Brainfuse Faculty Dashboard Guide

Faculty Dashboard allows instructors to assign students in their courses live tutoring sessions, Writing Lab submissions, and more. In addition, once a task is assigned to students, faculty are able to monitor the student's progress of the task, from initial creation to completion.
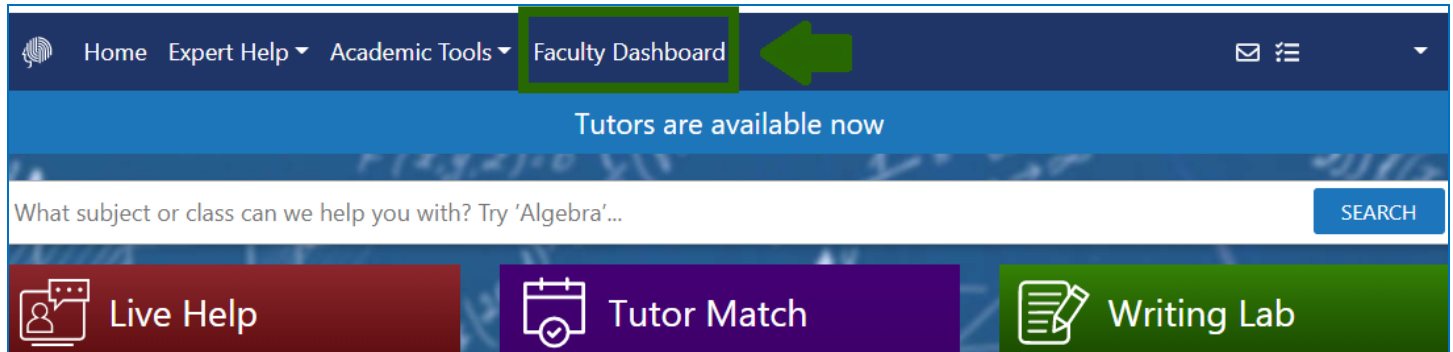
How do I get started?

Your faculty dashboard username is automatically created through your college or university's LMS (Learning Management System). The username should be created when you log in through your LMS and click on the Brainfuse link found in your LMS. Please check with your institution for additional details. At anytime, please feel free to contact our support team for assistance:
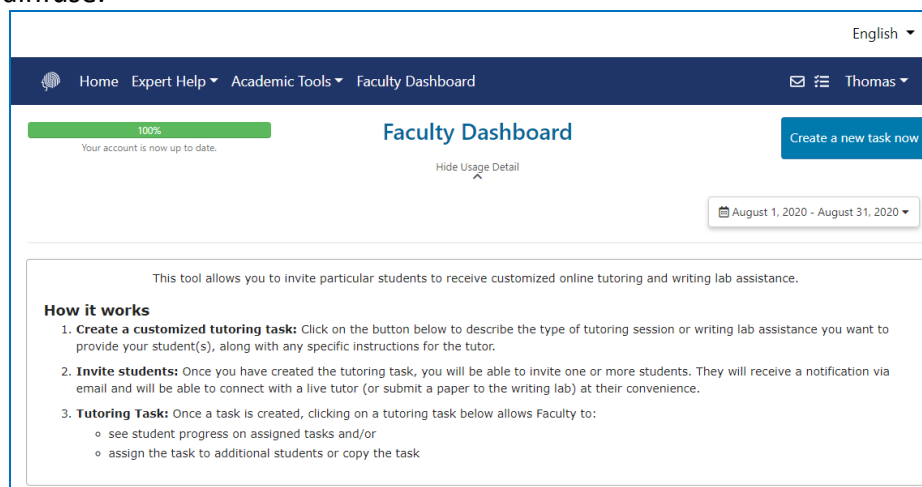
> email: info@brainfuse.com
> phone: 1-866-272-4638, Ext. 510.

Using Faculty Dashboard

The faculty view of Brainfuse is identical to the student view, except for the addition of a Faculty Dashboard tab. To begin, select **Faculty Dashboard** at the top of your Brainfuse homepage.
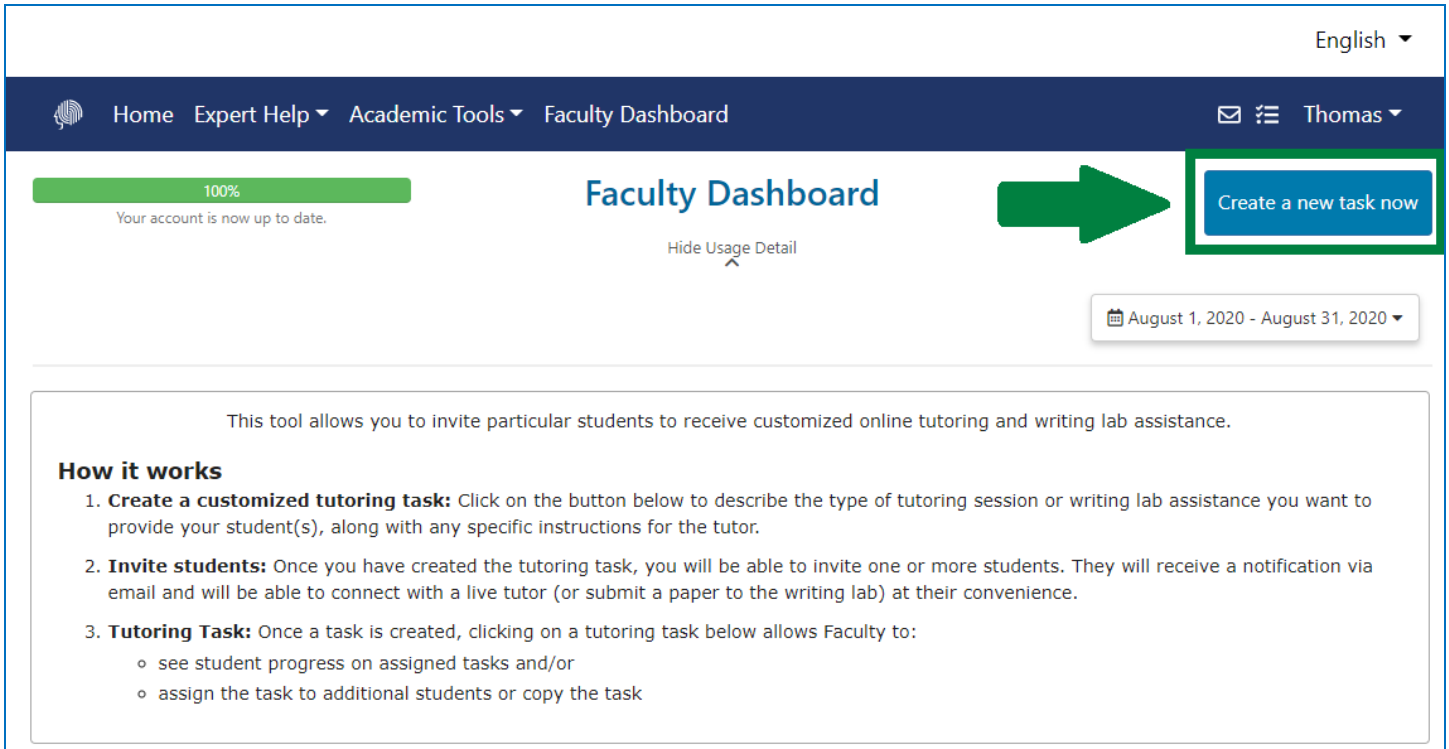

Through **Faculty Dashboard,** you can individualize and manage your student's live tutoring or Writing Lab experience from Brainfuse.

Creating an Assignment

To create an assignment, click on **Create a new task now** as shown below to create a tutoring assignment for your students.

Next, select the type of tutoring assignment.

Live Tutoring & Tutor Match Assignment

To create a live tutoring assignment, select **Live Tutoring**. To create a Tutor Match assignment, select **Tutor Match.** Once selected, enter the details necessary for the assignment. Once the details are updated, select **Continue.**

Next, add the students who should receive the assignment. Click on **Add** to see the list of courses and students. The courses or students you select wil receive this assignment. After selecting all of the students you want to assign the task to, click on **Done**.

You will then be directed to the Task Status page. From here, you can view the student name, date assigned, due date and the status. You can also copy the assignment for other courses and students, delete the assignment, or add more students for the same assignment. The due date can also be extended from this page.

Assignment

Copy   Delete

Demo

Instructions

Due   Fri 8/21/20 12:00 AM Extend

STUDENT STATUS

Students	Date Assigned	Due	Status
Elize Student	12:34 PM	Fri 8/21/20 12:00 AM	New

Add Student

Created 12:32 PM

Writing Lab Assignment

The Writing Lab assignment works the same way as live tutoring! Select **Writing Lab** to create a Writing Lab assignment for students

Assign Tutoring Assistance

Please select which tutoring task you would like to create:

Live Tutoring

Assign a student a live online tutoring session that focuses on a specific skill or subject

Writing Lab

Invite specified students to submit papers to the Brainfuse Writing Lab for expert analysis

Tutor Match

Assign a student to schedule a session with tutors using TutorMatch

Enter the required details for the assignment. Please note that If you do not see the type of paper that you want to assign, you can contact info@brainfuse.com to see if it can be added to the list.

Assign Writing Lab Assistance

Name of Task

Task Open Until

Please select the type of paper the student is submitting to the writing tutor.

○ Academic Essay
○ Academic Paper
○ Academic Summary
○ Admissions Essay
○ Analysis Essay
○ Argumentative/Persuasive Essay
○ Business Writing
○ Creative Writing
○ ESL Writing
○ GRE Practice Essay
○ History Paper
○ Nursing Essay
○ Paragraph
○ Personal Essay
○ Personal Narrative
○ Poetry
○ Process Paper
○ Profile Essay
○ Proposal
○ Research Paper
○ Resume/Cover Letter
○ Short Story

Continue

Next, select the appropriate formatting style and writing elements that you want the student to focus on. This information will also be provided to the tutor.

Writing Test

Writing Test

08/31/2020 12:00 AM

Delete Task

Academic Paper Change

Tutor Instructions

Please fill out this form to provide Brainfuse tutors with directions on how you would like the assignment to be completed.

1. Please specify citation format requirements.
   ○ APA
   ○ MLA
   ○ Other (Please describe the assignment in the box below)
   ○ Not Required
   ○ Chicago Manual of Style

2. Please select up to 3 areas from the list below where you would like the writing tutor to focus his/her analysis. If no selection is made, then a general review will be completed.
   ☐ Introduction
   ☐ Thesis or Topic Sentence
   ☐ Development
   ☐ Organization
   ☐ Tone
   ☐ Cohesion
   ☐ Word Choice
   ☐ Grammar, Usage, & Mechanics
   ☐ Other (Please describe the assignment in the box below)
   ☐ Style
   ☐ Conclusion
   ☐ Responding to Assignment's Purpose
   ☐ Developing Supporting Details/Analysis
   ☐ Synthesizing Sources

Click on **Choose File** to upload your instructions or other relevant documents for the student. Click on **Continue** after you are done selecting and inputting the instructions for your student. *This file and the instructions you include for the student will not be provided to the tutor.*

Student Instructions

Optionally you can upload an instructions file to the students. This file will only be visible to the students.

⦿ From Computer ○ From CloudPack

Choose File No file chosen

Maximum size 5 MB
Valid format: .doc/.html/.txt/.xls/.pdf/.jpg/.gif/.docx/.ppt/.pptx/.rtf/.pptm/.png/.xlsx/.htm/.html

Browse File

What instructions would you like to send the STUDENT for this assignment?

Continue

As with live tutroing assignments, select your course to add the student or students who need to receive this writing lab assignment and click on **Done** as pictured below.

You will then be directed to the Task Status page. From here, you can view the student name, date assigned, due date and the status. You can also copy the assignment for other courses and students, delete the assignment, or add more students for the same assignment. The due date can also be extended from this page.

About Us

What is Brainfuse?

Brainfuse develops and provides 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 different 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. The Brainfuse learning platform gives power to students to better manage learning outcomes by seamlessly integrating with 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.

Questions?

info@brainfuse.com

1-866-BRAINFUSE