

# Writing Center Online Tutoring



## We're back and better than ever!

Call us to set up your online tutoring appointment.  
All you need is an internet-ready device with audio and your GC e-mail account!

## Accessing Online Tutoring

### 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)

### How to Access:

- Call between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday to schedule your online tutoring orientation and walkthrough before your first session. You'll set your appointment date and time for tutoring after orientation.
- Check your GC e-mail for confirmation of your online tutoring appointment that will contain the link for your session and your tutor's e-mail address.

### How to Prepare:

- If it is your very first time accessing online tutoring, follow the instructions to download and install the launcher when opening your tutoring session. Screen shots of this process are e-mailed with your appointment confirmation. If you would like help installing the launcher on your device, bring it to CET 110 on the Dallas Campus during office hours for assistance.
- It is recommended that you watch [this tutorial](#) before your scheduled appointment if you have never used Blackboard Collaborate before.
- Have your course syllabus, assignment instructions, textbook(s), and any necessary materials with you for your session.
- If you need to share a file with your tutor, e-mail it to the address provided in your confirmation message prior to the session.
- Log on 5 – 10 minutes early to check audio volume, connect any equipment, and wait for the session to load.

### What to Expect:

- When asked to provide your name to access the session, type your first name, last name, and the class you are in. Example: Joe Student ENG 111.
- 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 voice chat if you are using a microphone, and you can use text chat to type to your tutor.
- You and your tutor can use various tools to accomplish the session goals, including a white board and screen share.
- Your tutor will send you a follow-up e-mail within 24 hours (excluding weekends and holidays) that will contain a link to a recording of your session for playback. The recording is private and only accessible to you and the center.