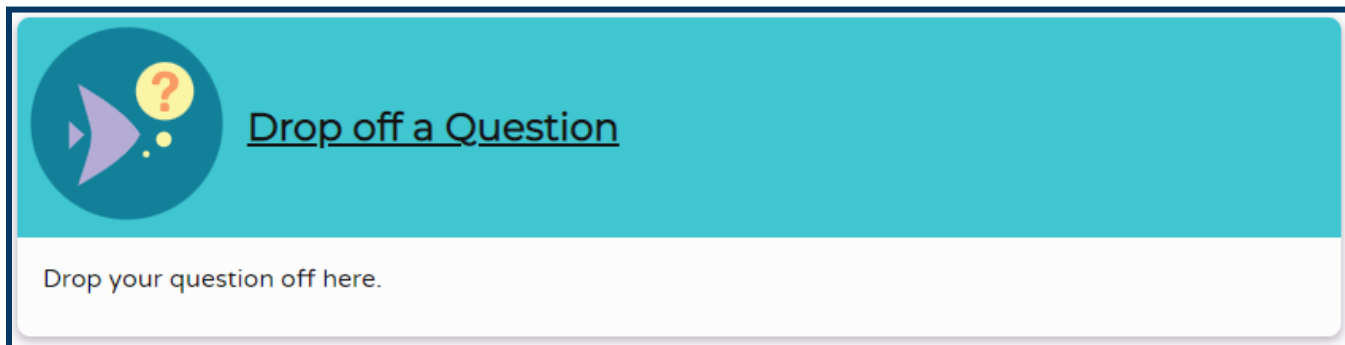


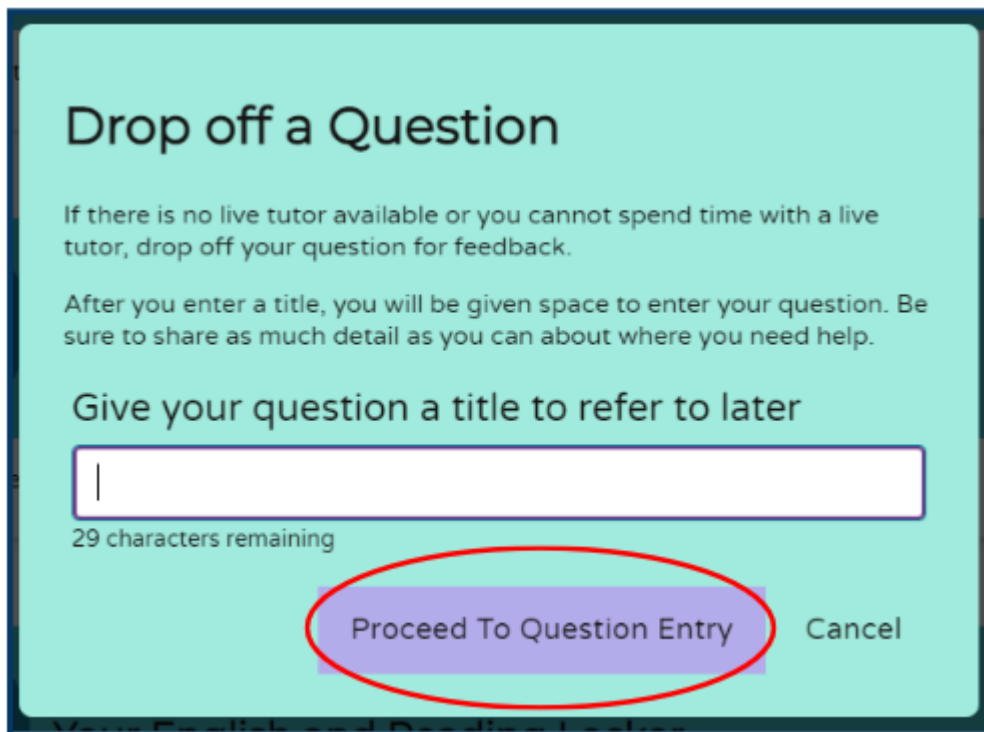
# How do I drop off a question in NetTutor?

You've clicked on NetTutor from your My.SUNYOrange.edu page and chosen the service you would like to use. You want to drop off a question and receive feedback, so what's next?

1). To begin, click on the option to **Drop Off a Question** for the subject you've selected.



2). Give your question a title (this is for you to be able to find it once it's answered and sent back to you) and click on **Proceed to Question Entry**. This will send you to the NetTutor whiteboard.



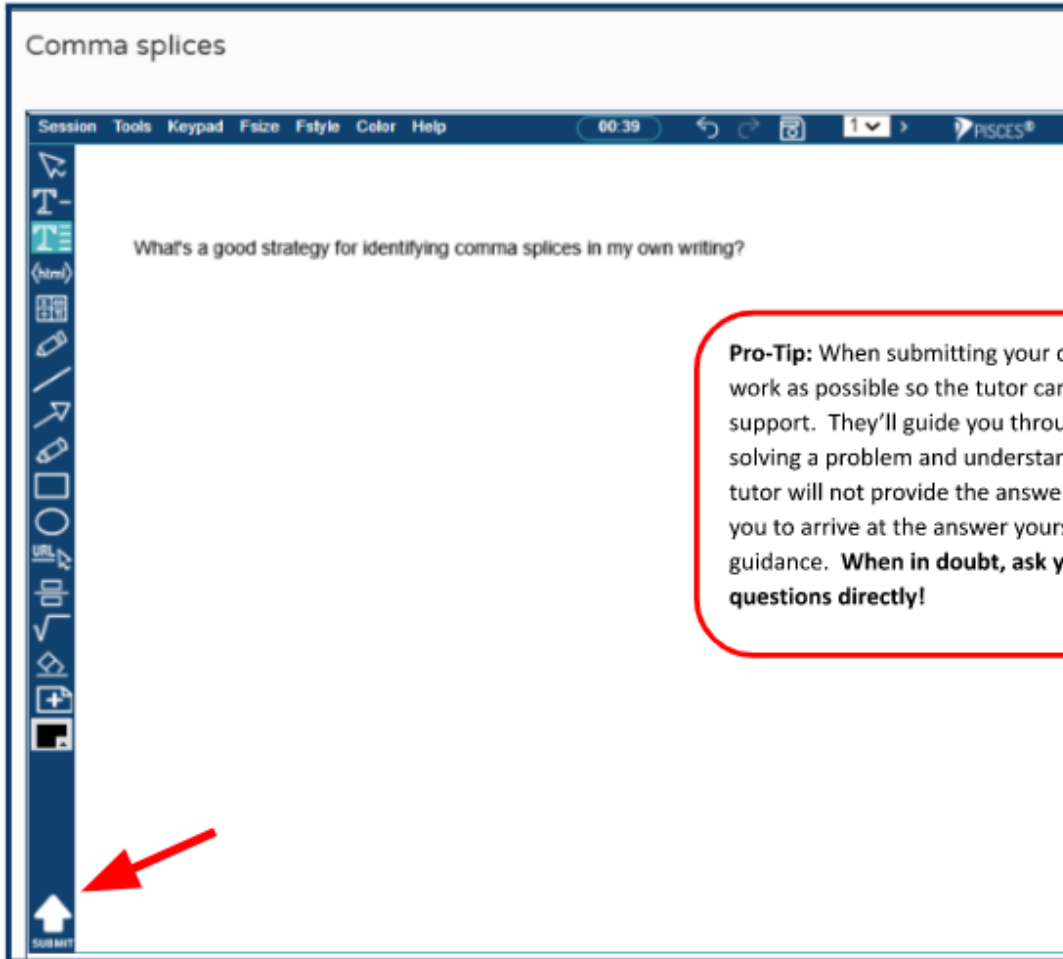
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## Center For Student Success

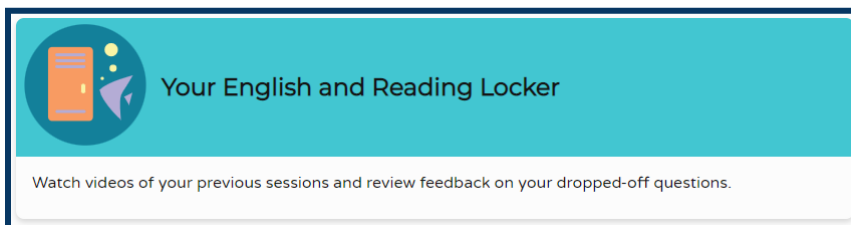
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Newburgh Center | Kaplan Building, Room 220 | (845) 341-9504  
Email: [studentsuccess@sunyorange.edu](mailto:studentsuccess@sunyorange.edu)

# How do I drop off a question in NetTutor?

3) Using the whiteboard, select from the text tools on the left-hand navigation pane to type your question, show your homework problem, and any work or initial thoughts related to solving the problem. When you're done, click on the white **Submit** button on the bottom left.



4) To retrieve the feedback to your submitted question, click on **Your Subject Locker** under the subject you selected.

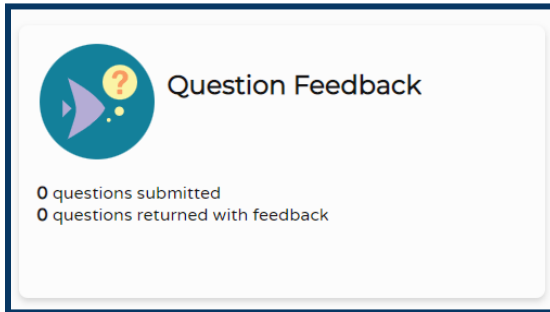


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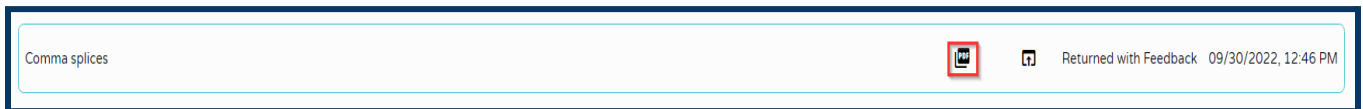
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# How do I drop off a question in NetTutor?

5) Next, click on **Question Feedback**.



6) Find your question (the title you gave it in the beginning) and select the option to download the tutor's feedback as a PDF or view the feedback inside of your browser.



Pro-Tip: NetTutor stores all your dropped off questions and feedback in your subject locker! Just go to a subject that you've previously dropped off a question and click on **Your Subject Locker**.

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