

Conducting an Online Tutorial as a Tutor

Guiding an online tutorial may take a little getting used to. Please follow the tips below to make your meeting a success.

Organizing Online Tutorials

- The size of an online tutorial group is *8 to 10 students*. If your group is larger you may want to split them in half and do two shorter tutorials (take a break of at least 15 minutes between the two) [to be organised by tutor]
- The maximum duration of an online tutorial is *one hour*

Preparing your Online Tutorial

- Schedule* a meeting
- Prepare *documents/slides* with numbered/labelled sections that you/the students can easily refer to for clarity
- Send your attendees what they need to do *attend your session*, URL to log on to the online environment, any documents or slides you will be using, as well as the etiquette rules (separate document)
- Login with your *full name*
- Make sure that the environment opens about *15-30 minutes before* the meeting starts (for both you and the students)
- Check* your audio, video, and application sharing
- Upload files* (e.g. ppt, exercises, ...) and arrange the windows
- Use your personal and session settings to set how you want to *interact with attendees* during your session (e.g. microphones off, raise hand if question, ...)
- About 5 minutes before the session *start to talk* so students can check the connection and their audio

During the Tutorial

- Repeat the role* each participant has during the session (minutes secretary, chair/discussion leader/facilitator, participant) and discuss the etiquettes and set the rules for the meeting, for example: use webcams or not, dealing with questions (e.g. chat, raise hands etc.)
- Give each chair/discussion leader/facilitator *moderator rights* within the online environment
- Explain *how interaction will take place* and where to find the options (e.g. chat, indicating speaking turns etc.)
- Do not talk simultaneously, *take turns*
- Call each other by your *names*, so it is clear who is expected to respond
- Make *eye contact*: if you are sharing your video, look at the camera and not the session. It may feel weird but it helps participants feel more as if they are a part of the session and less isolated
- Beware that *non-verbal communication* is largely missing, so make sure your full face is visible and that students can see your gestures
- When responding to a *chat message*, mention the name of the sender and repeat the question in full
- When ending the session, make sure that everyone *leaves the environment* (as a moderator, you can close the environment)