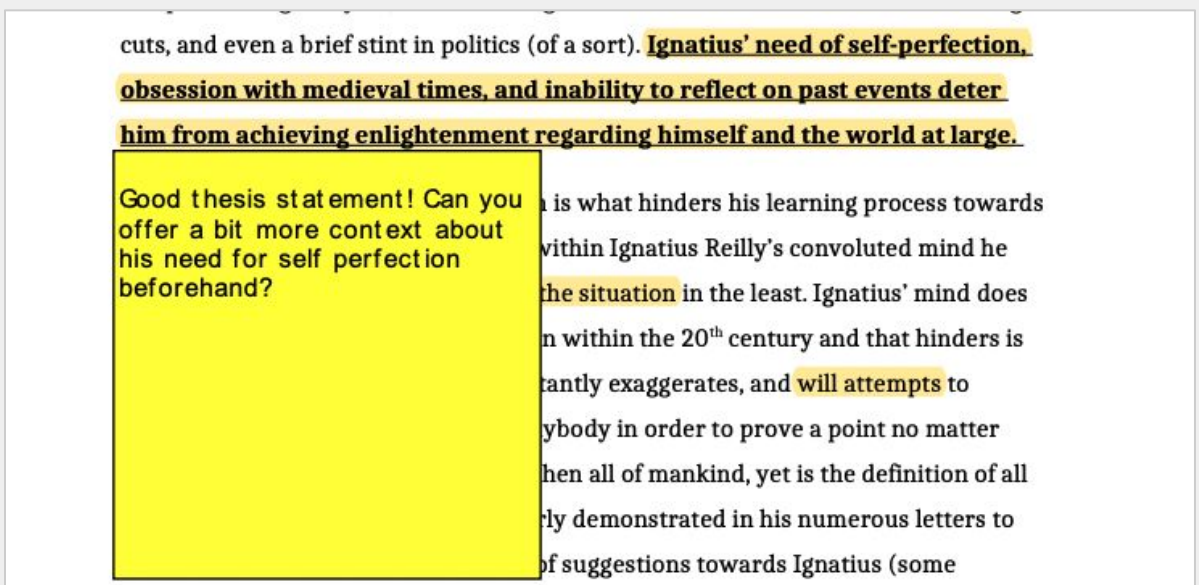**5** Once the work is reviewed, you'll get a notification that your written work has been reviewed by a tutor

★ You can access feedback by clicking the Review Center tab and selecting Download Reviewed File
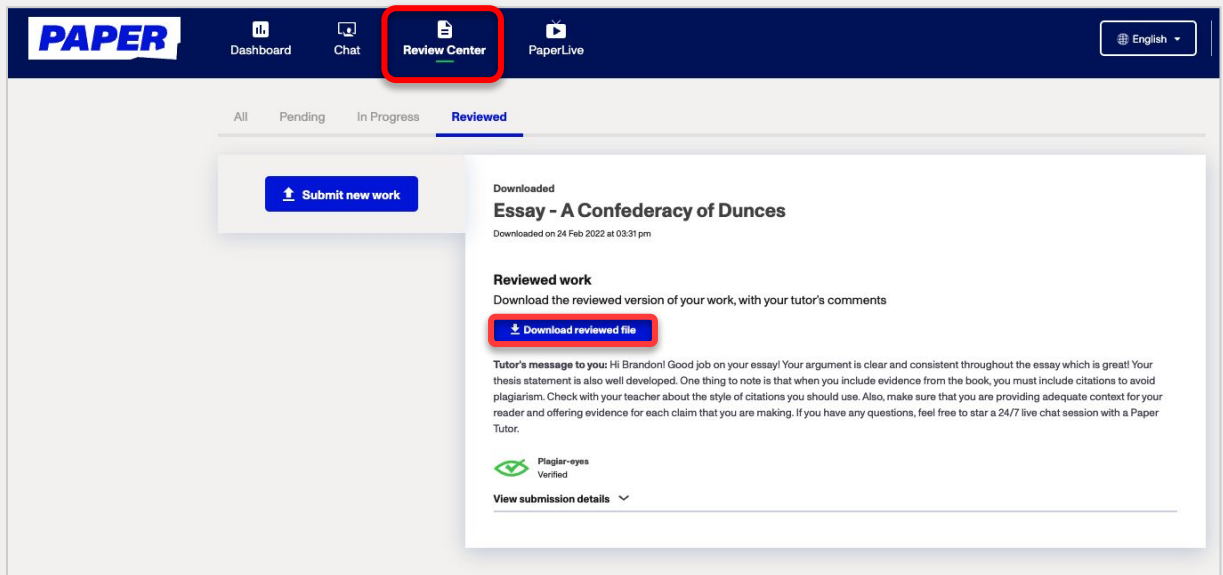
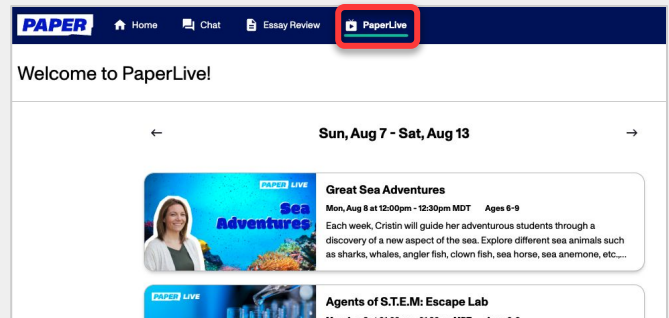**6** Feedback from your tutor will appear as annotated notes.

Sign up for live, interactive shows

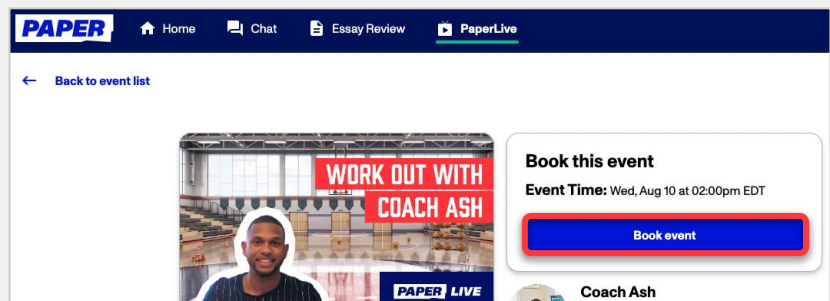**1** Click **PaperLive** on the top of the student's screen to view the schedule of shows for the week

2 Select the show that you're interested in

3 Sign up to view the show by clicking **Book Event**

4 After signing up, your parents/guardians can add a reminder to their **calendar**.

At the time of the event, you can select the **Join Zoom** button, or click the Zoom link from the calendar invite.