

**Calculus Online Tutoring Center** is designed to give you online help. You can contact a tutor by posting a question in the appropriate forum or starting a chat. The tutor should respond within 10 minutes.

Tutors are available from 8pm -10pm, Sunday through Thursday, starting February 5, 2012.

### **How to Use a Forum**

Find the appropriate Forum name for your question. If there is none, click on "Start a New Forum."

To post a new thread in a forum

Click the forum's link then click the "Add a new discussion topic" button at the top of the list of threads.

Give the thread a title in the Subject heading.

Type your post in the Message section.

Check your post for errors then click the "Post to forum" button at the bottom. You will have 30 minutes to edit your post after posting.

Be sure to change the Subscription setting to reflect your preference—if you want to receive emails of every post to the forum, set it to "Send me email copies of posts to this forum." If not, set it to "I don't want email copies of posts to this forum."

To reply to a thread, click on the name of the thread in the forum, and click the "Reply" link at the bottom right of the post to which you want to reply. The fields are the same as they are for making a new thread.

You can change whether you're subscribed to a given forum at any time by clicking on the name of the forum, then clicking the "Subscribe/Unsubscribe me from this forum" link in the top right of the window .

### **How to Start a Chat**

Click "How to chat with a tutor" below to enter the chat room.

The chat room will open in a new window on top of the Moodle page.

Note that all participants in the Chat Room will appear on the right and all messages will appear on the left.

To type a message, click in the text box at the bottom, type a message, then press enter.

To exit the chat room, select the X at the right corner.

If there are any problems, please email [carol.shubin@csun.edu](mailto:carol.shubin@csun.edu)