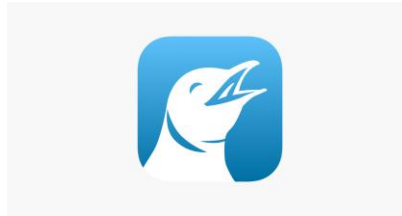


# Penji Tutoring App Instructions

## 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)

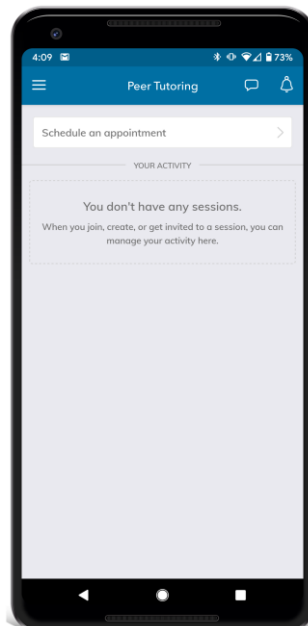
2. Log on with your Murray State University Single Sign On (SSO) which should be your Murray State email address and password.
3. Once you're logged in, finish setting up your account, including added your courses.

## Scheduling a Session

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

### "Learn" Screen

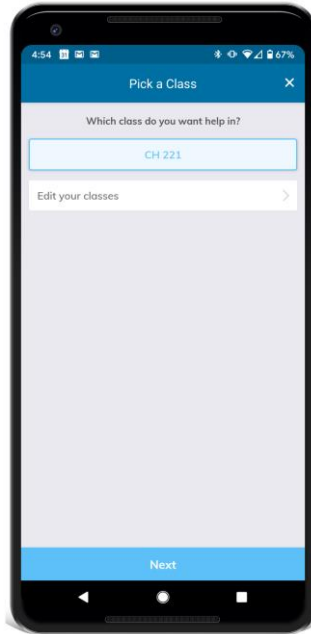
Make an appointment and manage activity



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

### Schedule: Pick Class

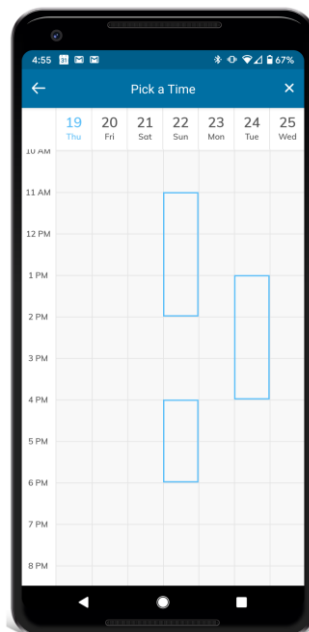
"Edit your classes" to choose what appears here



- Pick your time from the list of those available. Sessions run in either 15 or 30 minute increments.

### 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**

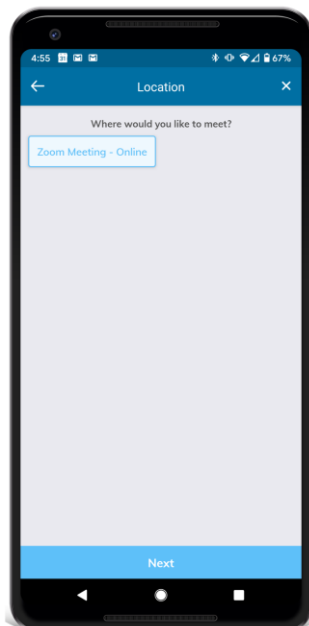
Choose from tutors available  
at your selected time



8. Select that you would like a Zoom location (currently the only option for our center).

**Schedule: Pick Location**

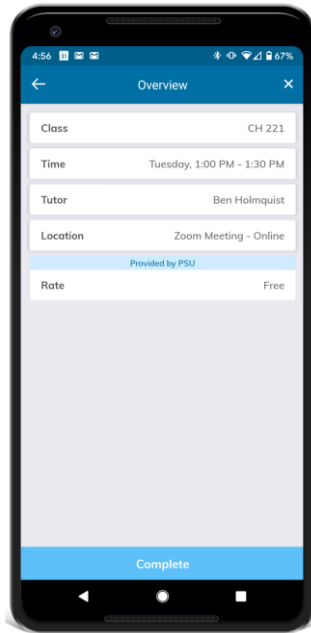
All appointments held on Zoom  
for foreseeable future



- Fill in your Topic – give whatever information that you have so that your tutor can prepare the best way to help you. Let your tutor know if you just 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.
- Review all the information and make sure it's correct. Then click "Continue".

### Schedule: Confirm

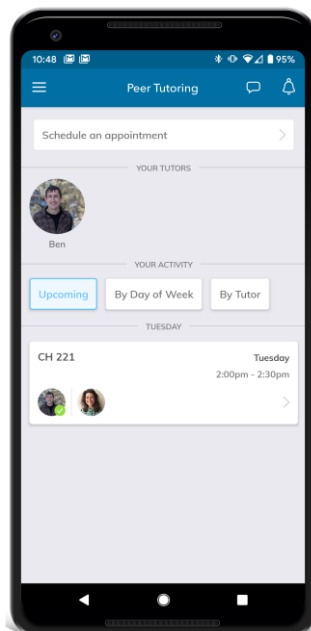
Make sure everything looks good!



- You should now be able to see the appointment you made and its details on your Activity Feed.

### Activity Feed

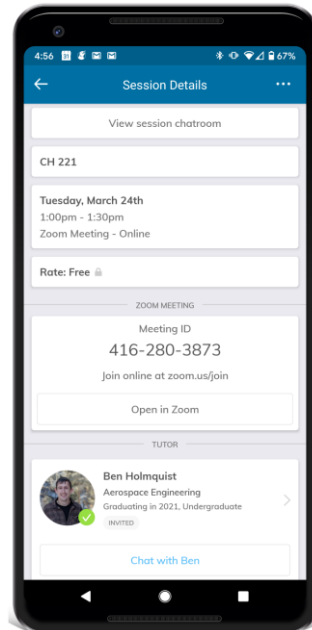
Upcoming sessions are viewed and managed here



- The tutor you selected will receive a notification of the appointment and will then confirm their availability.
- Once the tutor accepts the invite, you will receive a notification. The app will update with the Zoom meeting link you will use to access your appointment. You will also receive an email with the Zoom link.

### Session Details

Find the Zoom meeting ID and other details



## After the Appointment

- 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 make adjustments to our sessions or to call out a tutor who is doing a great job!