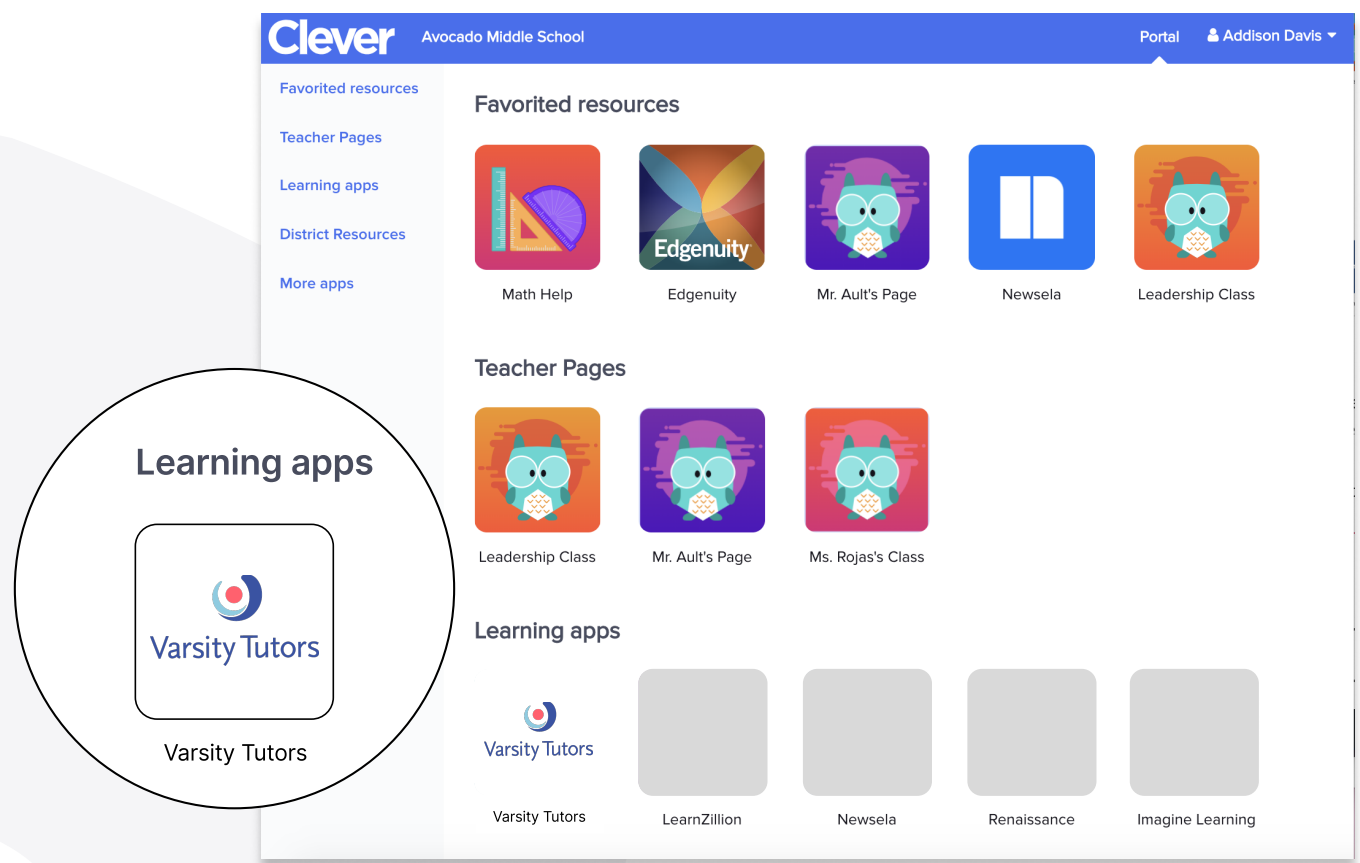


Getting Started

How To Guide: Joining tutoring sessions

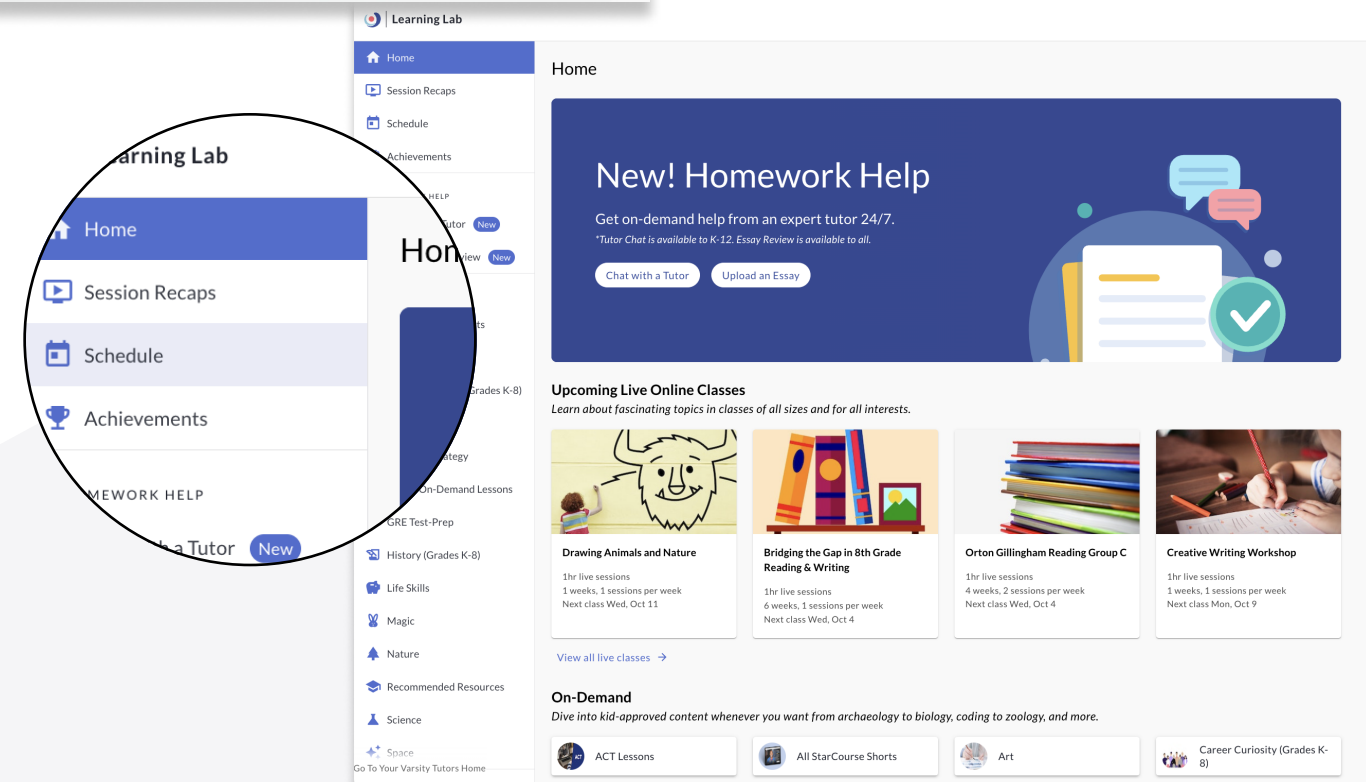
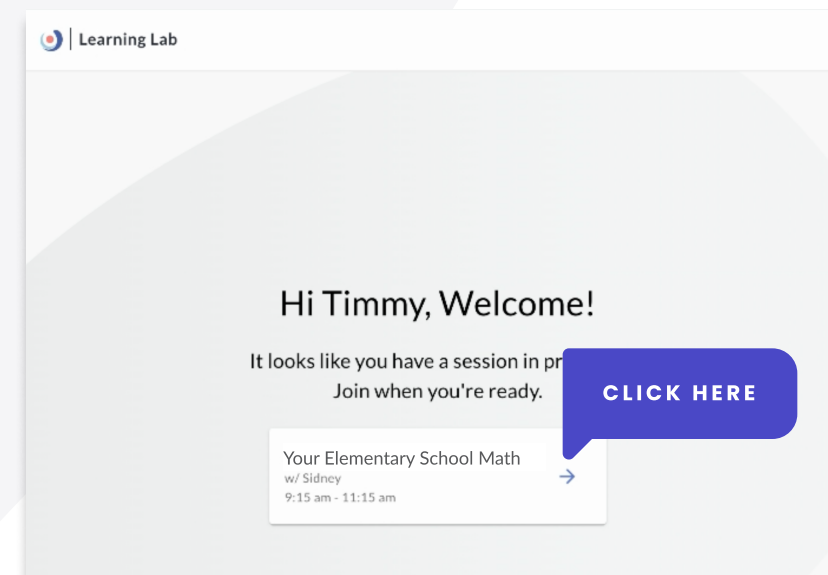
STEP 1: SIGN IN TO CLEVER

- Have student sign in to Clever dashboard
- Click the Varsity Tutors application



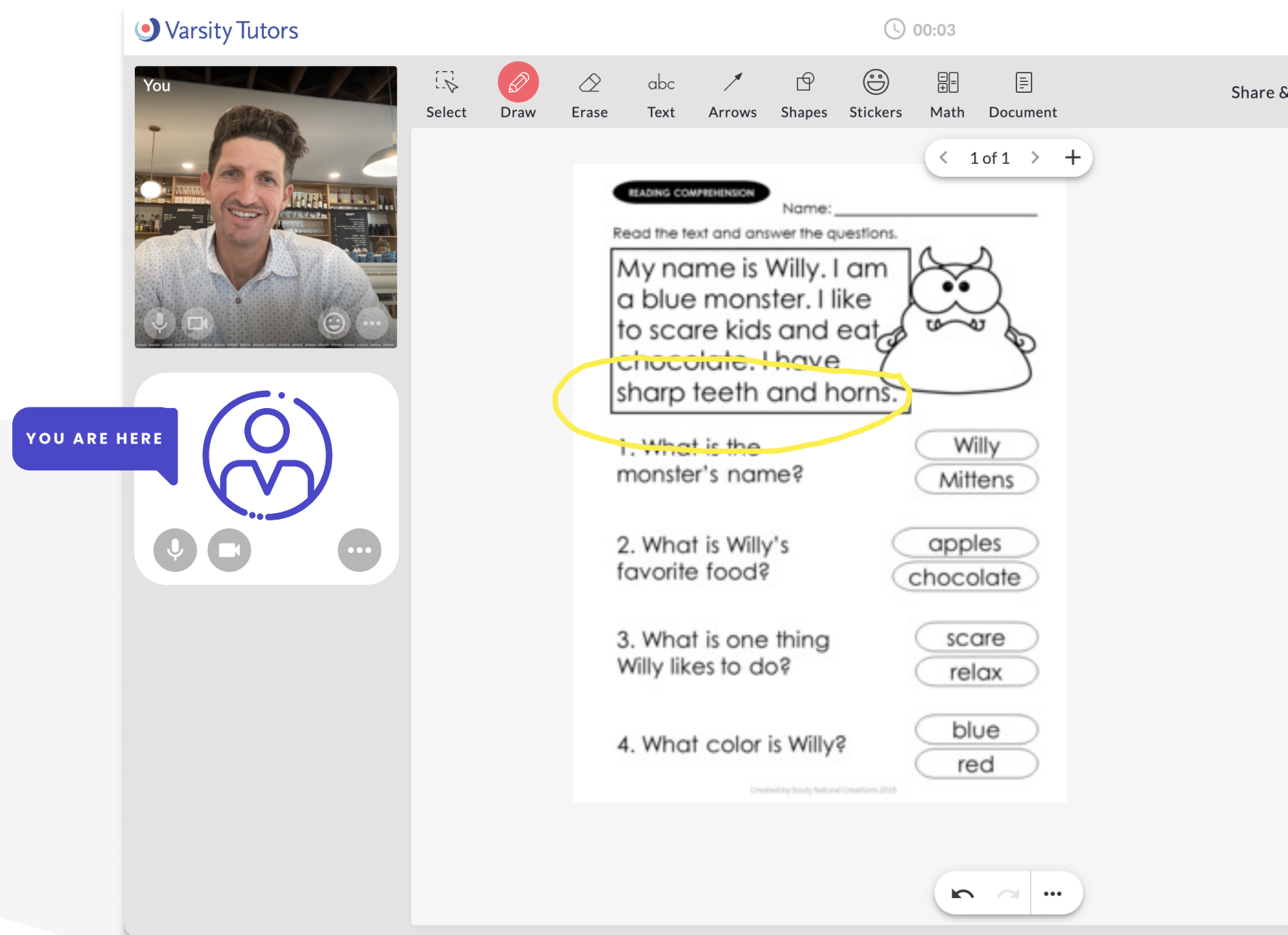
STEP 2: GETTING TO YOUR SESSION

- The student will be automatically directed to their tutoring session from the Clever app.
- Have the student **click the arrow** to join their tutor in the Live Learning Platform.
- If the student is not immediately directed to their session, select **Schedule** from the tutoring drop down menu then choose the session they want to join.



STEP 3: LIVE LEARNING PLATFORM

- The tutor will be waiting in the virtual classroom.
- The student will be able to see their tutor on the left hand side of the screen. Students and tutors can talk to each other and use the whiteboard together.
- The tutor will guide the student through problems and share examples within the collaborative whiteboard for an interactive learning experience.
- Students can share their work to easily bring classroom content directly into their tutoring session.



TIPS FOR TUTORING SESSION SUCCESS

1. Students work best in a focused environment with minimal distractions. Try to find a quiet place for your tutoring sessions to take place.
2. Encourage the student to use headphones to help with background noise and clear communication.
3. Make sure students have their camera and microphone on when the tutoring session begins. A mouse is also recommended for the easiest use of the shared whiteboard and learning tools. If students are using a tablet, they can draw with their finger.
4. The student's tutor will join the session promptly at the start time. If your student joins and the tutor is not there yet, please advise the student that their tutor is on the way, and remind them to remain in the session.
5. Show students the Learning Lab before tutoring begins. This will help them feel more comfortable and confident when they log in for their tutoring sessions.