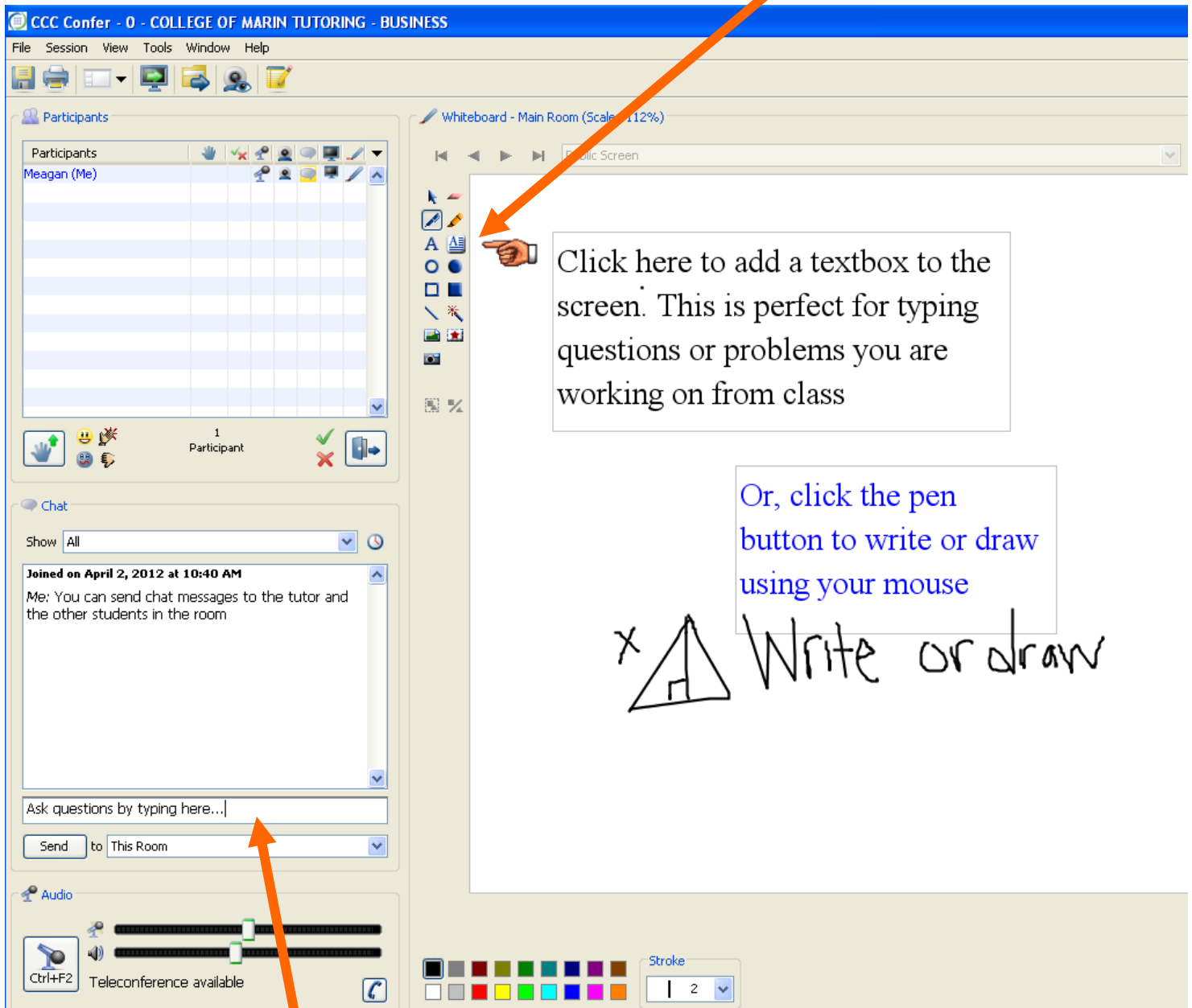


## Quick Introduction to Online Tutoring: Commonly Used Tools

Some of the most commonly used features of the online tutoring room are pointed out below. After logging into a tutoring room, practice using these tools so you can get the most out of your online tutoring time.

**Tool #1—Adding a textbox**  
**Try it out**—Practice by writing one of your homework problems in a textbox



**Tool #2—Chatting**  
**Try it out**—Ask a question and hit "send" to have it appear in the chat window

### Tool #3—Raising your Hand

You can raise your hand to let the tutor know you have a question. This is most helpful when there are several students in the session.

**Try it out**—Try raising your hand and then lowering it again. You can also show expressions, like “thumbs up” or “thumbs down.”

The screenshot shows the CCC Confer interface for a session titled "CCC Confer - 0 - COLLEGE OF MARIN TUTORING - BUSINESS". The interface includes a menu bar (File, Session, View, Tools, Window, Help), a toolbar, a Participants list on the left, a Chat window, and an Audio section at the bottom left. The main area is a whiteboard titled "Whiteboard - Main Room (Scaled 112%)".

An orange arrow points from the "Raising your Hand" text box to the hand-raising icon in the Participants list. Another orange arrow points from the "Audio Options" text box to the microphone icon in the Audio section.

On the whiteboard, a hand icon points to a text box containing the text: "Click here to add a textbox to the screen. This is perfect for typing questions or problems you are working on from class".

Below this, another text box says: "Or, click the pen button to write or draw using your mouse".

Handwritten in blue ink on the whiteboard is the text "Write or draw" next to a simple geometric drawing of a triangle with a vertical line from the top vertex to the base, and an 'x' to the left.

The Audio section at the bottom left shows a microphone icon with the text "Ctrl+F2" and "Teleconference available".

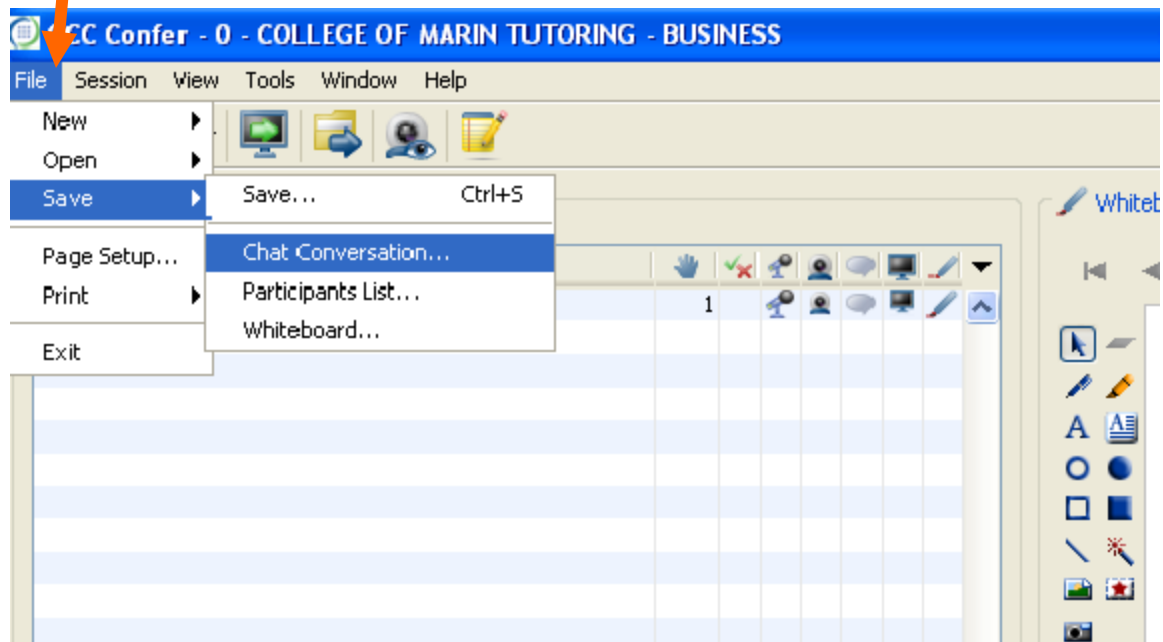
### Tool #4—Audio Options

In addition to the chat feature, you can communicate with your tutor by calling the room's 1-800 number (listed on the online tutoring homepage), or you can use your computer's speakers and microphone. To speak, click the microphone button. When finished speaking, click the microphone button again.

### **Tool #5—Saving Chats and Whiteboards**

You can save chat conversations or whiteboard screens to look at later when you are studying on your own. To do so, click “File” in the upper left of the page, then “save.” Select the item you want to save. Finally, choose what format you want to save the file in.

**Try it out**—Try saving the chat conversation



**If you have questions as you practice these activities, please contact the Tutoring & Learning Center at 415-485-9620 (Mon-Fri, 9-5).**