Scheduling Online Tutoring through the Student Success Network (SSN)
Overview

Tutoring is now available online by appointment only. Students must now use the Student Success Network (SSN) to search Tutor availability and to schedule appointments. At this time, use of TutorTrac for appointment scheduling has been suspended.

Reminders:

• Availability is limited and offered on a first-come-first-served basis.
• Appointments must be scheduled at least 24 hours in advance. No same day appointments are allowed.
• Only schedule one appointment per course. A future appointment can be scheduled after your next meeting.
• You are responsible for bringing and providing resources and materials for your Tutor to review and consult during your appointments.

Contact learningresources@udayton.edu for questions, comments, or concerns.
Student Success Network (SSN)
Overview and Instructions
Overview

The Student Success Network (SSN) allows more communication between students, faculty, and staff. The system can synthesize the data below to help faculty and staff better support you:

- Class attendance, participation, and engagement
- Grades
- Office visits (and now Tutoring visits!)
- Kudos (Great Job!)
- Flags (various concerns)
- Referrals to various offices and professionals

Your activity in the system helps us better support your success!

Contact learningresources@udayton.edu for questions, comments, or concerns.
Accessing SSN (2 Options)

Quick Link: go.udayton.edu/mysuccessnetwork

Porches:

1. Log into Porches >>
2. Click the tab for Flyer Student Services.
3. Scroll until you see the Student Success Network heading.
4. Click the “Student Success Network” hyperlink.
5. Bookmark this page. Learn how >>

Contact learningresources@udayton.edu for questions, comments, or concerns.
Navigating to the Courses Menu

1. Click the My Success Network menu icon.
2. Click the Courses tab.

Contact learningresources@udayton.edu for questions, comments, or concerns.
Finding Courses Supported by Tutoring

1. Select the current term.
2. Scroll to find a course supported by Tutoring.
3. Click the “Tutoring – Appointment” hyperlink.

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Selecting the Right Tutor

1. Find a Tutor with a Major similar to your own.

2. Click their name to see the full list of courses they support to find the one you’re searching for.

**Warnings:**
- *All Tutors who support any subject you are in will appear.*
- *SSN will not filter Team Members by the course you select.*

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Scheduling an Appointment

1. Click Schedule Appointment.
2. Click on the Drop Down arrow
4. Select the time slot that works with your schedule.
Configure Your Appointment

1. Click Add a Course
2. Select the course you’re needing support in.
3. Describe what you need help with.
4. Click Confirm

Warnings:
• Your appointment will be cancelled if you do not select a course.
• Only courses the Tutor supports will display.
• Give your Tutor as much information as possible!

Contact learningresources@udayton.edu for questions, comments, or concerns.
Google Calendar
Overview and Instructions
Overview

The University of Dayton is a Google campus, meaning communication, scheduling, and document storage is completed through apps in the Google Suite.

Reminders:

- Your UD email account is the primary method used for communicating confirmations and changes with your Tutoring appointments.
- Event invitations will be sent to your UD Google Calendar to remind you that you have a Tutoring Appointment scheduled. You must click “Accept” for these invitations or it may cause your appointment slot to get double booked.
- Altering the Google Event in any way may cause you to accidentally cancel your appointment. Therefore, use email to communicate changes.

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Web-Based Zoom Meetings
Overview and Instructions
Overview

Zoom is the primary platform used to host online Tutoring sessions. You should ensure you are equipped with audio and video conferencing tools via your laptop or phone.

Reminders:

- Online meetings take more time to cover less material, so please focus on only one concept or problem.
- Wait until your scheduled time to join your Zoom meeting. Entering the room early may interrupt sessions already taking place.
- Ensure you’re alone in a quite space (if possible) so that background noises do not hinder your Tutor from understanding you.
- Due to FERPA, you should aim to keep your sessions as private as possible and not allowing others to join in. [Click to learn about FERPA]>>

Contact learningresources@udayton.edu for questions, comments, or concerns.
Accessing the Zoom Link via Email

1. Log in to your UD email.
2. Find your confirmation email from success@udayton.edu.
3. Open the email message.
4. Click the Zoom link.

**Warning:**
Wait until your appointment is scheduled to begin before clicking your Zoom link to avoid interrupting session already in session.

Thank you for scheduling your online Tutoring appointment.

Scheduled By: Rudy Flyer
Meeting With: Judy Smith and Rudy Flyer
Date: 3/23/2020 6:30 PM EDT
Location: Zoom Online Meeting
Reason for Meeting: Tutoring Appointment
Instructions: Join https://udayton.zoom.us/j/7490874547
Description: coefficient of price elasticity of demand
Course: Principles of Macroeconomics

Contact learningresources@udayton.edu for questions, comments, or concerns.
Joining the Zoom Meeting

Option 1: Open in Zoom App
Click “Open Zoom” or “download & run Zoom” to access Zoom outside your browser.

Option 2: Open in Browser
Click “join from your browser” if you do not want to download the Zoom app to your computer.

Contact learningresources@udayton.edu for questions, comments, or concerns.
Configuring Your Zoom Video

1. Click “Join with Video” when prompted.
2. Click Start or Stop Video when needed.
3. Click “Share Screen” if you need your Tutor to see something on your computer.

Warnings:

- You should be dressed in attire expected in a classroom.
- Sharing your screen with graphic material is strictly prohibited.
- Failure to comply with these rules may result in suspended access to our services and possibly disciplinary action from the university.

Contact learningresources@udayton.edu for questions, comments, or concerns.
Configuring Your Zoom Audio

1. Mute your audio unless you need to speak.
2. Use the Chat feature to send messages to your Tutor as they speak.
3. Ask your Tutor if you can record the session.

Warnings:
• Use headphones to avoid distracting audio feedback.
• If possible, find a quite place where you will not be interrupted.
• Sessions can only be recorded if both you and your Tutor agree to be recorded.

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