

Brainfuse Faculty Guide

Brainfuse provides your students with live online tutoring, writing lab assistance, and a wide range of academic support tools. As an instructor, you'll have full access to these student features and tools. In addition, Brainfuse provides the faculty with the ability to review their enrolled students' activity on Brainfuse, check their students' usage of Brainfuse, and prescribe tutoring support to their students, individually or by course.

Quick Links

Use the links below to quickly jump to a section of the Brainfuse Faculty Guide.

[My Courses](#)

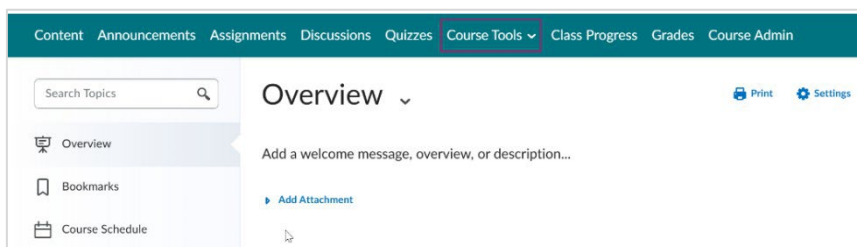
[Creating an Assignment](#)

[Usage Details](#)

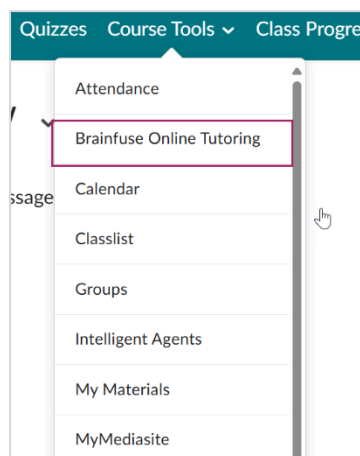
[Student Features](#)

How do I get started?

1. Login to Brightspace
2. Click on **Course Tools** at the top of the page



3. Select **Brainfuse Online Tutoring**



The faculty view of Brainfuse is nearly identical to the student view, providing you with full access to all **Student Features**. However, as a faculty member, you will see the faculty features as well, including an added tab at the top of your Brainfuse homepage called **Faculty Dashboard**, and a **My Courses** account feature in the drop-down menu when you hover over your name.



Professor Brainfuse

- My Account
- My Courses
- My Past Sessions
- My Message Center
- My Tests
- My Calendar
- My Brainwaves
- My CloudPack
- Mobile App

1. To access **My courses**, hover over your name in the upper right corner and select **My Courses** from the drop-down menu.
2. All your active courses found in your LMS will appear in your courses list. To view your students in a particular course, select the course name to open the Course Details.

Courses

Semester01/01/2020 - 12/31/2028 2020

Id	Name	LMS Id	Membership Type	Account Name
310 sis id space	310 sis id space	11	INSTRUCTOR	Test Faculty Dashboard


3. The course details will display the course ID, the course name, the LMS ID, and all of the users enrolled in the course. To view a student's details, select the student's username to open the Student Profile.

Course Details					
Id: 310 sis id space		Name: 310 sis id space		LMS Id: 11	
Semester	01/01/2020 - 12/31/2028 2020				▼
User Foreign Id	User Name	Name	Membership Type	Account Name	Create Date
tgaJ	BrainfuseFaculty2	Thomas(ALM) A Gaj	INSTRUCTOR	Test Faculty Dashboard	1/22/2020
sam	lbEZhao	Eric Zhao	STUDENT	Test Faculty Dashboard	1/22/2020
elizestudent	ElizeStudent	Elize Student	STUDENT	Test Faculty Dashboard	1/22/2020

4. The Student Profile will grant you access to the following details about your student's Brainfuse usage:

- a. **Session Logs:** This option allows you to view all of your student's live, online tutoring session recordings.
- b. **Session Schedule:** Use this option to view all of your student's scheduled tutoring sessions
- c. **Quiz Feedback:** If your student has completed a test or quiz on Brainfuse, the results will appear here for your review.
- d. **Writing Lab:** This option allows you to view all of your student's Writing Lab submissions, including the file the student submitted and the file they received from a tutor.
- e. **Session Report:** Use this option to see all of the tutor provided notes and details about each session completed.

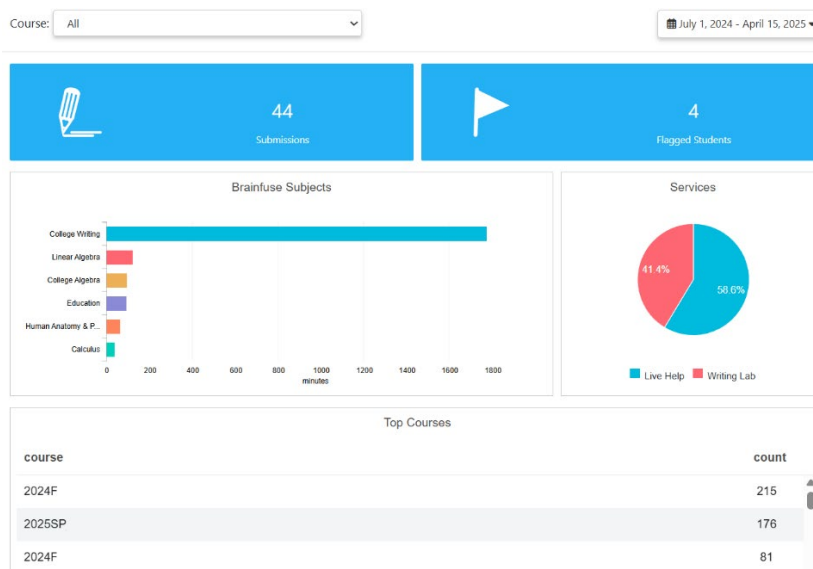
[Main](#)
[Session Logs](#)
[Session Schedule](#)
[Quiz Feedback](#)
[Writing Lab](#)
[Session Report](#)

 **IbEZhao Profile**

User ID: 770230
Account: Test Faculty Dashboard
Type: Student
Time Zone: EDT

Faculty Dashboard: Usage Detail:

Through Faculty Dashboard, you have access to view your enrolled students' usage from a quick glance overview. This dashboard will display your students' activity across all of your courses, providing you a complete picture of how your students use Brainfuse during the noted timeframe.

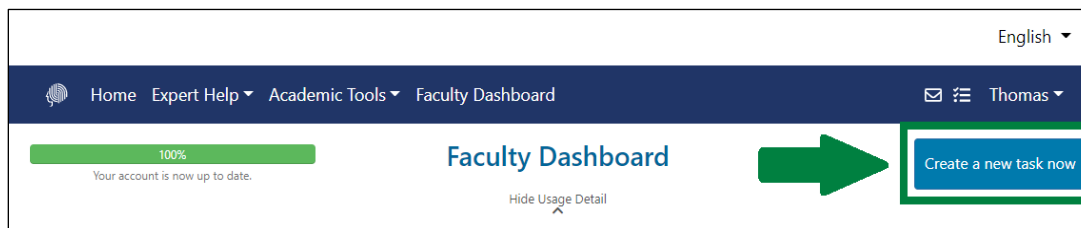


Faculty Dashboard: Tutoring Tasks:

Through Faculty Dashboard, you can individualize and manage your students' Live Help, Tutor Match, or Writing Lab experience.

Creating an Assignment:

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

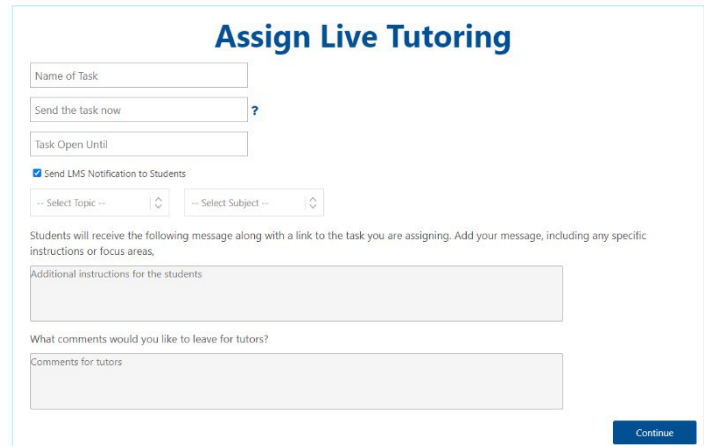


2. Next, select the type of tutoring assignment.



Live Tutoring Assignment

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



Assign Live Tutoring

Name of Task:

Send the task now: ?

Task Open Until:

☒ Send LMS Notification to Students

-- Select Topic --
-- Select Subject --

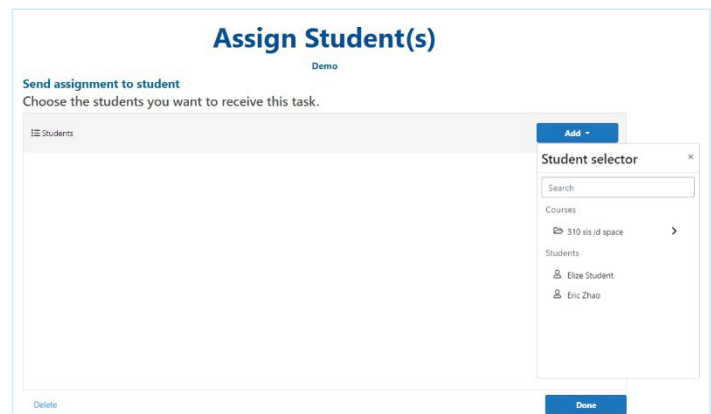
Students will receive the following message along with a link to the task you are assigning. Add your message, including any specific instructions or focus areas.

Additional instructions for the students:

What comments would you like to leave for tutors?

Comments for tutors:

2. 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 will receive this assignment. After selecting all of the students you want to assign the task to, click on **Done**.



Assign Student(s)

Demo

Send assignment to student

Choose the students you want to receive this task.

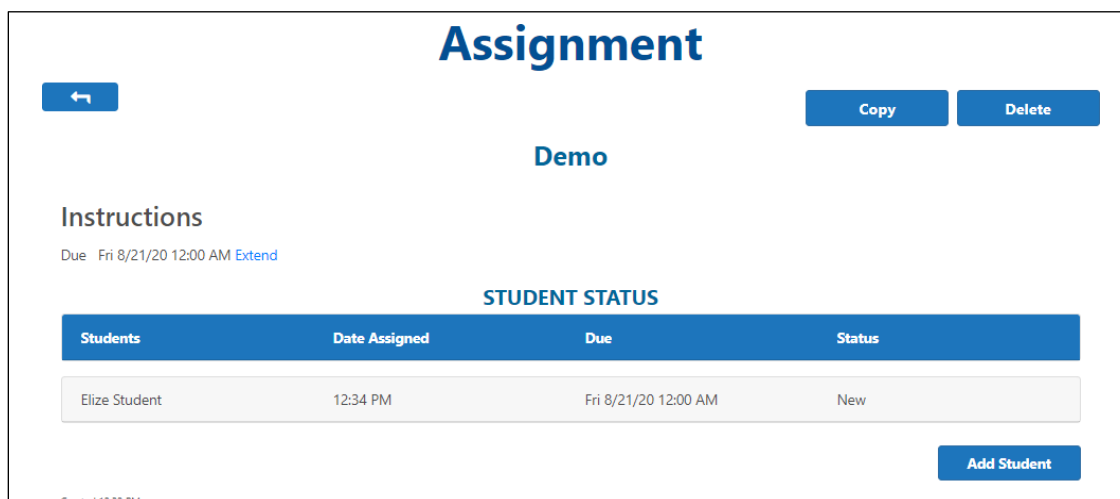
Student selector

Search:

Courses:

Students:

3. Once you click Done, you will then be directed to the Task Status page. From here, you can view the student assigned, the date assigned, the due date and the current status for each student. 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

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

Created 12:32 PM

Writing Lab Assignment

1. The Writing Lab assignment process is similar to the live tutoring and Tutor Match process! To begin, select **Writing Lab** to create a Writing Lab assignment for students.



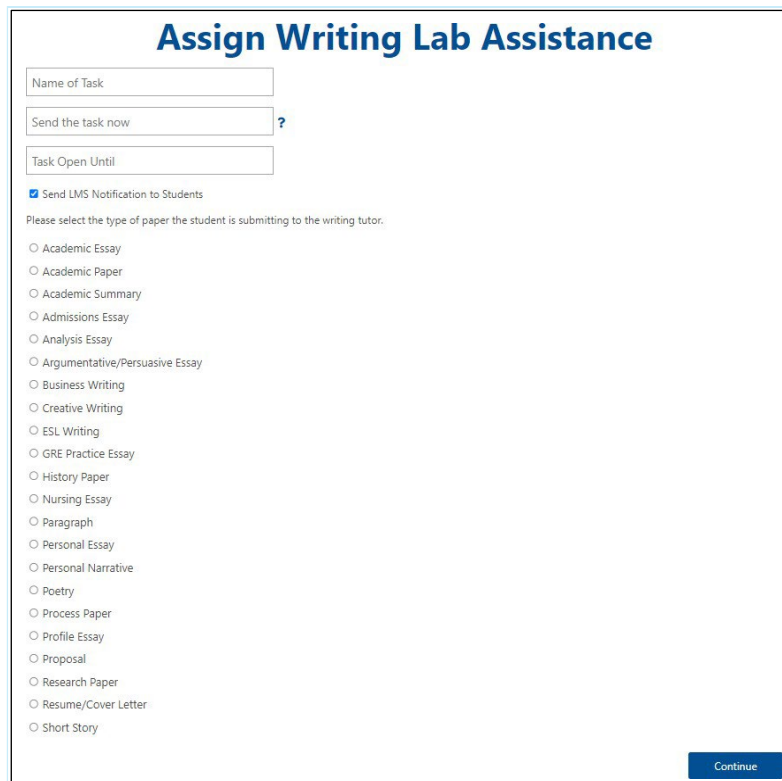
Assign Tutoring Assistance

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

2. Enter the required details for the assignment.
 - a. Please note: If you do not see the type of paper that you want to assign, you can contact help@tri-c.edu to see if it can be added to the list.



Assign Writing Lab Assistance

Name of Task

Send the task now ?

Task Open Until

☒ Send LMS Notification to Students

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

Assign Student(s) Demo

Send assignment to student
Choose the students you want to receive this task.

Students

Add

Student selector

Search

Courses
310 sis id space

Students
Elize Student
Eric Zhao

Delete

None
☐ 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

Done

- 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.
 - Please Note: 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 tutoring 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.

6. 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



CopyDelete

Demo

Instructions

Due Fri 8/21/20 12:00 AM [Extend](#)

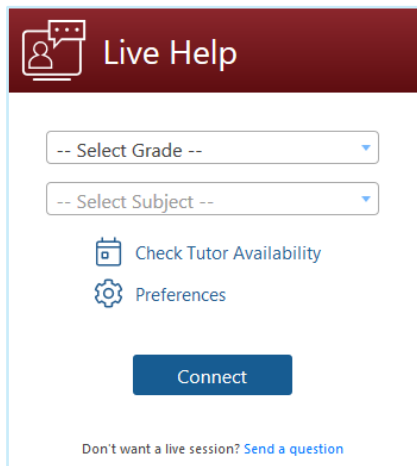
STUDENT STATUS

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

Add Student

Created 12:32 PM

Essential Student Features & Use Cases

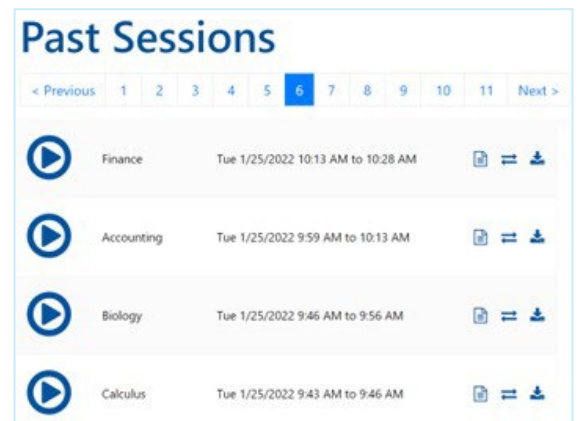


The Live Help interface features a dark red header with a speech bubble icon and the text "Live Help". Below the header are two dropdown menus: "-- Select Grade --" and "-- Select Subject --". Underneath these are two icons: a calendar icon labeled "Check Tutor Availability" and a gear icon labeled "Preferences". A prominent blue "Connect" button is centered below the icons. At the bottom, a small link reads "Don't want a live session? [Send a question](#)".

Live Help: To get immediate online tutoring support, students select a topic and subject from the drop-down menu, click “Connect,” and begin working with a live tutor through the Brainfuse Whiteboard.

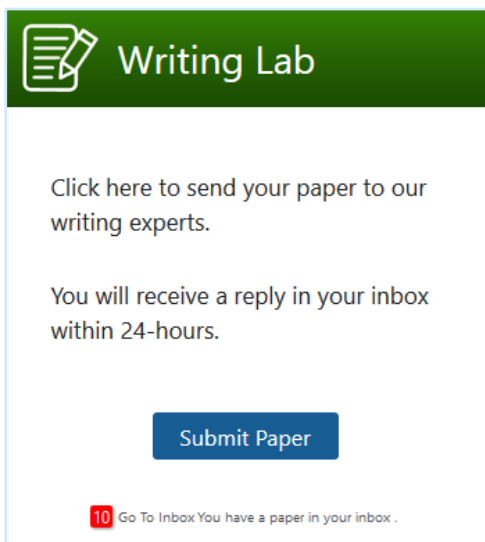
Live Help History & Receipts: All Brainfuse tutoring sessions are automatically recorded and saved for students to access anytime. Students can email their session recordings or download a receipt to verify a past tutoring session.

Live Help Use Case: If a student would benefit from tutoring support through Brainfuse, consider directing them to Brainfuse and asking them to upload the Live Session Receipt (as part of an assignment) or email the session recording for your review at any time. **Live Tutoring** can also be assigned as a tutoring task through **Faculty Dashboard**.



The Past Sessions interface shows a table of tutoring sessions. At the top, there's a header "Past Sessions" and a pagination bar with links for "< Previous", page numbers 1 through 11, and "Next >". The table has four rows, each representing a session. Each row starts with a play button icon, followed by the subject name, the date and time range, and three icons for document, list, and download.

Past Sessions			
< Previous 1 2 3 4 5 6 7 8 9 10 11 Next >			
	Finance	Tue 1/25/2022 10:13 AM to 10:28 AM	
	Accounting	Tue 1/25/2022 9:59 AM to 10:13 AM	
	Biology	Tue 1/25/2022 9:46 AM to 9:56 AM	
	Calculus	Tue 1/25/2022 9:43 AM to 9:46 AM	

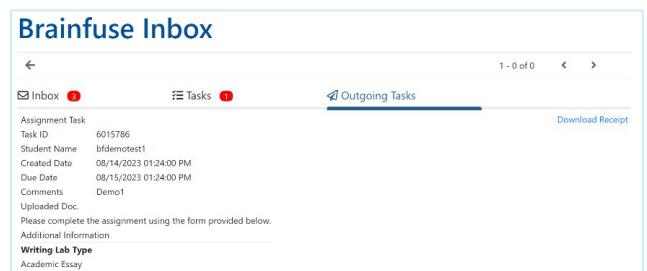


The Writing Lab interface has a green header with a notepad icon and the text "Writing Lab". Below the header, there's a text prompt: "Click here to send your paper to our writing experts." followed by another prompt: "You will receive a reply in your inbox within 24-hours." A blue "Submit Paper" button is centered below the prompts. At the bottom, a red notification box says "10 Go To Inbox You have a paper in your inbox."

Writing Lab: Students can submit their papers to a tutor for feedback to help in their revision process. Students select “Submit Paper” and follow the prompts to provide their tutor with details about the assignment expectations. Students receive their feedback within 24 hours.

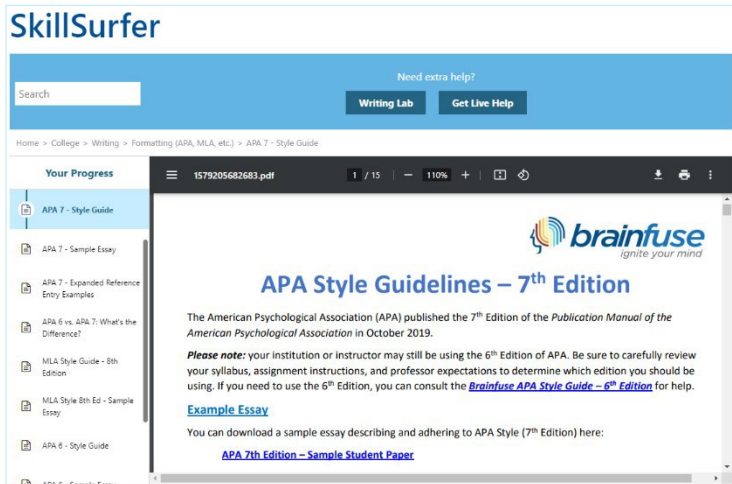
Writing Lab Receipts & Tutor Feedback: All Writing Lab submissions are saved for student access from their Brainfuse account at any time. Students can access their reviewed papers and download the file from their Brainfuse Inbox. If a paper is still under review by a tutor, students can download a PDF receipt with the submission details to verify a pending review.

Writing Lab Use Case: If a student would benefit from Writing Lab support through Brainfuse, consider directing them to Brainfuse to submit their paper. Students can then upload the Writing Lab Receipt or the tutor’s feedback as part of an assignment. **A Writing Lab submission can also be assigned as a tutoring task through Faculty Dashboard.**



The Brainfuse Inbox interface shows a header "Brainfuse Inbox" and a navigation bar with "Inbox", "Tasks", and "Outgoing Tasks". Below the navigation bar, there's a section for "Assignment Task" with details: Task ID (6015786), Student Name (bldemotest1), Created Date (08/14/2023 01:24:00 PM), Due Date (08/15/2023 01:24:00 PM), and Comments (Demo1). Below this, there's a section for "Additional Information" with the text "Please complete the assignment using the form provided below." and a "Writing Lab Type" dropdown menu set to "Academic Essay".

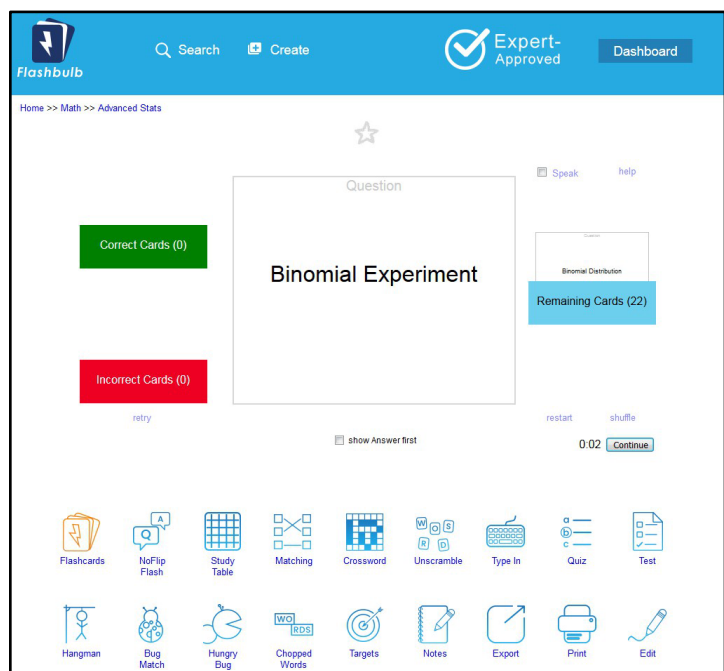
SkillSurfer: Through SkillSurfer, students can access a growing library of self-guided lessons, practice tests, and videos. Content areas include college subjects, career readiness, and specialized exams like GRE, NCLEX, and PRAXIS. Though tutors are not actively involved, students can easily connect to a tutor by selecting “Get Live Help” in any lesson.



SkillSurfer Use Case: If a student would benefit from additional content, requires more practice, or needs resources to help prepare for future goals, consider directing students to the SkillSurfer for unlimited, self-paced learning.

Flashbulb: Students can create their own flashcards or draw from an extensive library of flashcard sets that can be transformed into games, practice tests, study tables, and more.

Flashbulb Use Case: Flashbulb sets may be helpful for students studying practice, terminology, scenarios, and more. When students create their Flashbulb sets, they can share them with peers as part of a study group, group project, or assignment.



Questions? Email: helpdesk@tri-c.edu; Telephone: 216-987-4357