

## ASC Virtual Tutoring Centre

### Step-by-Step Instructions for Students

1. Students' first step is to fill in the [Peer Tutoring Request Form](#). This form must be completed before students can join a tutoring session. **This form only needs to be completed once a term**; that is, it should be completed before your first tutoring session in Fall 2020 term.
2. After students fill in the [Peer Tutoring Request Form](#), the next step is to register for virtual tutoring on the [online booking system](#). On the first visit, students will be prompted to set up their profile before booking.
3. On or before the day of the tutoring session, a Google calendar invite will be sent from [tutoring.trsm@ryerson.ca](mailto:tutoring.trsm@ryerson.ca) to pre-registered students including a Zoom link to enter the tutoring session. The GCal invite will also direct students to a [Tutoring Questionnaire](#) in which they provide questions they would like the tutor to address during their pre-registered tutoring session. This questionnaire should be completed prior to **every registered tutoring session**.
4. Once the student clicks on the Zoom link, it will prompt them to sign in with their Ryerson account for authentication. Students will enter a waiting room until the meeting host (tutor) adds the registered student into the session. Please refer to Ryerson's [Single Sign-On](#) instructions on registering and signing in with Zoom.
5. It is recommended that students be prepared 30 minutes prior to the session with all their required course material, technology, and questions in place. Students should arrive at the Zoom tutoring session 5 minutes in advance of the start time. **Please remember that sessions will begin at 10 minutes past each scheduled hour.**
6. Ten minutes before the end of the tutoring session, the tutors will begin to wrap up. This is a good time for students to note down any questions they would like to ask in future sessions.
7. When the session is finished, a link will be placed in the chat box section asking students to fill in the [Tutoring Feedback Form](#). Students are expected to complete this form after each tutoring session. By providing feedback to the ASC Virtual Tutoring Centre, we are able to make improvements to our service.