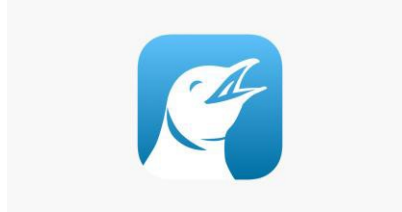


# Penji Tutoring App Instructions

## How to Start

1. Download the Penji app from the Apple or Google Play store. It looks like this:



You can also access the app on the web at [web.penjiapp.com](http://web.penjiapp.com)

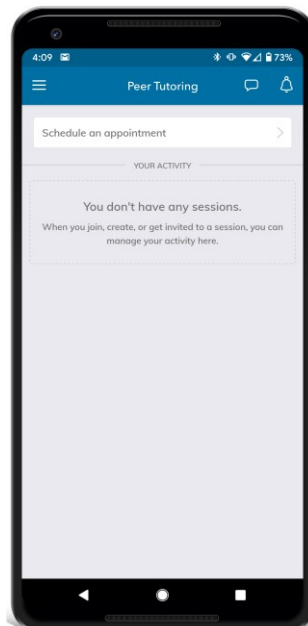
2. Log on with your Parker University Single Sign On (SSO) which should be your Parker University email address and password.
3. Once you're logged in, finish setting up your account, you can schedule a session.

## Scheduling a Session

4. Once you're logged in, choose the "Learn" screen.

### "Learn" Screen

Make an appointment and manage activity



5. Click "Schedule an appointment" and choose your course.

### Schedule: Pick Class

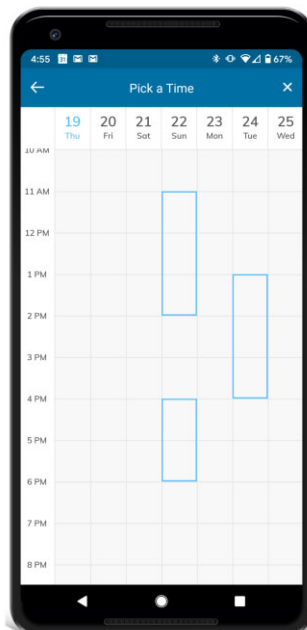
"Edit your classes" to choose what appears here



6. Pick your time from the list of those available. Sessions are typically 30 minutes or one hour.

### Schedule: Pick Time

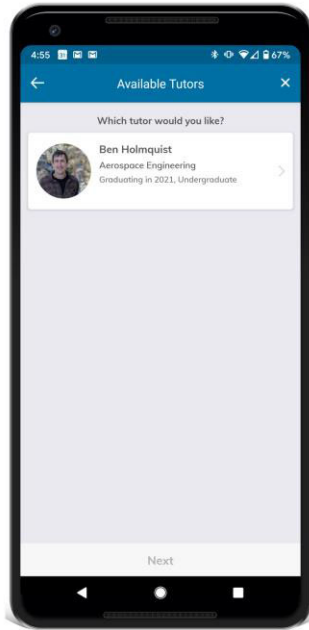
Choose from the combined availability of all tutors



7. Choose a tutor. For some subjects and times, there will be multiple options.

### Schedule: Pick Tutor

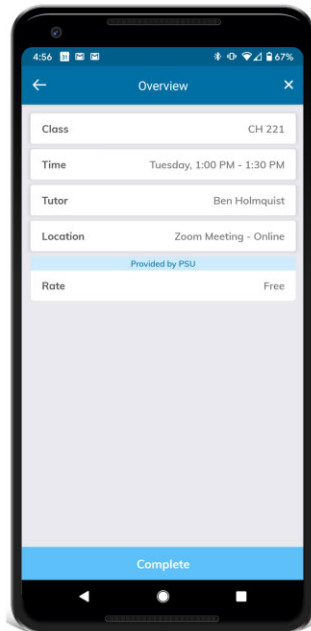
Choose from tutors available  
at your selected time



8. Fill in your Topic – give whatever information you have so that your tutor can prepare the best way to help you. Let your tutor know if you need homework help on a certain section, if you have slides you'd like to review, or even if you have a study guide you can share with them.
9. Review all the information and make sure it's correct. Then click "Continue."

### Schedule: Confirm

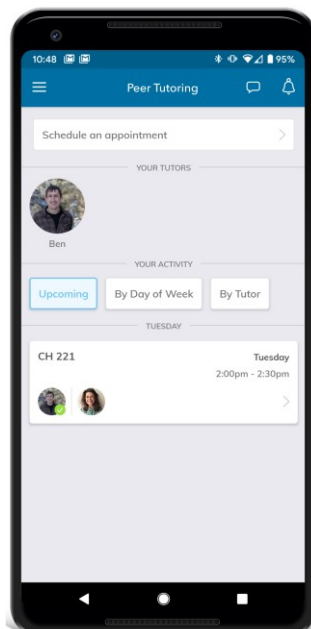
Make sure everything looks good!



10. You will now see the appointment you made and its details on your Activity Feed.

### Activity Feed

Upcoming sessions are viewed and managed here

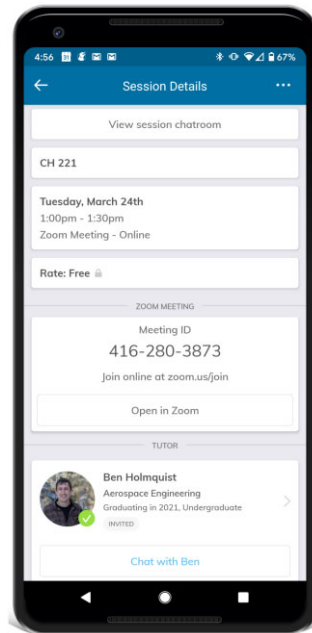


11. The tutor you selected will receive a notification of the appointment and will then confirm their availability.

12. Once the tutor accepts the invitation, you will receive a notification.

### Session Details

Find the Zoom meeting ID  
and other details



## After the Appointment

13. Once your appointment is over, you will be prompted in the app to provide feedback on your session. Please let us know your thoughts so we can either modify sessions or call out a tutor who is doing a great job!