From: Gary Cribb
Subject: Online Tutoring Update

In addition to the information below we had the opportunity to watch the video that Sabrina forwarded to Kim and the online tutors:
www.cccconfer.org/trainingCenter/trainingCenter.aspx

Oct 28th
We had a meeting regarding online tutoring and reviewed the training presented by Julian Kearns. The follow were at this meeting: (staff) Sabrina, Kim, Rachel; (tutors) Greg, Jacob and Michele.
The following was covered:
  • use of the white board for online tutoring;
  • use of the whiteboard capture device;
  • covered how to use the mic for live chat during the tutoring session;
  • covered the area of confidentially of the online students.

Nov. 5th
We had our first online tutor training meeting; present were (tutors) Jacob, Michele and John and (staff) Kim. The following was reviewed:
  • asked the tutors if they had any concerns or questions regarding the training;
  • discussed the dates and times when we could offer online tutoring during the Spring semester.

Nov. 13th
We did a test run in Lib 165 and realized the PC that we were currently using could not handle the download speed of the JAVA software. MIS recommended that we buy a PC that could run the JAVA program software. Additionally, we became aware that we needed a web cam, a larger monitor and the Whiteboard Capture Device in order to offer online tutoring. Staff that were present: Sabrina, Kim, Michele and John.
Outcome:
  • realized that the present equipment could not operate the CCC Confer software;
  • we also became aware of the need to use a larger monitor for the room and the training;
  • shared with the potential online tutors the client list and the use of the pass codes.

Nov. 19th
CCC Confer gave us our Client List and pass codes for our potential students:

From: CCC Confer Client Services [mailto:clientservices@cccconfer.org]
Sent: Tuesday, October 29, 2013 1:10 PM
To: Gary Cribb
Subject: Private Room - NEW- Gavilan College Online Tutoring - Gary Cribb
Dear Gary,

Your private room is now ready to use! Below are direct links to the room along with the dial-in number and pass codes for the telephone conference bridge. The Playback Table link takes you to a listing of all recordings made in the room along with a link to each recording.

Please contact us if you have any questions.

Client Services
Telephone 760-744-1150 ext 1537
Email clientservices@cccconfer.org
Website www.cccconfer.org
Follow us on Facebook

Room Name: Gavilan College Online Tutoring
Gary Cribb: https://sas.elluminate.com/m.inlp?sid=2007002&miuid=A8B30513A242B5B949E38C216D04E7C2
Kimberly Wilson:
https://sas.elluminate.com/m.inlp?sid=2007002&miuid=968C5169E0A5F7C02B58E6D6C95651E5

Tutor 1: https://sas.elluminate.com/m.inlp?sid=2007002&miuid=B20511FFD3087DC0E54BB0D5958DFA24
Tutor 2: https://sas.elluminate.com/m.inlp?sid=2007002&miuid=018AAE055BB3BD1C2C1F77ADF09DF1
Tutor 3: https://sas.elluminate.com/m.inlp?sid=2007002&miuid=E08203D72528F363410E728B0119C792
Tutor 4: https://sas.elluminate.com/m.inlp?sid=2007002&miuid=FB90F0513D50D01A22C15003D3A64B42D
Student: https://sas.elluminate.com/m.inlp?password=M.S3056EBD836153BA7368020454F5&sid=2007002
Playback Table: https://sas.elluminate.com/mrbl?suId=M.7C10F2CF56F8C348FFC18D5FBFF730&sid=2007002
(This link allows you to view all of your archived sessions for this room; each session is listed by date.)

Dial-In Number: 1-888-450-4821
Faculty/Tutor Passcode: 2483500
Student Passcode: 948680

Nov. 20th
Kyle developed an online tutoring request from that still needs to be approved.
Before we can launch the online tutoring service:

- Need form approval: http://www.gavilan.edu/tutor/tutor-request.php
- Currently waiting for the equipment to arrive.
Online Tutoring Request Add and Referral Form

Name ___________________________ Gavilan ID (G00 #) ______

Phone Number _______________________

Email Address (required) _______________________

I would like tutoring for the following courses:

Course ____________________________ Instructor ____________________________

Course ____________________________ Instructor ____________________________

To cancel an appointment, you must call or leave a voice mail message no later than 8am the day of your appointment. You are a “no show” if you fail to appear for an appointment within the first 10 minutes or you have not cancelled before 8 a.m. After two “no shows”, your time slot will be given to another student. Students who cancel their appointments two consecutive times will be considered as having a “no show.”

Tutoring Availability

I am available:

Day 1 □  Time 1 □
Day 2 □  Time 2 □
Day 3 □  Time 3 □
Day 4 □  Time 4 □
Day 5 □  Time 5 □
Day 6 □  Time 6 □

Submit

For questions regarding this service, please contact Kimberly Wilson at the Tutoring Center: kwilson@gavilan.edu.

Quick Links
Math Lab
MESA
Writing Center

Looking for a tutor but don't attend Gavilan? Make a Private Tutoring Request.
Are you a Gavilan student interested in working for the Gav TC? Applications>

Gavilan College • 6055 Santa Teresa Boulevard • Gilroy, CA 95020 • (408) 848-4800

Last modified: November 13, 2013

http://www.gavilan.edu/tutor/tutor-request.php