



The House Tutoring Lounge: Virtual Tutoring – Instructions for Students

Approved by Jessie Siegel – March 15, 2020, 2:58 p.m.

1 Email Link

You will receive an email with a link to your virtual tutoring session

- Use this link to enter into your virtual tutoring session a few minutes prior to your session so you can set-up your session, microphone, and camera
- Enter your name and click “Next”

2 Student Set-Up & Orientation

- Depending on your device, follow the prompts to turn on your camera and microphone
- Test that your camera, microphone, and speakers are all functioning properly
 - You need to click on the “Test button” to hear the sound in order to check the last box. You will not be able to check the box otherwise.
- Now you are ready to begin your session. Click “Enter class.”
- Depending on your device, your screen set-up may differ; you may be able to see all of the following features at once, or you may need to toggle between them
- To view the video conference, click on the video camera or monitor icon
- To access the chat feature, click on the chat bubbles icon.
- To access the whiteboard, click on the pencil icon

3 Student Tools

Whiteboard Tools (blue circle with a pen on your bottom left)

- Click to open your tools task-bar
 - Hovering over each tool shows a description of what it does
 - Clicking on each tool shows a sub-menu with further options
 - You can download whiteboards to PDF by using the “Save” tool

Right-side Taskbar

- Lesson Materials:
 - The icon with the plus sign opens up "Lesson Materials" where you can upload documents and screen share
 - Screen share
 - You can share another tab or application you have open
 - DO NOT SELECT ENTIRE SCREEN

- When you are done with the screen share - click the "Stop sharing button" at the bottom and close the whiteboard tab that is labeled screenshare
- Settings Menu:
 - If having issues with audio/video - you can try running a diagnostic

4 Student End of Session



When your session is over

- Make sure you have saved any whiteboards you'd like to keep for your records (use the "Save" tool in the tool box)
- Go to upper right, click "Leave Class"
- You have the option to rate the session and provide feedback (this is optional but encouraged)

- You then have the option to do a "Class Review" which will bring up your last session but no tutor will be online and the tools are not available.
- The "Rejoin the Class" is irrelevant as the session will have ended