

Penji for USD

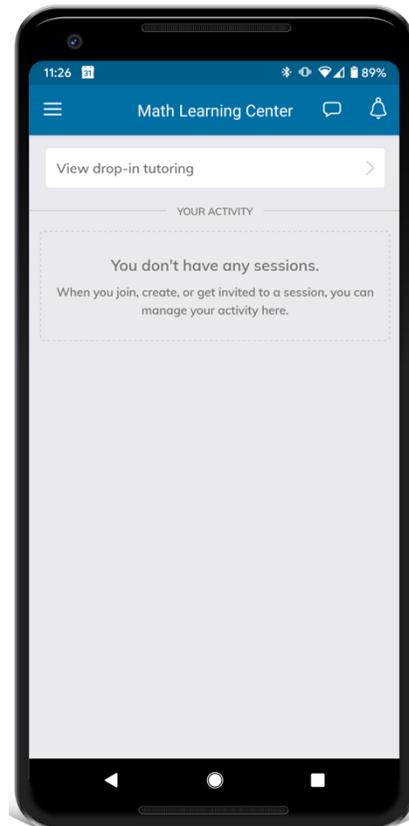
The University of San Diego has partnered with Penji, an online tutoring app, to provide everyone at USD with access to drop-in tutoring while the university is operating online. This document will give you an overview of how to use the Penji app.

Your first step is to download Penji onto your smart phone. If you do not have access to a smart phone, you can also create an account online at penji.com. You will need to use your USD email address so as to get connected with the USD tutors.

Once you are ready to start, you will select “Learn” from the drop down menu:

“Learn” Screen

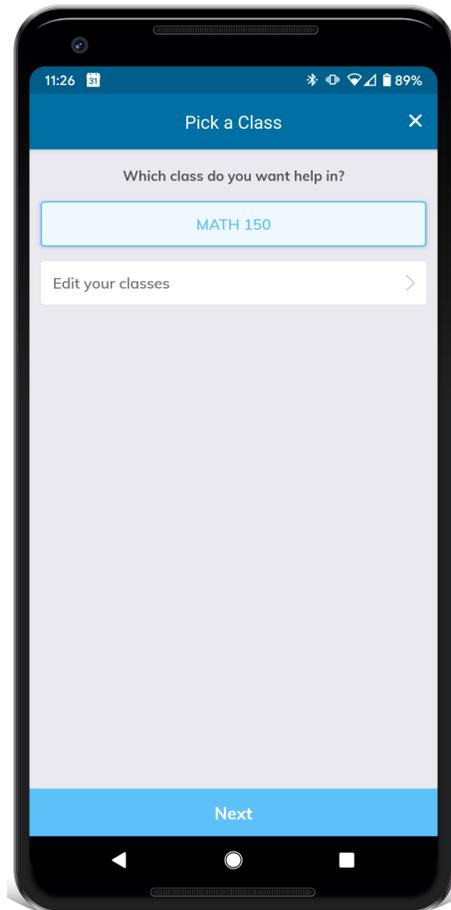
For joining queues and managing activity



After, you will be brought to a screen that asks you which class you want help in:

Pick a Class

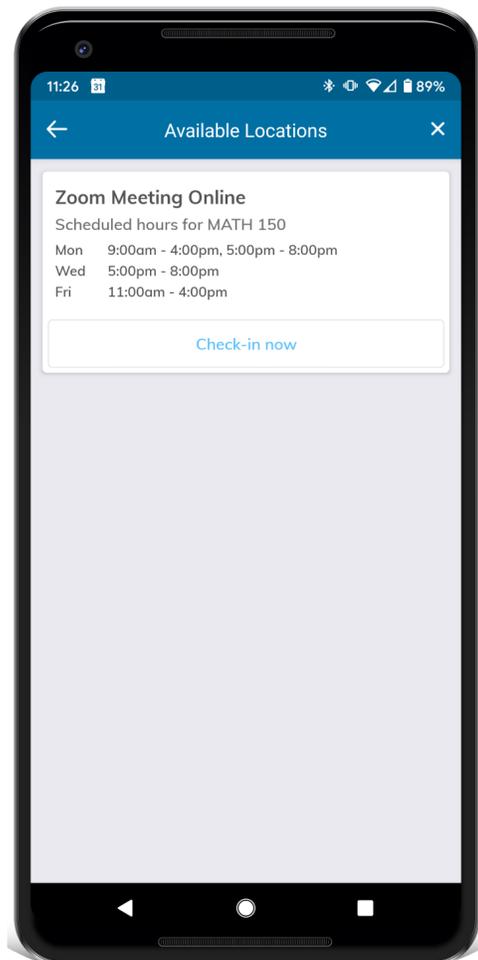
Join classes and choose one
you need help with



Penji will tell you what hours are available for the class you are looking for help in and give you the option to check-in for a Zoom video session with an available tutor. You will then be told where you are in the queue.

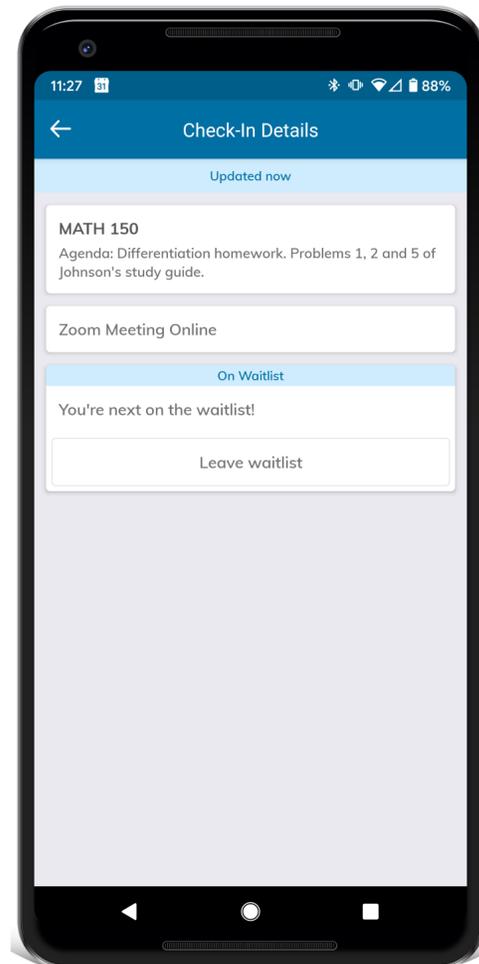
Pick a Queue

Only Zoom video sessions are currently supported



Queue Details

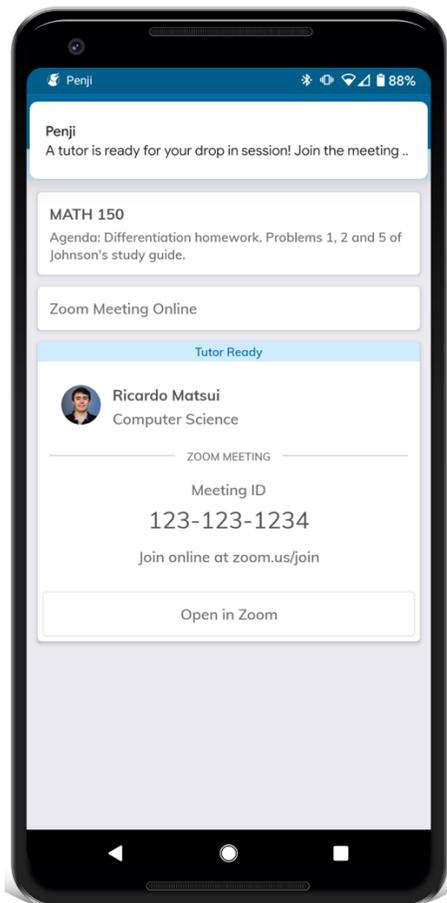
How many students until it's your turn?



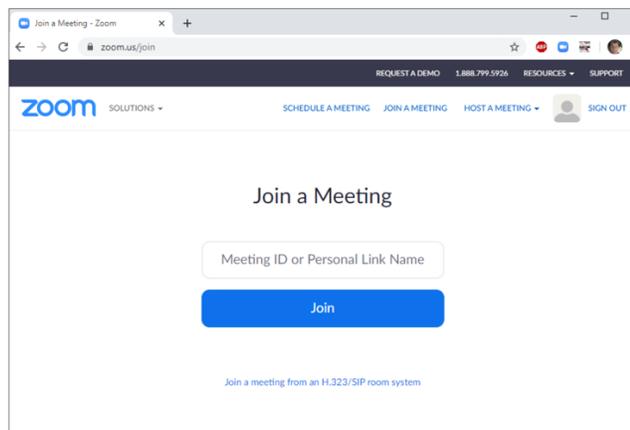
When it is your turn, you will be given a notification on your phone and an email. In the email, and on the app, you are given the meeting ID number for the Zoom meeting and you can start working with your tutor! We recommend you join the meeting from a computer rather than your phone but you do have the option of joining from either device.

You're up!

You'll be notified and sent a Zoom link



Meet Your Tutor
Open zoom.us/join and enter your meeting ID



If you have any questions about how to use Penji, feel free to contact the Director of the MLC, Dr. Hayley Milbourne, at hmilbourne@sandiego.edu. Happy learning!