General Chemistry Virtual Tutoring

Virtual Tutoring for Chem 111/L and 112/L will be available via Microsoft Teams. The hours will vary, but tutors will be available M-F for Spring 2020 semester. Schedule is posted in the Team.

You can find and join the Team using the code **4vth48u** and following these instructions.

Log in to Microsoft 365 by going to office365.coastal.edu, this should take you to your inbox. Click on the App Menu at the top left in the browser window.

Choose Teams from the app menu.
This should bring you to all of the “Teams” or groups that you belong to (if not, click the Teams icon on the Left column.

You may not see Chemistry Virtual Tutoring yet. You’ll have to JOIN the team.
Click “Join or create team” button on the top right.

Using the code 4vth48u, click “join team”.

You’ve successfully joined the Chemistry Virtual Tutoring Team.

You can find the tutoring schedule in the menu at the top of the window.
In the window above, you can see the previous tutoring sessions that have ended.

If there is an active tutoring session, you will see a purple box with the tutors name and the shift time they are working. Teams will show the initials of who is in the session in the area of the pink circle (no one was in this session with me).

Once you click join, you can choose to have your video and audio on or off. Then click join. It is okay if you don’t have video capabilities.

When you move your mouse across the screen you can see this menu button where you can turn on and off camera and microphone.

If you click the conversation icon (pink) you can type comments or clicking the participants’ icon (blue) allows you to see all of the participants.
If you click the box with the arrow up, you can share your screen with the whole group. There is also a whiteboard, which likely the tutor will start. To un-share your screen, click the same button which will now have an x in it. To stop using whiteboard, click stop presenting which shows up once you move the mouse to the bottom of the screen. All participants should be able to write on the shared whiteboard.

To leave session, just click the red phone icon.

Questions should be directed to Amber McWilliams, Senior Lecturer and General Chemistry Coordinator amcwillia@coastal.edu