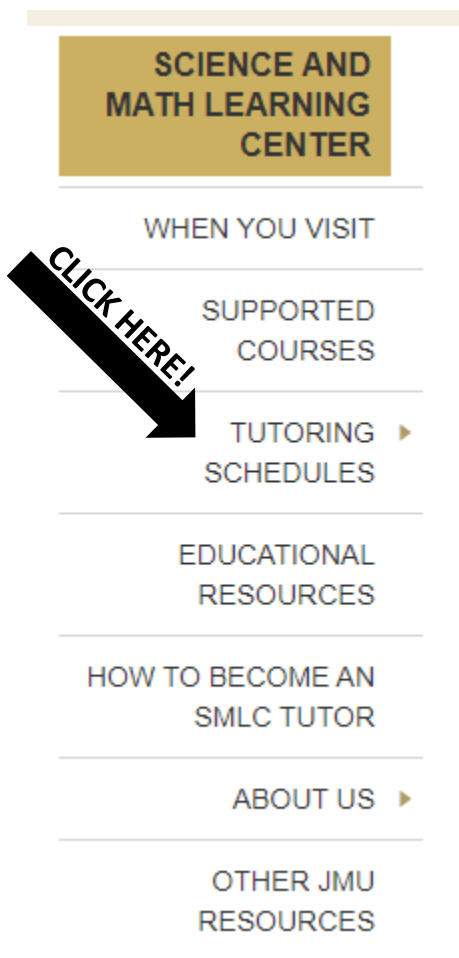


How to access SMLC Synchronous/WebEx Tutoring

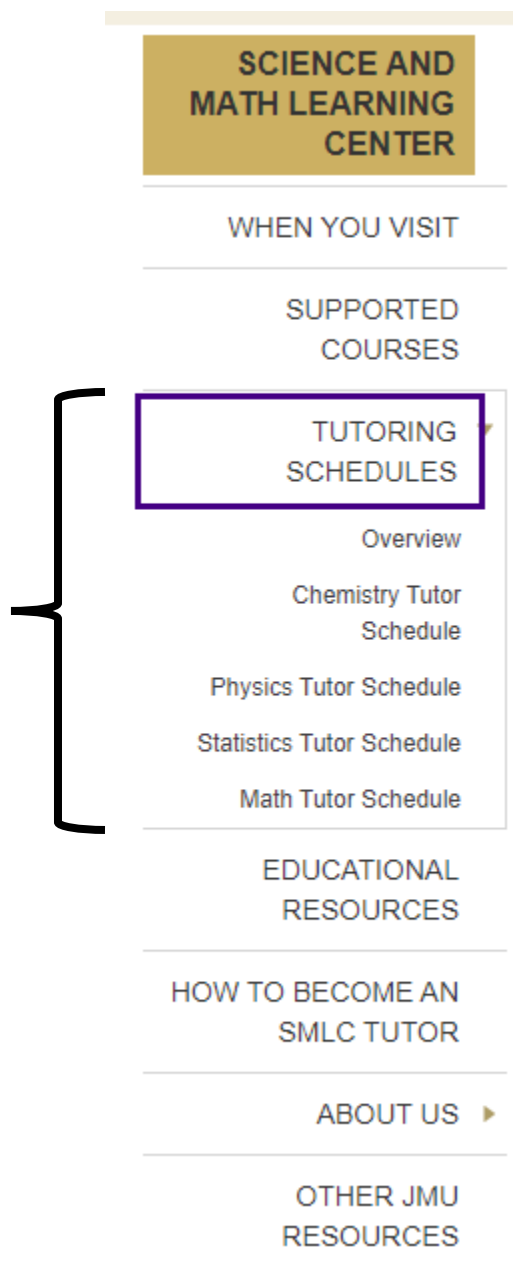
1. On your web browser (Chrome, Internet Explorer, Safari, etc.) type in: *jmu.edu/smlc*. This will bring you to the SMLC homepage.
2. If you scroll down to the purple box labeled “**Fall 2021 Announcement**”, you’ll find the directions for how to access both our in-person and online synchronous services!

For a step-by-step guide with images, go to the next page!

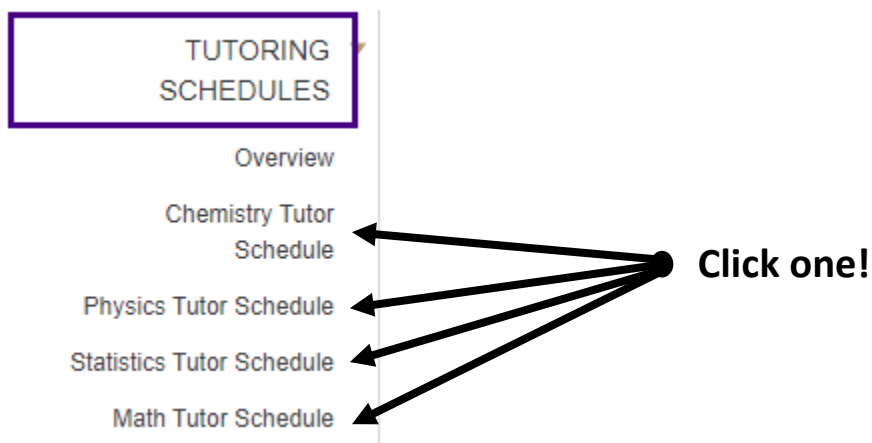
3. To access synchronous tutoring, on the *menu on the left*, click “**Tutoring Schedules**”



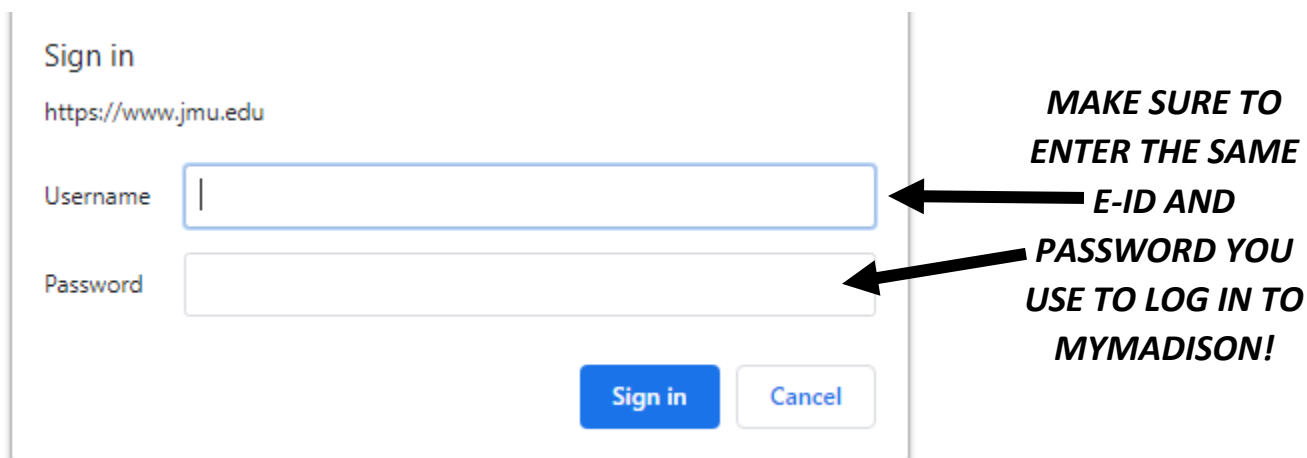
...And when you click “**Tutoring Schedules**”, you’ll get a **dropdown list** like this:



4. From the **dropdown list**, click the schedule of the **subject** you need assistance with:



5. You will then be asked to enter your **e-ID** and **password** in a box like this (this is for security purposes!):



6. Then you will see the subject's tutoring schedule. Find the **current day and time** on the schedule...you may need to *scroll down* to find the day's schedule! For example, say it is Monday at 1:30pm. Then I will find the Monday schedule and find the timeframe that 1:30 falls in. *No appointments needed - You can drop in and out at any time in the listed windows!*

Find the current day of the week (Monday)...



...and a timeframe for the current time (1:30pm).



	Monday	Wednesday
11am-1pm	<u>Maria</u>	<u>Maria</u>
1pm-2:30pm	<u>Joe</u>	<u>Alex</u>
2:30pm-3:30pm	<u>Joe</u> <u>Jason</u>	<u>Alex</u> <u>Jason</u>
3:30pm-4:30pm	<u>Alex</u> <u>Jason</u>	<u>Joe</u> <u>Michelle</u>
4:30pm-5:30pm	<u>Alex</u> <u>Jason</u>	<u>Michelle</u> <u>Grace</u>
5:30pm-6pm	<u>Grace</u>	<u>Grace</u>
7pm-9pm	<u>Michelle</u> <u>Patrick</u>	<u>Joe</u> <u>Patrick</u>

7. Find *where your time and day of the week intersect* in the chart (shown by bold purple box above). Click the **tutor's name** in that box and follow the prompts to **launch WebEx** (if you're not already logged in to WebEx, sign in with your Dukes email!). If there are two tutors' names, you can click either one!

8. Once you are in WebEx, make sure your **microphone is on (and we suggest your camera too)** so you can meet live with the tutor (and possibly other students) to ask questions, work through problems, etc.! *Reminder: tutors are not able to help with quizzes, tests, etc.!*

Still have questions? Email Jenna Guenther, Online Tutoring Coordinator at guenthjc@jmu.edu