Learning Support Services will be providing online tutoring for the remainder of Spring 2020 semester. We will be utilizing two different platforms to provide our tutoring services - Google Meet and GoBoard. Tutoring for Navigation and Writing will be conducted via Google Meet. Tutoring for Business, Engineering, Mathematics, and Science will be conducted via GoBoard.

Online Tutoring for Business, Engineering, Mathematics, and Science

- Engineering, Mathematics, and Science tutoring sessions will either be 1:1 appointments, group appointments (no more than 4 students at once), or drop-in focused.

- Students have to make their appointments utilizing TutorTrac, and appointments should be made at least 3 hours prior to the available times.
    - Individual and Group appointments will be conducted via GoBoard which is an online tutoring platform. You will be able to access your GoBoard appointment 15 minutes before your appointment on TutorTrac.
    - Attached are directions on how to access tutoring sessions using GoBoard and TutorTrac.

- Students will access drop-in tutoring sessions by utilizing the tutors direct GoBoard URL.
    - We encourage students practicing on utilizing the board prior to the tutoring shift starts.
    - Attached are directions on how to access tutoring sessions using the direct GoBoard URL and the list of tutors' GoBoard URLs.

Online Tutoring for Navigation, and Writing

- All Business, Navigation, and Writing sessions will be appointment-based tutoring. These tutors will be providing 1:1 appointments or group appointments (no more than 4 students at once).

- Students have to make their appointments utilizing TutorTrac. And appointments should be made at least 1 hour prior to the available times.

- Tutors will email the Google Meet link 15 minutes prior to your appointment.

- **Students wanting Writing tutoring must upload their draft file when making the appointment.** This will allow tutors an opportunity to review your paper prior to the appointment. **Instructions on how to upload files in TutorTrac is attached.**

Please remember to check Porthole (Learning Support Services) and @MaritimeSuccess on Instagram for continual updates.
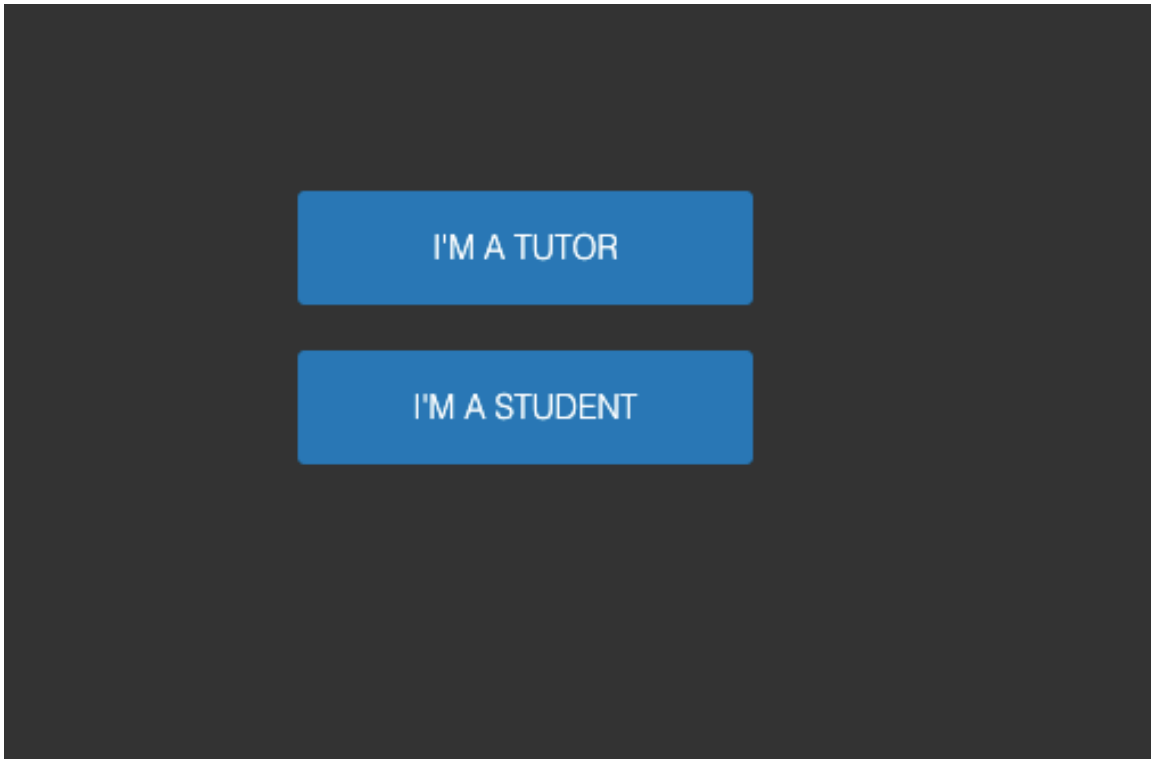
All questions regarding online tutoring and the process can be emailed to Ms. Miller at mmiller@sunymaritime.edu.

SUNY Maritime College will be utilizing GoBoard for our online tutoring of Engineering, Mathematics, and Science courses. The following instructions go over accessing a tutor's GoBoard for drop-in and appointment-based tutoring.
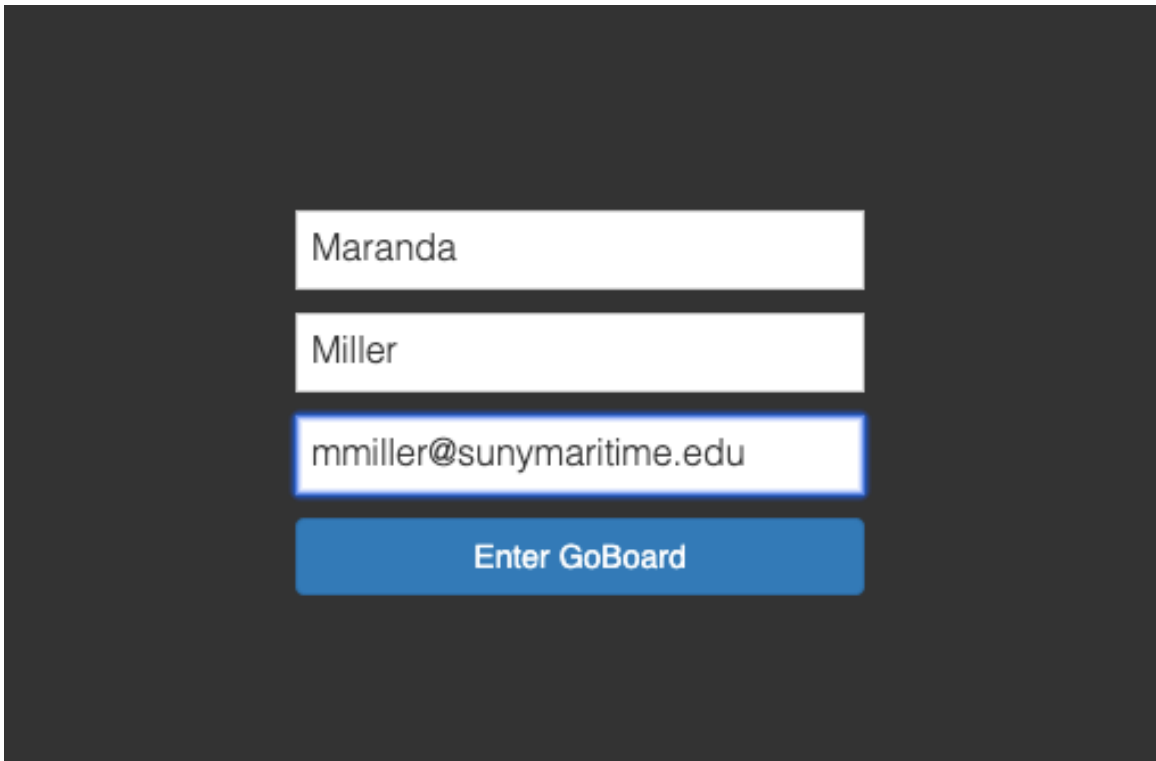
GoBoard Student Drop-In

1. Using Chrome, Firefox, or IPad Go to your desired tutor's GoBoard URL
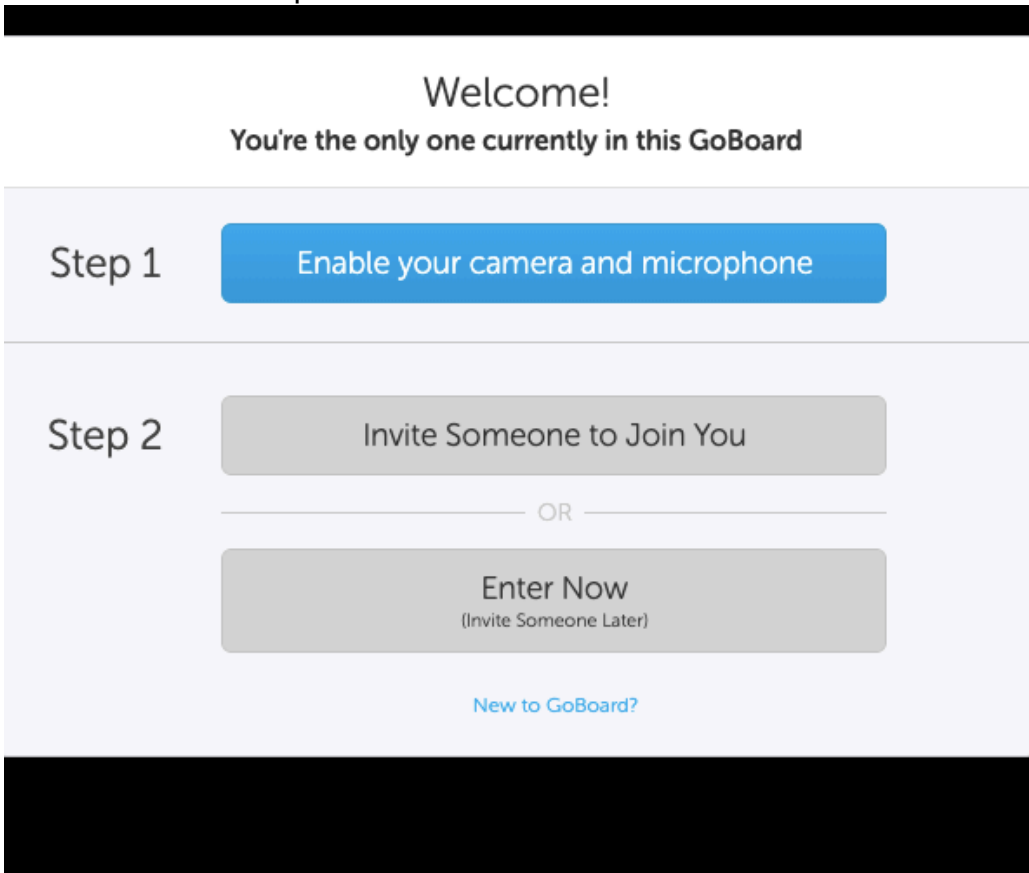2. You will be directed to a screen that asks if you are a Tutor or Student. **Click student**

3. You will be asked your First Name, Last Name, and School Email. **Enter that information and click Enter GoBoard**

4. You will be sent to a Welcome Screen, which will allow you to enable your camera/microphone or enter the board.
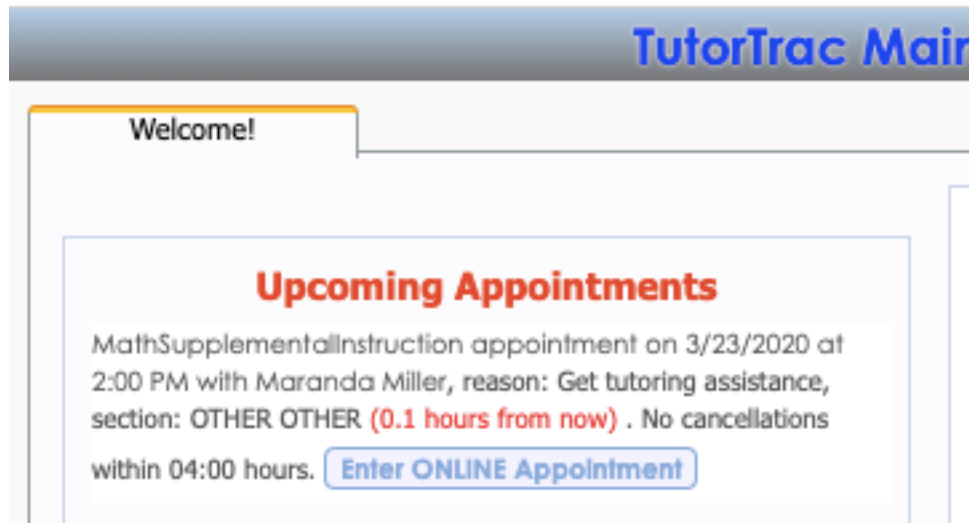
5. You will then be directed to your tutor's GoBoard system. **Once on the board put your name on the board (using the text tool) so you will be marked for attending the tutor session.**

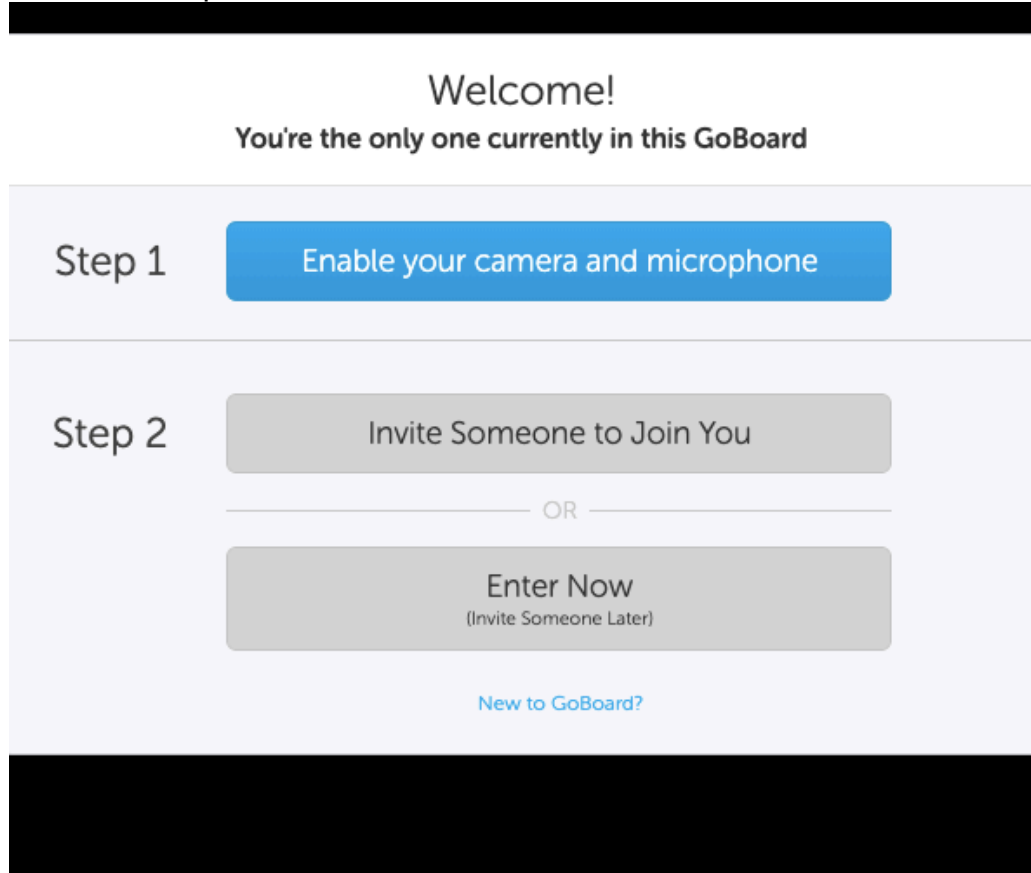6. Close your browser tab, when your tutoring session is complete.

GoBoard Student Appointment

1. Using Chrome, Firefox, or IPad login to your TutorTrac account at least 15 minutes prior to your scheduled appointment. Once in your TutorTrac account you will see your scheduled appointment. **Click the Enter ONLINE Appointment** button
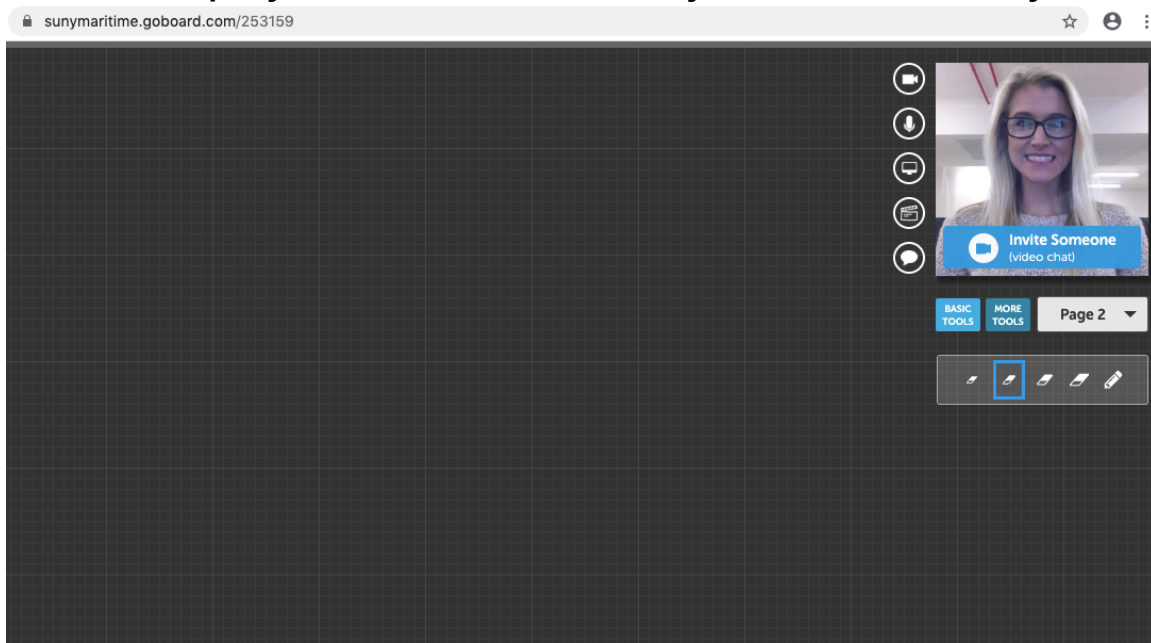
2. You will be sent to a Welcome Screen, which will allow you to enable your camera/microphone or enter the board.

Welcome!

You're the only one currently in this GoBoard

Step 1 — Enable your camera and microphone

Step 2 — Invite Someone to Join You

OR

Enter Now
(Invite Someone Later)

New to GoBoard?

3. You will then be directed to your tutor's GoBoard system. **Use the text tool to put your name on the board so your tutor knows who you are.**

sunymaritime.goboard.com/253159

Invite Someone
(video chat)

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4. Close your browser tab, when your tutoring session is complete.