

How To Meet with your Online Tutor

To meet with your tutor, you'll use the program "Collaborate," which works like a virtual room where you can see and hear each other, and also share documents and websites. But first, you'll need to **make an appointment. Here's how:**

Go to the VSU **Student Success Center webpage** and click on "**Make An Appointment.**" You may have to register the first time you do this. Next, watch this video on how to use the scheduling system:

<https://www.youtube.com/watch?v=cL7H7BGtKxo&feature=youtu.be>

After you have made an appointment, your tutor will send you a guest link to their virtual Collaborate room. If you haven't used Collaborate before, watch the video by following the directions below:

- Select: [MyVSU](#) from any VSU webpage
Login: with your Active Directory account
Select: Atomic Learning
- Type "Blackboard Collaborate" into the search window.
- Watch videos 1-7 (9 minutes).

After viewing the video, download the program and test it out!

To prepare for your session with a tutor, think of us as "writing coaches": we give you

- **Feedback** on your writing
- **Tips** for solving grammar and punctuation problems
- **Strategies** for clarifying, developing, and organizing your ideas
- **Positive reinforcement!**

Your job, as the "writing athlete" is to

- **Come prepared** with assignment instructions, drafts, notes
- **Revise and edit your own work** (we don't edit or proofread; we show you ways to do this yourself!)

For example, a typical tutoring session involves a powerful technique for catching all kinds of errors: **reading out loud**. It's amazing what you can catch on your own; then, if you need it, we show you ways to solve various problems.

We look forward to working with you!

