

Accessing Online Tutoring via Zoom

- To access online tutoring, click the link corresponding to the class for which you would like to receive tutoring. Enter your name and IU email address. Then click “Register” at the bottom of the page. If prompted, please click the URL that is provided to join the meeting. Download, then save and run the program. When this is completed, select “Join Audio Conference by Computer.”
- You will be in the main meeting room where all tutors and students can interact with each other. First, enable your microphone by clicking on the microphone icon on the far left of the black ribbon on the bottom of the screen. Click on the arrow next to the microphone icon for further audio options. Click “Participants” on the bottom ribbon to view everyone in the meeting. Your host is your tutor.
- Click on the chat icon on the bottom ribbon in order to send a message. You have the option to send a chat message to everyone or click the drop down arrow on “Everyone” to select an individual participant for a private conversation. To save the chat history to your computer, click “More” then select “Save Chat.” Through the chat function, you can click on the hand-raising icon to signal a tutor’s attention.
- Click the “Share Screen” icon in the center of the screen to share a whiteboard with your tutor in which you can draw, select, type, undo, redo, clear and save from the black ribbon on the top of the screen. While screen sharing you may click “More” on the top ribbon and select “Chat” in order to chat and share at the same time.
- To return to the main meeting, click “Stop Share” in red on the top ribbon.
- You may also select your desktop or a file to share with a tutor. When sharing your desktop or file, click “Annotate” from the top ribbon to draw on your document or browser. If a tutor is sharing a screen or whiteboard with you, click “View Options” from the top ribbon and select “Annotate” to draw on your document or browser.
- To exit, click “Leave Meeting” in red on the lower right of the bottom ribbon. Your host will officially end all meetings at the end of tutoring sessions.