

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
firstname.lastname@faulkner.edu



The image shows the "Get started" screen of the Penji app. At the top, the status bar displays the time 11:42, signal strength, 5G network, and 75% battery. The header bar is blue with a white back arrow on the left and the text "Get started" on the right. Below the header, the section "Your School Email" is displayed. It features 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 bar contains the text "Next". The bottom of the screen shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.

11:56 5G 73%

← Get started

Password

.....


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

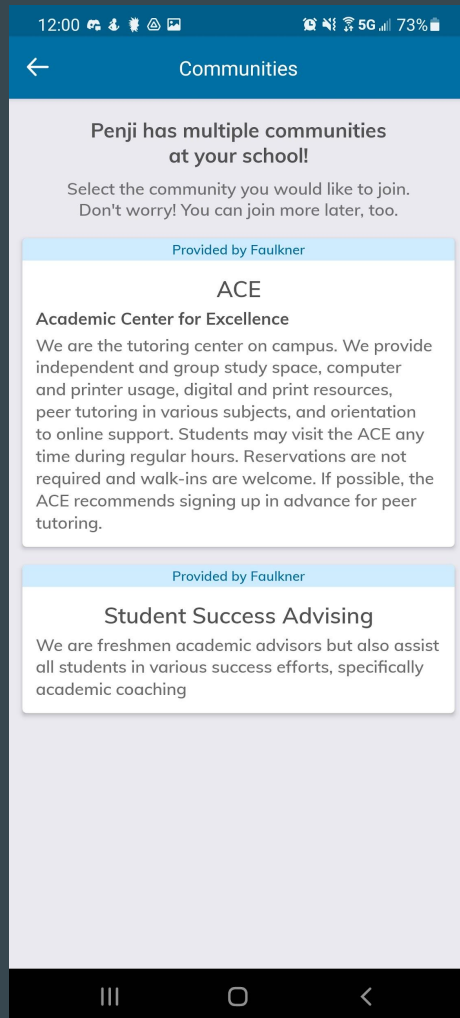
How did you hear about Penji?

School-Affiliated Email Newsletter

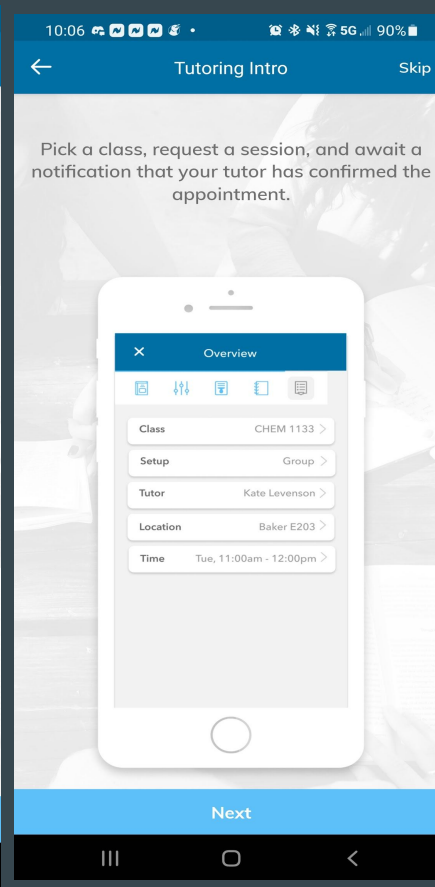
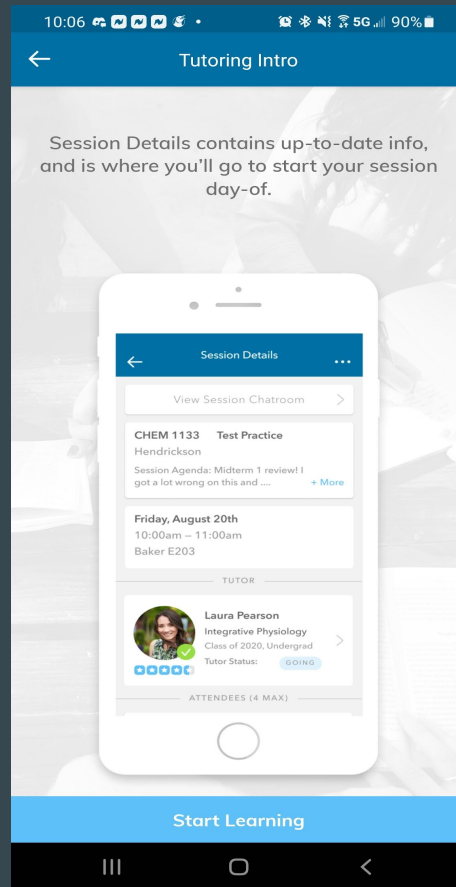
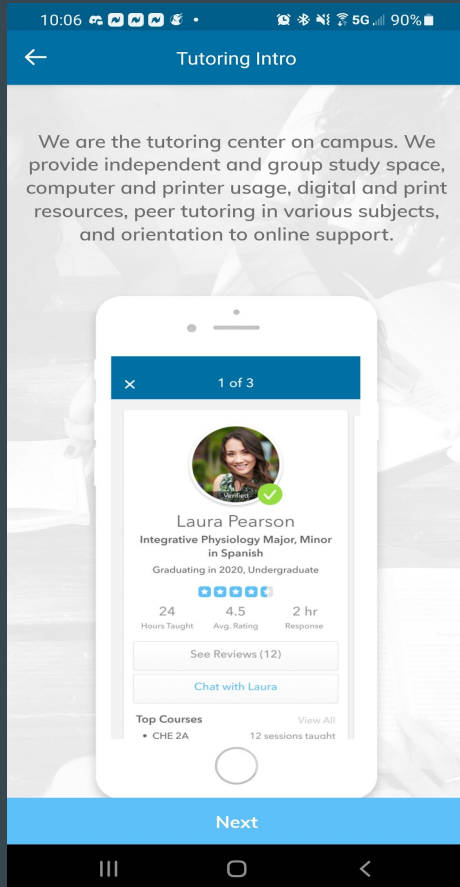
Flier or Other Marketing Professor Google

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

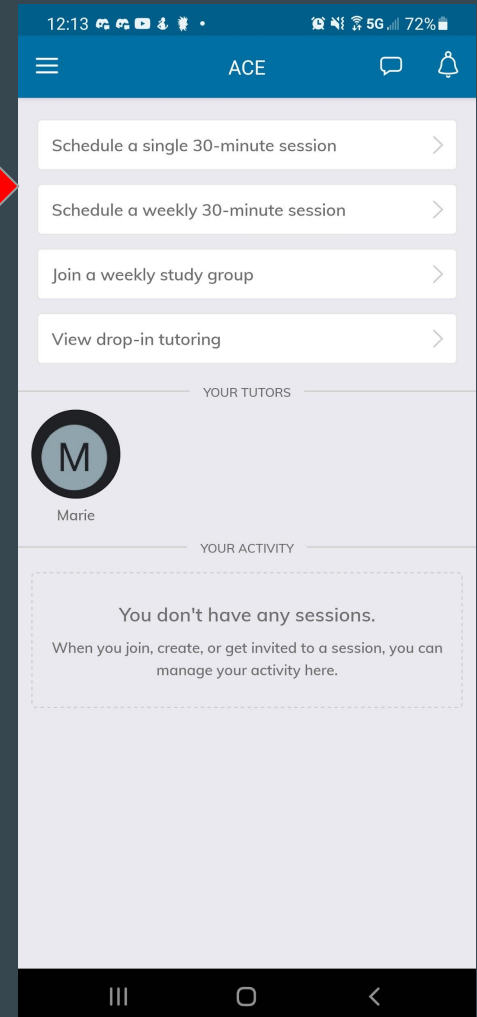
Don't be a stranger! You can share your personal interests, where you're from, your career plans, etc. Anything that makes you you.

Next

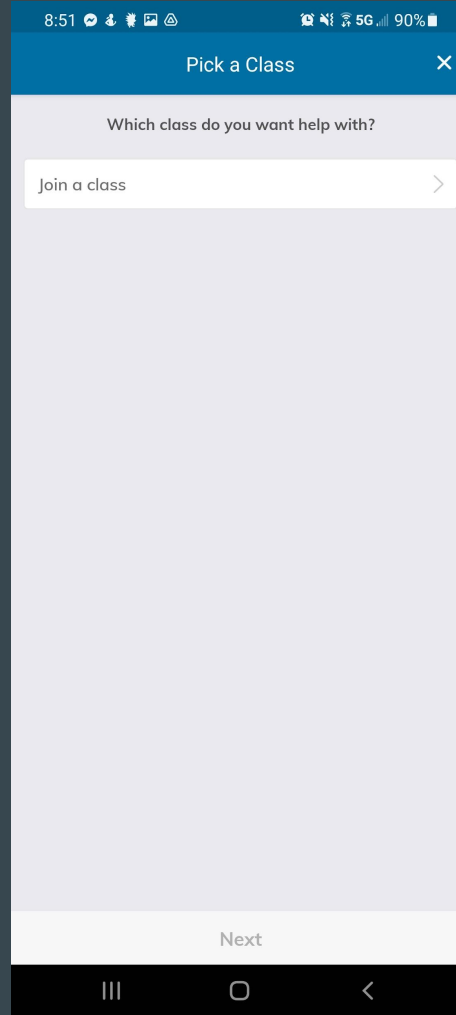
When you first log in it will be under the learn section of the app.

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

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



Next You need to join the class
you need help with.
Search for the Course ID for
the course and select it from
the list.



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

The screenshot shows a mobile application interface with a dark blue header bar at the top. The header bar contains the time '8:52' on the left and various status icons (signal, battery, etc.) on the right. Below the header bar is a white bar with the text 'Pick a Class' and a close button (X) on the right. The main content area has a light gray background and contains the text 'Which class do you want help with?' in a small font. Below this text is a white rectangular button with a blue border and the text 'EH 0301' in blue. Below the button is a white rectangular button with the text 'Edit your classes' and a right-pointing arrow. At the bottom of the screen is a blue bar with the text 'Next' in white. The very bottom of the screen shows the Android navigation bar with three icons: a square, a circle, and a triangle.

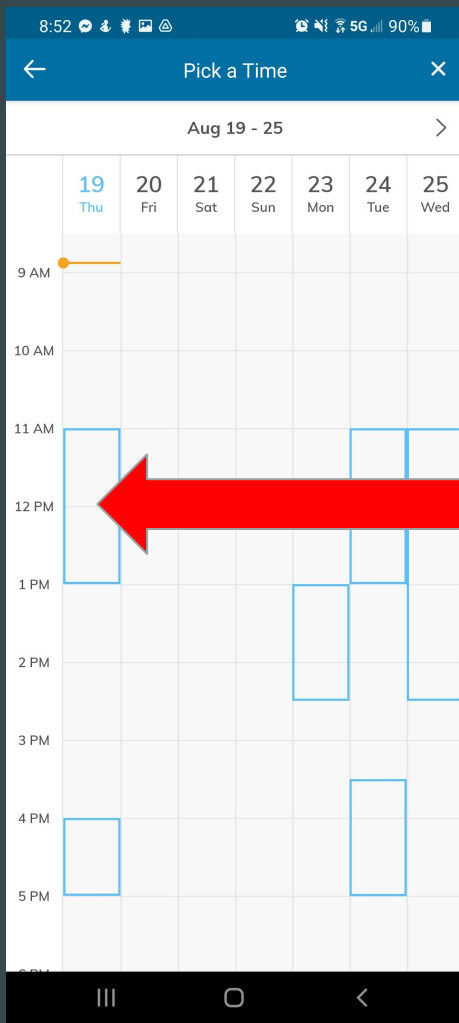
Pick a Class

Which class do you want help with?

EH 0301

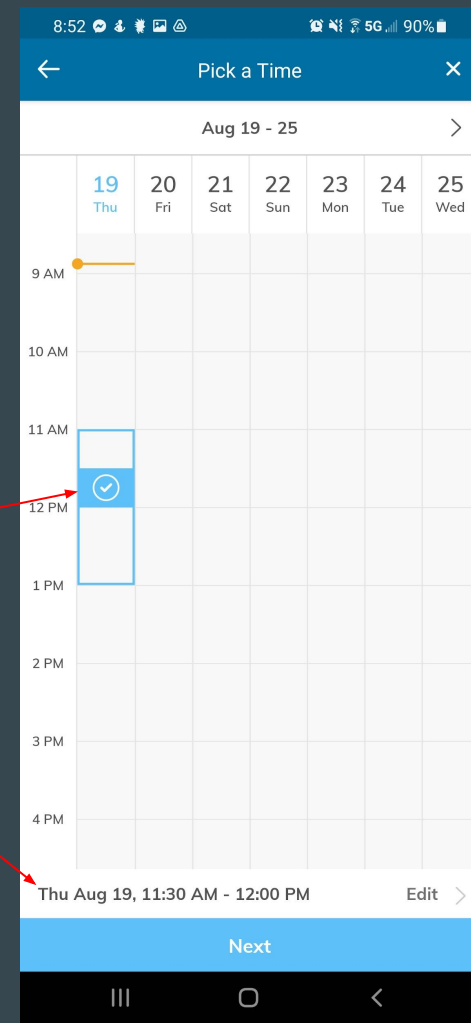
Edit your classes

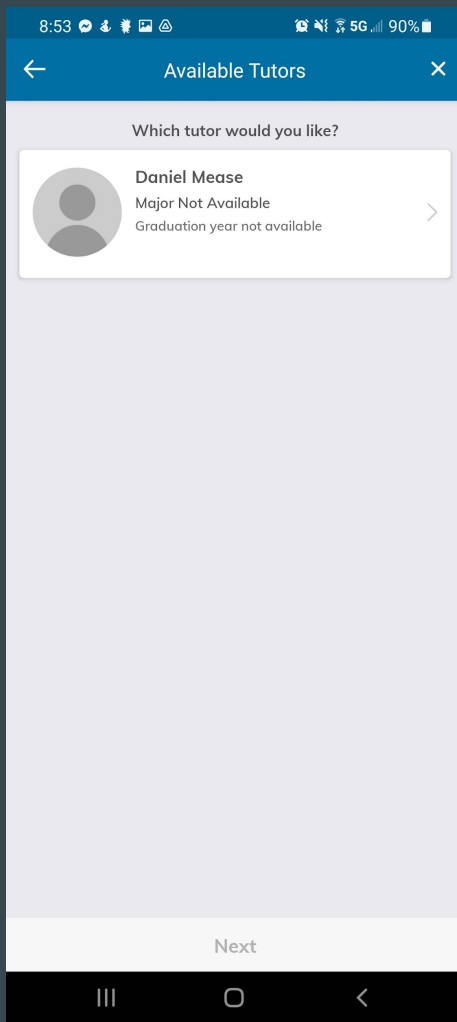
Next



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.

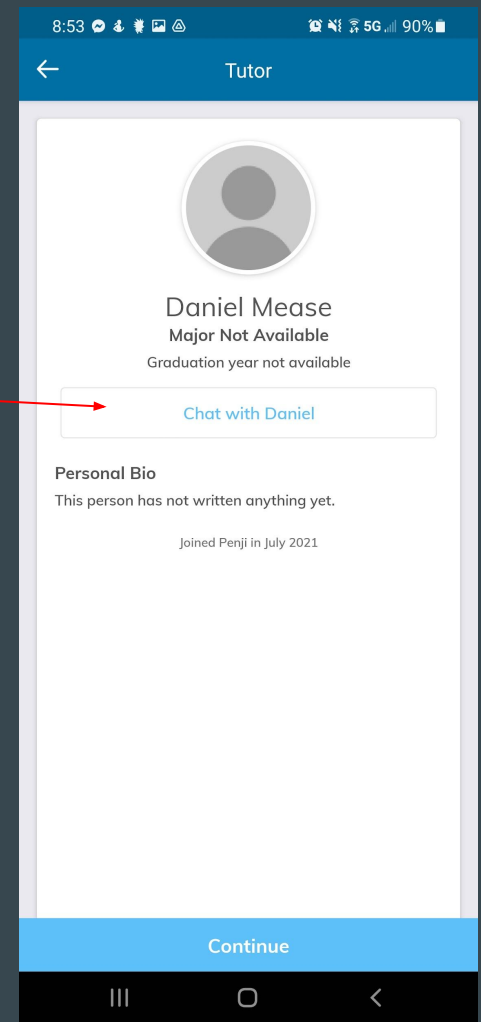
Once selected you will see a white check mark and the time and date displayed at the bottom of the screen.










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







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




Then you will 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.


8:53










Location




Where would you like to meet?

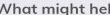
Brooks Hall - 405


Next




8:53







Topic



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

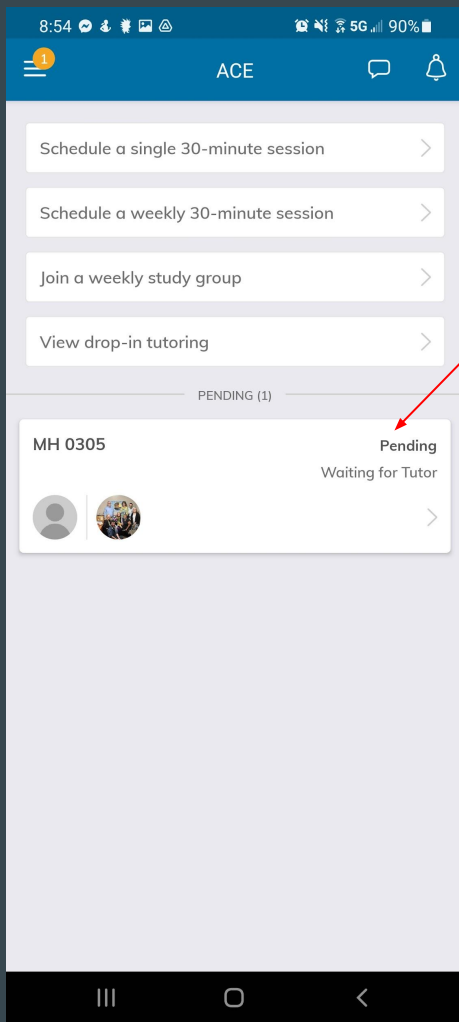
Working on my Mathematics homework

Provided by Faulkner

Rate

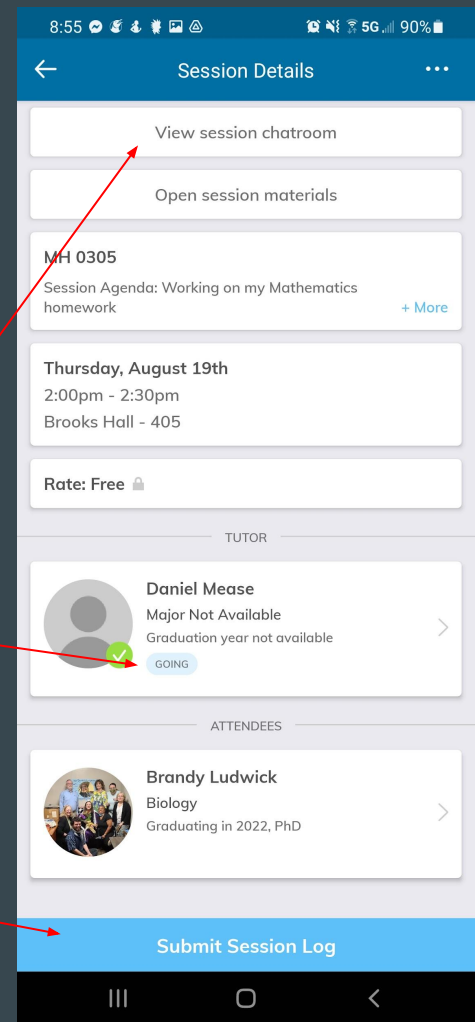
Free

Complete



On the main page you will now see your appointment and it will say waiting for Tutor until they accept 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 will allow 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