What is Brainfuse?
Brainfuse is based in NYC and for over a decade, has developed and provided virtual learning solutions for schools, libraries, colleges, and universities. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better educational experience for learners of diverse backgrounds. Brainfuse helps students and job seekers reach their goals by connecting them with qualified eTutors and job coaches anytime, anywhere. Users can also initiate and organize online meetings for peer-to-peer learning. Brainfuse learning platform gives power to students and job seekers to manage outcomes better by seamlessly integrating the latest online technology.

Who are your tutors?
Brainfuse tutors are screened, trained, and managed directly by Brainfuse. Our tutors are recruited from a diverse tutoring pool and include a mix of professional tutors, retired instructors, graduate students, and college faculty members. Only tutors with proven backgrounds in tutoring/teaching in their respective fields are hired by Brainfuse. Over 80% of tutors have a Master’s degree or a Ph.D. in their field.

Brainfuse regularly reviews and updates its tutor recruitment, training, and monitoring procedures to provide the highest possible online tutoring experience for students. We have a unique live monitoring system where tutor interaction with students is reviewed by a live monitor and immediate feedback is given for an ongoing professional development.

How do I get started?
To access Brainfuse, follow the directions below:

STEP 1

STEP 2

STEP 3

➢ SYSTEM REQUIREMENTS

Windows
Windows 95 and above
Active Internet connection
Java

Mac
Mac OS X and above
Active Internet connection
Java

➢ TROUBLESHOOTING TIPS

• Download the latest version of Java if experiencing technical issues.
• Restart the computer.
• Open a new browser.
Brainfuse HelpNow

Personalized eLearning

Brainfuse HelpNow is an all-in-one suite of tutoring services designed for a wide range of academic needs whether it’s tackling a tough homework problem, mastering a particular topic, or writing a paper. HelpNow services include expert academic tutoring and self-study tools to empower users to study at their own pace or collaborate with peers and teachers. Students access live, on-demand academic help and state-aligned skills building lessons from expert tutors. With HelpNow, tutors and students communicate in real time in our online classroom by typing, drawing, and marking-up lessons and web content. Plus, students can use our secure file sharing feature in the writing lab to submit writing assignments to our writing tutors any time of the day. The Brainfuse full-service test center offers practice tests for all levels in math, reading, and writing as well as college preparatory tests - including the SAT.
Expert Help
Experience personalized eLearning by connecting with a live tutor

- **Live Tutoring**: Students submit a question in our online classroom and receive live, one-on-one assistance from a Brainfuse tutor.
- **SkillSurfer**: Our skills building service helps students master a concept or skill through state aligned online lessons with a live tutor. HelpNow Skills Building has been designed for a variety of age groups and academic needs.
- **Writing Lab**: Our writing tutors help students become better writers by providing constructive feedback, and assistance usually within 24 hours of receiving a student’s submission.
- **Send Question**: Students submit questions via our online form and a tutor will respond usually within 24 hours to the student’s question.
- **Language Lab**: Students receive live online help with their Spanish language homework from our fluent Spanish-speaking tutors.

Study
Powerful self-assessment and online learning tools

- **LEAP Learning Platform**: Diagnostic test center with detailed study plans, lessons and live tutoring.
- **FlashBulb**: Users can access and create interactive learning games, quizzes and flashcards.
- **eParachute**: Use eParachute to discover your strengths and unique talents to map out your future career.

Collaborate
Form study groups, hold virtual office hours, work on class projects, and share knowledge with peers and instructors

- **Meet**: Schedule a live study group session with friends and instructors. Invitees receive the invite in their email inbox and simply click on the Meet link to join the organizer. Attendees need not be Brainfuse users.
- **Brainwave**: Record movie-like whiteboard sessions to record solutions to homework problems, class projects, or any other concepts that involve motion or sequencing.
Skillsurfer is an e-Learning service that helps students master a concept or skill through state aligned online lessons with a live tutor.

Click on Skillsurfer on the main menu on the Brainfuse homepage. Select a subject. Each subject is further divided into subcategories. Choose a subcategory to view its lesson videos and notes.

View online lesson videos or read lesson notes to learn a new skill or review a previously learned concept. Skillsurfer learning content is always available, so feel free to return and continue where you left off.
Writing Lab & Send Question

Brainfuse HelpNow is the first service of its kind to offer live and offline writing assistance:

The Writing Lab and the Send Question options give users the freedom to receive assistance at any time without the need to connect to a live tutor. Users can submit papers through the Writing Lab for a detailed feedback. Send Question option is for non-writing assignments such as math or science. All reviews and comments from our tutors are found and stored in the Message Center which is found on the student homepage.

- **Live Writing Assistance** (For immediate help) – Our tutors provide live help throughout the various stages of the writing process to help students with organizational structure, fluency, and coherence of ideas and style.

- **Writing Lab** (For more detailed help) – Students submit their writing through the Writing Lab. Our writing tutors will return the document with detailed, constructive comments usually within 24 hours. The purpose of this service is not to write or edit papers for students but to serve as a sounding board in order to help students better organize and present their thoughts. Our writing experts are trained to guide you in your writing, focusing on voice, word choice, grammar, content, sentence variety, and organization.
Leap Learning Platform

Leap is a diagnostic test center with customized study plans, lessons and live tutoring.

Welcome to Leap

LEAP helps you build academic skills through targeted lessons, quizzes, and live, online tutoring. LEAP creates your learning plan based on a skills assessment that you take at the beginning of the course. To begin learning, click on the link to one of the courses assigned to you in the “Pending Courses” section below. You can also click a completed course to review your work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Begin Course</th>
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<tbody>
<tr>
<td>Basic Math 1</td>
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<tr>
<td>Basic Math 2</td>
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<tr>
<td>College Readiness Writing Test</td>
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<td>College Readiness Math 1</td>
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<td>College Readiness Math 2</td>
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<tr>
<td>Reading and Writing Strategies 1</td>
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<tr>
<td>Reading and Writing Strategies 2</td>
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After completing the practice test, the list of targeted lessons, videos and mini quizzes appears along with the individualized progress chart.

Click on the LEAP icon from the main menu on the Brainfuse homepage and select a practice test (shown above).

Each time a lesson, quiz or a video is viewed and checked off as completed, the colors on the chart will change to show progress. To redo the practice test or any of the mini quizzes, click on the My Tests link found at the top of the page.
Brainfuse HelpNow
Personalized eLearning

- **My Past Sessions**: A record of all previous sessions including the Meet™ sessions. From this page, you can replay and email favorite sessions to others.

- **My Message Center**: A record of all questions/papers sent to and received from Brainfuse tutors.

- **My Tests**: Complete record of all past and current practice quizzes.

- **My Calendar**: Meet sessions that you schedule are listed here.

- **My Brainwaves**: All of the Brainwaves that you create are shown here. You can also use the Brainwave library which is a searchable database where you can search for an existing Brainwave on a particular problem or a question created by other Brainwave users.

- **My CloudPack**: Create files or upload images, links, documents and load them onto the whiteboard.
How do I use the Whiteboard?

There are 2 types of whiteboards: **Regular** and **Meet**. The regular whiteboard is pictured below and it’s the one used most frequently by students. Let’s first review the student whiteboard features. Note that both types of whiteboards expand infinitely horizontally and vertically. There is no limit on how much you can put on the whiteboard.

**Student Whiteboard**

![Student Whiteboard](image)

**Audio is not used with Brainfuse tutors but is available on the Meet whiteboard.**

**Top Panel (left to right)**

- **PRINT**: Print your current whiteboard
- **FILE SHARE**: Upload and share files with live tutors
- **SEND SESSION**: E-mail a replay of the session to yourself or others
- **CLOUDPACK**: Upload images, links, documents onto the Cloudpack and load them onto the whiteboard
Left Panel (top to bottom)

- **PENCIL**: Write/Draw
- **ERASER**: Erase
- **TYPE**: Type text
- **FONT**: Change the font size and style
- **COLOR PALETTE**: Change pencil/text color, or anything you draw or put on the whiteboard
- **COPY/PASTE**: Copy/paste text and images
- **LINES**: Draw straight lines
- **NUMBER LINE & GRAPHS**: Place a number line or a two axis graph on the whiteboard
  
  To change the numeric settings, simply double-click on the Line Number or Graph.

  Avoid Number of Strides and select Mode Interval or one of the other options.

- **SHAPES**: Common geometric shapes and math symbols
- **UNDO**: Undoes the last action on the whiteboard
- **MATH & SCIENCE SYMBOLS**: Place many of the mathematic and scientific symbols not commonly found on the keyboard. Be sure to put the cursor on the whiteboard before selecting a symbol. Click on the FONT and COLOR PALETTE to change the symbol size and color.
- **SUPERSCRIPT & SUBSCRIPT**: Simply click on the icon to type in superscript or subscript and then click on the TEXT icon to resume normal typing.
DELETE: Clear the entire whiteboard

How to Take a Screenshot

**Windows**

Press **ALT + PrtScn**. Then click on the icon to paste the captured screen on the whiteboard.
Or, use any commonly available screen capturing tool like the “Snipping Tool” found on many PC’s.

**Mac**

Press **Command þ + Ctrl + Shift**. Then click on the icon to paste the captured screen on the whiteboard.
Meet Whiteboard

The Meet whiteboard is the whiteboard that is used when the organizer of a Meet session enters the scheduled online session. Most of the features are the same as the student whiteboard with few exceptions:

- The Meet whiteboard is designed to accommodate group sessions. For this reason, when the Meet organizer right clicks on any of the participant’s username, “private/public” options appear as shown on the right.

- **Private Whiteboard** means that the participant will have his/her own whiteboard and chat and literally be in his/her own separate, private classroom without other participants seeing what he/she is doing. Private Whiteboards appear as separate tabs next to the Public tab.

- Disabling all private whiteboards brings everyone to the Public Whiteboard where everyone can see what others are doing on the whiteboard.

- The default chat mode is private so select **Disable All Private Chat** if you, as the organizer, want everyone to talk to each other.

- **Send Quizzes** is for the organizer to “push” any tests already selected by the participant so that the test opens up on the participant’s side. The participant must be a Brainfuse user to select tests from the Test Center found on the main page.

  The Send Quizzes feature is restricted to participants who are also Brainfuse users. The chief benefit of this feature is to allow the participant to review test questions while being online with the Meet organizer who may be a teacher.

- **Who Is** allows the organizer to view any previous tests taken by the participant and the organizer can use the test results for a more effective study session.

- The **Transfer Student** feature is generally not used unless it’s in a very large online study group setting where there are many other organizers to whom the participant may be transferred to if the original organizer is unable to help the participant.

- Audio is available on the Meet whiteboard for both the organizer and the participant.

- Meet attendees use the regular student whiteboard. Meet whiteboard is for the Meet organizer (student who schedules the Meet session).

  *Note that the Meet participant whiteboard is the same as the regular whiteboard.*
Questions?

- E-mail us at info@brainfuse.com

Please provide the following in your e-mail:

- Brainfuse Username (if available)
- Email Address
- Phone Number
- Institution’s Name

- Call Brainfuse at **1.866.BRAINFUSE** (1.866.272.4638).