
Tech Tutor Guidelines

The move to online prep sessions has created a new tutor role.

The tech tutor is responsible for the smooth running of the online day which then allows the delivery team to focus fully on the content for the participants. This is a background but critical role for the success of the day.

Hosting

If possible log into the Columba 1400 Zoom account and start the meeting (around 8.15am).

If someone else is starting the meeting, request that they make you host.

If possible, once you are host, create a co-host in case your system crashes.

Keep an eye out for people joining the waiting room and admit tutors immediately.

Admit participants at the time agreed with tutor C (usually around 8.50am).

Breakout rooms

Have participants visible on the right-hand side.

Click on the green breakout room box.

Windows appear:

- assign X participants into (choose number of rooms from toggle)
- asks you to do this auto or manually (probably manual to control groupings)
- then click create rooms
- hover over the name of the room to rename it – name it with the tutor who will be leading that group
- hover over participant's name to assign a breakout group.

Open all rooms (blue box) this allows everyone to go to the breakout groups.

The dialogue box will have a green dot next to participant's name.

Check on right hand side that all participants are in a room (should only be you left).

Options menu (click yes for all of these and choose time)

- Move all participants to breakout rooms.
- Allow all participants to return to main screen at any time.
- Breakout room closes after X minutes.
- Notify when time is up.
- Countdown after closing breakout room.

You can join a breakout group by hovering over the room name and leave again using the green button.

To close the breakout rooms manually – click red button.



To play a video/show a PowerPoint:

1. Mute yourself and mute the video.
2. Minimise Zoom (a small video icon of participants will still be on the screen on the right hand side).
3. Open the video file that you want to use, put onto full screen and pause.
4. Hover over the small screen Zoom window with participants in it, go to the bottom and click exit minimised video.
5. This leads you back to Zoom.
6. Wait for tutor prompt before proceeding.
7. Click green share screen.
8. Tick share sound and optimise for video clip.
9. Select video clip or PowerPoint that you want to share.
10. Click blue share button on bottom right hand side.
11. Press play on video clip.
12. After the clip is finished go to the top middle of screen. Click red – stop share.
13. Minimise Zoom, close video clip.
14. Tee up next video/PowerPoint as in step three.
15. Follow step four onwards.