

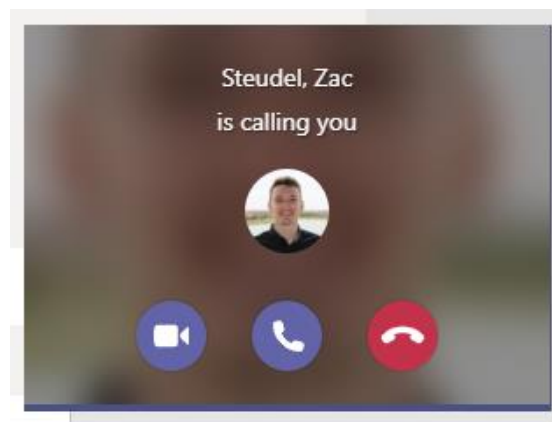
Preparing for and Attending Your ONLINE TUTORING SESSION

PRIOR TO THE START OF YOUR APPOINTMENT,
be sure you have done the following:

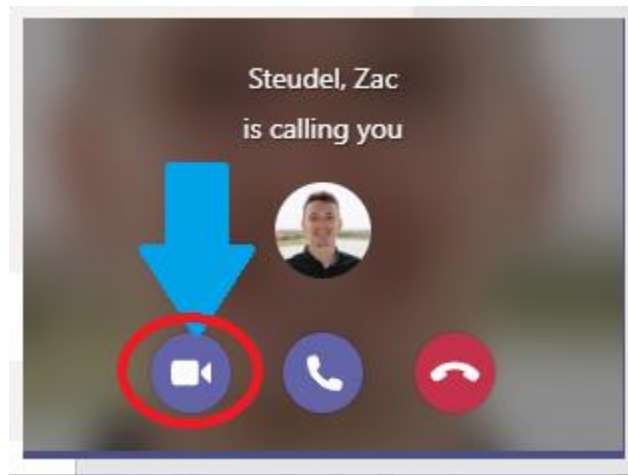
1. Download Microsoft Teams and become familiar with how to use the app.
2. To get Microsoft Teams, log in to your Office 365 with your Baylor credentials [here](#).
3. Once in Office 365, download Microsoft Teams from the suite of applications listed. For instructions on how to use Microsoft Teams, refer to any of [these video tutorials](#).
4. Once you have downloaded Microsoft Teams, gather your course materials, (notes, online textbook, canvas course instructions, etc.) and have them accessible during your session. If you have never used Microsoft Teams before, have a friend download the app as well and practice using the app. Make sure you have read the PDF below to practice using the in app tools.

On the date and time of your tutoring appointment:

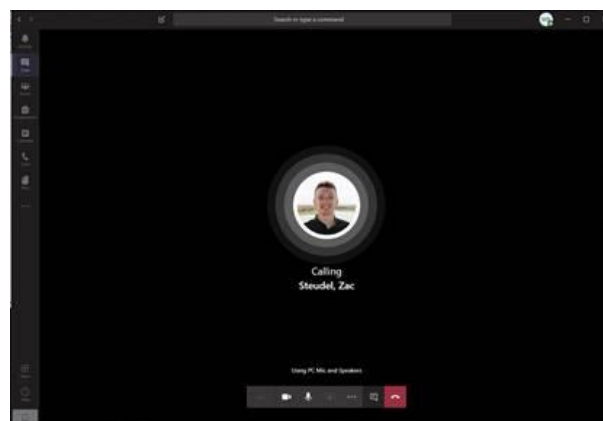
5. Be in front of your computer with Microsoft Teams open and ready to receive your "video call."
6. Your tutor will place a "video call" to you at the start of your session using your email address in Microsoft Teams. You do not need to call them; they will call you as close to your start time as possible. Please be patient if the previous appointment ended a few minutes late. Tutors will do their best to end a call on time so they can address the next waiting appointment. When the tutor calls you, a small window will appear in the bottom right corner of your screen like the one pictured below with the words: ["tutors name" is calling you] on it.



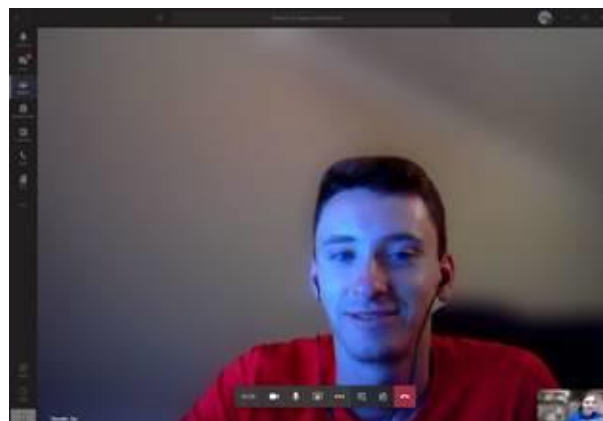
7. Select the video camera icon (as shown below) to accept the video call.



8. After you click the video camera button you should be taken to a screen that looks similar to the screen shown in the photo below, with your tutor's name and photo in the center of the screen.



9. Shortly after this screen appears you will be taken to a screen like the one pictured below meaning that you are now in your tutoring session with your tutor.



TOOLS WITHIN THE SESSION TO USE:

Within Microsoft Teams you have several items you can use to communicate. You can use the chat to share a link or a small piece of information. Beyond that, the Microsoft Teams' most popular tools for tutoring sessions are:

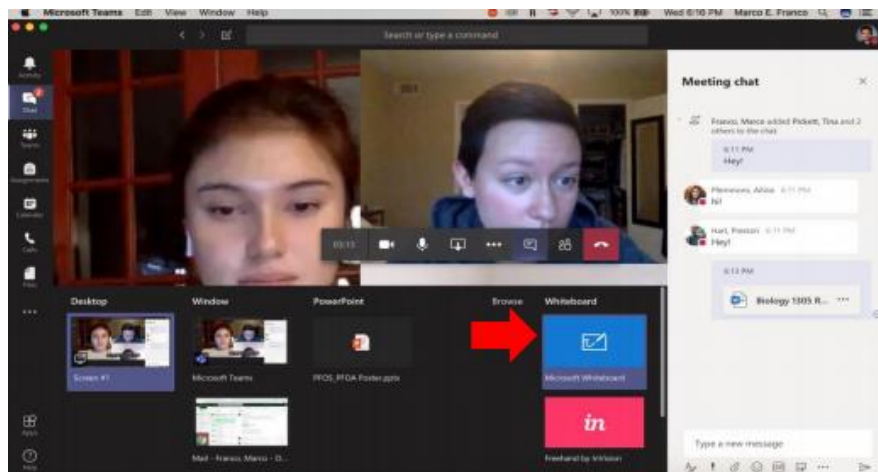
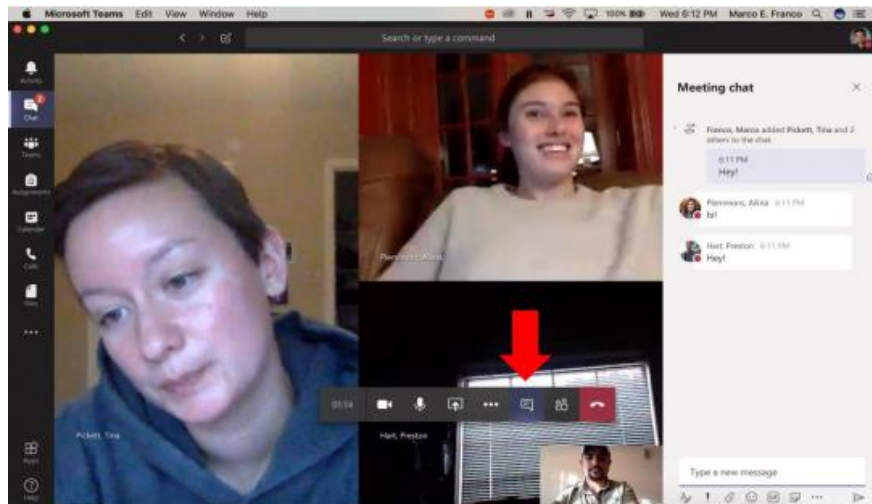
~**SHARING YOUR SCREEN** – for sharing a website or something else you want your tutor to see from your computer

~**SHARING A WHITE BOARD** – for sharing a live drawing or writing surface

~**SHARING A DOCUMENT** – passing a document to your tutor to see

The next few pages will walk you through how to access these three different tools.

SHARING YOUR SCREEN



You can work on your screen to point out important information on a document, diagram, etc, and each of you will be able to see all of your movements in real time.

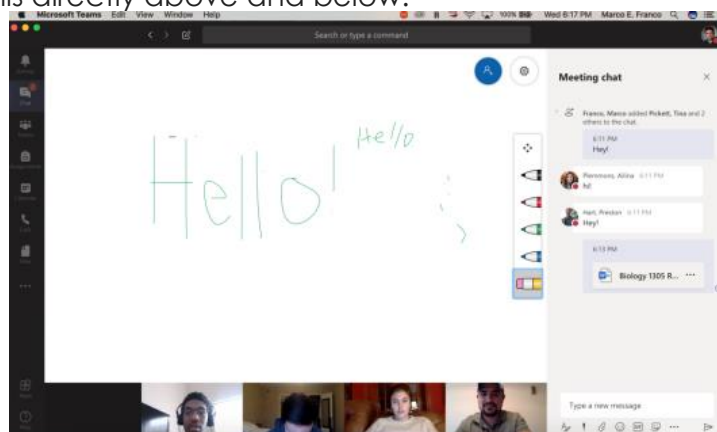
To share your screen, click on the panel with an arrow icon located in the rectangular panel in the middle of the screen >> select the window you would like to share (or desktop if you have multiple windows. If you share the desktop, please be aware that the other person will be able to look at everything you have open in your computer, so please ensure you do not have material or information not related to the tutoring session or material that you do not wish others to see. You can see a visual of this directly above.

USING THE WHITEBOARD



A whiteboard is an interactive screen which functions much like shared chalkboard or glass board would on the wall. It is a drawing or writing surface that participants can use.

To open the Whiteboard tool, select the icon you used in other tools, click on the “whiteboard” panel (blue) on the left side of your screen. This will open a “whiteboard” screen where you can draw diagrams in real time. Even if you are not sharing your screen, the tutor will be able to see your drawings and follow your explanations as you draw. You can see a visual of this directly above and below.



SHARING A DOCUMENT

You might find that you wish to send a document to the tutor. Here is how you would do that.

To share a document:

Step 1: Click on the paper clip icon on the bottom panel of the meeting chat

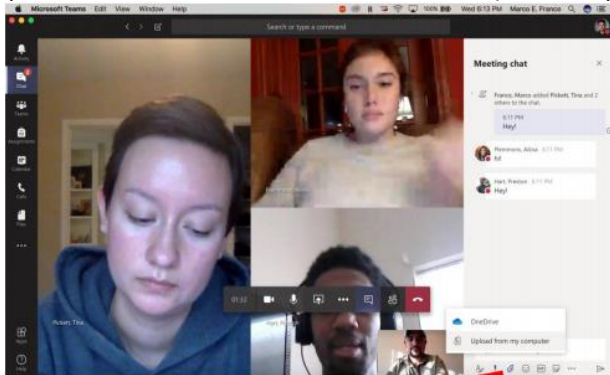
>> select "upload from my computer"

>> select the file you wish to share

>> wait for it to upload

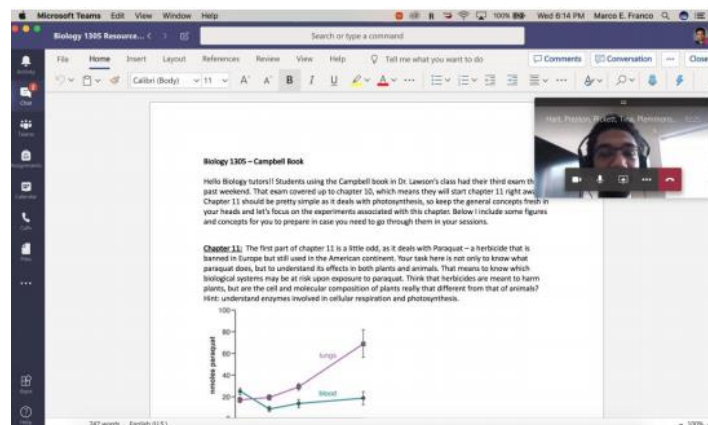
>> click send.

(You can see a visual of this directly below)



Step 2: Once the document appears on the meeting chat, you and the tutor can click on it and add/remove information in real time.

DO NOT download the document if you want real time modifications, (meaning both you and the tutor can make marks or edit the document). Please do not download the document until after the session is over if you want to be able to edit it on screen in the session. An example is shown in the photo below:



The tutor will wrap up your session after 25 minutes to make it to their next appointment. **Have a great session!**