

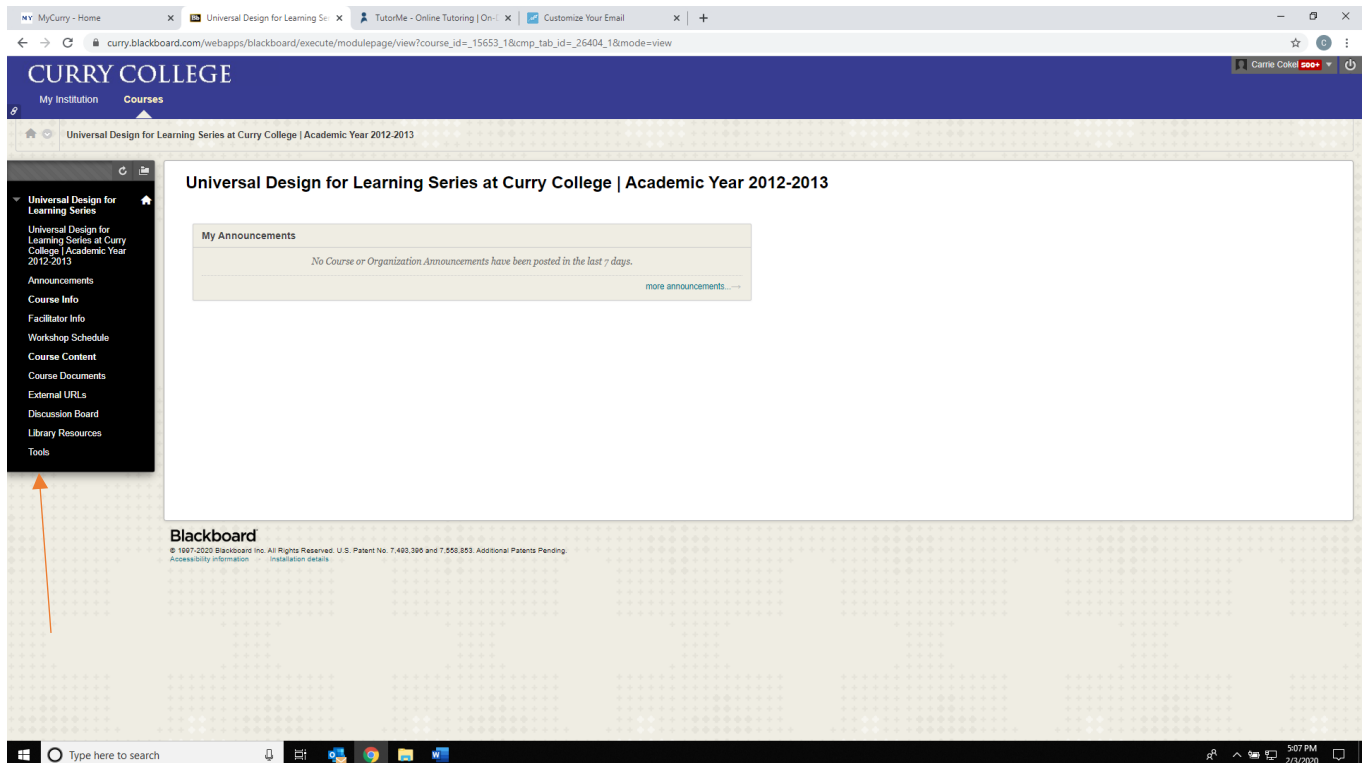
Getting Started: TutorMe Online Tutoring

As we transition to an online format for the remainder of the semester, the College is offering access to TutorMe – online tutoring with a live tutor for our students. The instructions below will help you access the TutorMe platform.

STEP 1: Sign into your myCurry portal page and click on the Bb icon in the quick launch menu on the left

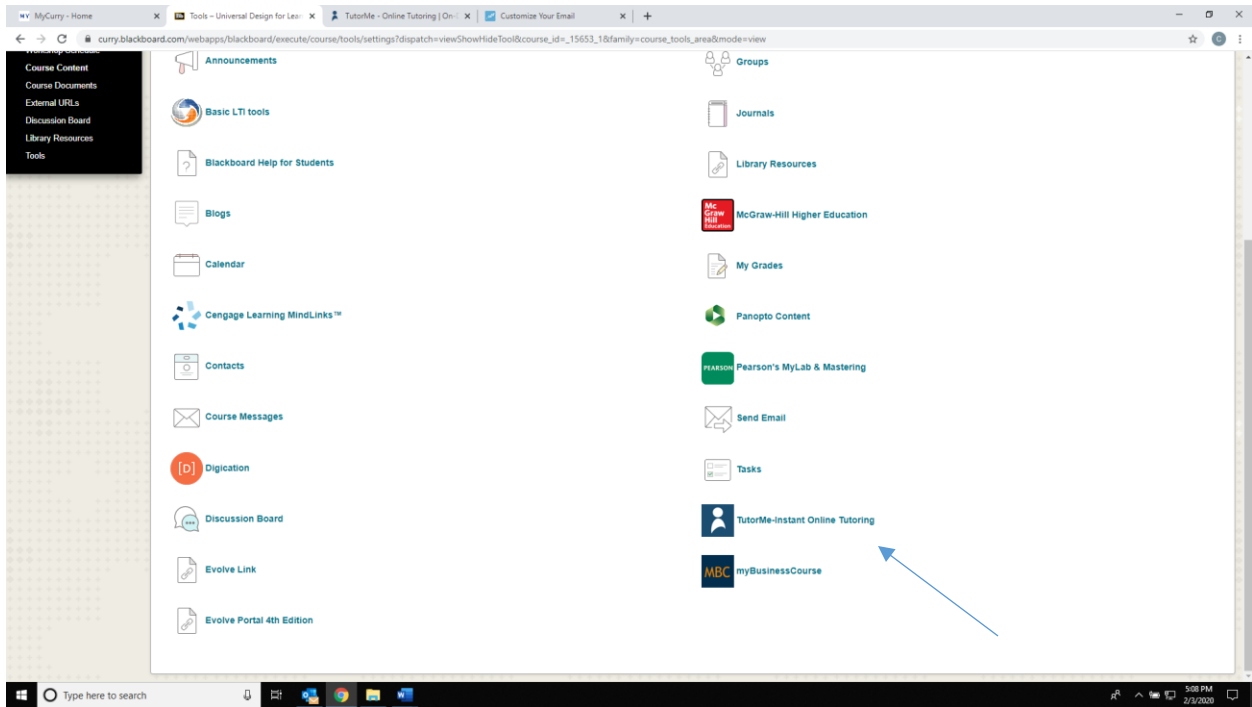
STEP 2: Once in Bb, click on any one of your Bb courses.

STEP 3: You will see the home screen for the course, go to the left navigation panel and look for the link that says Tools and click on it to go to the Tools Menu:

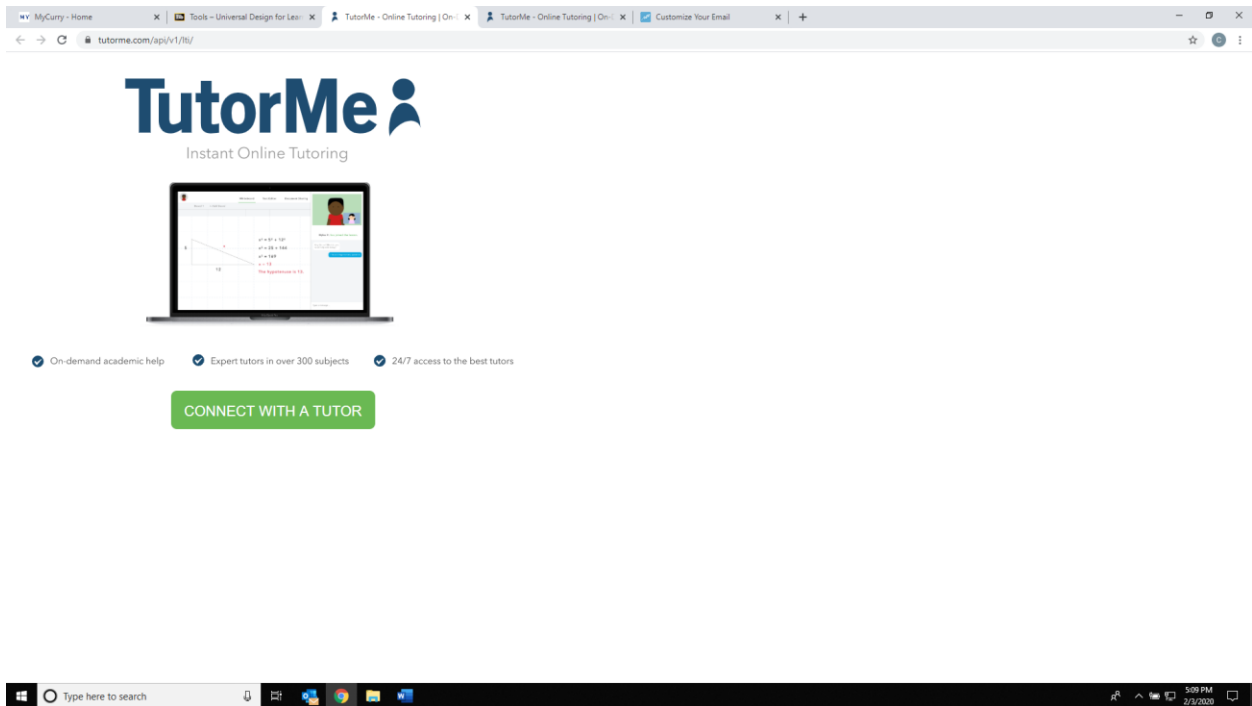


The screenshot shows a web browser window displaying a Blackboard course page. The browser's address bar shows the URL: curry.blackboard.com/webapps/blackboard/execute/modulepage/view?course_id=_15653_1&cmp_tab_id=_26404_1&mode=view. The page header includes the Curry College logo and navigation links for 'My Institution' and 'Courses'. The main content area is titled 'Universal Design for Learning Series at Curry College | Academic Year 2012-2013'. On the left, a dark navigation menu is visible, with 'Tools' at the bottom highlighted by an orange arrow. The main content area features a 'My Announcements' section with the message: 'No Course or Organization Announcements have been posted in the last 7 days.' and a 'more announcements...' link. The footer of the page includes the Blackboard logo and copyright information: '© 1997-2020 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending. Accessibility information Installation details'. The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the time 5:07 PM on 2/3/2020.

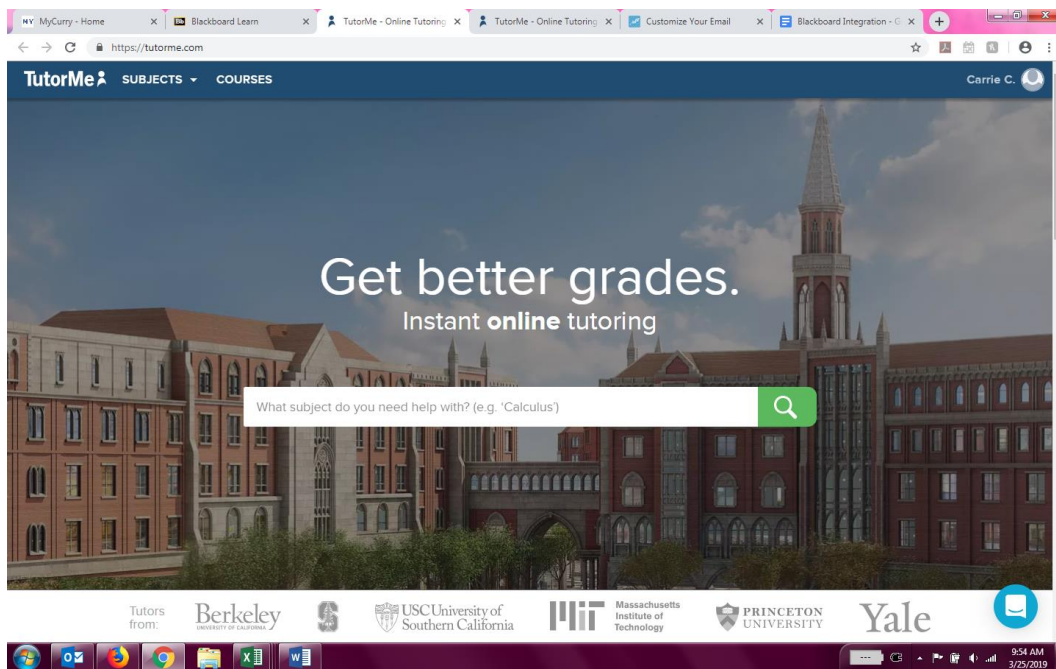
STEP 4: Once in Tools, scroll until you see the Tutor Me – Instant Online Tutoring link and click it



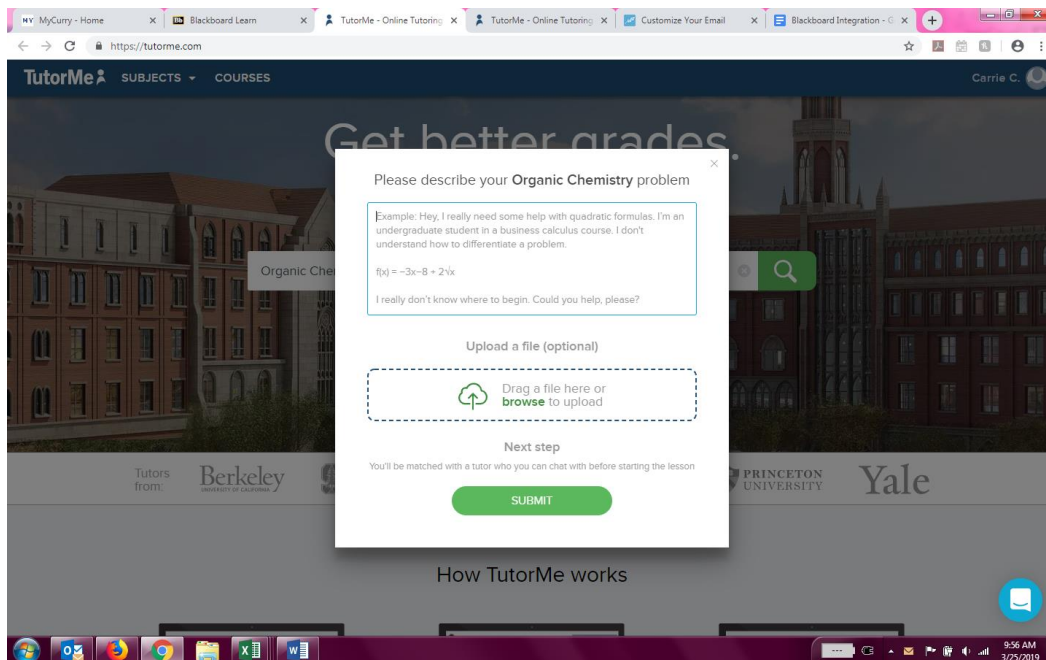
STEP 5: This will take you to the main TutorMe screen; click on Connect with a Tutor



STEP 6: Type the topic or subject that you would like help within the box



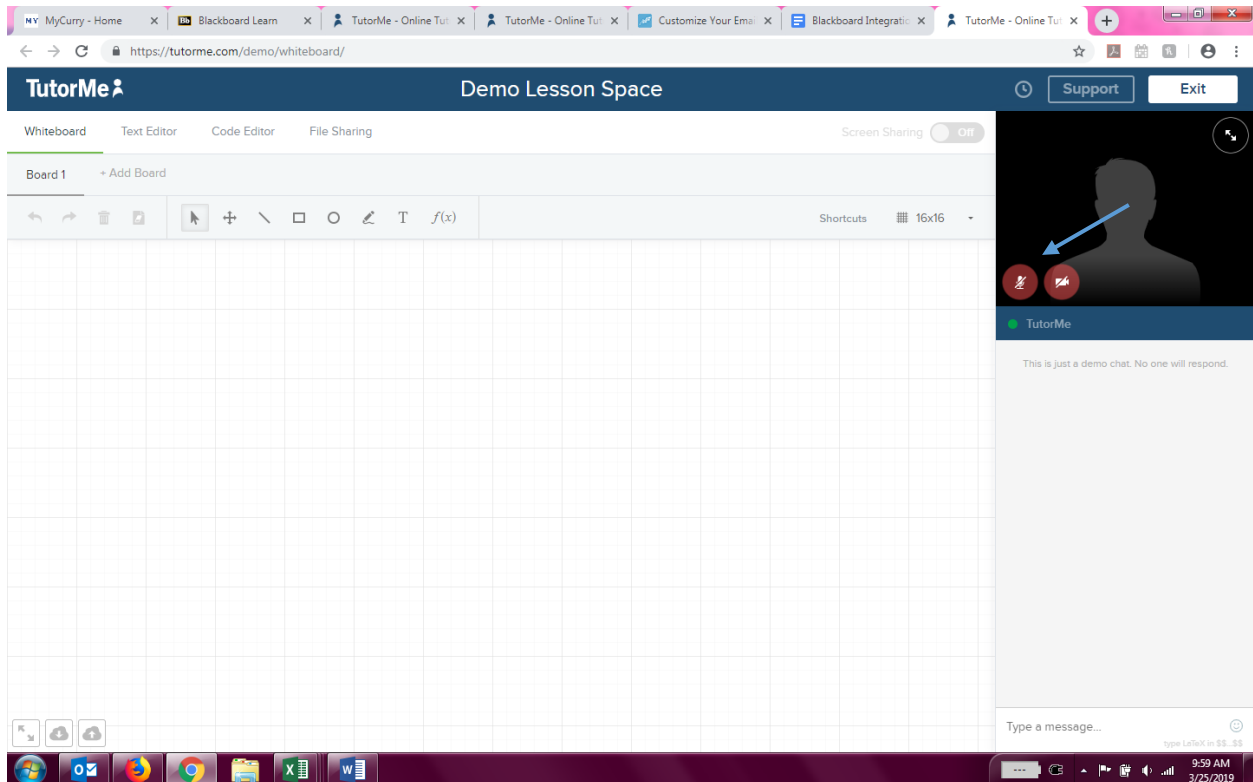
STEP 7: Once you choose a topic to get assistance with, another pop-up box will appear asking you to describe what you need assistance with – this will help with matching you to the best tutor for your needs. You can also drag a drop a document in this screen if you are working on a problem set and want to ask about a specific problem.



STEP 8: You will now be matched with a tutor who you can chat with, if needed, prior to selecting them for a session.

STEP 9: Select the tutor that you would like to work with and you will be connected to them using both audio and video from your computer. Once you are connected with the tutor you will be in the lesson space which looks like the picture below.

The tutor will be in the upper right-hand corner – **click on the camera and the microphone to enable video and audio in the session.** You can use the chat box below the picture of the tutor to submit questions in writing. You can use the white board space and text editor space to write out problems or see what the tutor is writing. The file upload space is where you can upload additional documents.



STEP 10: Once you have completed your tutoring session, click on exit. You will be asked to complete a survey on your tutor at the end of each session. This helps the company improve the tutoring experience and ensures that the tutors are of the best quality.