# Online Tutoring Service User Guide: Pupils

Getting started

Your school should have already created your account and given you login details. Click 'Login' in the top right corner. To access your lessons, you will need a laptop, computer or tablet with a webcam and broadband.

Visit https://tutoring.visionforeducation.co.uk and use your account details to login.

On the 'My account' tab, you can view your account, messages and tutors. You can also access lessons you've attended previously to help with revision.
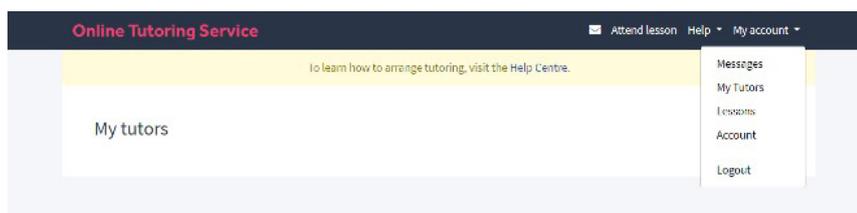
Testing your system

Before your first online lesson, it's important that you test your equipment. To do this, click the 'Help' tab and select 'System test'. You can then check your device operating system and browser are supported and test your audio, microphone, webcam and internet speed.
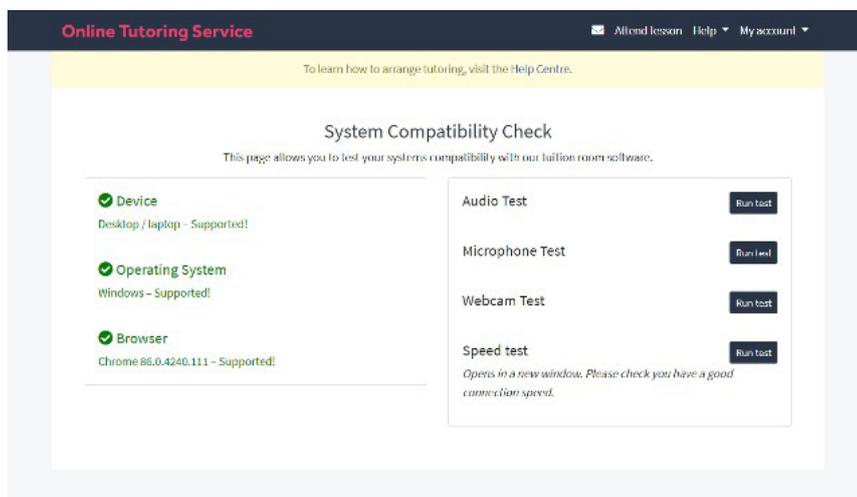
Attending a lesson

To attend a scheduled lesson, login a few minutes before your agreed start time and click 'Attend lesson'.

Identify your tutor and select 'Enter tutor room'.

If your tutor is inside the room and available, you will be taken directly into their Tutor Room.

However, if your tutor is not inside their room or is busy finishing a lesson with another student, then you will be taken to their Waiting Room. Stay on their Waiting Room page and you will be automatically directed into their Tutor Room as soon as the tutor is available to start the lesson. If you're disconnected at any point during the lesson, simply re-enter the Tutor Room to continue the lesson.

At the end of the lesson simply leave the Tutor Room.

Inside the Tutor Room

Tutors can deliver 121 or small group (up to 7 pupils) sessions. The type of lesson you are taking part in will be explained to you prior to starting your sessions.

Your first session will often be used to help you get to know your tutor, talk about the topics you'll be covering, set targets and demo the platform.
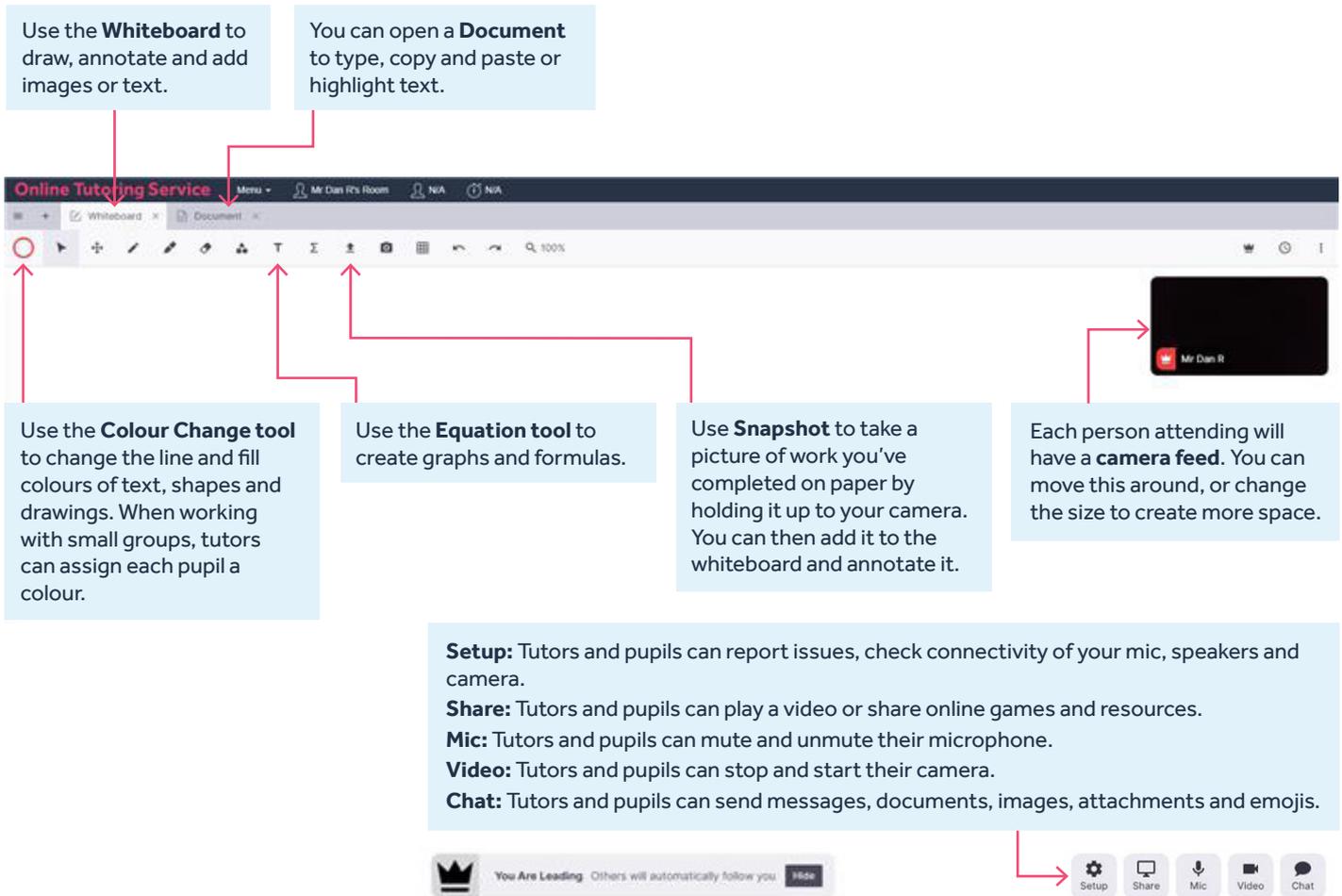
Use the **Whiteboard** to draw, annotate and add images or text.

You can open a **Document** to type, copy and paste or highlight text.

Use the **Colour Change tool** to change the line and fill colours of text, shapes and drawings. When working with small groups, tutors can assign each pupil a colour.

Use the **Equation tool** to create graphs and formulas.

Use **Snapshot** to take a picture of work you've completed on paper by holding it up to your camera. You can then add it to the whiteboard and annotate it.

Each person attending will have a **camera feed**. You can move this around, or change the size to create more space.

Setup: Tutors and pupils can report issues, check connectivity of your mic, speakers and camera.
Share: Tutors and pupils can play a video or share online games and resources.
Mic: Tutors and pupils can mute and unmute their microphone.
Video: Tutors and pupils can stop and start their camera.
Chat: Tutors and pupils can send messages, documents, images, attachments and emojis.

Menus: Saving/restoring lessons, assigning tabs to students and exiting the Tutor Room

New Whiteboard Tab
New Document Tab
New Code Tab
Import PDF / Office
Import ZIP
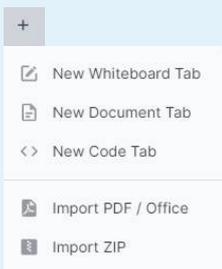
Import saved files to restore lessons.

You can also import office documents eg PowerPoint, which creates a tab for every slide.

LEADING TOOLS

Leading Mode
Locks others to always see the same tab as you.

Read-only Mode
Stops others from making changes to tab contents.
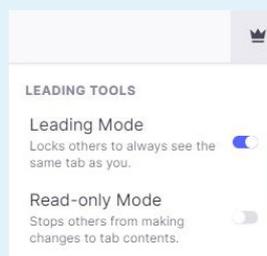
Enable Read-only Mode: Stops pupils from making changes to tab contents.
Enable Leading Mode: Allows tutors to have full control over what pupils can access.
Disable Leading Mode: Gives tutors the option to assign pupils their own tabs to complete work in.

- During **group sessions**, the tutor can switch between working with all pupils together and supporting individual pupils privately - like they would in the classroom.
- After the session has finished, pupils can still access any documents completed, to assist them with their learning and revision.
- Scroll on your mouse to zoom in or out. Hold shift and scroll to move up and down the page.