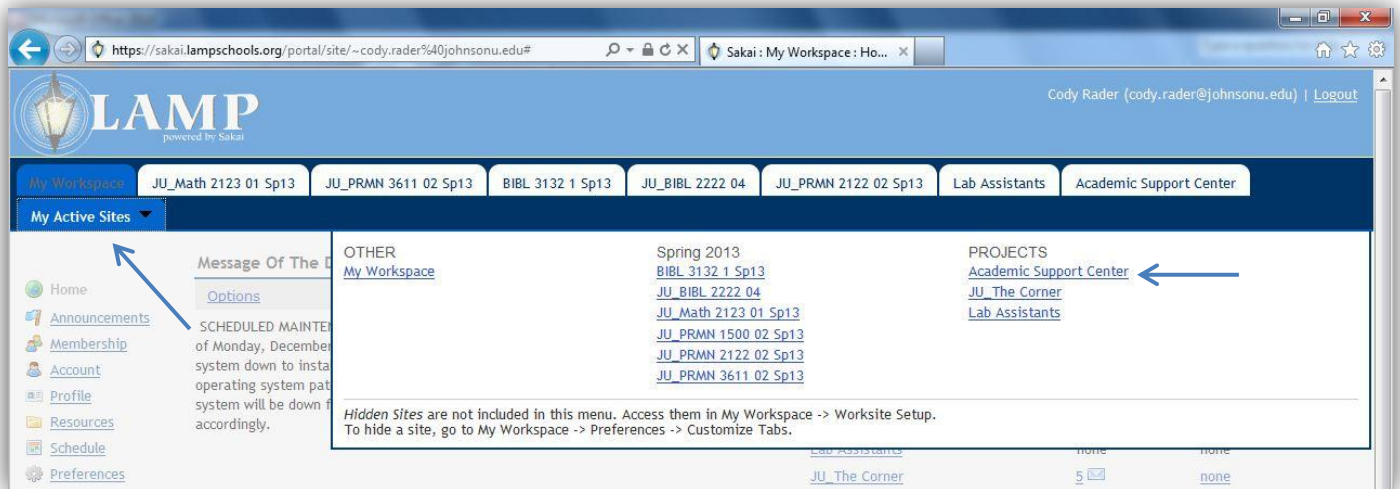# Steps to Accessing an Online Tutoring Session

Step 1: After opening your internet browser and logging into Sakai, you will be taken to your "Sakai Workspace" where you will select the "Academic Support Center" resource tab from the "My Active Sites" link.


Step 2: Upon clicking the Academic Support Center link, you will be directed to the Academic Support Center "Site Information Display." Here you can find specific instructions as how to access your scheduled meeting, get support phone numbers in case you have problems accessing your meeting, and links to access the scheduled meeting. For now, we will concentrate on how to access the meeting. To do this, click the "Meetings" link on the site navigation pane on the left side of the window.
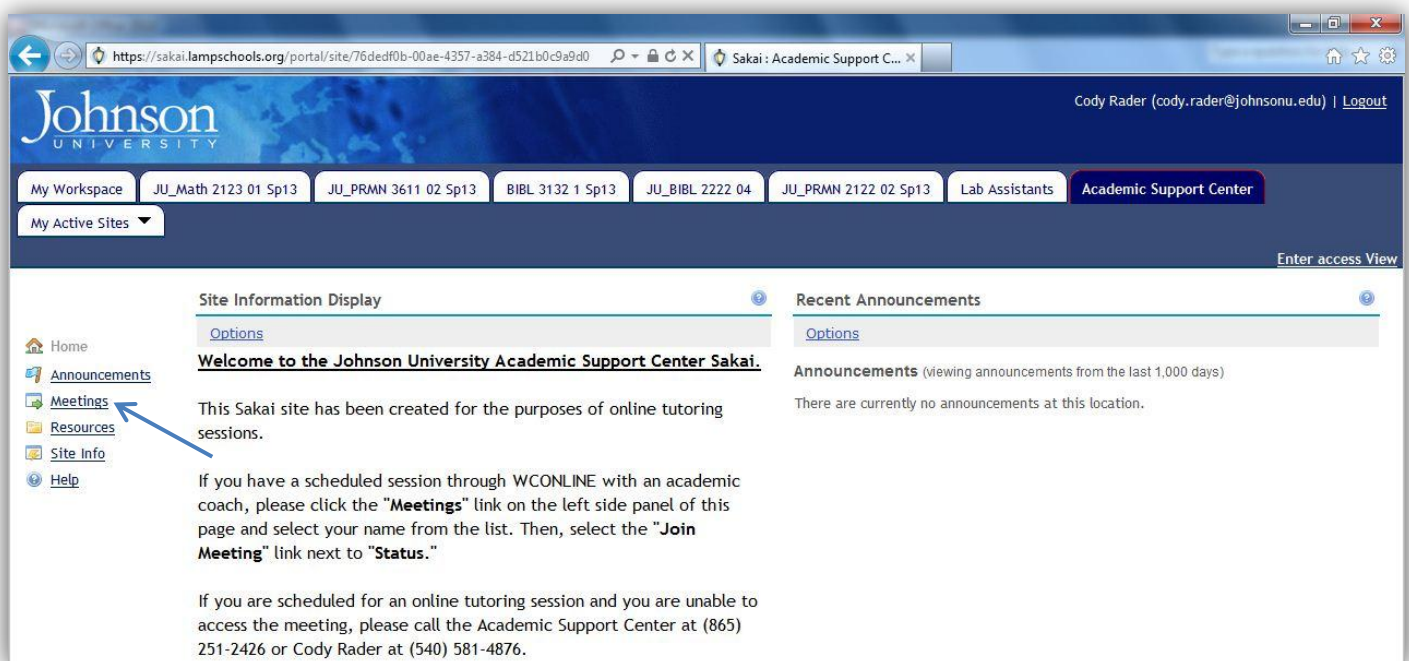
Step 3: A meetings list will now appear. You will click on your name to access the meeting program. *(Note: Names are always represented by a student's first name and first initial of their last name only in order to ensure confidentiality.)* For the purposes of this tutorial, we will select a meeting from the meetings list set up for a student named "Cody R."
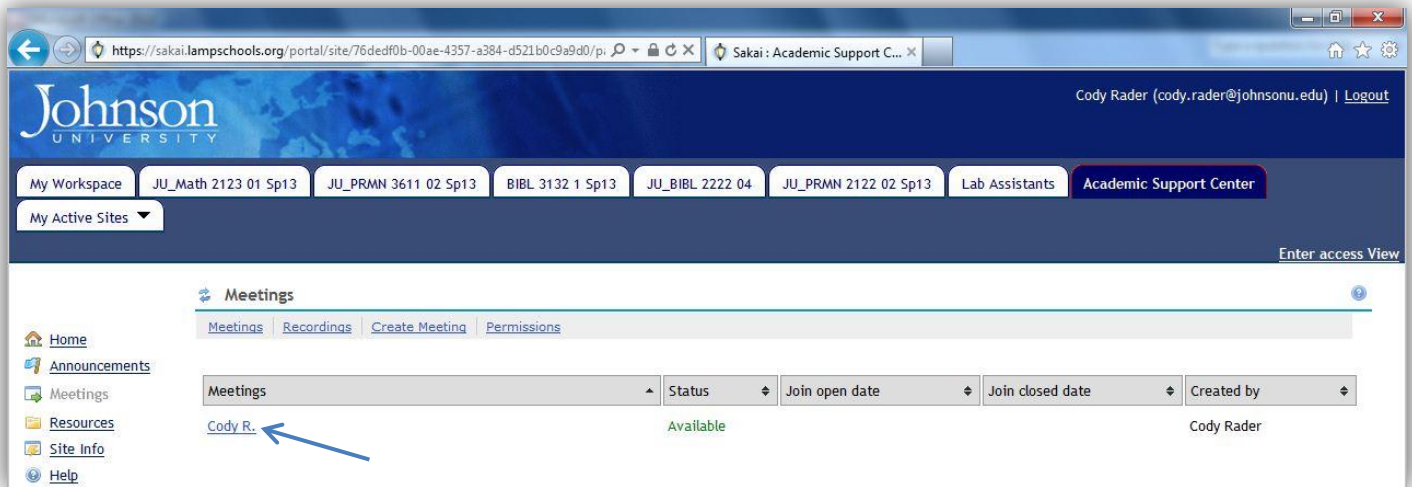
Step 4: Upon clicking your name, Sakai will display the meeting details. Make sure that the meeting name you click on is you. If not, hit the back button on your browser and select the right name form the meetings lists. However, if the name you selected from the meetings list is correct, click the "Join Meeting" link beside the word "Status."
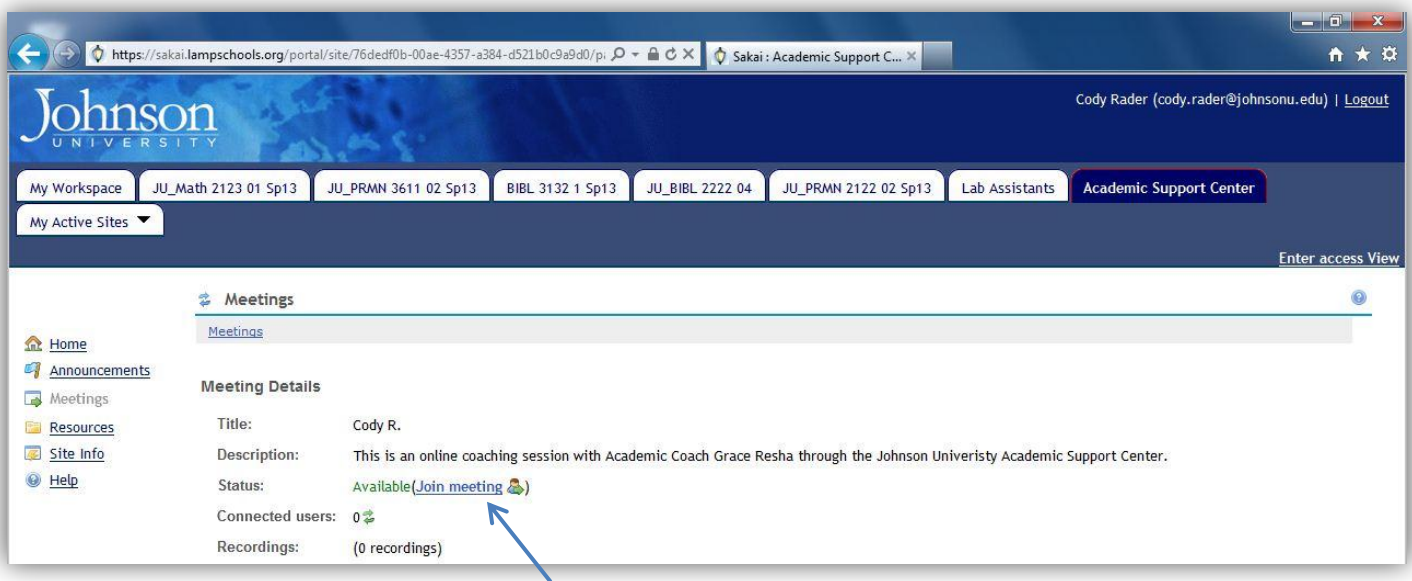
Step 5: After clicking the "Join Meeting" link, you will then be taken into the meeting application called "Big Blue Button." The first thing to appear on your screen will be an "Adobe Flash Player Settings" window. You will want to click the "Allow" button to allow Big Blue Button to access your computer's camera and microphone. If you click "Deny," neither your camera nor your microphone will work during the meeting. *(Note: Meetings will never be recorded.)*


Step 6: Upon clicking "Allow," the screen that was lying behind the Adobe Flash Player window will then become accessible. This window is for the purposes of testing your microphone and sound settings. The first thing to notice on the test window is whether or not your microphone is active. If your microphone is active, a blue line will be increasing and decreasing across a portion of the window.

Step 7: Something else you will want to do is test your sound to ensure that you will be able to hear what the Academic Coach has to say. To do so, click the "Play Test Sound" button. If your sound is working correctly, you will hear about 15 seconds of a beautiful classic guitar player.
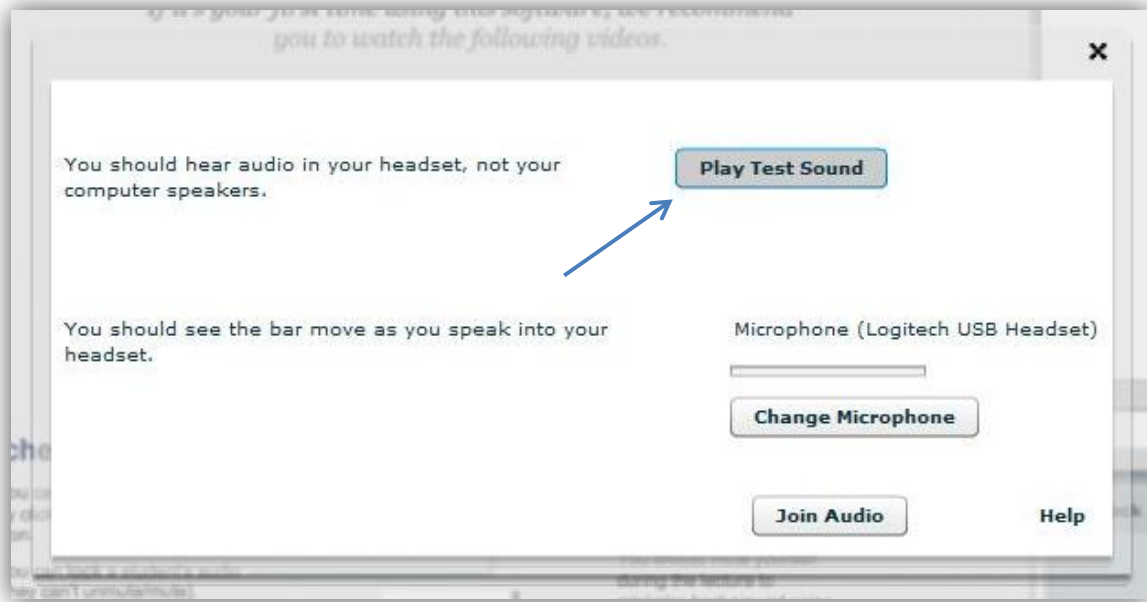

Step 8: Before leaving the test screen, the final thing you will want to do is click the "Join Audio" button which will allow you to be able to participate in conversation.
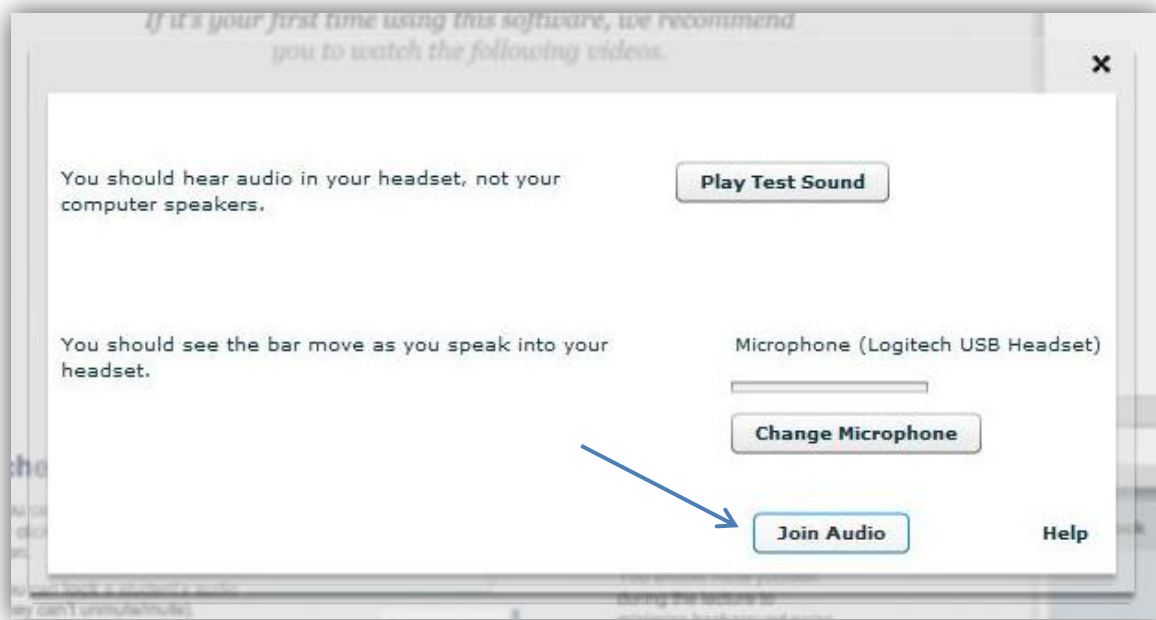
Step 9: Welcome now to your online coaching session! From the main screen you will see the chat window, the user window, the presentation window, and the video window. One feature to notice above all is that if for some reason your audio and/or microphone are not working, in the chat window you will find a toll-free phone number you can call with a direct extension number to speak with the Academic Coach who is holding the meeting through Big Blue Button.
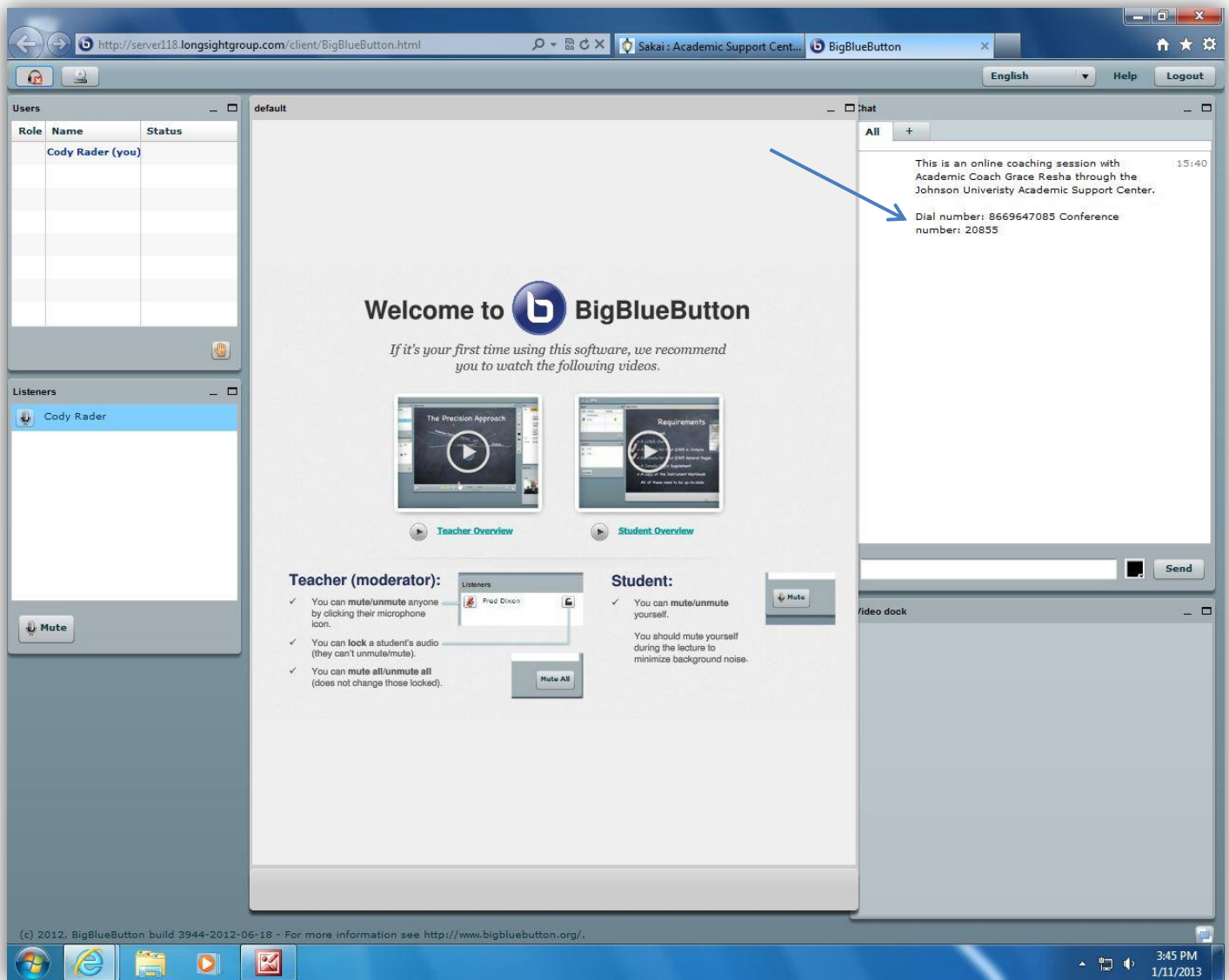
Step 10: The last thing that may be of importance to you is the option for video chat. To enable your web camera, assuming you have one, click the picture of the camera in the upper left hand corner of conference screen.
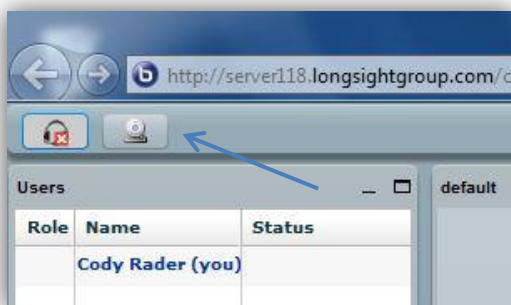
Step 11: After clicking the "Camera Enable" button, a "Video Preview" window will appear. Use this time to adjust your camera to the correct position, adjust the surrounding lighting, and even fix your hair before anyone sees it if necessary. Whenever you're ready, click the "Start Sharing" button in the lower left hand corner of the "Video Preview" screen to share your video with the Academic Coach.
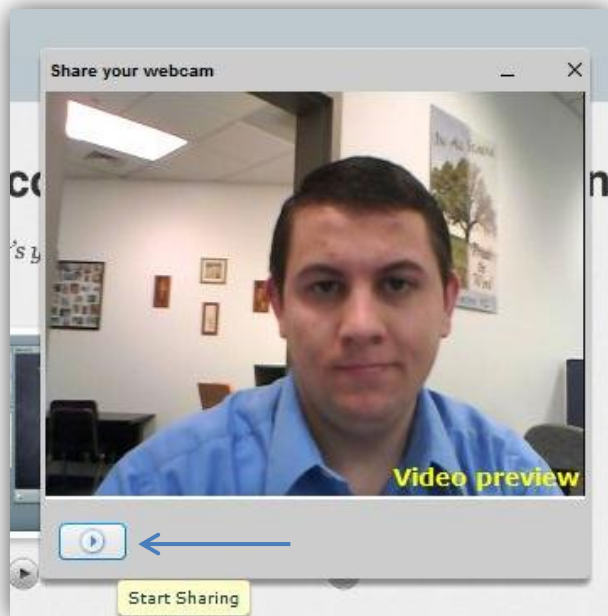
Step 12: Upon clicking the "Start Sharing" button, it will move your video down to the "Video Dock" in the lower right hand corner. Your video is now available to all those in the web conference session.