Online platform guidance for tutors

The dashboard

To set up your tutorials, log in and click 'schedule' on the menu, then 'Schedule a tutorial'.

To delete a scheduled tutorial, click 'schedule' on the menu, then 'planned tutorials' and select the cross button under 'delete'.

The tutorial duration will begin from when you enter the classroom. After the allocated time, you will get a further 10 minutes then the classroom will automatically close. To have more flexibility, you can schedule for more than one hour.

You can change your password to something more memorable. Click your name on the top right of the screen, 'Profile', then the 'Change password' tab. You must have 1 upper-case letter, 1 lower-case letter, 1 number and 1 special character and ensure your password is at least 8 characters long.

To watch a tutorial recording, click on the recording section on the left hand side of the dashboard.

Start here:

Watch this video on how to use the dashboard
Watch this video on how to use the classroom

If you would like to find out more about the online platform, join one of our Online Tutoring webinars!
You can view upcoming webinars on the Volunteer Portal here.

The Access Project

Useful videos

Message your student by clicking 'Messages' on the left-hand side. Watch this video on messaging

Watch this video on sharing files on the dashboard
Watch this video on sharing files in the classroom

You can share your screen in the classroom, your student can also share their screen but you will need to give them permission first. Watch this video on screen sharing

Top tips

- Use Google Chrome as a browser, or Safari if using an Apple device.
- If you have any technical issues during your session, try switching to a different browser, such as Mozilla Firefox or Microsoft Edge.
- Close other tabs you don't need, especially ones that may be competing for your microphone or camera, like Zoom and Teams.
- Sit close to the WIFI router
- Wear a headset

If you need help or have a technical issue whilst using the platform, contact the support team using the help chat button on the bottom right of the platform.

You can also take a look at frequently asked questions here or our troubleshooting guide.

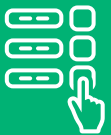# Useful for group sessions

Click the following links for videos on useful functions for group sessions

Break out rooms - watch this video

Running a poll - watch this video

Managing participants - watch this video

The classroom

You can download your annotations in the classroom. Watch this video on how to do this

Watch this video on how to use the text editor.

Watch this video if you or you student would benefit from closed captions being on in the classroom. To view more of the classroom's accessibility features, take a look at this document.

You can use the Learning Analytics Dashboard to view your student's engagement throughout your tutorial. Watch this video to see how this works.