Online Tutoring (using Adobe Connect) Tip Sheet

Prior to the session:
- You need to make an appointment! Make your appointment two days in advance by calling 405-325-7621 or 405-325-2452 or by stopping by Wagner Hall 245 or the Housing Learning Center (Adams Center, Muldrow Tower, Room 105).
- You will need the following: internet access, webcam, microphone (usually built into the webcam), and adobe flash player 8 (or higher) installed on your computer.
- Log in to the session a few minutes early to set up.
- Have a pencil and paper ready in order to work on problems during the session.

Once you’re logged into the session:
- Once logged into your session, to adjust audio settings or to select a microphone, go to meeting > manage my settings > audio setup wizard.
- To use your microphone, the host of the online session must give you microphone rights. “Raise your hand” or ask via your microphone or the text chat feature.
- To display your webcam, the host of the online session must give you camera rights. “Raise your hand” or ask via your microphone or the text chat feature.
- To write on the shared whiteboard, the host of the online session must grant whiteboard sharing rights to you. “Raise your hand” or ask via your microphone or the text chat feature.

Tech tips:
- Using a cable modem or other slower internet connection speeds may cause delay
- Wired (Ethernet) internet connection performs more quickly than wireless.
- Microphone echo: Using headphones rather than speakers will reduce echo.
- Sometimes, settings might not take effect unless you restart your web browser, then re-enter the online tutoring session.