Center for Academic Success - Online Tutoring Policies and Procedures

Online Writing Center Tutoring

Before Your Appointment

To use online writing tutoring, you MUST have access to:

- 1. A computer or laptop with internet connection
- 2. A webcam*
- 3. A microphone*
- 4. Manhattan College Student Email Address

*All of these tools can be purchased if they are not already installed on your computer/laptop.

Making an Appointment

Please visit the Writing Center or contact us at writingcenter@manhattan.edu or call 718-862-7782 to make an appointment. Make sure to state your name, desired date & time, instructor, course that you're interested in an Online Tutoring session. Appointments are **REQUIRED** for online tutoring sessions and **MUST** be made 24 hours in advance. Appointments are subject to availability.

An email confirmation will be sent once the appointment has been confirmed.

Before the Tutoring Session Begins*

1. Log-in to your Manhattan College Gmail Account.

2. From your main email page, look for Drive in the grid at the top right, and click Drive to open.



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3. Click on the red button New on the left hand side of the page, and select File Upload.

4. Select the file you want to work on for your tutoring session and click Open.

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5. Find and select the file, and click Open With then Google Docs at the top of the page.

6. Once you have opened the document in Google Docs, click on the blue button Share on the top right of the page.



 A box will open that says Share with Others. Under People, type in writingcenter@manhattan.edu.

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You will receive this email address when your appointment is confirmed. Repeat this process for each document you'd like to share with the tutor. We recommend that you share your assignment prompt. **Follow these steps at least one-hour before the session is scheduled to begin.*

Starting the Tutoring Session

- 1. When the day and time arrives for your online tutoring session, open your Manhattan College student email account.
- 2. Open all the documents you will want to discuss with your tutor (i.e. your essay, the teacher's assignment, etc). Open these documents in Google Drive by right-clicking on the title of the document and selecting Open with, and then Google Docs.

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3. Accept the incoming video conference call from the Writing Center via Google Chat. When the tutor contacts you, a screen will pop up in the bottom right corner of your Gmail inbox.



4. Accept the invitation and make sure to unmute the audio and allow the video. After this you and your tutor should be able to see and hear each other.



5. To view the video chat while editing your Google Doc, split your computer screen so that each window takes up half the screen. This will allow you to video chat while you both view and edit the Google Doc.



6. When the session is over the tutor will end the chat and log off of the Google Doc.