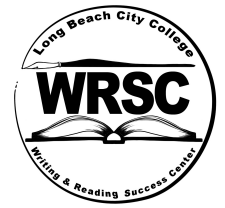


# Online Tutoring Sessions Using Skype

## Quick Set-Up Guide



**Available Fri. 8:30am-1:30pm & Sat. 10:30am-1:30pm only**

Students enrolled in English 801 and 105 courses are required to complete three (3) activities from the Writing & Reading Success Center at one of the following locations: LAC (E09L) or PCC (EE206). **We always prefer to meet with Long Beach City College students in-person—nothing can replace that face-to-face experience—so please come into one of our centers if you are able.** If you are not able to come in, please follow the simple steps below to meet with a tutor online:

1. Log in to your instructor's LMS (Moodle) page. From the list provided, download your chosen Directed Learning Activity (DLA), print it out, and complete it on your own.
2. You have the option of completing a DLA in one of two ways:
  - a. Complete one of our fillable pdf DLA forms electronically, save it to your computer, and email it to [wrsc@lbcc.edu](mailto:wrsc@lbcc.edu). Write your name, course, and appointment date and time in the subject line of your email. See the "Adobe Acrobat Help Guide" to complete these electronic forms.
  - b. Scan or photograph each page of your completed paper DLA, and email it to [wrsc@lbcc.edu](mailto:wrsc@lbcc.edu). Write your name, course, and appointment date and time in the subject line of your email.
3. Sign into **Skype**, using your computer, tablet, or phone. (*If you do not have a Skype account, go to [skype.com](http://skype.com) or the App Store on your device to download the Skype application for free.*)
4. In the Skype App, click on "Use Search to find more people on Skype" or the Skype search bar.
5. Type the following email address into the search bar: [wrsc@lbcc.edu](mailto:wrsc@lbcc.edu)
6. Our nickname, **English Tutor**, will pop up. Add us to your Skype contacts.
7. Call the Writing & Reading Success Center at **562-938-4520** and make an appointment to meet with a tutor online. Request that we accept you as a contact on Skype.
8. When your appointment time arrives, choose the English Tutor contact and click on the **green video icon** to video call a tutor on Skype. If you do not get an answer, try us again in 1-3 minutes, or use a home or cell phone to call our front desk at **562-938-4520** for assistance.
9. Once you are finished meeting with a tutor on Skype, the tutor will both email your instructor and enter your information into the WRSC records to confirm you have completed the activity.
10. Repeat this process for each of the three activities before each activity deadline.

## Things to Keep in Mind

- ❖ Remember to email your completed DLA to us at [wrsc@lbcc.edu](mailto:wrsc@lbcc.edu). Tutors will not meet with you without a copy of your completed DLA in front of them, whether it is a scanned copy or fillable pdf.
- ❖ Have your completed DLA in front of you when you connect with a tutor on Skype, and if you have questions, write them down in advance.
- ❖ Make sure you click on the **green video icon** when you connect with a tutor on Skype and that your computer or device's camera is enabled for video calls.
- ❖ Please be patient if there are technical difficulties; our tutors will do their best to communicate effectively with you and troubleshoot any issues that may arise.
- ❖ Call the Writing & Reading Success Center at **562-938-4520** if you have any questions. A member of our staff will assist you.