***Instructions for Online Tutoring***

*Through TEAMS and SSC*

For the Tutor:

1. Log into a computer (Chrome book)
2. At the start of the appointment, sign into SSC and “start the appointment”, reduce the window
3. Open the TEAMS app (on Bannerweb)
4. In TEAMS, go to Chat, enter the student’s name
5. Call the Student (via phone or video)
6. Check the files after they answer to view the document they uploaded
7. Enable Editing function
8. Proceed with tutoring
9. At the end of the appointment, hang up
10. Go to SSC window, report on appointment, and end the appointment

For the Student:

1. Make an appointment with a tutor on SSC who offers online tutoring
2. At the time of the appointment, log into your computer with wifi
3. Open the TEAMS app (on Bannerweb)
4. Go to Chat, and wait for the tutor to call you (via phone or video)
5. In Chat, upload the document you want to work on in the files tab
6. Enable editing function on document
7. At the end of the appointment, hang up