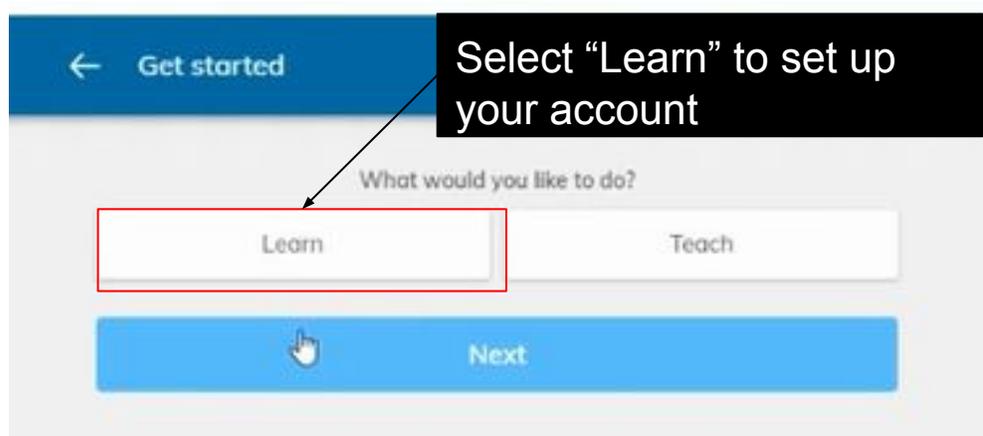
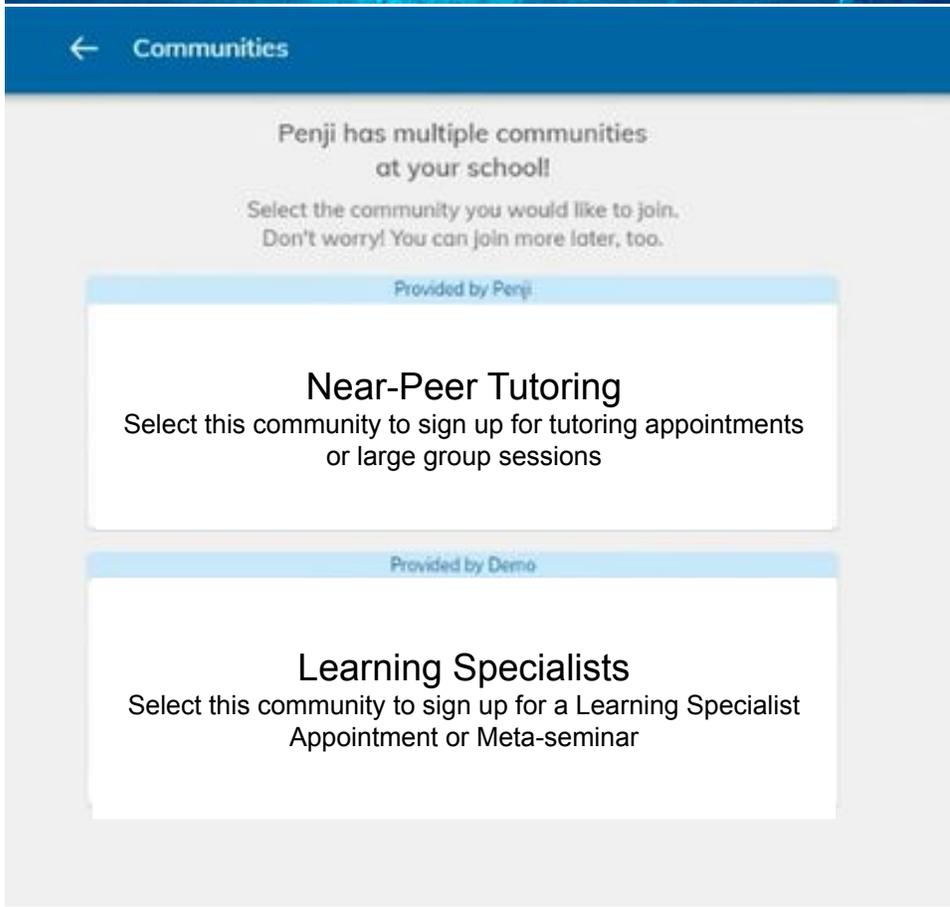
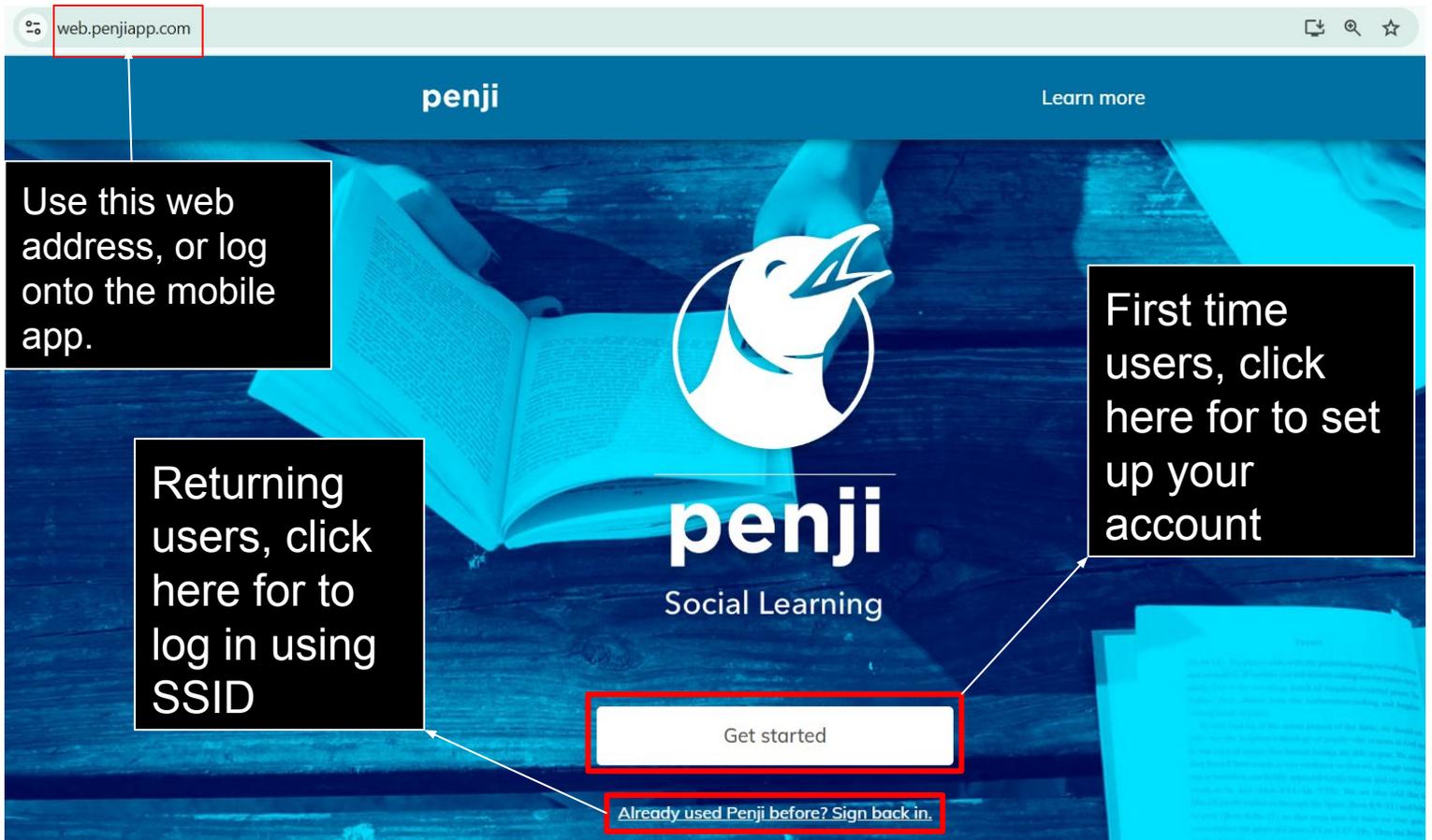


Penji Guide

Signing Up for Tutoring Appointments



1. Go to web.penjiapp.com or open the mobile app.
2. First Time Users: Select "Get Started."
3. Returning Users: Select "Already used Penji before? Sign back in."
4. Log in with your CWRU SSID.
5. Select the "Near-Peer Tutoring" community.
6. Then select "Learn"

Homepage



 **Students** 1

 Near Peer Tutors

 Help

 Settings

Switch to Learning Specialists >

Schedule a 30-Minute, 1-on-1 Appointment > 2

Schedule a 1- hour, 1-on-1 Appointment >

Schedule a 30-Minute Small Group Appointment > 3

Schedule a 1-hour Small Group Appointment >

Join Group Review Sessions > 4

View Drop-In Hours > 5

YOUR NEAR PEER TUTORS

 Alexander

 Taseen

 Ying

 Anatomy

 Jennifer 6

YOUR ACTIVITY

Upcoming | By Day of Week | By Near Peer Tutor 7

TUESDAY 05/20

M1 Weekly Content Review Session/Multiple Choice Questi... Tuesday, May 20th
1:00am - 2:30am EDT

 >

1. Homepage: Make sure you are on this page to schedule appointments.
2. Schedule a 1-on-1 Appointment
3. Schedule a Small Group Appointment
4. Join a Group Review Session
5. View Consult Table Hours
6. Your Previous Tutors
7. Your Appointment Cards

Scheduling a 1-on-1 Appointment

Pick a Topic

Search all topics

PINNED TOPICS

- Foundations
- IQ Case
- Lecture Topic
- Step 1
- Structure
- Writing Help

POPULAR TOPICS

- Step 1
- Lecture Topic
- Foundations
- Structure
- IQ Case

Looking for another topic?
Use "Search all topics" above to find more.

Next

Pick a Time

Filter by near peer tutor, location

May 01 - 07

	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							

Callout 1: Click here to filter by tutor or location

Callout 2: Choose the topic for your session here

Callout 3: Click on the time for which you would like to schedule an appointment.

Callout 4: Click select to confirm the time of your appointment

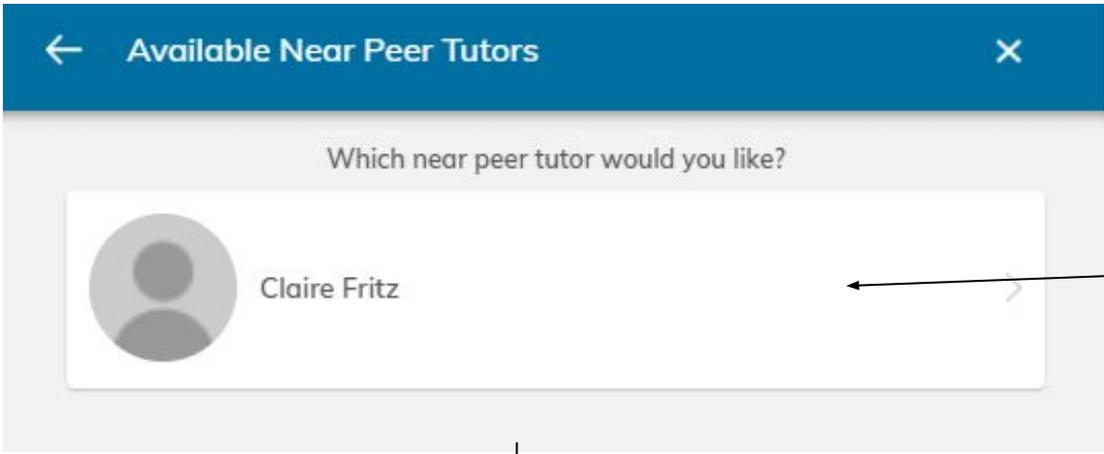
Pick a Time (Confirmation)

May 01 - 07

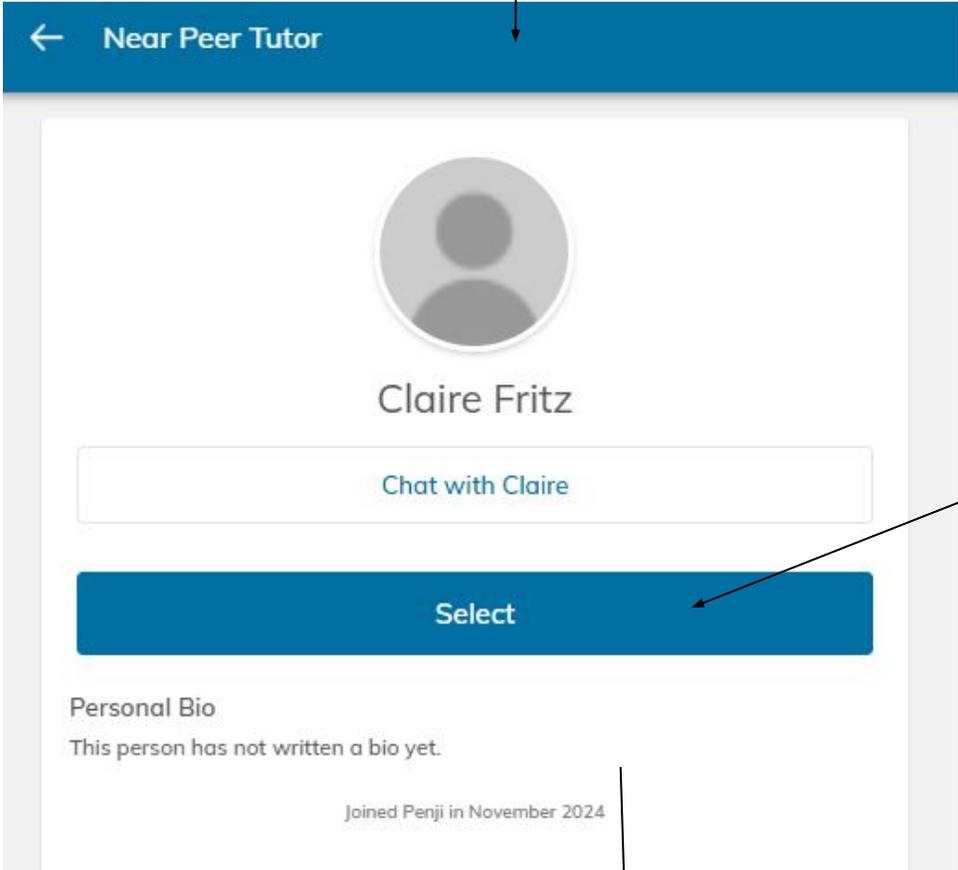
	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							

10:00 AM - 10:30 AM EDT Edit >

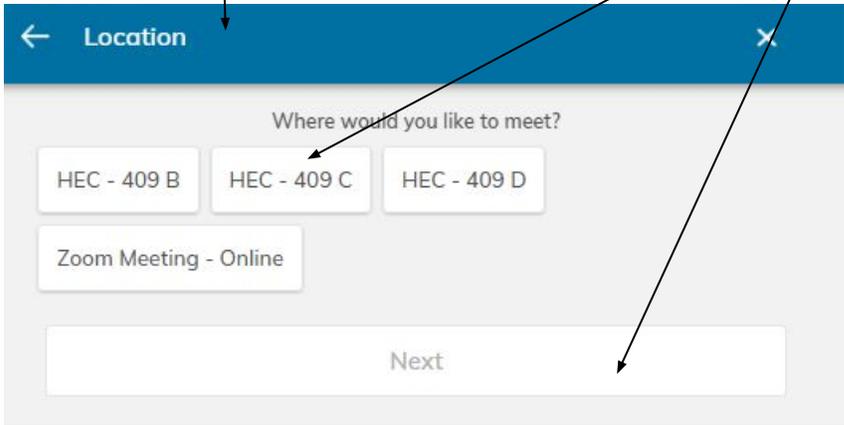
Select



Select your tutor by clicking their name



Then click select.



Choose your location and select next.

← Agenda ×

What would you like to focus on during this appointment? Be as specific as possible to allow your tutor to prepare a robust session for you.

Complete the agenda question for your tutor and click "Next".

Next

← Overview ×

Topic	Foundations
Time	Sun May 04, 10:00 AM - 10:30 AM EDT
Near Peer Tutor	Claire Fritz
Location	HEC - 409 C

Complete

Confirm the details of your appointment and click complete.

Are you sure?
You will be expected to attend this session.

CANCEL CREATE

Penji will ask you to confirm your appointment by selecting create

Scheduling a 1-on-1 Appointment

1. On the homepage, select “Schedule a 30-minute, 1-on-1 appointment” or “Schedule a 60-minute, 1-on-1 appointment”.
2. Select the topic for your appointment.
3. Select the time of your appointment by clicking on one of the blue squares on the calendar. You may first filter by tutor or location if you wish.
4. Click select to confirm the time and date of your appointment.
5. Select the tutor you wish to meet with.
6. Select the location of your session.
7. Confirm the details of your appointment and click create.

← Session Details

View session chatroom

Foundations

See agenda

Sunday, May 4th
10:00am - 10:30am EDT
HEC - 409 C

Submit Session Log

NEAR PEER TUTOR

 Claire Fritz
GOING

ATTENDEES

 Jennifer Furlong
Masters, graduating in 2017

Use this menu to cancel your appointment

Report a problem

FAQ

Cancel Session

After the session, submit the Session Log to provide feedback for your tutor.

← Session Review

The tutor was at my tutoring session on time.

Select how strongly you agree/disagree with this statement

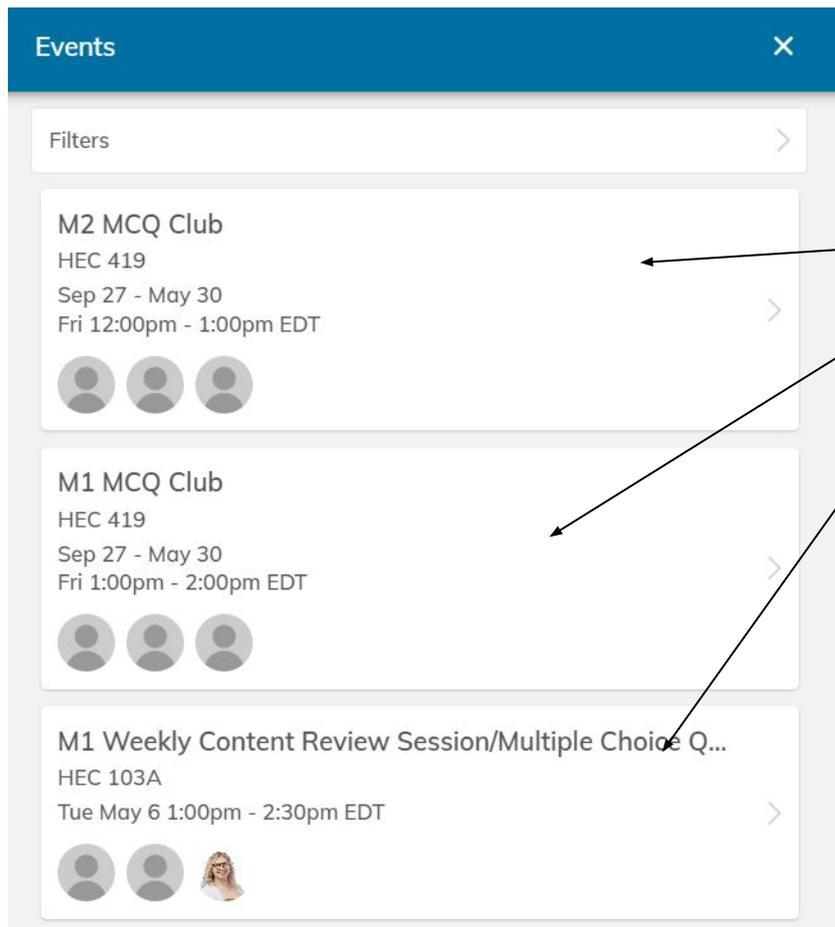
The tutor encouraged me to participate in the tutoring session.

Select how strongly you agree/disagree with this statement

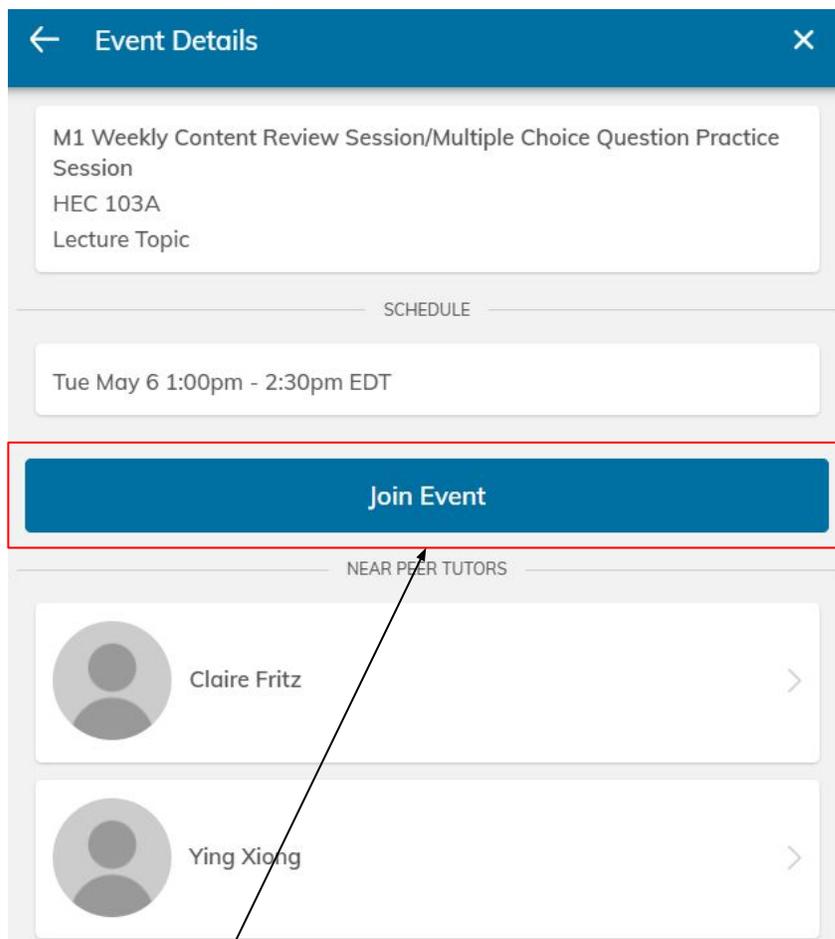
The tutor held all tutees to the group norms.

Select how strongly you agree/disagree with this statement

Joining a Group Review Session



Click the event you plan to attend



1. On the home page, select “Join Group Review Sessions”.
2. Choose the session you would like to attend,
3. Select “Join the event”.
4. To cancel your attendance, click on the appointment card on the homepage.
5. Then click on the menu on the top right corner of the appointment card, and choose “Leave Event”.

Then click join event

View event chatroom

M1 Weekly Content Review Session/Multiple Choice Question Practice Session

Tuesday, May 6th
1:00pm - 2:30pm EDT
HEC 103A

NEAR PEER TUTORS



Claire Fritz



Ying Xiong



Report a problem

FAQ

Leave Event

Use this menu to leave the event if you will not be in attendance.