

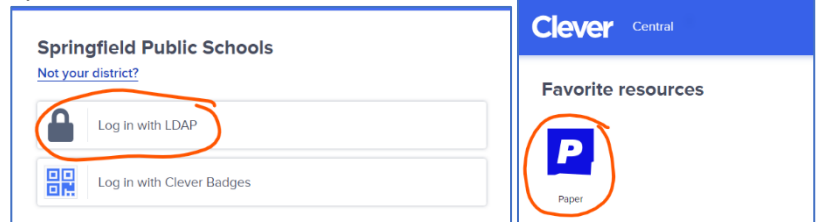
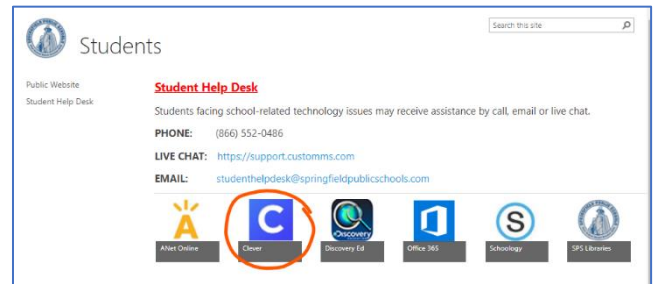
Paper Tutoring: How to Login to and Navigate the Platform

What is it: Paper Tutoring is a free online tutoring platform in which students can get live help from a tutor specifically qualified in their classes (all grade levels and content areas). Live Help and Essay Review are available to all students, 24/7, from any device. Support is available in English, Spanish, French, and Mandarin Chinese.

TWO WAYS TO ACCESS PAPER TUTORING

Through Clever Single Sign-On (SSO):

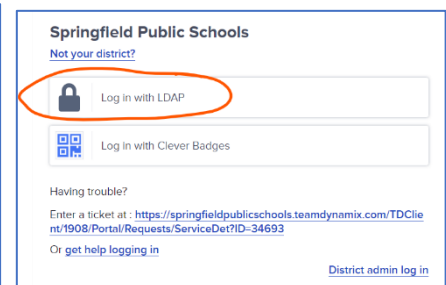
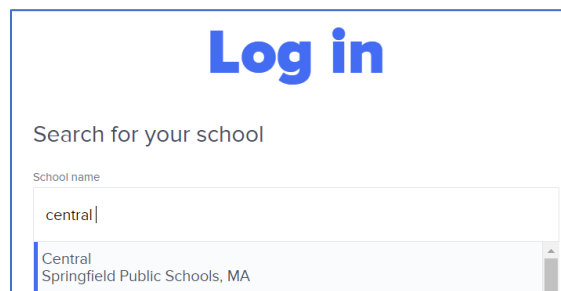
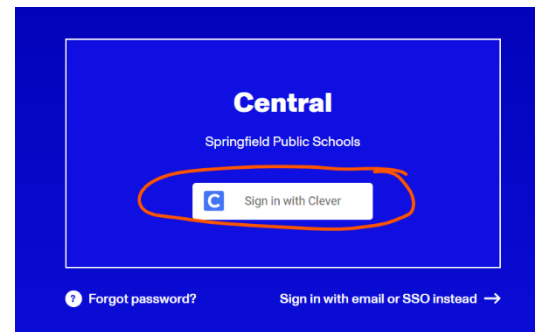
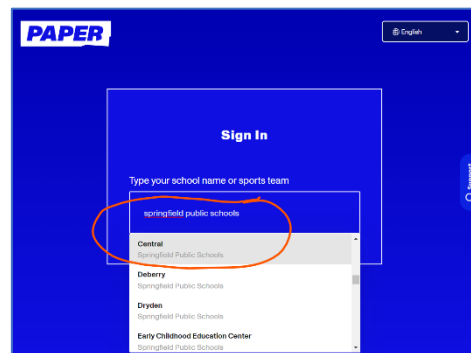
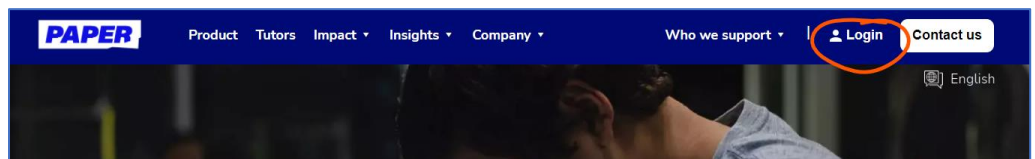
1. From the SPS Student Applications page, click on Clever.
2. Make sure the heading says Springfield Public Schools and select "Login with LDAP."
3. Your username and password are the same as for your SPS laptop (student id, SpMMDDYY).
4. On the Clever homepage, find the Paper icon (If it's not at the top of the page, scroll down to District Resources – you can click the heart on the icon to pin it to the top of the page).



OR

Through the Paper.co website:

1. From the SPS Student apps page, click on the Paper icon, or navigate to <https://paper.co/>. Click on Login in the upper right corner.
2. On the login screen, type Springfield Public Schools, then scroll through the list until you find Central. When you're prompted, select "Sign in with Clever."
3. On the Clever site, if you're prompted, Search for Central again (you may need to scroll through the list, but make sure that you select the correct Central (it will say Springfield Public Schools, MA). Then, select "Login with LDAP."
4. Use your SPS network username and password (student ID, SpMMDDYY). The first time you login, you will need to accept the Terms and Conditions and Code of Conduct.



ONCE YOU LOGIN

5. On your Dashboard, you can type in a specific question, or you can select one of your classes (which are pre-loaded into the platform) to connect with a tutor that can help you with that subject. These are human tutors who are available to live chat 24/7 – whenever you're doing schoolwork and need help. You can ask questions or share your assignment with them (upload a document, a photo, or a screenshot), and they will help you work through it until you understand. A record of your tutoring sessions is saved in your history, and you can always refer back to it.
6. You can also upload essays to get them reviewed for feedback before you submit them. When you upload it, they will give you an estimate of when it will be returned to you with feedback about the grammar, the content, and any suggestions that they have for you to improve your work.
7. In the upper right corner, you can access an Introduction video, or Paper Station, which has detailed directions to navigate the platform.
8. You can also ask specific questions about how to navigate the platform by clicking Support on the right.

