The House Tutoring Lounge: Virtual Tutoring – Instructions for Tutors

1 Session Recording Plugin Required (advance set-up) ☐

- Every tutor must download the recording plugin (you only have to do this once per device)

- Click on this link: chrome.google.com/webstore/search/learncube?hl=...
  - This will take you to the Chrome Webstore to download the LearnCube Screen Share and Record Plugin
  - Click Add to Chrome and follow prompts to install
  - The plugin will appear in the upper right-hand corner of your browser (red LC icon)

2 Session Info and Email Confirmation ☐

Same as with any in-person tutoring session, you will receive an email from The House confirming your session and the details.

- A few minutes prior to the start of your session, login with your personal login info provided to you by The House
- This will take you directly to your dashboard where your scheduled sessions will appear
- Click on the appropriate session and follow the instructions below

3 Set-Up & Orientation ☐

- Follow the prompts to turn on your camera and microphone. The process will vary slightly depending on your device.
- 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.

4 Tutor Tools ☐

Whiteboard Tools (blue circle with a pen at bottom left)
- Click to open the 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.
    - Note: students and tutors 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 screen share:
            - Click "Stop sharing" at the bottom of your screen on the pop-up labeled " app.learncube.com is sharing a window."
            - NOTE: When recording, there will be another window at the bottom to "Stop sharing," but this one is noted with the "Record Plugin."

    - Teaching Toolbox:
        - Formula option will be useful for Math and Science tutors.
        - Results can be added to the whiteboard and used as part of the lesson.

    - Settings Menu:
        - If having issues with audio/video, you can try running a diagnostic.
        - Nothing else is relevant in this menu.

    - Events
        - You don't need to worry about this feature for now.

    - Past Classes
        - This is a history of previous sessions you've had.
            - Eyeball will bring up chat and whiteboard from the session.
            - Pen will replace the current whiteboard with previous class whiteboard.
            - Star marks a class as a favorite.

5   Tutors: Begin/End Session

- When you are ready to begin your session, click the tab to "Begin class" on the top right drop down.
    - Start recording session
        - Click the "Record Your Screen" Icon
        - "Record Screen"
            - **Please inform your student during each session that you are recording it for safety and quality control.**

- Select the Virtual Classroom and click share
    - NOTE: To stop recording, click "Stop Sharing" in the window labeled "LearnCube Screen Share and Record Plugin is sharing a window" at the bottom of the screen.
    - This will open a new tab where you can view or download the session.

- Ending a session
    - When your session is over and the student has left:
        - 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 end class.
        - Then click "Stop sharing" at the bottom of your screen to end the recording.
        - A new window will open with the recording that can be viewed or downloaded.
            - Please download the file by clicking the link and upload to your unique personal Microsoft SharePoint folder.
                - Your Microsoft SharePoint folder was emailed to you during your virtual tutoring on-boarding from Jessie Siegel via Microsoft automatic email. Feel free to flag the email or bookmark the page for easy finding.
                    - If you are having trouble finding your Microsoft SharePoint unique folder, reach out to jessie@the.house and she will can send you your personal link.

            - Follow this file formatting for saving the recording: MMDDYYY_StudentFirst_StudentLast_Subject

        - Session notes within 24 hours in Oases is still required, so please add them in a timely manner.
            - REMINDER: Your notes need to be input into Oases (as with in-person sessions). The feedback form that pops up on screen after your virtual session ends is non-retrievable and cannot act as your session notes.