

Penji Tutoring Guide

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Download the Penji App

IOS:

<https://apps.apple.com/us/app/penji/id1030060714>



SCAN ME

Google:

https://play.google.com/store/apps/details?id=com.penjiapp.penji&hl=en_US



SCAN ME



Set up your account:

Make sure to use
StudentID#@faulkner.edu



The image shows the "Get started" screen of the Penji app. The status bar at the top shows the time 11:42, signal strength, 5G connectivity, and 75% battery. The screen has a blue header with a back arrow on the left and the text "Get started" on the right. Below the header, the section "Your School Email" is displayed. It contains a white input field with the placeholder text "Email". Below the input field, the text "Enter your school email address, e.g. student@school.edu" is shown. Further down, there is a checkbox followed by the text "I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)". At the bottom of the screen, a white button with the text "Next" is visible. The bottom of the screen features a standard Android navigation bar with three icons: a square, a circle, and a triangle.

11:56 5G 73%

← Get started

Password

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At least 8 characters with letters, numbers, and symbols please!

Next

Your Password must have the following:

1. At least 8 characters
2. Number
3. Symbol

Students will select learn and Professor.



11:58 5G 73%

← Get started

What would you like to do?

Learn Teach

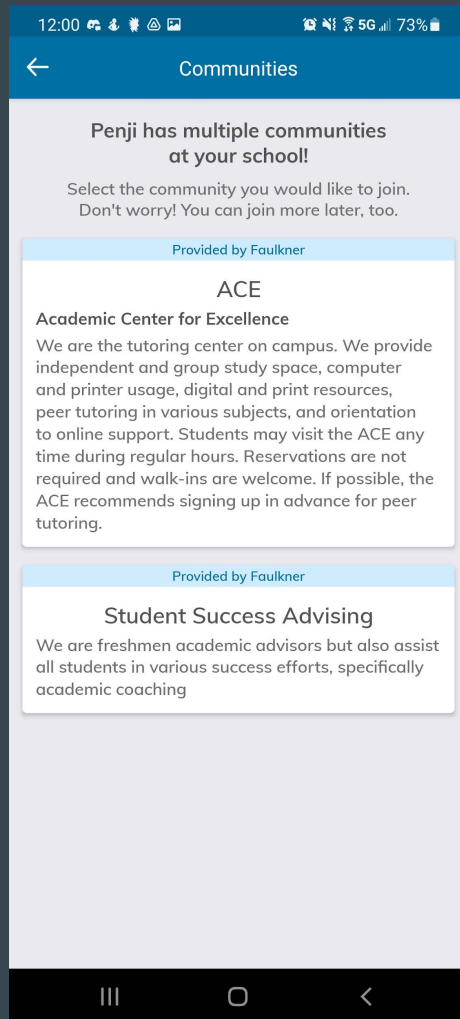
How did you hear about Penji?

School-Affiliated Email Newsletter

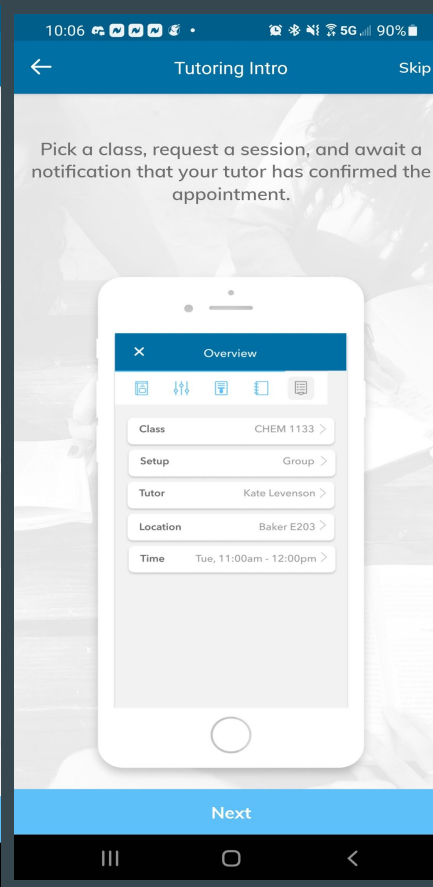
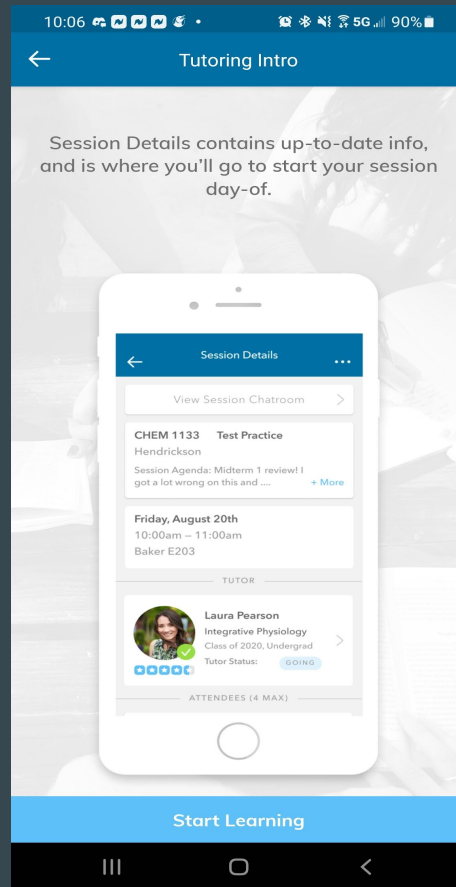
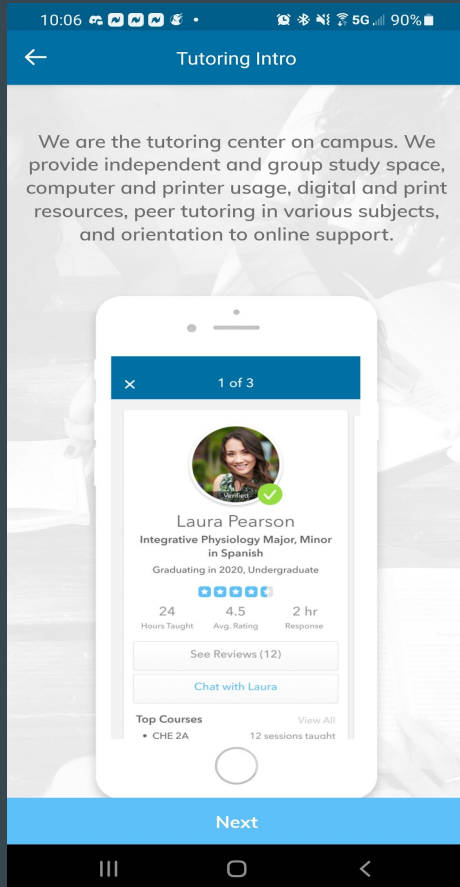
Flier or Other Marketing Professor Google

Friend School's Tutoring Website Other

Next



The next few Screens will show the different features of the app. These will be here for reference.




Last step Create your Profile:

1. You must have a Photo to complete this step.
2. This will send an email to verify your account.

12:03 5G 73%

← Create Your Profile
Step 2 of 2

Share a bit about yourself!

 Add a Photo >

Name

First Last

Major

eg. Animal Science

Minor (optional)

eg. Computer Science

Degree type

Select

Graduation year

eg. 2021

Personal bio

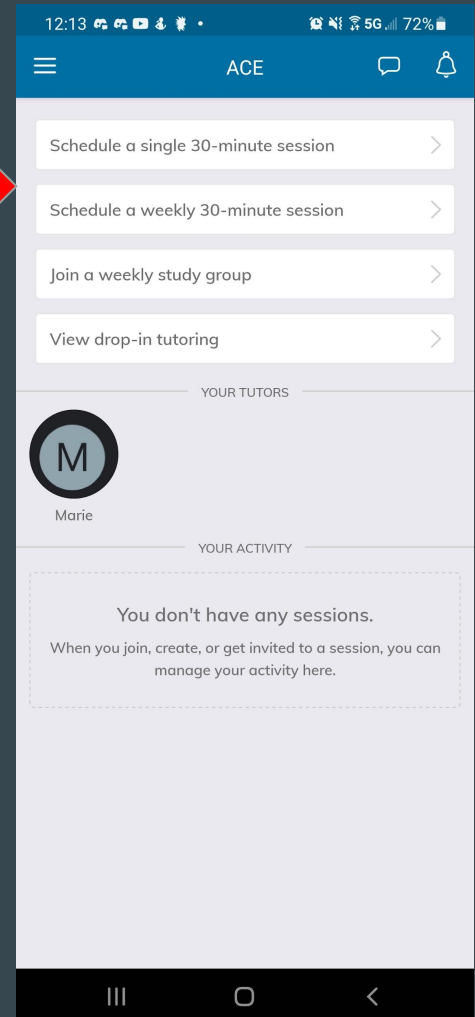
Don't be a stranger! You can share your personal interests, where you're from, your career plans, etc. Anything that makes you you.

Next

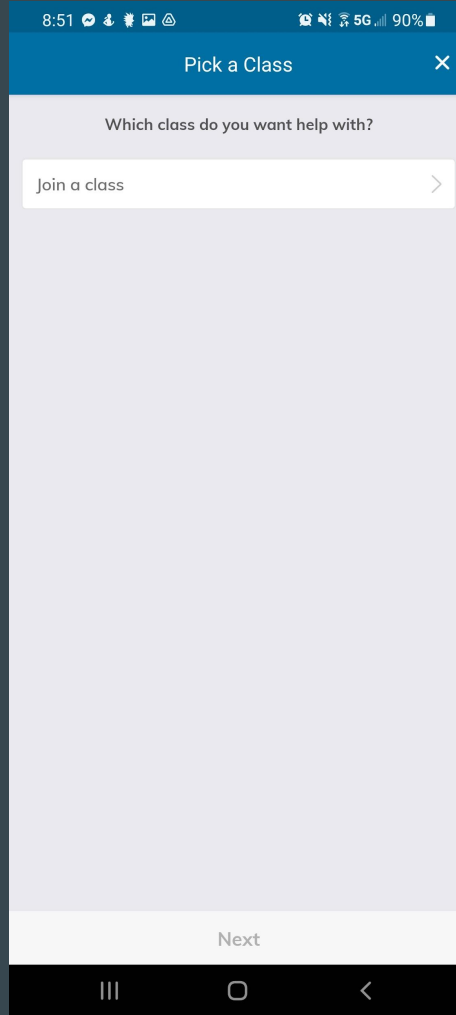
When you first log in it will be under the learn section of the app.

This will show if you have any appointments with a tutor.

To make an appointment select the Schedule a single or weekly 30 minute session option.



Next, Your class schedule should be already imputed but if it is not you can search for the Course ID for the course and select it from the list to join that course.



8:51 [status icons] 5G 90%

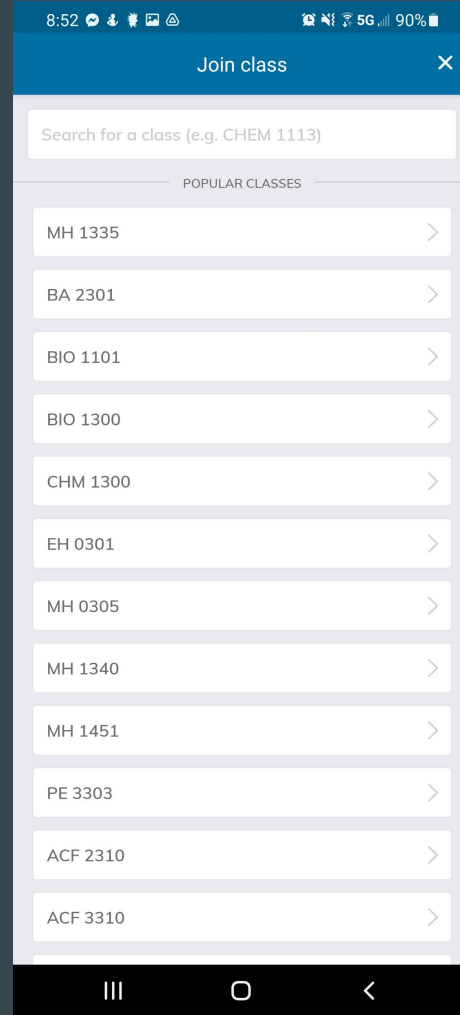
Pick a Class

Which class do you want help with?

Join a class

Next

This screenshot shows the 'Pick a Class' screen. At the top, the status bar shows the time as 8:51 and 90% battery. The app header is blue with the title 'Pick a Class' and a close button. Below the header, a light purple box contains the text 'Which class do you want help with?'. Underneath this is a white input field with the placeholder text 'Join a class' and a right-pointing arrow. At the bottom of the screen, there is a white bar with the text 'Next'.



8:52 [status icons] 5G 90%

Join class

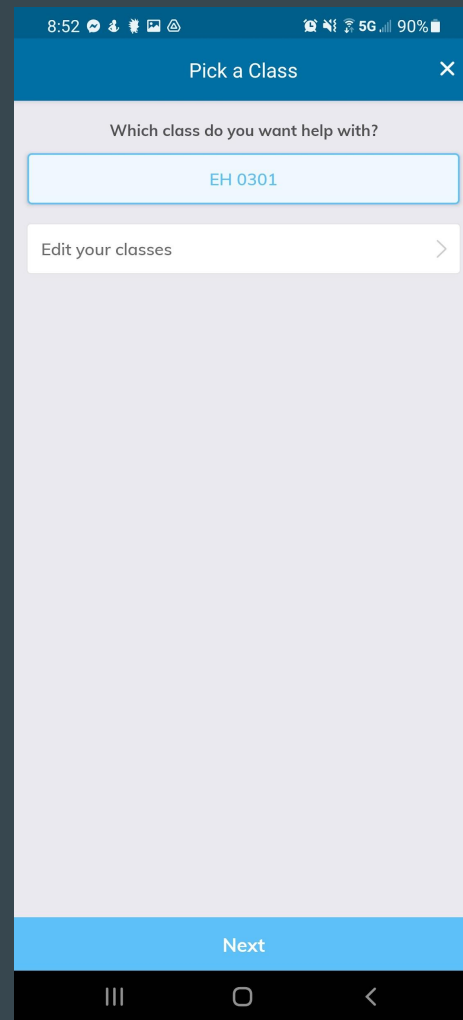
Search for a class (e.g. CHEM 1113)

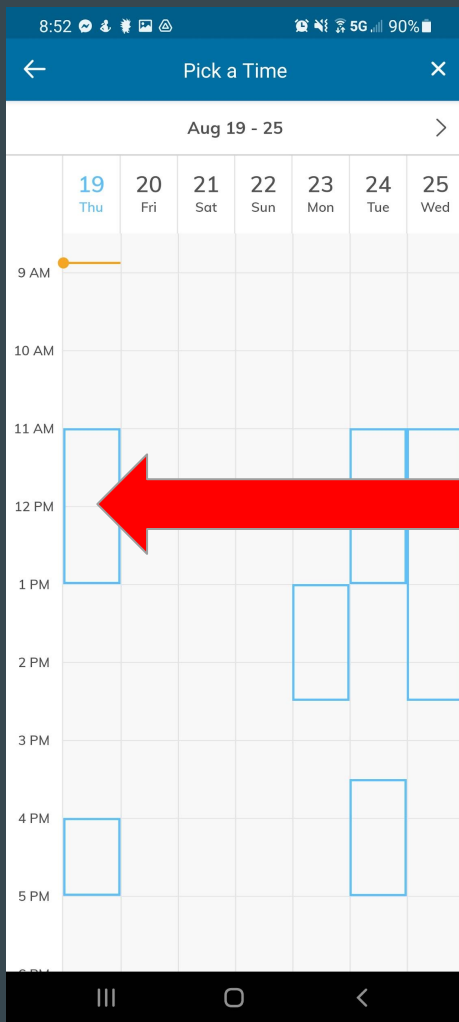
POPULAR CLASSES

- MH 1335
- BA 2301
- BIO 1101
- BIO 1300
- CHM 1300
- EH 0301
- MH 0305
- MH 1340
- MH 1451
- PE 3303
- ACF 2310
- ACF 3310

This screenshot shows the 'Join class' screen. The status bar at the top shows the time as 8:52 and 90% battery. The app header is blue with the title 'Join class' and a close button. Below the header, there is a white search bar with the placeholder text 'Search for a class (e.g. CHEM 1113)'. Underneath the search bar is a section titled 'POPULAR CLASSES' in a light purple bar. Below this title is a list of course IDs, each in a white box with a right-pointing arrow. The course IDs listed are: MH 1335, BA 2301, BIO 1101, BIO 1300, CHM 1300, EH 0301, MH 0305, MH 1340, MH 1451, PE 3303, ACF 2310, and ACF 3310. At the bottom of the screen, there is a white bar with the text 'Next'.

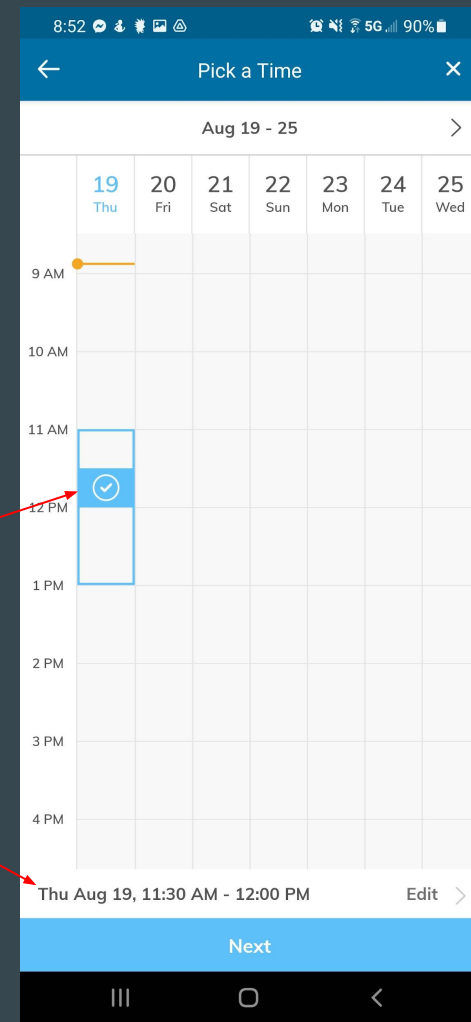
Once you have joined a course, it will then ask for which course you need tutoring. Select the class to continue. It should be highlighted in blue.

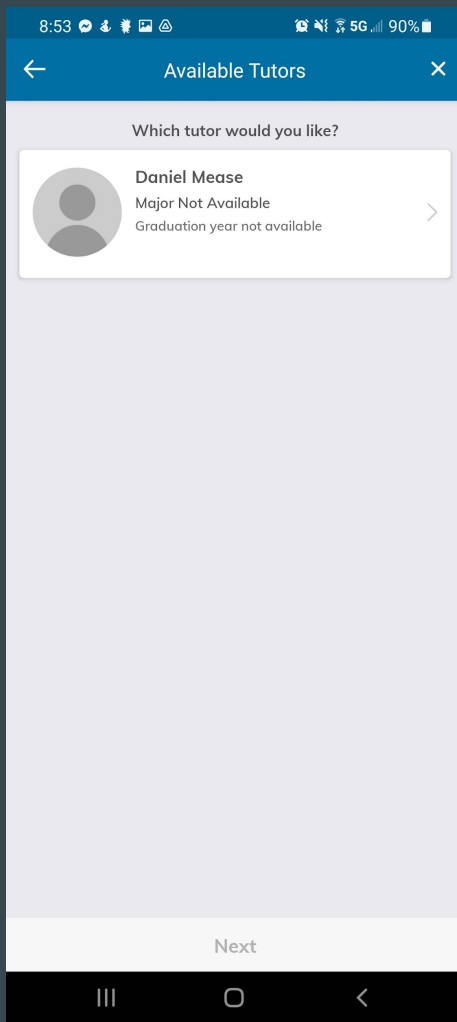




After selecting the course, you will then see the available times for tutoring as blue rectangles on the schedule. To schedule an appointment select a time within the blue rectangles. (The boxes are set within 30 min. increments.)

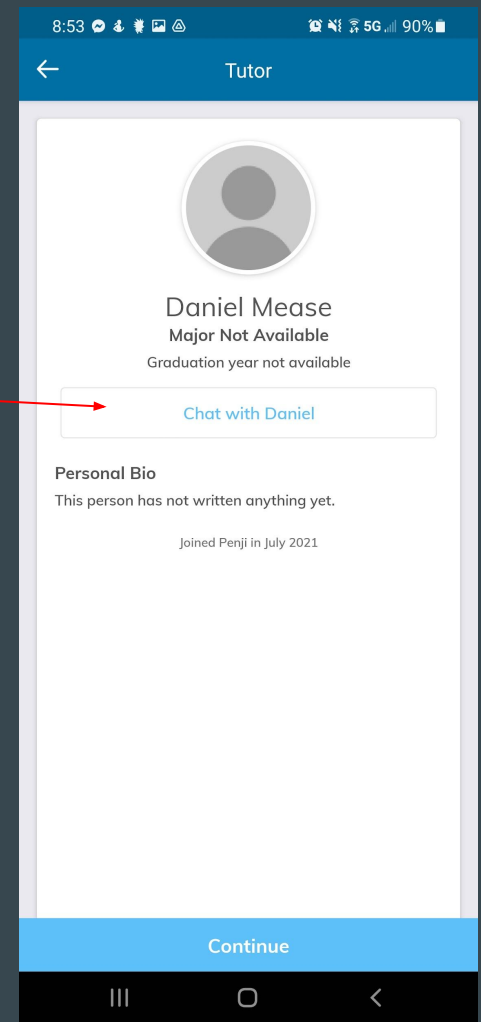
Once selected you will see a white check mark and the time and date displayed at the bottom of the screen.





For the time that you have selected, you will be given a list of tutors that can help with that specific subject.

Selecting a tutor will give you information about that tutor and a chance to chat with the tutor, if necessary, before creating your appointment.



Next, choose where you would like to meet and provide information on what you need to work on during the session. Then you will see an overview of your appointment.

A screenshot of a mobile application interface. At the top, a blue header bar contains a back arrow on the left, the word "Location" in the center, and a close 'X' icon on the right. Below the header, the text "Where would you like to meet?" is displayed. A white rectangular box with a thin border contains the text "Brooks Hall - 405". At the bottom of the screen, a white bar contains the word "Next". The very bottom of the image shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.

8:53

5G 90%

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Topic

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Create an agenda for your session. What might help your advisor prepare?

Required

What materials will you provide for the session?

Lab

Test

Homework

Study Guide

Paper Rough Draft

You'll be invited to a shared Google Drive folder to upload the materials so that your tutor can prepare for the session.

Next

8:54

90%

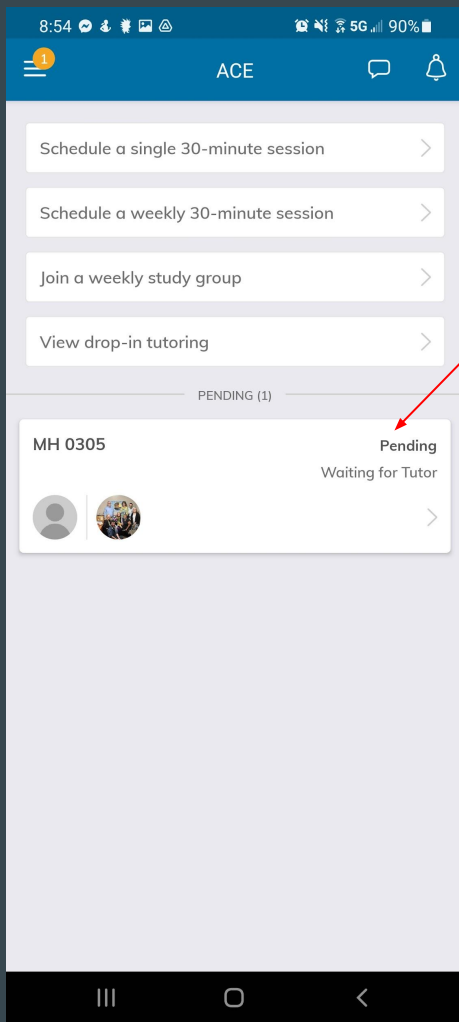
←

Overview

×

Class	MH 0305
Time	Thu Aug 19, 2:00 PM - 2:30 PM
Tutor	Daniel Mease
Location	Brooks Hall - 405
Topic	Working on my Mathematics homework
Provided by Faulkner	
Rate	Free

Complete



On the main page you will see your appointment, and it will say “Waiting for Tutor” until he or she accepts the appointment.

If you click on the session, then you can see the information from the overview as well as if the Tutor has accepted or not. The “View session chatroom” allows you to chat with your tutor. This can be helpful if you are running late or if you need to cancel your session.

After each appointment, we ask that you submit a session log so that we know how we are doing in the ACE.

