How to Access Online Tutoring

How to Request an Appointment:

- Submit a request at https://forms.office.com/r/QPtQ35meLu.
- Check your GC e-mail for a confirmation of your online tutoring appointment that will contain the link for your Zoom session and your tutor's e-mail address.

What You Need:

- Your GC e-mail account login information
- An internet-capable device from which you can hear audio
- A microphone if you wish to talk to your tutor (optional, but encouraged)

How to Prepare:

- Prior to your appointment time, please send your paper and any assignment details to your tutor's provided email address.
  - Visit our YouTube page here for the Orientation and explanation of how we conduct our online sessions.
- At the time of your session, simply follow the link from the confirmation email that will take you to the online room to meet your tutor. You may want to log in a few minutes early, especially if it is your first experience with online tutoring through Zoom; however, be aware that your tutor may be finishing up a session with another student. If that is the case, you will need to leave the room and wait until your designated appointment time.
- If you have any issues using Zoom, please visit this site for help: https://support.zoom.us/hc/en-us.

What to Expect:

- Your tutor will meet you online at the specified link and will greet you to determine your preferred method of communication (voice or text) for the session. You will be able to talk to your tutor if you are using a microphone; otherwise, you can use the chat feature to type to your tutor.
- You and your tutor can use various tools to accomplish the session goals, screen sharing.
- Your tutor will provide your instructor with proof of attendance for the session.