



JobNow & VetNow 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 veterans, students, and job seekers reach their goals by connecting them with qualified 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 tutors?

Brainfuse experts are screened, trained, and managed directly by Brainfuse. Our experts are recruited from a diverse pool and include a mix of professional 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 an 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 JobNow & VetNow

Personalized eLearning

Brainfuse JobNow & VetNow is an all-in-one suite of services designed for a wide range of career or veteran needs: whether it's tackling a resume, writing a cover letter, navigating the VA system, or adjusting to a civilian career. JobNow & VetNow services include expert coaching and self-study tools to empower users. Users may access live, on-demand assistance from expert Job Coaches or Veteran Navigators. With JobNow & VetNow, 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 in the writing lab to submit career documents to our Job Coaches any time of the day. The Brainfuse full-service test center offers practice tests for all levels in math, reading, and writing as well as college preparatory tests - including the SAT.

The screenshot shows the Brainfuse JobNow & VetNow website. At the top left is the logo, and at the top right is a language dropdown set to 'English'. Below the logo is a navigation bar with links: Home, Expert Help, Job Tools, VA Support Tools, College Skills, Adult Learners, and My Account. A 'Login' button is also present. Below the navigation bar are search fields for 'Job title, keywords or company name' and 'Location (City, state or zip code)'. The main content area is divided into three columns: 'Live Job Coaching' (with a 'Connect' button), 'Resume Lab' (with a 'Submit Resume' button), and 'Live Veteran Navigator' (with a 'Connect' button). Below these are three sections: 'Tools for Job Seekers' (including Live Resume Coaching, eParachute, Resume Templates & Resources, Interview Tips, Live Interview Coaching, Job Resources, Optimal Resume, and Interview Resources), 'Tools for Veterans' (including Send Question and Veteran Resources), and 'College Skills' (including SkillSurfer, FlashBulb™, Brainwave™, LEAP Learning Platform, and MEET™). At the bottom, there is a footer with links for Privacy, Terms of Use, FAQs, Announcements, Demo, and Contact Us, along with social media icons for the App Store and Google Play, and the Brainfuse logo.

❖ Expert Help

Experience personalized eLearning by connecting with a live Job Coach or Veteran Navigator

- **Live Job Coaching:** Use Live Job Coaching for assistance preparing for interviews, updating a resume, or searching for open positions.
- **Resume Lab:** Users may submit their resumes or cover letters for a review by a Brainfuse Expert
- **Live Veteran Navigator:** Veteran users can connect with a Veteran Navigator for assistance in a variety of areas.

❖ Job Tools

Additional support for users exploring the job market or updating career documents

- **eParachute:** Use eParachute to discover your strengths and unique talents to map out your future career.
- **Job Resources:** Users can review a unique list of national and local links for assistance starting the job search.
- **Resumes Templates & Resources:** Resume templates and tips are provided to assist users create or update the important career file.
- **Optimal Resume:** Users can create resumes, cover letters, and portfolios in a sleek, easy-to-use system.
- **Interview Tips:** Our interview tips provide self-guided resources to assist the user through the entire interview process.
- **Interview Resources:** This curated list of resources can be accessed to gain further insight into successful interview practices.

❖ VA Support Tools

Additional support for veterans navigating the bureaucracy of the VA or adjusting to civilian life

- **Send Question:** Veterans can submit questions outside of a live session for a Veteran Navigator. Our experts will respond within 24 hours to the question.
- **Veteran Resources:** Veterans can access this curated list of national and local links for additional assistance in a variety of areas.

❖ College Skills

Powerful online learning and collaboration tools

- **SkillSurfer:** Our skills building service helps users master a concept or skill through online lessons and videos.
- **LEAP Learning Platform:** Diagnostic test center with detailed study plans and customized lessons.
- **FlashBulb:** Users can access and create interactive learning games, quizzes and flashcards.
- **MEET:** Schedule a live group session with others. Invitees receive the invite in their email inbox and simply click on the MEET link to join the organizer. Attendees do not need to be Brainfuse users.
- **Brainwave:** Record movie-like whiteboard sessions to store solutions to homework problems, class projects, or any other concepts that involve motion or sequencing.

❖ Adult Learners

Unique learning tools customized for adult learners

Live Job Coaching or Veteran Support

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



English ▾

Inbox ✓ Tasks

Logout



Home

Expert Help

Job Tools

VA Support Tools

College Skills

Adult Learners

Brainfuse ▾

Search Job

Job title, keywords or company name

Location

City, state or zip code

Search

Live Job Coaching



Click here to get help to transition your resume from military to civilian careers including translating military skills, key words, and more.

Connect

Resume Lab



Click here to get help to transition your resume from military to civilian careers including formatting, key words, transferable skills, and more from Brainfuse experts.

Submit Resume

Live Veteran Navigator



Connect with an expert to learn more about eligible VA benefits and community resources.

Connect

Tools for Job Seekers



Live Resume Coaching

Resume Assistance from live experts



Live Interview Coaching

Interview coaching from live experts

Live Job Coaching: For general career assistance, including a job search, select [Connect](#) under the Live Job Coaching header

Live Resume Coaching: For resume specific assistance, select [Live Resume Coaching](#) under the Tools for Job Seekers header

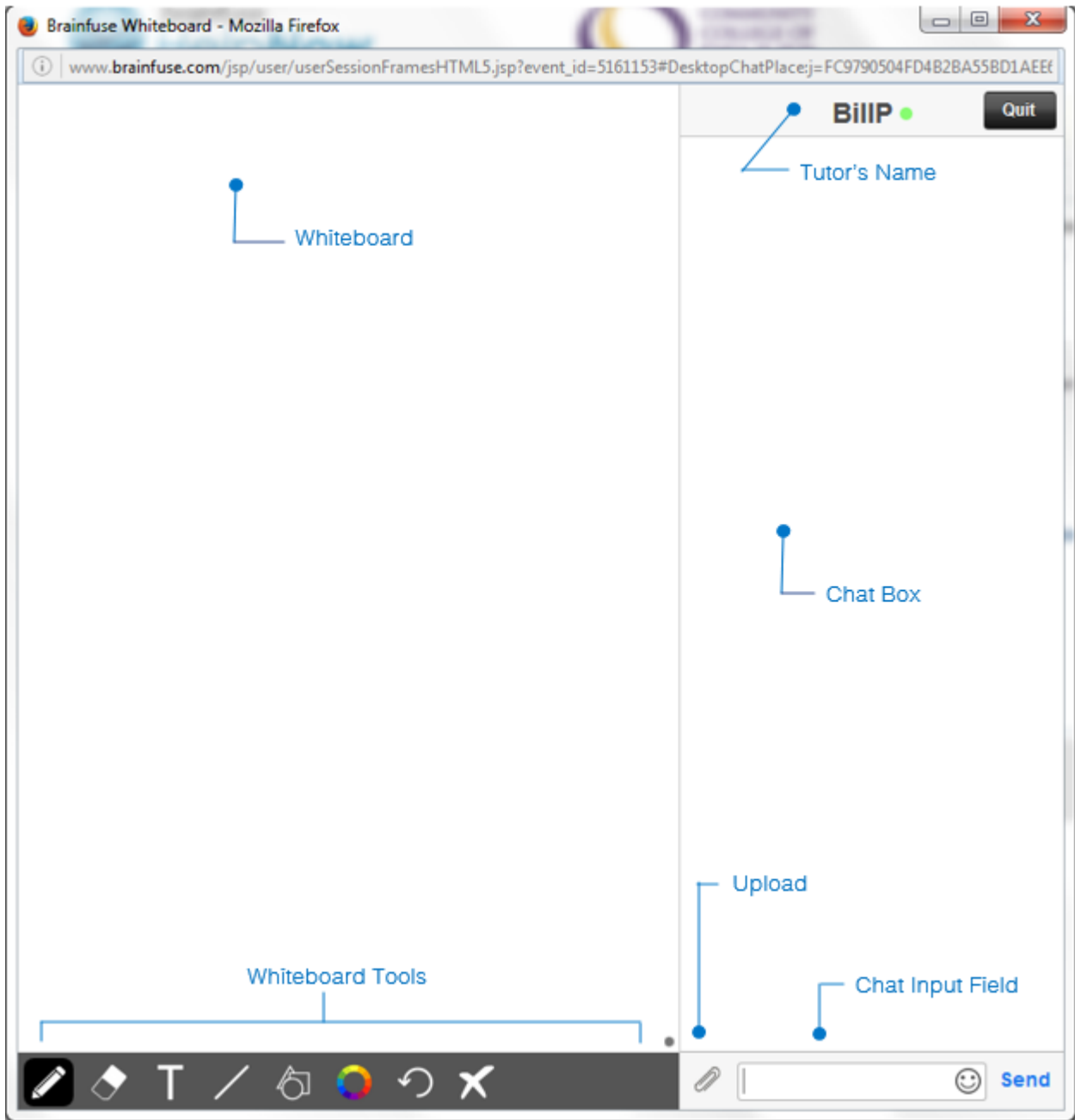
Live Interview Coaching: For interview related assistance, including mock interviews, select [Live Interview Coaching](#) under the Tools for Job Seekers header

Live Veteran Navigator: For Veteran Support, including assistance navigating the VA, select [Connect](#) under the Live Veteran Navigator header

How to use the Whiteboard

The whiteboard area is on the left side. You can use your mouse to draw or the text tool to type on the whiteboard. Any images uploaded will appear on the whiteboard as well. Use the chat box on the right side to converse with your tutor. Type your message in the Chat Input Field to send your message.

The Whiteboard



Whiteboard Tools (left to right)



PEN: Write/draw with your mouse



ERASER: Erase



TEXT TOOL: Click on the Whiteboard to start typing. Also expands to:



SUPERSCRIPT: Changes text into superscript



SUBSCRIPT: Changes text into subscript



PASTE: Paste text onto the Whiteboard



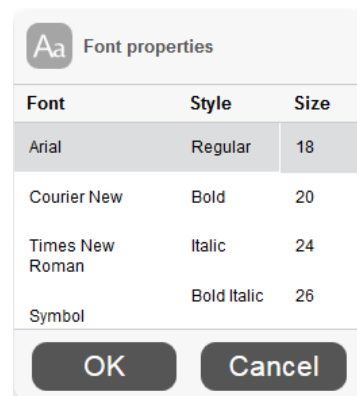
FONT: Change your font style and font size



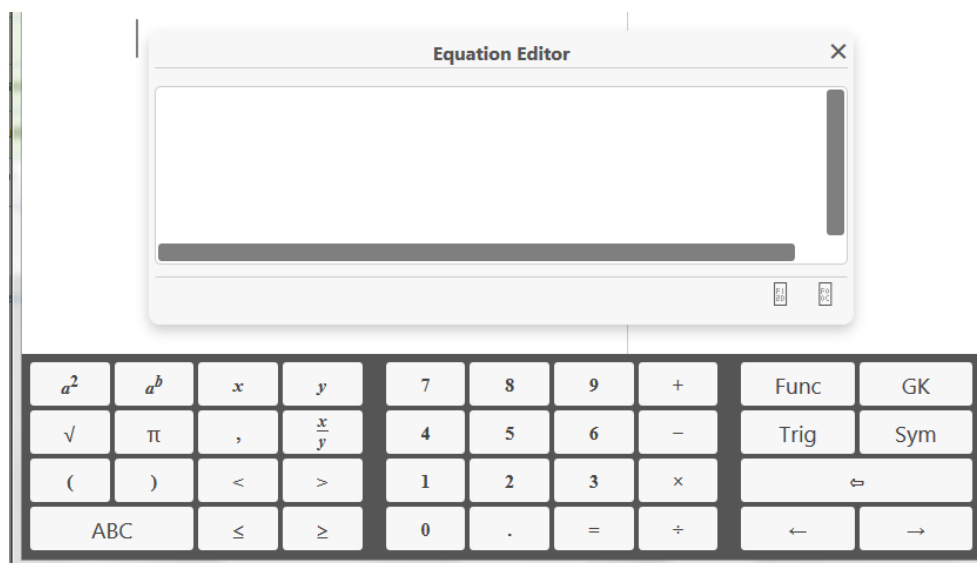
MATH SYMBOLS: Enter a mathematical symbol



SCIENCE SYMBOLS: Enter a scientific symbol



EQUATION EDITOR: Click on the Whiteboard and you can type mathematical equations, functions, and symbols in the available box. Press Enter to make the expression appear on the Whiteboard.

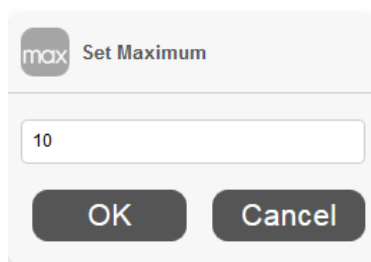
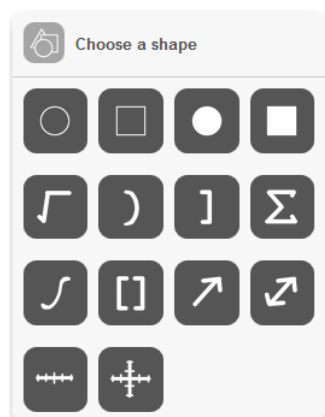




LINE: Draw a straight line



SHAPES: Select a shape from the menu to draw it on the Whiteboard

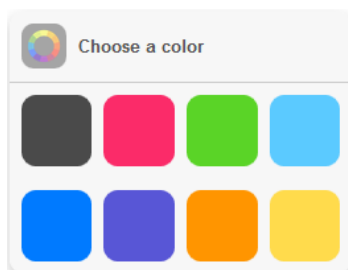


NUMBER LINES and GRAPHS:

Select MIN, MAX and INTERVAL MODE to adjust the minimum, maximum and interval values



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



UNDO: Undo the last action



CLEAR: Clears the entire Whiteboard




How to Take a Screenshot

Windows

Press **ALT + PrtScn**.

Mac

Press **Command ⌘ + Shift + 3**.

You may then copy (**Ctrl + C / Command ⌘ + C**) paste the screenshot onto the Whiteboard using the  **Paste** button.

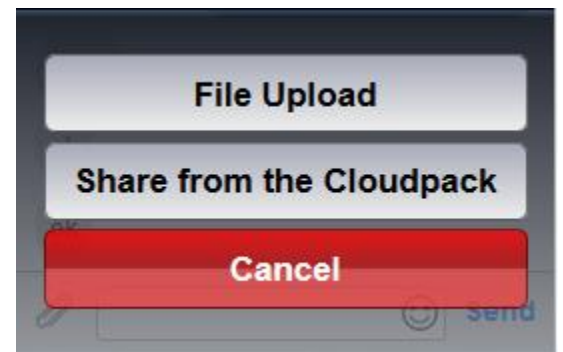
How to Upload an Image



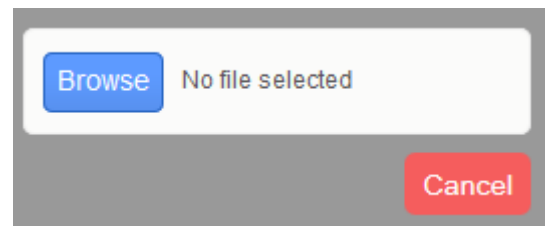
UPLOAD: Click on the Upload button (bottom left of the Chat Box)

When this menu appears, select **File Upload**.

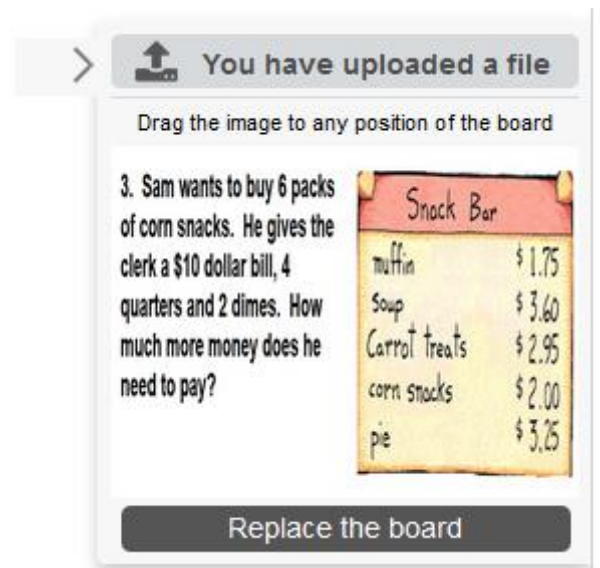
You can also upload from your **Cloudpack** if you have already stored documents or images there.



Then, click on **Browse** and search for the image in your computer and press **OK**.

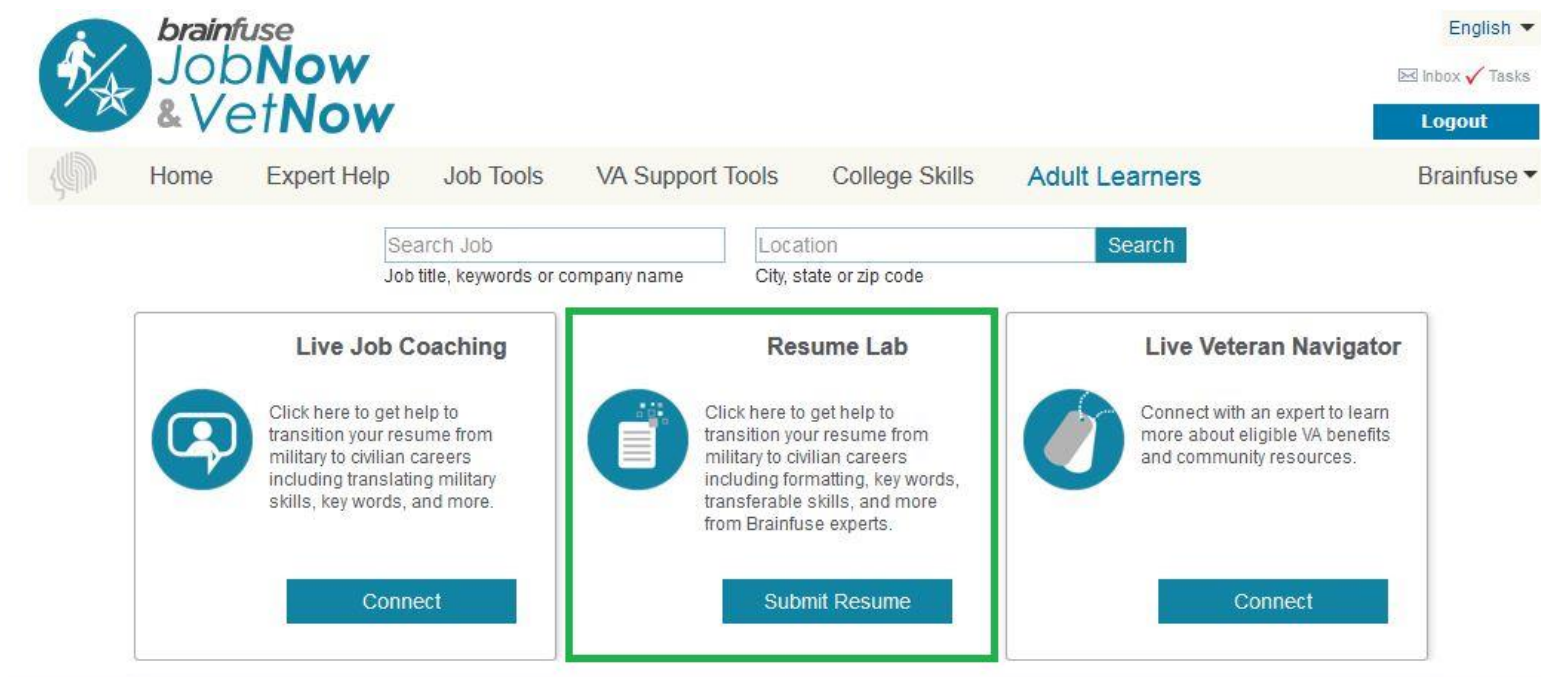


When your image finishes uploading, drag the image onto the Whiteboard to share it with your tutor.



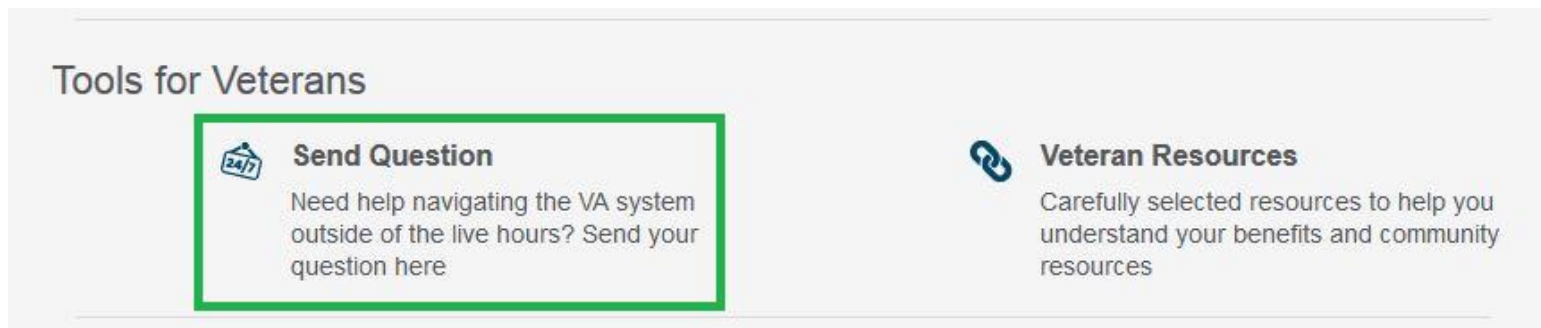
Resume Lab & Send Question

The [Resume Lab](#) & [Send Question](#) service allow users to seek assistance outside of a live session.



The screenshot shows the Brainfuse JobNow & VetNow website. At the top left is the logo. On the right, there are links for 'English', 'Inbox', 'Tasks', and a 'Logout' button. A navigation bar contains 'Home', 'Expert Help', 'Job Tools', 'VA Support Tools', 'College Skills', 'Adult Learners', and 'Brainfuse'. Below the navigation bar are search fields for 'Search Job' (with placeholder 'Job title, keywords or company name') and 'Location' (with placeholder 'City, state or zip code'), followed by a 'Search' button. Three main service cards are displayed: 'Live Job Coaching', 'Resume Lab' (highlighted with a green border), and 'Live Veteran Navigator'. Each card includes an icon, a description, and a 'Connect' or 'Submit Resume' button.

The [Resume Lab](#) option provides users the freedom to receive assistance at any time of the without the need to connect to a live expert. Users can submit resumes through the Resume Lab for a detailed feedback and helpful hints for their resume. Brainfuse Coaches will return the resume with detailed comments, usually within 24 hours.



The screenshot shows the 'Tools for Veterans' section. It features two main options: 'Send Question' and 'Veteran Resources'. The 'Send Question' option is highlighted with a green border and includes a 24/7 icon. The 'Veteran Resources' option includes a link icon. The text for 'Send Question' reads: 'Need help navigating the VA system outside of the live hours? Send your question here'. The text for 'Veteran Resources' reads: 'Carefully selected resources to help you understand your benefits and community resources'.

The [Send Question](#) option provides veterans the ability to submit questions for a Brainfuse VetNow Navigator to assist with outside of a live session.

SkillSurfer

SkillSurfer is an e-Learning service that helps users master a concept or skill.



English ▾

Inbox ✓ Tasks

Logout



Home

Expert Help

Job Tools

VA Support Tools

College Skills

Adult Learners

Brainfuse ▾

Welcome to the Learning Library!

Read lessons. Watch videos. Take tests. Know more.

	High School	+	View Lessons
	High School Equivalency Tests	+	View Lessons
	College Entrance Test Prep	+	View Lessons
	CollegeNow	+	View Lessons
	College Placement Tests	+	View Lessons
	College	+	View Lessons
	Career Prep and Job Resources	+	View Lessons

Click on [SkillSurfer](#) on the main menu on the Brainfuse homepage.

Select a subject. Each subject is further divided into subcategories. Choose a subcategory to view its lesson videos and notes.

Grade 5 Reading
Get Live Help

Use Background Information
Search

Making Inferences

- Read Between The Lines
- Use Background Information
- Inferences Answer Key
- Practice Reading Passages

1. Ray was a star player on his baseball team. He had a very important role. He was usually very safe with his special equipment, although, he does remember telling one player from the other team, "Don't swing your bat so close to my mask!" His teammates couldn't believe he could crouch in that tough position for so long.

What position does Ray play?

A. shortstop
 B. first base
 C. catcher
 D. pitcher

Mon, Jun 24, 2013 3:30 PM

Grade 6 Science
Get Live Help

The Sun's Layers
Search

Earth and Space Science

- The Universe
- The Sun's Features
- The Sun's Layers
- Features of the Sun
- Historical Views of the Solar System
- The Solar System
- Weather Cycles
- The Water Cycle

The Sun's Layers

The sun has an interior and three layers of atmosphere.

Mon, Aug 19, 2013 4:53 PM

View online lesson videos or read lesson notes to learn a new skill or review a previously learned concept. [SkillSurfer](#) learning content is always available, so feel free to return and continue where you left off.

Leap Learning Platform

Leap is a diagnostic test center with detailed study plans and customized lessons

Welcome to Leap

Welcome to Leap

LEAP helps you build academic skills through targeted lessons, quizzes, and live, online tutoring. LEAP creates your learning plan based on a skills assessment that you take at the beginning of the course. To begin learning, click on the link to one of the courses assigned to you in the "Pending Courses" section below. You can also click a completed course to review your work.

Pending Courses

Course	Begin Course
Basic Math 1	→
Basic Math 2	→
College Readiness Writing Test	→
College Readiness Math 1	→
College Readiness Math 2	→
Reading and Writing Strategies 1	→
Reading and Writing Strategies 2	→

Learning Account Features

- [My Account](#)
- [My Past Sessions](#)
- [My Message Center](#)
- [My Tests](#)
- [My Calendar](#)
- [My Brainwaves](#)
- [My CloudPack](#)

Click on the **LEAP** icon from the main menu on the Brainfuse homepage and select a practice test (shown above).

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Learning Plan

Basic Math 1

Your Learning Plan

Your learning plan helps you master academic skills through lessons, quizzes, and live tutoring. LEAP will track your progress as you study.

Get Live Tutoring

Click "Live Help" next to each topic to get expert assistance from a live online tutor. You will connect with your tutor via an online classroom that lets you type and draw in real-time.

Skills	Progress	
Order of Operations	0%	Live Help
Arithmetic	0%	Live Help
Rounding and Estimation	0%	Live Help
Prime Factorization	0%	Live Help
Square Roots	0%	Live Help
Decimals	0%	Live Help
Fractions	0%	Live Help
Ratio and Proportion	0%	Live Help
Percentage	0%	Live Help
Conversion	0%	Live Help
Geometry	0%	Live Help
Linear Equations	0%	Live Help
Interpret Data	0%	Live Help
Coordinate Geometry	0%	Live Help

After completing the practice test, the list of targeted lessons, videos and mini quizzes appears along with the individualized progress chart.

← Back

Your Lessons

Order of Operations	Mini Quiz - Order of Operations
Arithmetic	<i>College Algebra</i>
Rounding and Estimation	Add Whole Numbers <i>Review how to add whole numbers and recognize key words that call for addition.</i>
Prime Factorization	Subtract Whole Numbers <i>Review how to subtract whole numbers.</i>
Square Roots	Lesson - Divide Whole Numbers <i>Review the three different ways to write division problems and practice dividing whole numbers.</i>
Decimals	Lesson - Order of Operations <i>Review how to proceed when an expression has more than one mathematical operation.</i>
Fractions	Order of Operations [CC] (Video) <i>Review the steps to follow when you need to use more than one operation.</i>
Ratio and Proportion	
Percentage	
Conversion	
Geometry	
Linear Equations	
Interpret Data	
Coordinate Geometry	

Each time a lesson, quiz or a video is viewed and checked off as completed, the colors on the chart will change to show progress. To redo a practice test or any of the mini quizzes, click on the **My Tests** link found at the top of the page.

My Account

My Account is your personal Brainfuse profile and contains all past live tutoring sessions, questions/resumes, and tests taken. You can also view your scheduled MEET sessions here.

The screenshot displays the Brainfuse JobNow & VetNow website interface. At the top left is the logo, and at the top right are language and notification settings. A navigation bar includes links for Home, Expert Help, Job Tools, VA Support Tools, College Skills, and Adult Learners. A search bar is present with fields for 'Search Job' and 'Location'. Below the navigation are three main service tiles: 'Live Job Coaching', 'Resume Lab', and 'Live Interview Coaching'. A 'My Account' dropdown menu is open, listing options like 'My Past Sessions', 'My Message Center', 'My Tests', 'My Calendar', 'My Brainwaves', and 'My CloudPack'. Below these are sections for 'Tools for Job Seekers' and 'Tools for Veterans', each containing several resource tiles with icons and brief descriptions.

- **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 questions/papers sent to the Writing Lab and received from Brainfuse tutors.
- **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.

Questions?



info@brainfuse.com



1-866-BRAINFUSE