PASS Tutoring Centre

Step-by-Step Instructions for Students

1. Students' first step is to log in to the **online booking system.** Students will be prompted to fill in the Peer Tutoring Request Form once per term before they can book appointments. This form includes our updated tutoring policies.

2. After students fill in the Peer Tutoring Request Form, students are able to book group sessions on the **online booking system**.

3. After choosing a tutoring session, students will be prompted to fill in a Tutoring Questionnaire, providing questions and/or topics they would like the tutor to address during their pre-registered tutoring session. **It may be helpful to think about the topics and questions you have for the tutors before booking your session.**

4. Once the tutoring session is booked, students will automatically receive a Google Calendar invite for the session, including a Zoom link to the **virtual Tutoring Centre Zoom room**.

5. On the day of the session, once the student clicks on the **Zoom link**, it will prompt them to sign in with their TMU (formerly Ryerson) account for authentication. Students will enter a waiting room until the meeting host (tutor) adds the registered student into the session. Please refer to TMU's (formerly Ryerson's) **Single Sign-On** instructions on registering and signing in with Zoom.

6. It is recommended that students be prepared 30 minutes prior to the session with all their required course material, technology, and questions in place. Students should arrive at the Zoom tutoring session 5 minutes in advance of the start time. **Please remember that sessions will begin at 10 minutes past each scheduled hour**.

7. Ten minutes before the end of the tutoring session, the tutors will begin to wrap up. This is a good time for students to note down any questions they would like to ask in future sessions and summarize their learning.

8. When the session is finished, a link will be placed in the chat box section asking students to fill in the **Tutoring Feedback Form**. Students are expected to complete this form after each tutoring session. By providing feedback to the PASS Virtual Tutoring Centre, we are able to make improvements to our service.

Toronto Metropolitan University

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