JobNow & VetNow User Guide
**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 veterans, students, and job seekers reach their goals by connecting them with qualified Veteran Navigators, eTutors, and Job Coaches anytime, anywhere. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform gives users the power to manage outcomes better by seamlessly integrating the latest online technology.

**Who are your tutors?**

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

Brainfuse regularly reviews and updates its recruiting, training and monitoring procedures to provide the highest possible online assistance experience for all users. We have a unique live monitoring system where interactions with users are reviewed by a live monitor and immediate feedback is given for an ongoing professional development.

**SYSTEM REQUIREMENTS**

**Windows**
- Windows 95 and above
- Active Internet connection

**Mac**
- Mac OS X and above
- Active Internet connection

**BRAINFUSE TECHNICAL SUPPORT**

Send an email to support@brainfuse.com or call toll-free at 1-866-272-4638, Ext. 510.
Brainfuse JobNow & VetNow

*Personalized eLearning*

Brainfuse JobNow & VetNow is an all-in-one suite of services designed for a wide range of career or veteran needs: whether it’s tackling a resume, writing a cover letter, navigating the VA system, or adjusting to a civilian career. JobNow & VetNow services include expert coaching and self-study tools to empower users. Users may access live, on-demand assistance from expert Job Coaches or Veteran Navigators. With JobNow & VetNow, users communicate in real time in our online whiteboard by typing, drawing, and marking-up lessons and web content. Plus, users can use our secure file sharing feature in the writing lab to submit career documents to our Job Coaches 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 Job Coach or Veteran Navigator

- **Live Job Coaching**: Use Live Job Coaching for assistance preparing for interviews, updating a resume, or searching for open positions.
- **Resume Lab**: Users may submit their resumes or cover letters for a review by a Brainfuse Expert.
- **Live Veteran Navigator**: Veteran users can connect with a Veteran Navigator for assistance in a variety of areas.

**Job Tools**
Additional support for users exploring the job market or updating career documents

- **eParachute**: Use eParachute to discover your strengths and unique talents to map out your future career.
- **Job Resources**: Users can review a unique list of national and local links for assistance starting the job search.
- **Resumes Templates & Resources**: Resume templates and tips are provided to assist users create or update the important career file.
- **Optimal Resume**: Users can create resumes, cover letters, and portfolios in a sleek, easy-to-use system.
- **Interview Tips**: Our interview tips provide self-guided resources to assist the user through the entire interview process.
- **Interview Resources**: This curated list of resources can be accessed to gain further insight into successful interview practices.

**VA Support Tools**
Additional support for veterans navigating the bureaucracy of the VA or adjusting to civilian life

- **Send Question**: Veterans can submit questions outside of a live session for a Veteran Navigator. Our experts will respond within 24 hours to the question.
- **Veteran Resources**: Veterans can access this curated list of national and local links for additional assistance in a variety of areas.

**College Skills**
Powerful online learning and collaboration tools

- **SkillSurfer**: Our skills building service helps users master a concept or skill through online lessons and videos.
- **LEAP Learning Platform**: Diagnostic test center with detailed study plans and customized lessons.
- **FlashBulb**: Users can access and create interactive learning games, quizzes and flashcards.
- **MEET**: Schedule a live group session with others. Invitees receive the invite in their email inbox and simply click on the MEET link to join the organizer. Attendees do not need to be Brainfuse users.
- **Brainwave**: Record movie-like whiteboard sessions to store solutions to homework problems, class projects, or any other concepts that involve motion or sequencing.

**Adult Learners**
Unique learning tools customized for adult learners
Live Job Coaching or Veteran Support

Users enter a virtual meeting space and receive live, one-on-one assistance.

**Live Job Coaching:** For general career assistance, including a job search, select Connect under the Live Job Coaching header

**Live Resume Coaching:** For resume specific assistance, select Live Resume Coaching under the Tools for Job Seekers header

**Live Interview Coaching:** For interview related assistance, including mock interviews, select Live Interview Coaching under the Tools for Job Seekers header

**Live Veteran Navigator:** For Veteran Support, including assistance navigating the VA, select Connect under the Live Veteran Navigator header
How to use the Whiteboard
The whiteboard area is on the left side. You can use your mouse to draw or the text tool to type on the whiteboard. Any images uploaded will appear on the whiteboard as well. Use the chat box on the right side to converse with your tutor. Type your message in the Chat Input Field to send your message.

The Whiteboard
Whiteboard Tools (left to right)

**PEN**: Write/draw with your mouse

**ERASER**: Erase

**TEXT TOOL**: Click on the Whiteboard to start typing. Also expands to:

- **SUPERSCRIPT**: Changes text into superscript
- **SUBSCRIPT**: Changes text into subscript
- **PASTE**: Paste text onto the Whiteboard
- **FONT**: Change your font style and font size
- **MATH SYMBOLS**: Enter a mathematical symbol
- **SCIENCE SYMBOLS**: Enter a scientific symbol

**EQUATION EDITOR**: Click on the Whiteboard and you can type mathematical equations, functions, and symbols in the available box. Press Enter to make the expression appear on the Whiteboard.
**LINE:** Draw a straight line

**SHAPES:** Select a shape from the menu to draw it on the Whiteboard

**NUMBER LINES and GRAPHS:**
Select MIN, MAX and INTERVAL MODE to adjust the minimum, maximum and interval values

**COLOR PALETTE:** Select from the menu to change pen/text color

**UNDO:** Undo the last action

**CLEAR:** Clears the entire Whiteboard
How to Take a Screenshot

Windows
Press ALT + PrtScn.

Mac
Press Command ⌘ + Shift + 3.

You may then copy (Ctrl + C / Command ⌘ + C) paste the screenshot onto the Whiteboard using the Paste button.

How to Upload an Image

UPLOAD: Click on the Upload button (bottom left of the Chat Box)

When this menu appears, select File Upload.

You can also upload from your Cloudpack if you have already stored documents or images there.

Then, click on Browse and search for the image in your computer and press OK.

When your image finishes uploading, drag the image onto the Whiteboard to share it with your tutor.
The Resume Lab & Send Question service allow users to seek assistance outside of a live session.

The Resume Lab option provides users the freedom to receive assistance at any time of the without the need to connect to a live expert. Users can submit resumes through the Resume Lab for a detailed feedback and helpful hints for their resume. Brainfuse Coaches will return the resume with detailed comments, usually within 24 hours.

The Send Question option provides veterans the ability to submit questions for a Brainfuse VetNow Navigator to assist with outside of a live session.
SkillSurfer is an e-Learning service that helps users master a concept or skill. 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.
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.

Pending Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Begin Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Math 1</td>
<td></td>
</tr>
<tr>
<td>Basic Math 2</td>
<td></td>
</tr>
<tr>
<td>College Readiness Writing Test</td>
<td></td>
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<tr>
<td>College Readiness Math 1</td>
<td></td>
</tr>
<tr>
<td>College Readiness Math 2</td>
<td></td>
</tr>
<tr>
<td>Reading and Writing Strategies 1</td>
<td></td>
</tr>
<tr>
<td>Reading and Writing Strategies 2</td>
<td></td>
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</tbody>
</table>

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

Your Learning Plan

Your learning plan helps you master academic skills through lessons, quizzes, and live tutoring. LEAP will track your progress as you study.

Get Live Tutoring

Click "use help" next to each topic to get expert assistance from a live online tutor. You will connect with your tutor via an online classroom that lets you type and share in real-time.

Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order of Operations</td>
<td>10%</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>10%</td>
</tr>
<tr>
<td>Rounding and Estimation</td>
<td>10%</td>
</tr>
<tr>
<td>Prime Factorization</td>
<td>10%</td>
</tr>
<tr>
<td>Square Roots</td>
<td>10%</td>
</tr>
<tr>
<td>Decimals</td>
<td>10%</td>
</tr>
<tr>
<td>Fractions</td>
<td>10%</td>
</tr>
<tr>
<td>Ratio and Proportion</td>
<td>10%</td>
</tr>
<tr>
<td>Percentage</td>
<td>10%</td>
</tr>
<tr>
<td>Geometry</td>
<td>10%</td>
</tr>
<tr>
<td>Linear Equations</td>
<td>10%</td>
</tr>
<tr>
<td>Intersecting Data</td>
<td>10%</td>
</tr>
<tr>
<td>Coordinate Geometry</td>
<td>10%</td>
</tr>
</tbody>
</table>

After completing the practice test, the list of targeted lessons, videos, and mini quizzes appears along with the individualized progress chart.

Your Lessons

Order of Operations

- Add Whole Numbers
  - Review how to add whole numbers and recognize two words that call for addition.
- Subtract Whole Numbers
  - Review how to subtract whole numbers.
- Practice Problems
  - Review the three different ways to write division problems and practice dividing whole numbers.
- Multiplication
  - Review how to perform division when an expression has more than one mathematical operation.
- Order of Operations (O.O.O.)
  - Review the steps to follow when you need to use more than one operation.

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 a practice test or any of the mini quizzes, click on the My Tests link found at the top of the page.
My Account

My Account is your personal Brainfuse profile and contains all past live tutoring sessions, questions/resumes, and tests taken. You can also view your scheduled MEET sessions here.

- **My Past Sessions**: A record of all previous live sessions. From this page, you can replay and e-mail your sessions to others.
- **My Message Center**: A record of all questions/papers sent to the Writing Lab and received from Brainfuse tutors.
- **My Tests**: All practice tests taken, along with the scores can be found here.
- **My Calendar**: Scheduled MEET sessions can be found here.
- **My Brainwaves**: All of the Brainwaves that you created are shown here. You can also use the Brainwave library where you can search for an existing Brainwave on a particular problem or a question created by other Brainwave users.
- **My CloudPack**: Create or upload images and documents to load onto the whiteboard later in a live session.
Questions?

info@brainfuse.com

1-866-BRAINFUSE