



CollegeNow 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 college applicants, veterans, students, and job seekers reach their goals by connecting them with qualified College Guidance Counselors, 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 experts?

Brainfuse experts are screened, trained, and managed directly by Brainfuse. Our experts are recruited from a diverse pool and include a mix of professional guidance counselors, 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 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 CollegeNow

Personalized College Application Coaching

Brainfuse CollegeNow is an all-in-one suite of services designed for a wide range of college application needs: whether it's tackling a college application, writing a personal statement, reviewing financial aid packages, or considering a transfer, CollegeNow services include expert coaching and self-study tools to empower users. Users may access live, on-demand assistance from expert college guidance counselors for assistance with the college application process, FAFSA forms, college interview preparation, financial aid packages, and more. With CollegeNow, 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 to submit personal statements to our college guidance counselors at any time of the day.

The screenshot displays the Brainfuse CollegeNow website interface. At the top, a dark red navigation bar contains the following links: Home, Application, Financial Aid, Admissions Interview, eParachute, and Adult Learners. On the right side of the navigation bar, there is an email icon, a menu icon, and the text 'BFCollegeNow'. Below the navigation bar, a black banner states 'Guidance counselors are available.' The main content area features three large service cards, each with a red header and a white body. The first card is 'Application Help' with a document icon, containing the text 'Connect with a counselor to get application advice.' and buttons for 'Live Help' and 'Submit Essay'. The second card is 'Financial Aid Help' with a graduation cap and dollar sign icon, containing the text 'Get live help identifying and applying for financial aid.' and a 'Connect' button. The third card is 'Admissions Interview' with a speech bubble icon, containing the text 'Our live experts will help prepare you for your college admissions interview.' and a 'Connect' button. Below these cards is a 'RESOURCES' section with three red boxes. The first box is 'Application Resources' with a document icon and text: 'Resources for successful college applications, including SAT/ACT prep materials, essay writing guides, recommendation letter tips, and more.' The second box is 'Financial Aid Resources' with a graduation cap and dollar sign icon and text: 'Explore scholarships, loans, FAFSA guidance, and more.' The third box is 'Admissions Resources' with a speech bubble icon and text: 'Resource library for college admissions interviews.' At the bottom left, there is a red box for 'eParachute' with a stylized 'e' icon and text: 'Discover the college majors and careers that match your skills and interests.'

❖ Application Help

Experience personalized assistance with college application requirements by connecting with a live College Guidance Counselor

- **Live Help:** Users may access a live college guidance counselor for expert assistance navigating, creating, and completing a college application.
- **Submit Essay:** Users may submit their application essays and personal statements for review by an expert outside of a live session.
- **Application Resources:** Additional application resources and tips are provided to assist users in developing their application.
- **eParachute:** Users can complete a profile in eParachute to discover strengths and unique talents to map out potential majors and career paths.

❖ Financial Aid Help

Individualized support for patrons completing the FASFA, searching for scholarships, and reviewing financial aid packages

- **Live Help:** Connect with an expert for help navigating, preparing, and reviewing financial aid, including FASFA, grants, loans, and scholarships.
- **Financial Aid Resources:** Our resources provide self-guided learning to assist users with financial aid applications and packages.

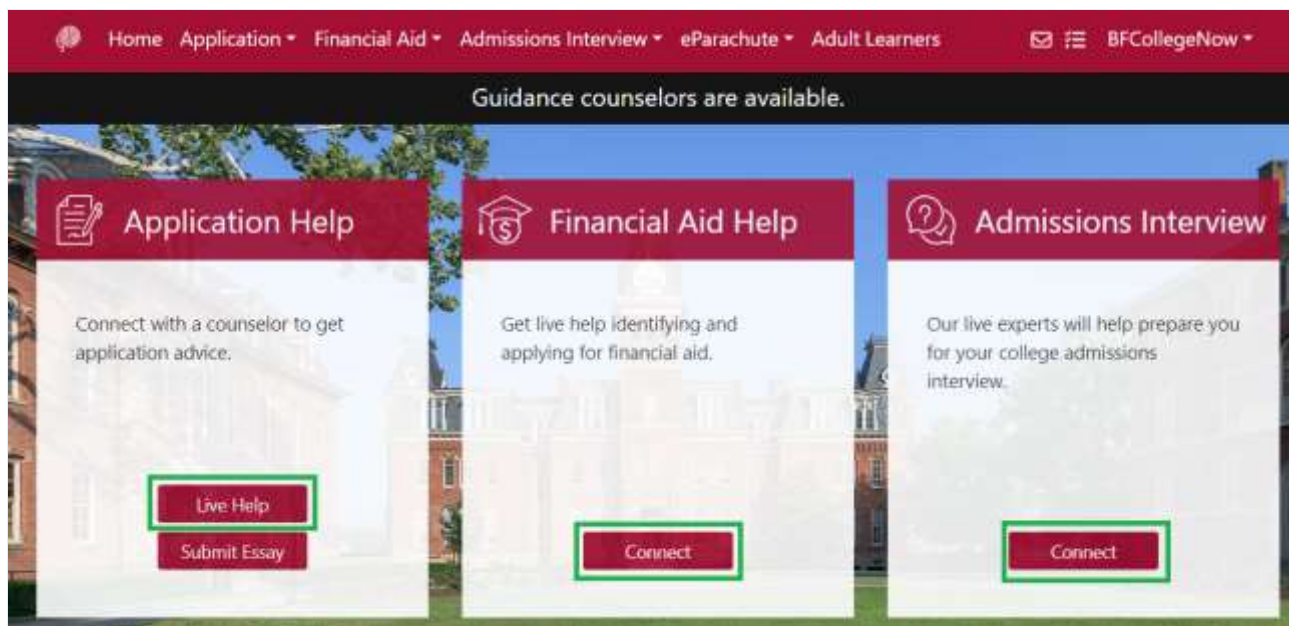
❖ Admissions Interview

Powerful online learning tools for users preparing for college admissions interviews, and

- **Live Admissions Interview:** Connect with an expert for help preparing for any aspect of the college admissions interview process.
- **Application Resources:** Resources provide lessons and tips to assist users through the interview process, including special considerations for transfers, trade schools, and international students.

Live Assistance

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

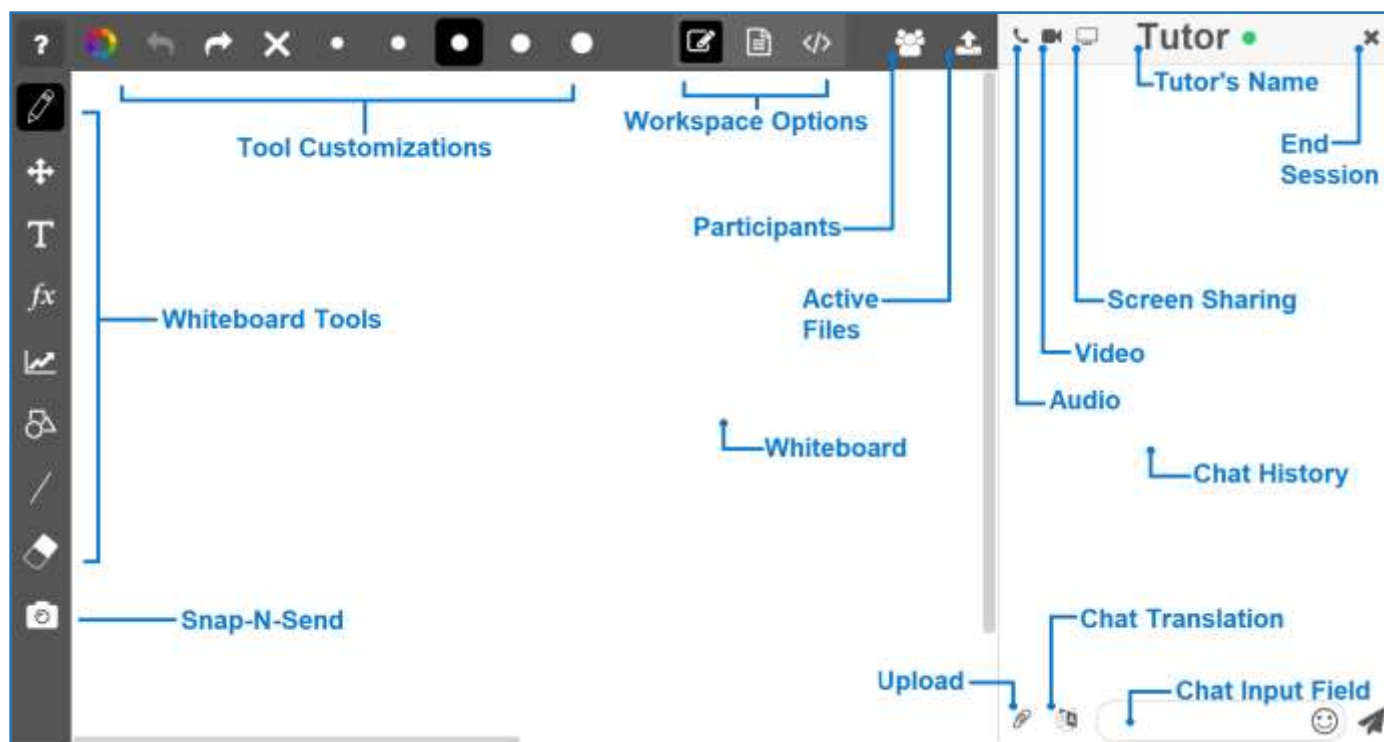


Application Help: For college application-specific assistance, select **Live Help** under the Application Help box.

Financial Aid Help: For financial aid-related assistance, including FAFSA support, select **Connect** under the Financial Aid Help box.

Admissions Interview: For admissions interview assistance, including mock interviews, select **Connect** in the Admissions Interview box.

The Brainfuse Whiteboard: The Brainfuse Whiteboard provides you with a variety of tools to communicate with your college guidance counselor.



Whiteboard Tools: To take a tour of the whiteboard tools, click  in the upper-left corner of the whiteboard.



PEN: Write/draw with your mouse



EDIT: Move items on the whiteboard and resize any uploaded images



TEXT TOOL: Click on the Whiteboard to start typing. When you select the text tool, it will reveal the following text options:



SUPERSCRIPT: Changes text into superscript



SUBSCRIPT: Changes text into subscript




PASTE: Paste text onto the Whiteboard




FONT: Change your font style and font size



TYPE EQUATIONS WITH THE EQUATION EDITOR: The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear. When you are finished, click .



GRAPH WITH THE GRAPHING CALCULATOR: The Graphing Calculator allows you to create graphs and visualize functions.

Click on the desired area of the Whiteboard where you want the graph to appear. When you are finished, select .





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



STRAIGHT LINE: Draw a straight line on the Whiteboard



ERASER: Erase items from the Whiteboard

Tool Customizations: Use the following options to customize the whiteboard tools to your preferences.



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



UNDO: Undo the last action



REDO: Reverse the last undo action



CLEAR: Clears the entire Whiteboard or the selected slide



SIZE OPTIONS: Change the size of the pencil or eraser

UNIQUE WORKSPACES: Use the following options to change the workspace during a live session.



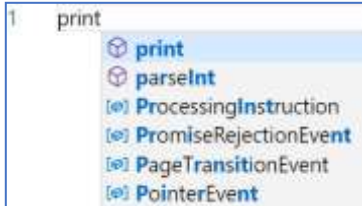
WHITEBOARD : This is the default workspace. Use this workspace to access drawing functions, equation features, and uploaded files. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the whiteboard workspace.



TEXT EDITOR: This is a text editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the text editor workspace at any time. The options available in the text editor are below.



TEXT CUSTOMIZATIONS Change the appearance of your text by selecting your font type, font size color, and text appearance.



TEXT ALIGNMENT: Change the alignment of your text by selecting your outline type, indentation, and alignment style.



UNDO & REDO: Undo or Redo the last action within the text editor



CODE EDITOR: This is a code editing workspace. Any work in this space will be saved if you navigate to another workspace. Select this icon to return to the code editor workspace at any time. The options available in the code editor are below.



VIEW FILES: Hides or expands the file list in your code editor.



ADD FILE: Add a file to your code editor. Save your file with the appropriate programming language file extension in order enable code help and completion while working in your file. Multiple files can be saved in the code editor workspace at one time.



EDIT FILE NAME: Edit the selected file name. If you change the programming language file extension, the code help and code completion will automatically update to reflect the new code.



REMOVE FILE: Delete the selected file from your code editing workspace

CODE COMPLETION: Working within a file that is saved with a valid programming language file extension will provide code completion assistance.

Communication Tools: Use the following options to review and change the way you communicate during your live session.



SNAP-N-SEND: Snap-N-Send enables you to scan documents or handwritten notes and send it to the Brainfuse Whiteboard during a live session. To use Snap-N-Send, download the Brainfuse Mobile App (iOS or Android versions) and follow the instructions to log into your Brainfuse account. During a live session, select the Snap-n-Send feature from the mobile app, scan the desired material with your mobile device, and it will appear on your whiteboard.



PARTICIPANTS: View the participants active in the current live session



FILE UPLOADS: View the files already uploaded to the whiteboard. If more than two files have been uploaded, the first file can be accessed through the drop-down option in order to add it to the whiteboard again.



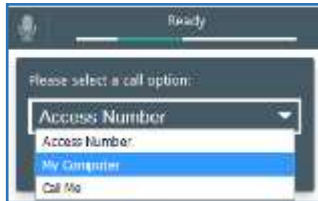
CHAT TRANSLATE: Choose the language you want the chat to appear in. This tool allows you to chat in any language.



UPLOAD FILES TO SHARE WITH EXPERT: Click on the Upload button (bottom left of the Chat Box) to upload images, papers, or other assignments to work on them in real time during your live session.



USE AUDIO: Select the Audio button (top left of the Chat Box) to speak through a secure and private conference room, using your computer (VoIP) or a toll-free call



ACCESS NUMBER: Use your phone to dial a toll-free, secure conference number

MY COMPUTER: Use your computer and internet connection (VoIP) to connect

CALL ME: Receive a phone call to connect. Please note that the Brainfuse expert will connect with you via our phone bridge. Our experts will not have access to your phone number.



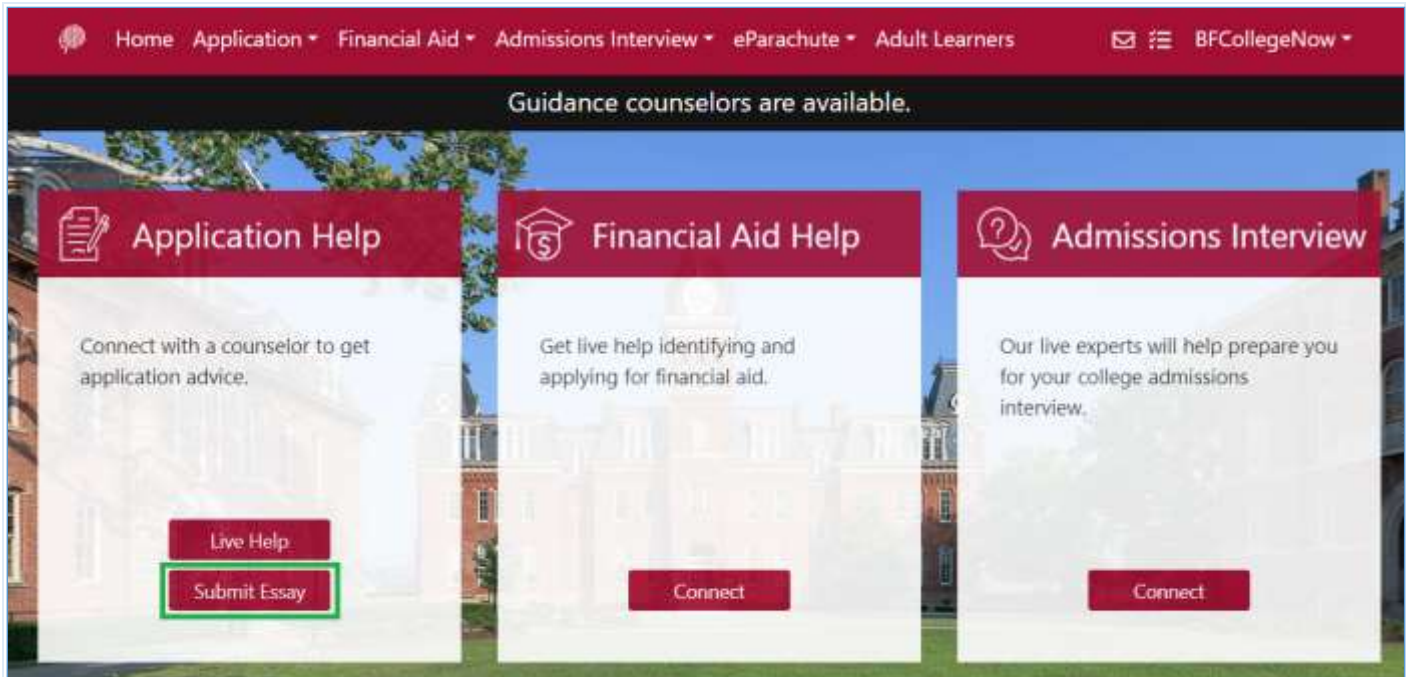
USE VIDEO: Select the Video button (top left of the Chat Box) to begin using video through a secure and private conference room. Selecting video will also prompt audio using your computer (VoIP) or a toll-free call.



USE SCREEN SHARING: Select the Screen Share button (top left of the Chat Box) to begin sharing your screen.

Application Essay Help

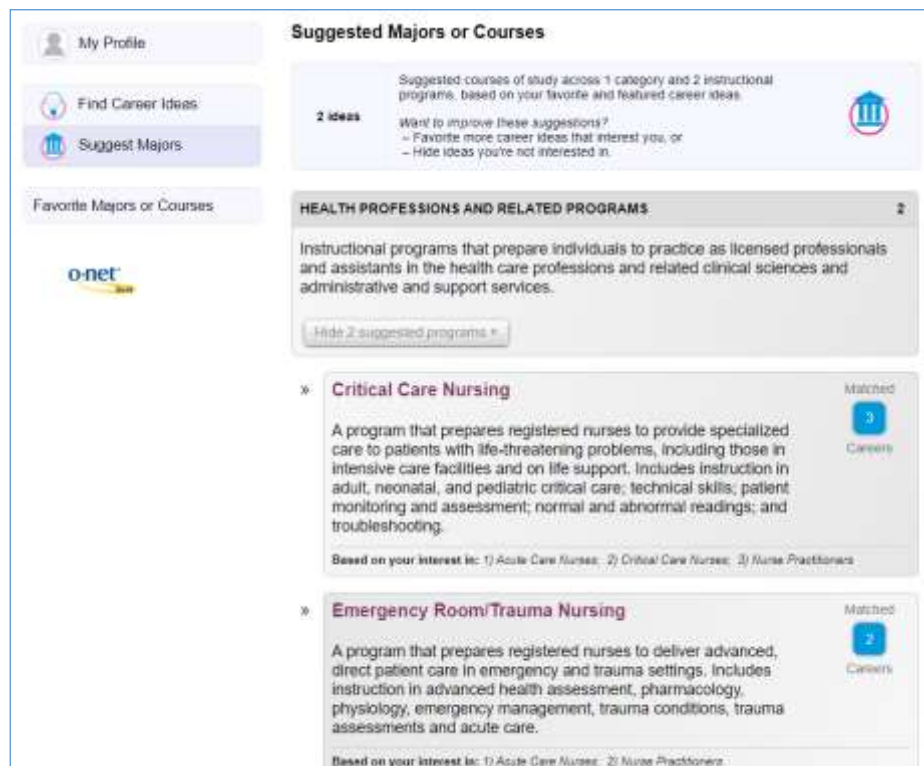
Submit Essay allows users to seek assistance outside of a live session by sending their application essay to our college guidance experts for support.



The **Application Essay Help** option provides users the freedom to receive assistance at any time of the day without the need to connect to a live expert. Users can submit their personal statements or application essays for detailed feedback and helpful hints for their application. Brainfuse college guidance experts will return the file with detailed comments, usually within 24 hours.

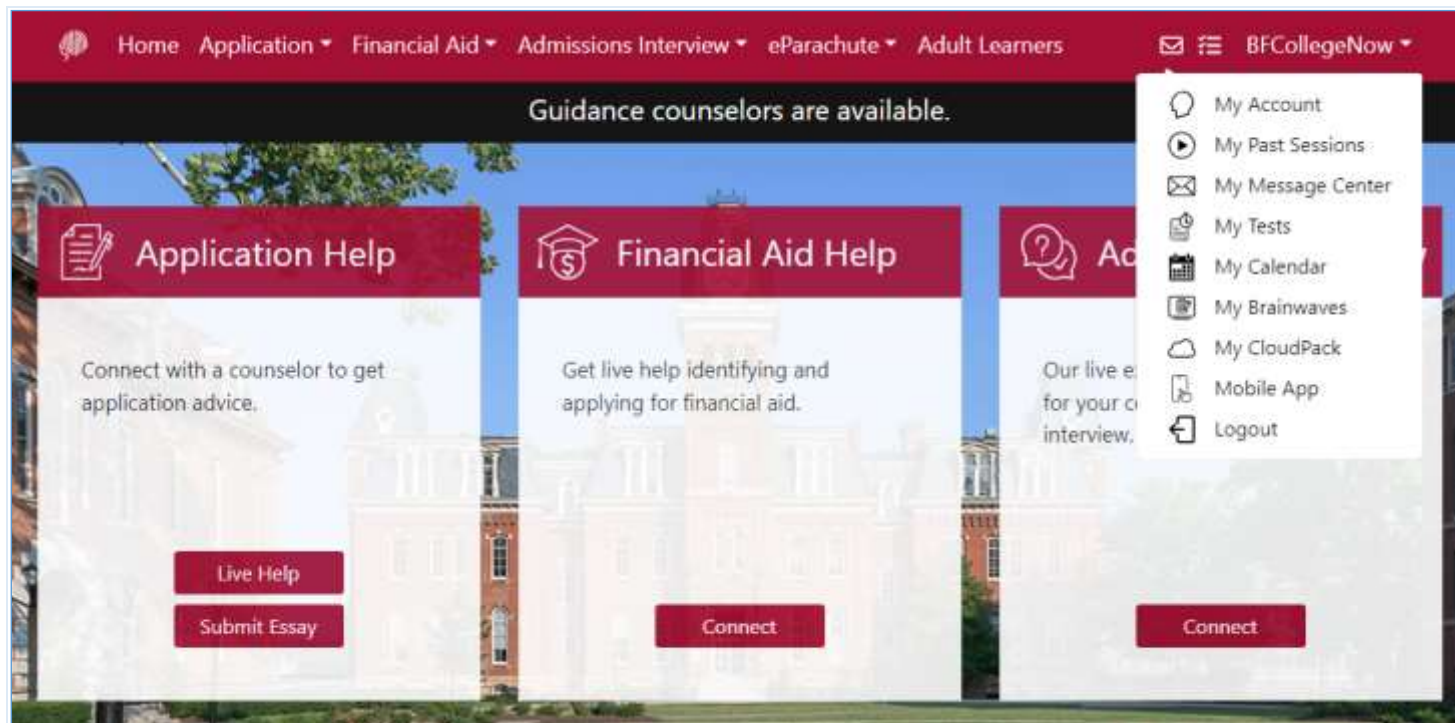
eParachute

eParachute allows users to create a unique profile to explore recommended college majors and career paths based on users preferences and interests.



My Account

My Account is your personal Brainfuse profile and contains all past live sessions, submitted essays, and tests taken.



- **My Account:** View and edit your account details, including your username, password, or email address.
- **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 essays sent to and feedback received from Brainfuse college guidance counselors.
- **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.
- **Mobile App** provides your account's unique QR Code to sign in to the Brainfuse Mobile App without a username or password.

Questions?



info@brainfuse.com



1-866-BRAINFUSE