



## VIRTUAL TUTORING SESSION INSTRUCTIONS & TIPS

### ABOUT VIRTUAL TUTORING

Thank you for signing up for a virtual tutoring session. These sessions are hosted LIVE via Zoom and will last up to 45-minutes each. You have signed up for tutoring in one or more of the following **Biology** and **Math** courses:

**BIOL1001, BIOL1160, and BIOL 1161**

**MATH 0001, MATH 0015, MATH 0021, MATH 1015, MATH 1020, MATH 1021, MATH 1019, and MATH 1425**

### HOW TO PREPARE

To better help you and your peer tutor, we ask that you prepare ahead of time any necessary notes, websites, or other aids. Also, prepare specific questions that you have related to the material. This will help the tutor to know what specific areas to focus on.

### HOW TO CONNECT

**One hour before the session**, you will be sent a reminder email that will include **a link to the Zoom meeting** for the day and time you chose. Click that link **at least 5 to 10 minutes** before your session's start time.

After you join by clicking that link, you'll be placed into the Zoom meeting waiting room. The tutor will admit you when he/she is ready, and then the session will begin.

### RECOMMENDED TECHNOLOGY REQUIREMENTS

- Reliable internet connection
- Ability to view the tutor's screen (PC or laptop recommended)
- Ability to hear the tutor's audio (speakers)
- Ability to verbally communicate with tutor (microphone)
- External mouse (highly recommended for writing on whiteboard via Zoom)

### OTHER TIPS & INFO

If you are going to miss your appointment for some reason, please **cancel** your registration to allow another student to schedule in that session time.

You also have access to **Smarthinking** online tutoring through myCourses. Students are reminded to check with their instructors about office hours and other resources that can help with course work.

*DISCLAIMER: Tutoring is not a replacement for class attendance or instruction or for student's responsibility to study.*