

Zoom for Students - Course-Based Tutoring Appointments

For the Fall 2020 semester, course-based tutoring will be offered through Zoom. Sessions will begin on Monday, August 24 and end on Monday, November 23, 2020.

Scheduling Future Appointments:

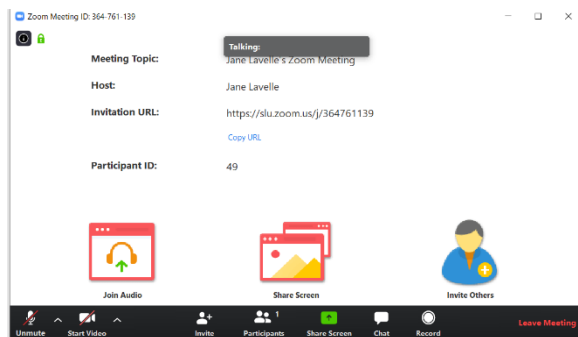
Please note that when scheduling tutoring appointments on **EAB** for the Fall 2020 semester, you will need to select **Virtual (Tutoring) as the location**. This will allow you to see all of the available tutoring appointments for your subject. **All tutoring appointments, both individual and group, will continue to be conducted online through Zoom.**

Logging into Zoom:

You can access Zoom through the Tools tab of your mySLU account or by going to slu.zoom.us and signing in with your SLU Net ID and password.

Joining your Zoom meeting with your tutor:

- All scheduled tutoring sessions will be held in **Central Standard Time**.
- You will receive an email from your tutor with your scheduled Zoom meeting invitation at least 10 minutes in advance. It will help to have your SLU Outlook email open as you approach your scheduled session time.
- Highlight and/or copy the link to the Zoom meeting invitation into a new tab. This will open a new screen that will automatically download Zoom or open your scheduled meeting.
- You may arrive before your tutor and see this screen. Just wait a few moments for your tutor to join.

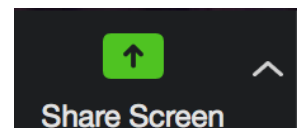


Preparing for your scheduled tutoring appointment:

- Prepare in the same way as you would have for an in-person tutoring appointment by coming with any questions you have and an idea of what concepts you would like to discuss with your tutor.
- Have any textbooks, PowerPoints, or other materials ready and available that you would like to refer to during your tutoring session.
- Consider uploading physical pages to your computer to better share with your tutor using the share screen function.

Some Zoom tools and features to use during your tutoring appointment:

- **Share Screen**
 - Click this button to select what tab or app you have open on your computer that you would like to share with your tutor.
 - When you share a screen, your tutor can see, annotate, comment on, and draw directly onto the shared image while you both look at it.
 - If there are online materials from classes you want to reference, try to pull these up before beginning the Zoom meeting.



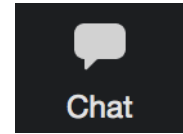
Zoom for Students - Course-Based Tutoring Appointments

- **Whiteboard**

- This option appears after clicking the Share Screen button.
- Whiteboard allows a tutor or student to write/draw on a blank screen.
- Only the person who shares the whiteboard can edit it, but the other person can annotate it if needed.

- **Chat**

- You can use chat to comment or ask questions without speaking.



Navigating potential challenges or technological issues:

- If you arrive early or the tutor hasn't yet joined your Zoom meeting?
 - If you join first and the tutor is not already in the meeting, just wait for a few moments. The tutor will still be able to join the meeting after you.
- If you cannot hear or see the tutor or yourself?
 - Check the lower left corner of the tool bar on the meeting screen to make sure the microphone and video are on.
 - Send your tutor a message through the chat function if you are unable to hear or see them.
- If you accidentally end a session?
 - Rejoin or restart the meeting. The tutor will still be there.
- Any other issue that arises?
 - Aim to have your SLU Outlook email open during your tutoring session so you can email your tutor if needed to let them know about any issues you are having with Zoom.



If you have any questions about Course-Based Tutoring through Zoom, please contact Melissa Burgess, Coordinator of Academic Support, at melissa.burgess@slu.edu.