

Skirball Science Learning Center Distance Peer Learning

Instructional Guide and FAQ's

All Peer Learning services including tutoring and supplemental instruction, will take place through guest access on **Blackboard Collaborate**. Sign-up is required to access these sessions.

Part 1: How to sign up for a session

a. Go to the Skirball *SignUpGenius* page using the link below

<https://tinyurl.com/SkirballSignUp>

b. Create an account to manage and track your sign-ups

c. Click on the tabs for the subject area you need and scroll down to view available time slots. On mobile, look for the drop down menu on the top, select subject and click Go.

Date (mm/dd/yyyy)	Location	Time (EDT)	Course/Service/Tutor (slots available)
03/23/2020 (Mon.)		11:00am - 11:55am	CHEM 102/104 tutoring w/ Zachary & Sam (30) General Chemistry

SignUps: CHEM (Intro) Go

Skirball Science Learning Center
CHEMISTRY (INTRO)

Sign up E-tutoring sessions for General Chemistry and Nursing track chemistry courses CHEM 100, 102, 104 & 120. Please review the available slots below and click on the button to sign up. A guest access link to the

View Full Description

Created by: CM Skirball Science Learning Center

I need to change my sign up

Times are shown in EDT

The sign up period for this event has not started. Contact

AutoFill Contact Done

CHEM (Intro)
CHEM (Advance)
Biology
Physics
Computer Sci
Anthropology

*Note: You will only be able to see and sign-up for sessions up to 7 days in advance.

d. Click on the sign-up button next to the time slot(s) you would like to sign up for.

*Note: Each session has a limited number of slots. Once a session is filled, you will have to choose another time slot.

e. Submit your selected slots and fill out registration form to complete your sign-up.

Course/Service/Tutor (slots available)	Calendar View
CHEM 102/104 tutoring w/ Zachary (20) General Chemistry	Sign Up
CHEM 102/104 tutoring w/ Zachary & Sam (30) General Chemistry	Sign Up
CHEM 102/104 tutoring w/Fenita & Sam (30) General Chemistry	Sign Up
CHEM 102/104 tutoring w/ Fenita (20) General Chemistry	1 of 20 slots filled Sign Up

Part 2: Accessing session on Blackboard Collaborate

Before your session, you will receive an email from SLC@hunter.cuny.edu containing your guest access link

- Click on your guest link at your scheduled time to join the session. Blackboard collaborate.

Joining "Biology :D"

Type your name to join the session as a guest:
Christina M 12345678

Join Session

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IMPORTANT

You will be prompted to "Type your name to Join the session as a guest."

Enter your name as:

First Name , Last Initial and EMPL ID

Example:

Christina M. 12345678

This is to verify your identity as a Hunter student and to track attendance.

If not done this way, the session moderator will ask you to leave and join again with the correct naming format.

FAQ's:

1) Q. Who are the online tutors?

A: Our online session facilitators are the same Peer Learning Partner's and SI Leaders that you worked with at our physical location. They are Hunter college students and alumni who have successfully passed the courses you are taking right now.

2) Q. Is this one-on-one or group sessions?

A: These are group sessions that can range from 1-20 students per tutor. Larger groups may be broken up into smaller breakout groups that need help with the same topics. Tip: If you are looking for a smaller group, choose a session that has more available slots. Also pay attention if there is 1 tutor scheduled or 2.

3) Q. Can I sign up for more than one session?

A. Yes. However, you should not "hog" spots; only sign up for sessions you truly plan to attend. Tip: You may sign up for 2 consecutive sessions in the same subject if you plan to spend more than 1 hour.

4) Q. When is the earliest/latest I can sign up for a session?

A. You can sign-up for sessions up to 7 days in advance. We recommend signing up for sessions at least 24 hours in advance to ensure that you will get your access link in time. If you sign up for a session on the same day, forward your confirmation email to slc@hunter.cuny.edu to request the access link. There is no guarantee that we will be able to respond in time for your session if you sign-up at the last minute.

5) Q. Why don't I see all the slots for next week?

A. We only make our schedule visible for sign-up for the next 7 days to allow everyone a chance to sign-up. However, our schedule will generally remain the same from week to week.

6) Q. What if I need to cancel a session?

A. Log into your sign-up genius account to cancel your appointment and release your slot. There is no need to notify us directly.

7) Q. Do I need to show-up at the start of a session/stay for the entire session?

A. You should enter the session at the beginning of your scheduled time. For SI sessions, you should stay for the duration of the session. For tutoring, you may leave whenever you feel like you got the clarification you need. Keep in mind that you may also benefit from questions that others ask.

8) Q. I got a confirmation email but I don't have information about how to access the session?

A. The information to access the session will be emailed separately from slc@hunter.cuny.edu. Be sure the email you signed-up with does not flag this address to your junk mail. This is not an automated process so the time when you receive this email will vary. Please email us if you do not have an access link 2-hours before your session.