



Learner Checklist

Set up for Remote Tutoring Session-via Zoom, Ms Teams etc.

Estimated time for set up: 15-30 minutes.

Tip: Set up 30 minutes early then you can relax before your tutoring session.

Notes: "Computer" refers to desktop computer or laptop.

Equipment:

- ☐ Computer/ laptop
- ☐ Cell phone to use as a webcam.
- ☐ Tripod for the cell phone.

Steps

Before Joining the Online Tutoring Session:

- ☐ **Lighting:** Make sure your computer is in a place with good lighting for an online meeting. See more tips in "Lighting" at the end of page two.
- ☐ **Background:**
Make sure the room behind you is tidy and uncluttered.
- ☐ **Turn on your computer.** Make sure your computer is ready to use and doesn't need to run updates before using.
- ☐ **Ensure your privacy:** Make sure your computer desktop doesn't show anything private. (your address, photos, personal docs, etc.)
- ☐ **Set up your cell phone on the tripod.**
Position it so it shows your keyboard and mouse (if using one) as well as your computer screen. This lets the tutor see what you are doing with your hands. You can adjust it when you join the online tutoring session.
- ☐ **Handouts:**
Did the tutor give you any paper handouts?



Yes→ put them beside the computer ready to use.

OR

Did the tutor send you electronic copies of handouts?

Yes→ open them on your computer and have them ready to use.

☐ **Notepad [Optional]**

Have some paper and a pen ready to take a few notes if that helps you learn.

☐ **Join the online tutoring session** (via Zoom, MS Teams etc.) on your computer.

Use the email link your tutor sent you.

After Joining the Online Tutoring Session:

☐ **Turn on your video camera.** Does it show your whole face ?

Adjust it as needed.

☐ **On your cell phone,** join the online tutoring session too (via Zoom, MS Teams etc.)

Use the email link your tutor sent you:

1. Open the email app on your phone.
2. Find the email from your tutor
3. Tap on the link in the email to join the Online meeting.
4. Do the following:
 - **iPhones:** choose “**No audio**”.
 - **Android phones:** Do not tap on “**Join Audio**”.Otherwise you will get a very loud noise. This is audio feedback.

[See pictures of this at bottom of this document]

If you tap **Join Audio** by mistake and hear a loud noise, leave and rejoin the meeting. Follow the steps above again.

☐ On your cell phone, make sure your **video camera** is on.

☐ **Adjust the tripod** so the cell phone camera shows your computer screen as well as your hands on the keyboard and mouse.



Why: The tutor needs to see how you are using your keyboard and mouse as well as what you see on your screen.

☐ **Adjust the lighting in your room.**

The tutor will suggest how. They need to see you & your computer clearly.

☐ **Relax:** Take some deep breaths to relax before the tutoring session! 😊

If you are relaxed, you will learn better.

☐ **Optional: On your phone, turn off sounds** for phone calls and notifications (for texts, email etc. They will be distracting.

☐ **Greet the tutor.**

Follow the tutor's instructions.

Ask questions.

Don't be shy to ask the tutor to slow down or repeat, if needed.

Enjoy your tutoring session!

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Lighting

Make sure the lighting in your room is good for an online meeting.

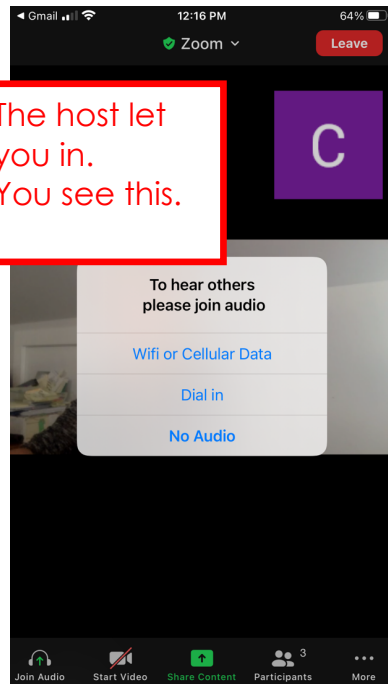
- ☐ Move your computer to the best place in the room if you can.
- ☐ Light coming through a window behind you doesn't work well. Your face will be too dark. Close the curtain or face the window instead.
- ☐ A bright light behind you doesn't work well. It will make your face dark.
- ☐ Sometimes a lamp helps.
- ☐ Optional: Go in MS Teams or Zoom and play with lighting before the session.

MORE ON NEXT PAGE, SCROLL DOWN

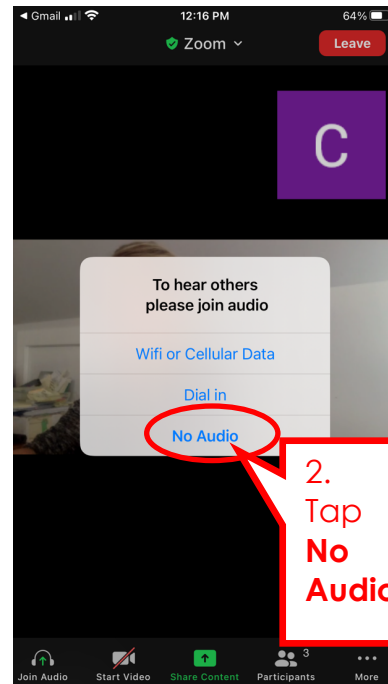


Join Zoom Meeting without audio on iPhone

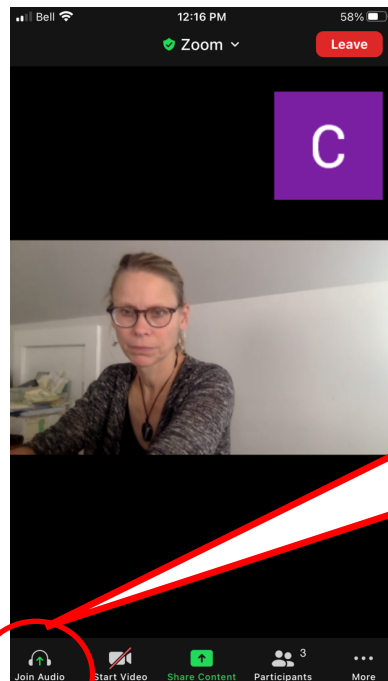
1. The host let you in.
You see this.



2.
Tap
No Audio



3.
You see this.
Perfect !
Leave it.
Do NOT tap **Join Audio**





Join Zoom Meeting without audio on **ANDROID Phone**

Note: Android phones vary.

