



Net Tutor is available free to all registered Oxnard College students. Please follow the steps to access their services. If you have any issue, please contact Ronillo Lacson.

## Ronillo Lacson's Contact Information

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## Step 1



- Login to [Canvas](#), which can be found at the top of any of the [Oxnard College Webpages](#).

Username

Password

[Login](#)

[Sign up for an account](#)

[Sign up and Log in help](#)

[Student Support](#)

[Faculty Support](#)

[Forgot username?](#)  
[Forgot password?](#)

- If prompted to login, the “Username” and “Password” will be the same as your [MyVCCCD](#) login.



## Step 2

**Courses**

**Published Courses**

- Library Learning Resource Center
- Keep Teaching-Continue Serving: Remote Tools for Faculty and Staff  
Practice Course Term
- MC Math Resources

**Unpublished Courses**

- EDIT OC Student Services Support Hub

**All Courses**

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

- Click on the “Courses” tab on the left to bring up the list of courses you are enrolled, and select any of the courses.



## Step 3

The screenshot displays the Net Tutor interface. On the left is a dark green sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, and Help. The main menu on the right lists various options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, Attendance, Google Drive, Studio, ConferZoom, Online Tutoring, Student Evaluations, and Settings. The 'Online Tutoring' option is circled in red, and a red arrow points from this circle to the text 'Online Tutoring' written in blue to the right of the menu.

- When class courses menu opens, select the option “Online Tutoring”



## Step 4

Welcome, Ronillo.

Welcome! Look below for campus faculty or staff in Pisces, or visit NetTutor.

**Pisces**

There are 0 groups with campus faculty or staff available.

You can still access your locker, and if used by your campus, drop off a question/paper or schedule an appointment.

[Refresh](#)

**NetTutor**

If you cannot find campus faculty or staff in Pisces, visit NetTutor.

**Support**

Have a question? Let us know.

- Select the NetTutor option in the middle for a menu of subjects.

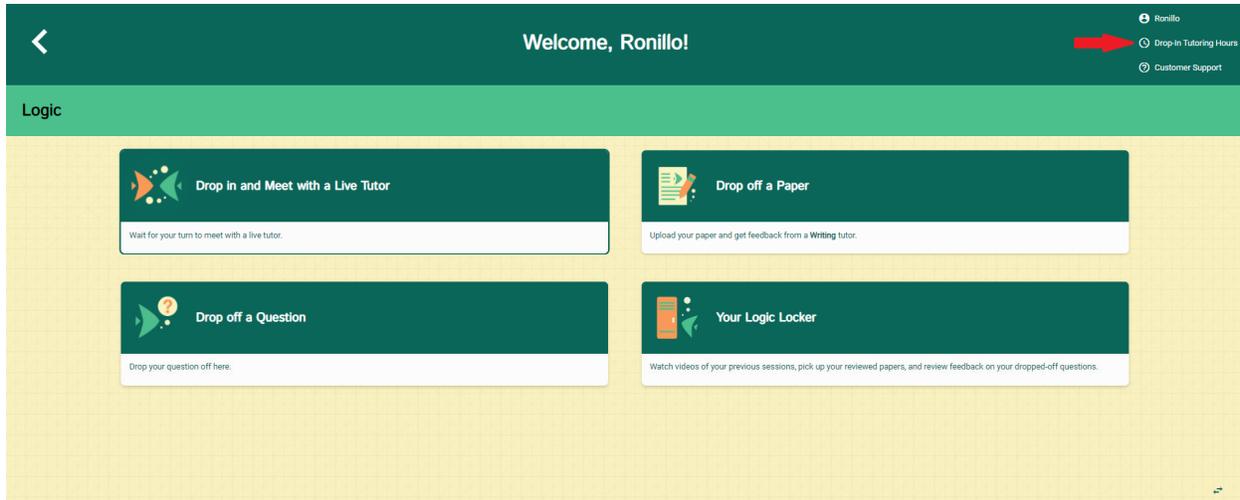
Please Select a Group to Receive Tutoring in That Area

- Accounting >
- Administration of Justice >
- Anatomy and Physiology >
- Anthropology >
- Astronomy >
- Biology >
- Business >
- Chemistry >

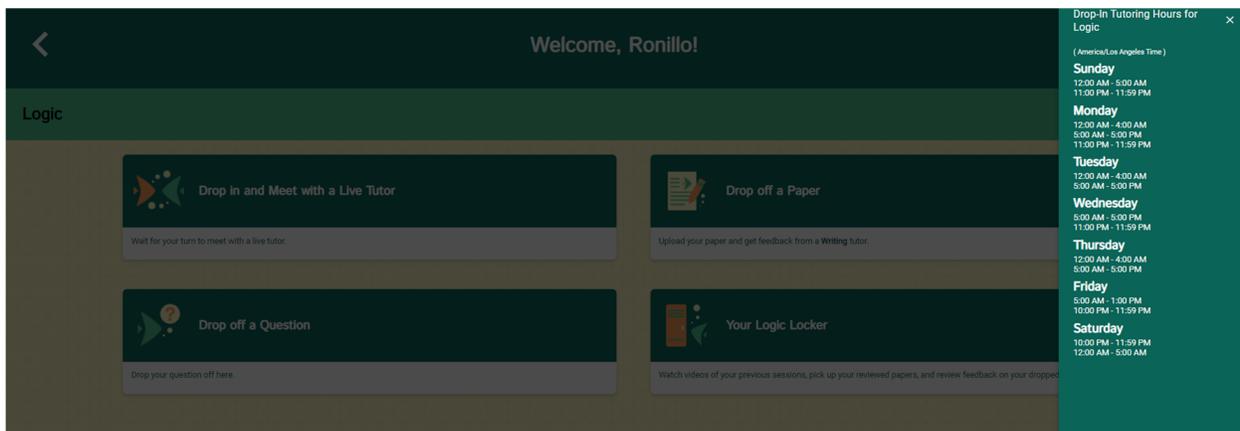
- Scroll through the menu and select the general topic of interest.



## Step 5



- When a subject is selected, there will be three tutoring options. In the top right, under the user's name, is the "Drop-In Tutoring Hours." If there are no tutors available to speak with, come back during the regular scheduled times.



There are three option to interact with tutors.

- Drop-In and Meet with a Live Tutor
- Drop off a Paper
- Drop off a Question

# Net Tutor for Oxnard College



## Step 5 (Option 1): Drop in and Meet with a Live Tutor

Welcome, Ronillo!

Logic

Drop in and Meet with a Live Tutor  
Wait for your turn to meet with a live tutor.

Drop off a Paper  
Upload your paper and get feedback from a Writing tutor.

Drop off a Question  
Drop your question off here.

Your Logic Locker  
Watch videos of your previous sessions, pick up your reviewed papers, and review feedback on your dropped-off questions.

Welcome to NetTutor

Your estimated wait time is under 5 minutes.

We are here to help.

You will be directed to the first available tutor, usually within a few minutes. **Keep this window open while you are waiting.**

When it is your turn, you will hear a bell and you will be sent to the Whiteboard where you can collaborate with your tutor. **Be sure to turn up the volume on your computer so you can hear when it is your turn.**

Your tutoring session will be private. When it is over, you can review the material you covered in your session by visiting your locker. It is difficult to estimate your exact waiting time because we believe each student deserves a full, helpful session and their tutor's undivided attention. This will be the level of support you receive too!

While you are waiting, here are some study tips you can try

Skip a problem if you're stuck, but keep working on the rest of your assignment.

"I'll drop off my question and come back later for the reply."

If you choose this option, you will get out of line and will not connect with a live tutor. Don't worry! You can craft your question and drop it off, and then a tutor will send back a reply (usually within 24 hours).

Enter the title of your question below. Then, when the board opens, share your question and show as much work as you can. After you submit, visit the locker later for the tutor's reply.

Give your question a title to refer to later

30 characters remaining

Exit Live Line & Drop Off My Question

- Once the “Drop in and Meet with a Live Tutor” option is selected, the user is either connected to a live tutor or placed in a waiting line. Remember to check how long it may take to reach a live tutor.

# Net Tutor for Oxnard College

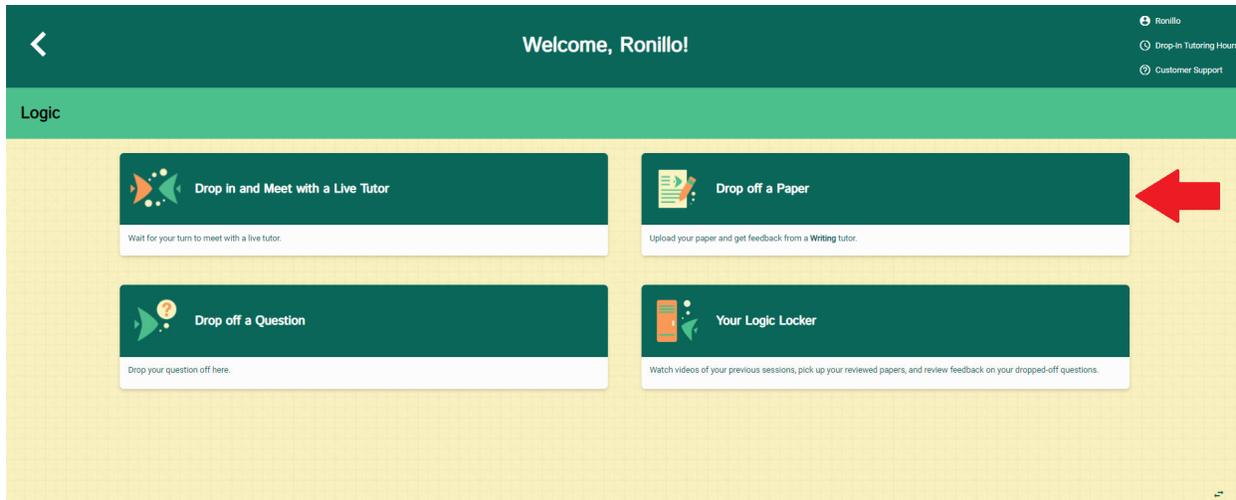


- If the wait time is too long, there is an option to ask a small question to be addressed later (which may take up to 48 hours). The reply will be in the “Your \*\*\* Locker” option.

- Once connected with a tutor, type in a question to begin the session. It is recommended to have one ready before entering the session. Net Tutor uses a white board interface called Pisces. The online tutors can help navigate this platform, so please don't hesitate to ask questions.



## Step 5 (Option 2): Drop off a Paper



- This is an asynchronous tutoring option that is suitable for essays. This is an alternative way to get feedback when unable to meet live with a tutor.
  - Note: This can take up to 48 hours for a reply, and it will be retrieved in the “Your \*\*\* Locker” section. It is recommended to use this early and in multiple intervals.

- In the “Basic Information” part, type in the title of your essay and a description of the assignment. Please notice that there are character limits to each section, so it is best to summarize.



The screenshot shows the 'Drop off your Paper' interface with the 'Format' tab selected. The form includes a section for selecting two areas of feedback with checkboxes for: Topic Development, Focus/Thesis Statement, Organization, Grammar & Mechanics, Word Choice, Sentence Structure, Sentence Variety, Transitions & Fluency, Paper Format, and Citations & References. Below this are dropdown menus for 'Citation Style' and 'Paper Type'. A section for 'How long should your paper be?' has a text input for '0' and a 'Pages' dropdown. Navigation buttons for '< Previous' and '> Next' are at the bottom.

- In the “Format” section, select two items for feedback, the citation style (APA, MLA, etc.) if applicable, paper type (narrative, essay, etc.), and number of pages. Be as specific as possible to get the feedback desired.
  - Note: If the essay is submitted early enough, multiple revised drafts can be resubmitted to get more feedback on other aspects.

The screenshot shows the 'Drop off your Paper' interface with the 'File' tab selected. The main heading is 'Drag and Drop or Upload Paper'. A large green box contains the text 'Drop Your File Here' and an upward-pointing arrow icon. Below the box is a 'Choose A File' button. At the bottom, there are '< Previous' and 'Drop Off Your Paper' buttons.

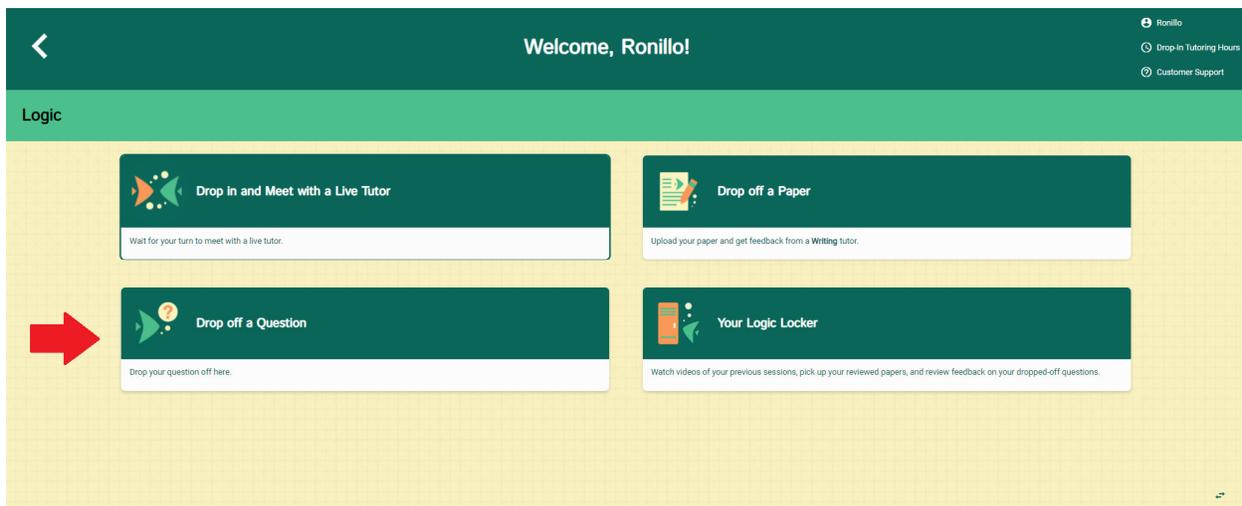
- The “Drop off your Paper” is the final part of the process. Simply drag and drop your file from the computer into the green “Drop Your File Here” box, or click below it to “Choose A File.” If done successfully, the “Drop Off Your Paper” button on the bottom right will turn dark green. Press it to submit the file.

# Net Tutor for Oxnard College

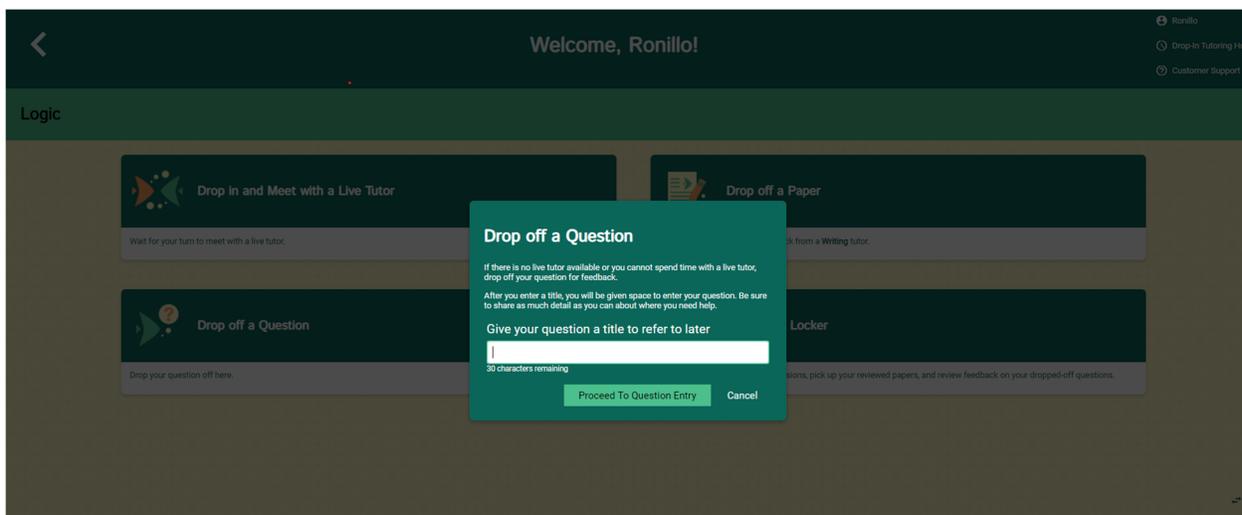


- To get the paper with tutor feedback (which can take up to 48 hours), go into the “Locker” section of the subject, which is further explained at the “Step 4: Your \*\*\* Locker” section at the end.

## Step 5 (Option 3): Drop off a Question



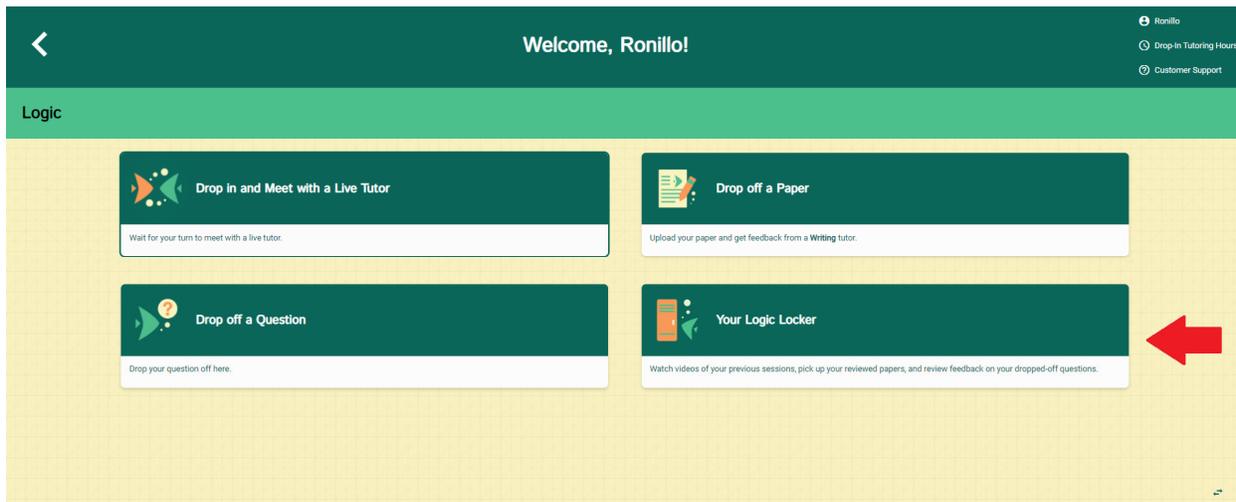
- When the “Drop off a Question” option is selected, a prompt will come up in a green box (see image below). This option is useful for simple inquiries, clarifications, or guidance about the subject.



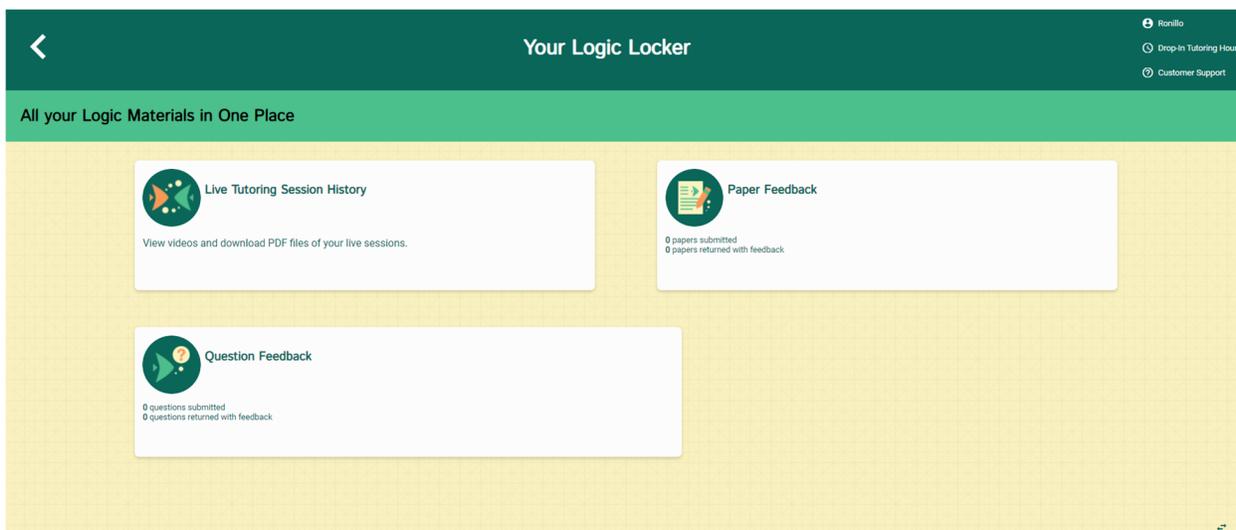
- Note that the question has a 30-character limit, so make it as concise as possible. This option can also take up to 48 hours, so use this function early.



## Step 6



- The “Your \*\*\* Locker” option is organized per subject. In order to access the correct “Locker,” return to the subject tutoring options page.



- In the locker will be a record of the “Live Tutoring Session,” which can be reviewed after meeting with a tutor. The “Paper Feedback” for submitted essays and answers to submitted “Questions” will also be found in this section (within 48 hours). These items will remain in here for the semester.