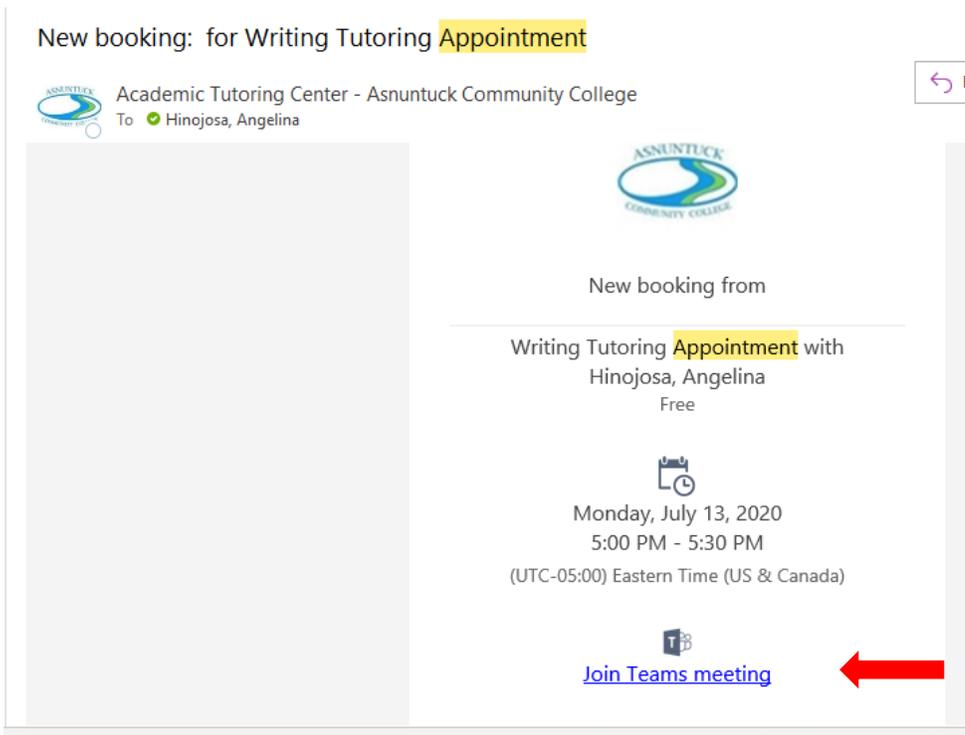


Student Guide to Working with an ACC Tutor Online
Academic Tutoring Center
Asnuntuck Community College
Phone: 860-253-3164
Email: as-tutors@acc.commnet.edu

If you made an appointment ahead of time by emailing as-tutors@acc.commnet.edu, calling 860-253-3164, or using the online scheduling system Bookings, this guide will help you understand what happens next.

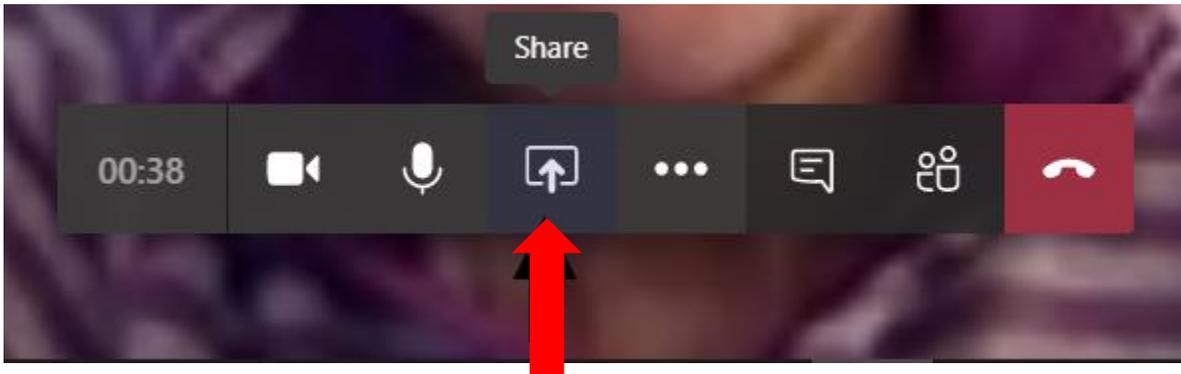
Once you make an appointment with the Tutoring Center, you will receive a confirmation message in your school email that will look like the illustration below. When the time comes for your session, you can click “Join Teams Meeting” at the bottom of the message, and you will be taken to your tutoring session directly.



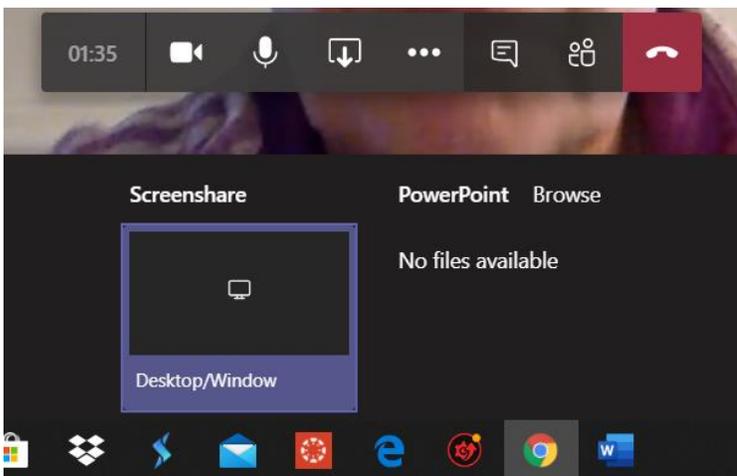
Miscellaneous Teams Questions:

How do I share my screen with a tutor?

If you are holding a video conference, move your mouse to the bottom of the screen. Select the Share icon (see below) to share your screen.



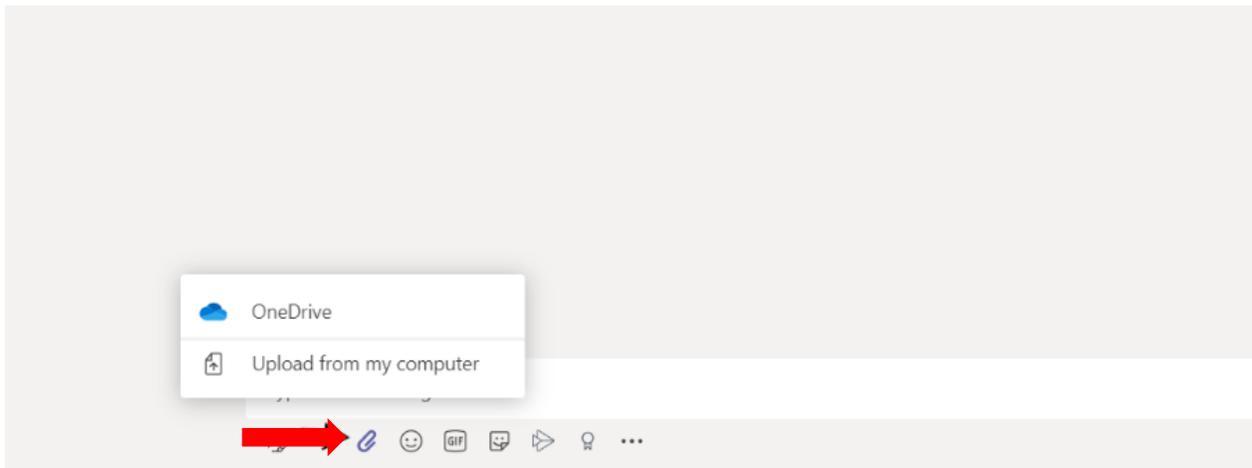
Select Screenshare to share your screen or Window to share a specific window you have opened (see below).



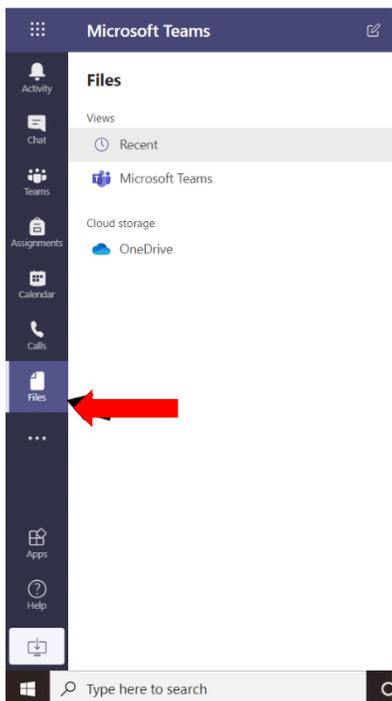
How do I share my assignment with a tutor?

You can do this in a number of ways. You can attach your assignment and send an email to the Tutoring Center directly at as-tutors@acc.commnet.edu.

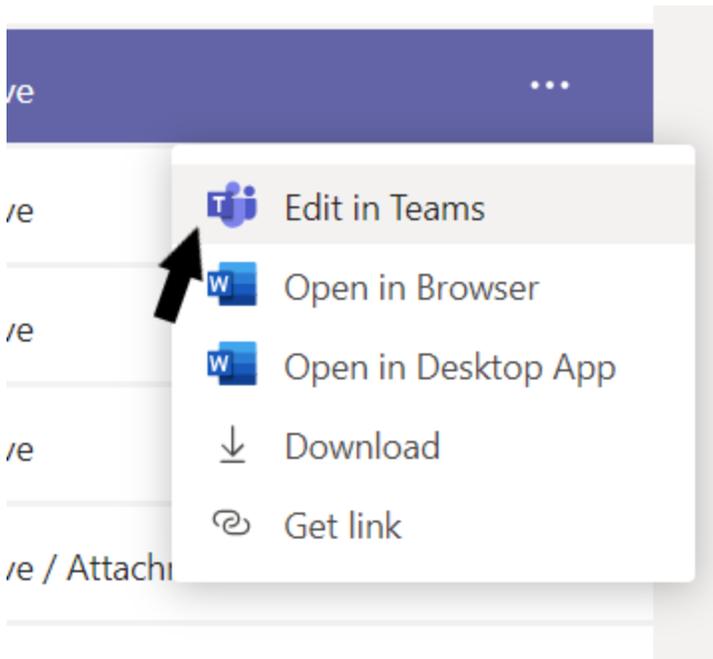
Or you can upload an assignment through the attachment option in Teams--located at the bottom of the screen (see below) from a file saved on your computer or OneDrive.



You can also upload a file using the Files icon on the left-hand menu (see below).

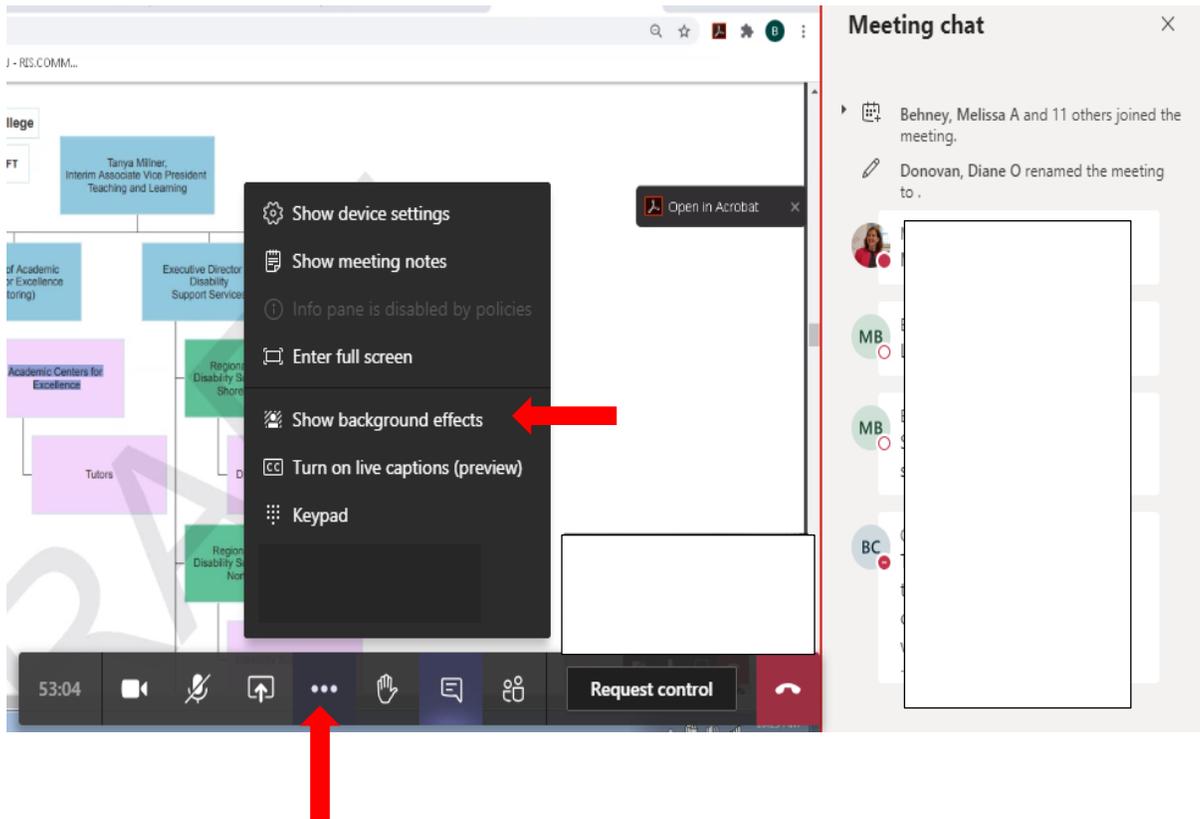


Once a file is selected, you can then work on a file with a tutor by selecting “Edit in Teams”



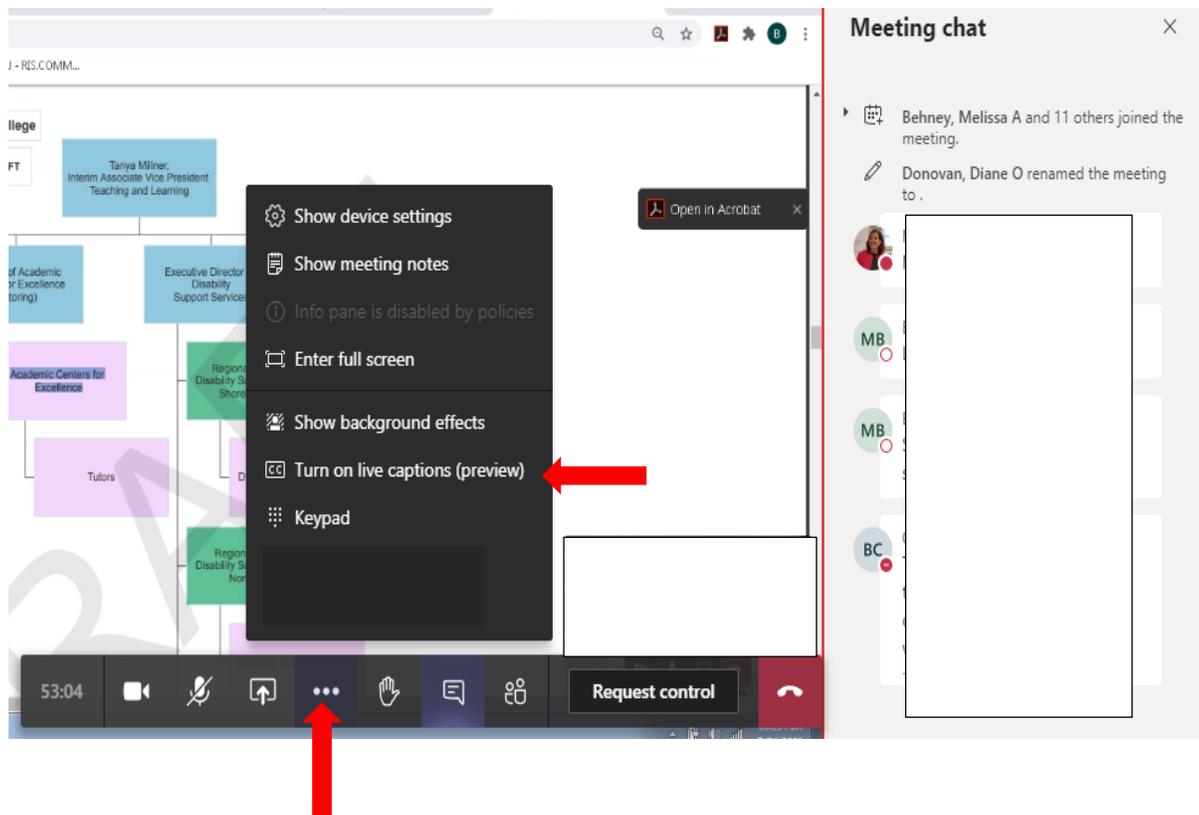
How do I change my video background?

When you are in a video session with a tutor, move your mouse to the bottom of your computer screen, click on the three dots in the toolbar that appears (see below). Here you can change your screen background by clicking “Show Background Effects” in the menu that appears.



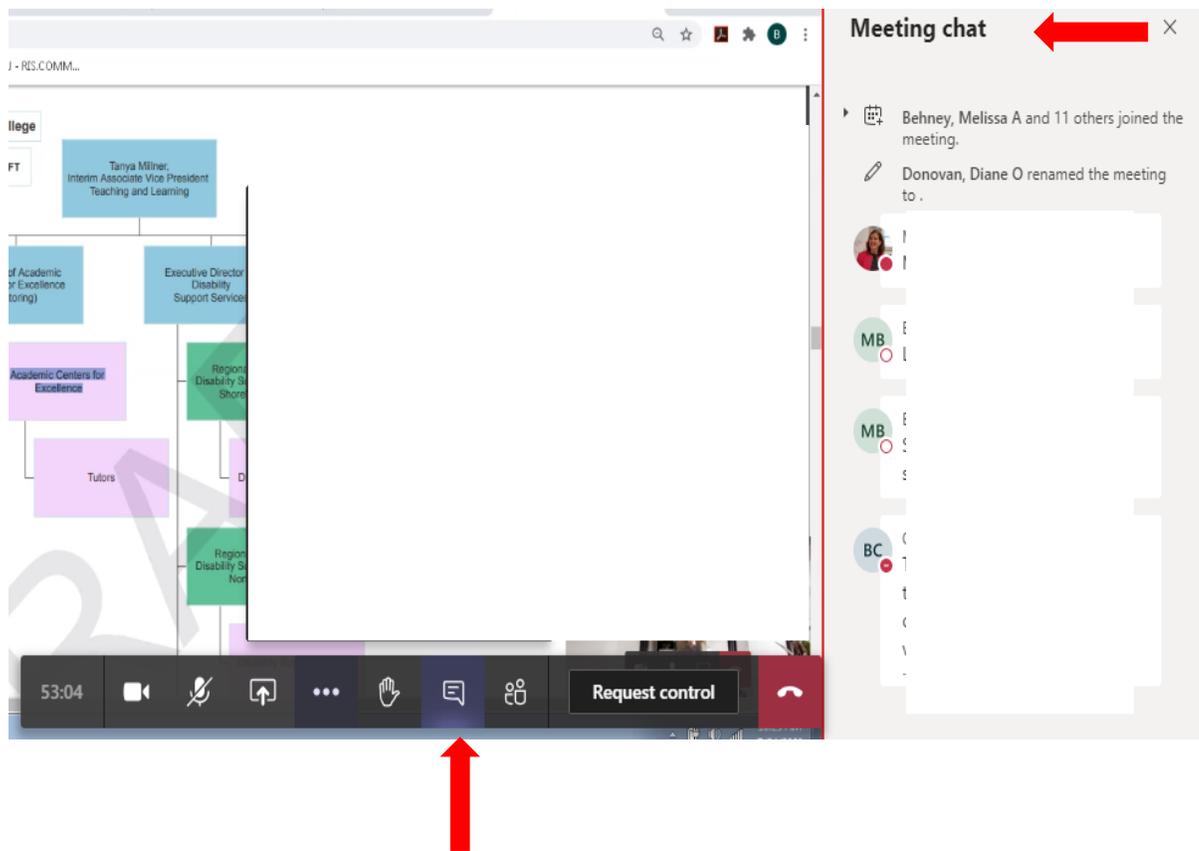
What if I am having a hard time hearing the tutor?

You can turn on Live Captions by clicking on the three dots in the toolbar and selecting “Turn on Live Captions” (see illustration below). This feature is helpful if you are working in a loud environment that interferes with your ability to hear your conversation with the tutor, or you have any other issues that interfere with your ability to pick up audio during your tutoring session.



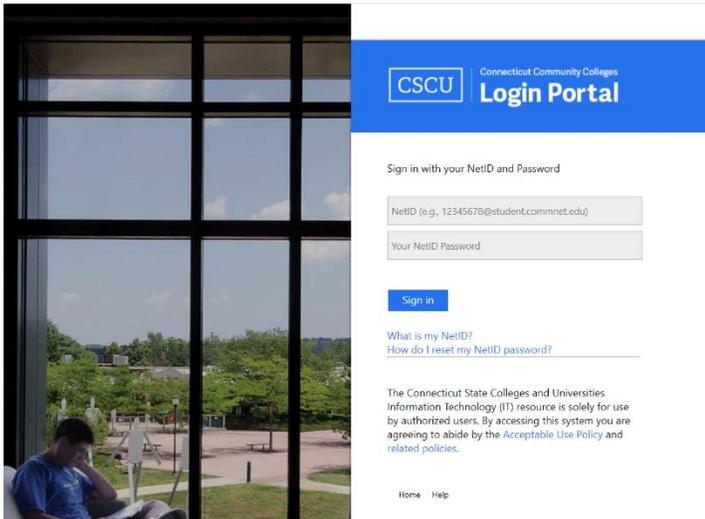
What if my microphone isn't working?

In the toolbar at the bottom of your video screen, click on the word bubble icon to open a meeting chat (see below). This can help you avoid wasting session time if fixing your microphone is not easily done. Note: The Meeting Chat also provides another option to upload files to share with the tutor.

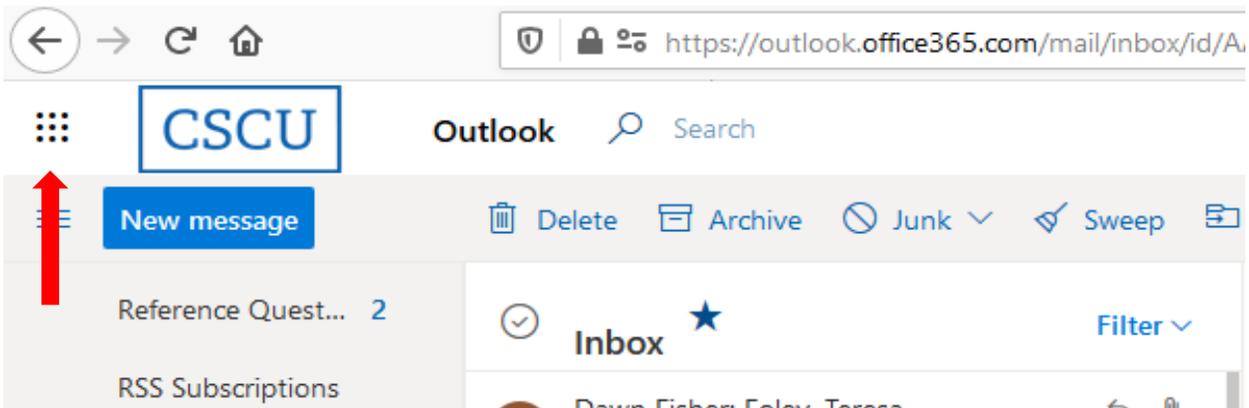


Accessing Microsoft Teams Directly (Note: Students with tutoring appointments will be given priority):

Using your Banner ID and password, sign into your [Outlook](#) (School Email) Account



Once you have logged in, click on the waffle icon in the top left corner of the screen.



A menu will appear (see below), click on the “Teams” option. This will take you to the platform where you can chat and share assignments with tutors, as discussed earlier in this document.



Office 365 →

Apps

 Outlook

 OneDrive

 Word

 Excel

 PowerPoint

 OneNote

 SharePoint

 Teams 

 Class Notebook

 Sway

 Forms

All apps →

