

## How to prepare your computer for your first online tutoring with Brainiac Tutoring

1. For all online meetings with tutors, the student will need a **computer** (MAC or PC is fine) and possibly a cell phone.
2. Brainiac Tutoring has selected an App called BitPaper (similar to Zoom) to host online tutoring meetings. BitPaper is optimized for use with *Chrome*. Other browsers might work, but our experience is that Chrome is the best choice.
3. **Prior to the first online meeting with our tutor:**
  - a. Download Chrome, if necessary, prior to the first meeting.
  - b. Go to [www.bitpaper.io](http://www.bitpaper.io) and follow the online instructions to **create a free student account**.
  - c. Your tutor will send you an email with a web address (URL) from BitPaper, which is your personal whiteboard. Save this URL because you will use it each time you meet with your tutor. If you are working with multiple tutors, you will have a different URL for meetings with each tutor.
  - d. Create a bookmark for the BitPaper URL from your tutor(s). This way you can easily get to it for future online sessions
4. At the time of the meeting, click on your bookmarked LINK from your PC or MAC to bring you to your BitPaper “whiteboard”.
5. BitPaper provides an audio/video function. If your computer blocks it, you and your tutor will decide how to communicate during meetings. You might use a regular phone call, FaceTime, or WhatsApp on your cell phone, for example.
6. In general, you can expect the tutor to control the White Board. However, you are free to go back to your BitPaper after meetings to scroll through the notes, re-read, etc. Ask the tutor for help if you are not sure how to move through the pages.
7. If you would like the tutor to assist you with worksheets or content from a textbook, email your tutor the files (PDF files work best, but JPG files are also acceptable) **prior to the meeting, if possible**, so that the tutor can upload the files to BitPaper.
8. *Optional:* Some students enjoy writing on the screen during meetings. A student with a stylus and touch screen might be able to use that equipment. Alternatively, the student can purchase a device similar to what our tutors are using (Wacom Intuos Graphics Drawing Tablet, available at Amazon, BestBuy, Walmart, etc. for about \$79).