HOW IT WORKS – A STUDENT GUIDE TO REMOTE USE OF
KC WRITING STUDIO TUTORS DURING SPRING II 2020

1. Signing On – Please use Chrome, Firefox, or Safari as your browser
Go to Kilgore.edu and login to your Blackboard account (bottom of home page). Go to your course. Click on Tutor.com on the left hand toolbar in your course. To use a Kilgore College Writing Studio tutor, click on Join a Meeting Space and scroll down to KC Tutors (does not count against your Tutor.com hours). You may make an immediate appointment if a tutor shows available, or you can make an appointment for a future time (available hours are in green). A sample appointment form is at the end of this set of instructions. On the appointment form, be sure NOT to click on the tutor’s name on the bottom unless you want to remove it. Once the tutor has accepted the meeting, you will see your meeting in Upcoming Meetings. Press Launch at the appointed time to begin. You may need to refresh your screen to see the Upcoming Meeting and Launch button.

2. Audio Device
If you chose for the session to be recorded, a box will pop up asking you to choose which tab to share. Choose the tab with the P (for Princeton Review). You will be prompted to choose your audio device. Your device’s internal microphone is selected by default, but you can change which device you want to use or disable your microphone/camera in favor of text chat. IT IS STRONGLY ADVISED TO USE AUDIO CHAT. YOU WILL ACCOMPLISH MUCH MORE IN A SHORTER TIME.

3. Working with a Tutor
When you enter the classroom, you will see a chat window on the right-hand side of the screen next to the digital workspace. Use text chat with your tutor if you prefer not to use voice/video. Choose one of the following:
   a. Talk with a tutor by speaking or typing into the chat box.
   b. Choose TEXT EDITOR from the Workspaces dropdown menu to copy/paste your work into the classroom. In this mode, both you and the tutor can interact in real time within the document.
   c. You may upload a document by going to the bottom of the chat box and clicking the paper clip icon. Find and attach (double-click on) your document, and it will be opened in the classroom by the tutor who will write and track suggestions as you discuss them. If you chose for your session to be recorded, you will be able to access a recording of your session. Go to PREVIOUS MEETINGS on the original tab where you made your appointment on the schedule. You will be able to watch the recording to help you when editing your essay.

4. Providing proof of your tutoring session with KC Writing Studio tutors
Take a screen or camera shot of your session. Be sure to include the conversation in the chat box. Submit the picture with your essay according to your instructor’s directions.

For help, call the Writing Studio at 903.988.7421 or 903.988.7535.
Create a new meeting

Meeting title: Essay

Start time: 4/2/2020 @ 12:00 PM CST

Meeting length: 30 minutes

Meeting type: Online Classroom (unrecorded)

Student Invites: Joe Student

Instructor invites: Daphyna Apple dapple@kilgore.edu

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