STEM Online Learning Agreement Between Tutor and Academic Enhancement Center

Welcome to Online STEM Tutoring via the Academic Enhancement Center! Through WebEx, you’ll have an opportunity to conduct tutorial sessions for URI students in a virtual setting. To give your group the best experience, please abide by the policies below. Additionally, we have sent you an Online Tutoring Agreement Google form that we ask you to complete before your first session to understand the policies. This will be added as a supplement to the handbook. As a result of being provided this information, you are bound to these policies. The AEC Staff reserve the right to revoke tutoring privileges at any time.

The expectations below and in the online learning agreement are:

1) Preparing for sessions:
   a) Test technology including camera and microphone.
   b) Test and ensure WiFi connection.
   c) Ensure quiet space.
   d) Ensure appropriate dress in accordance with the tutoring manual.

2) Log into the session early (5 min early minimum).

3) Click the red “record” button and record every session.

4) Notify attendees that the session is being recorded for quality and observation purposes; all tutoring sessions are recorded for quality and closed captioning purposes.

5) Attend online tutoring sessions regularly as if they are in-person.

6) Facilitate active learning through encouraging the group to screen share, annotate and participate via webcam and microphone.

7) Adhere strictly to the guidelines in the manual; be especially cautious that you are not assisting with online exams or quizzes.

8) Be respectful (especially minimizing background noise during the session).

9) Be aware that students will receive a survey after each online visit. Please encourage each student to respond.

How to Log In for Your Appointment

- Please ensure you are able to log into TutorTrac. If you experience difficulty please reset password via password.uri.edu and change "all other than e-Campus". Logging into TutorTrac will be vital to participating in your tutorial sessions.
- Please evaluate your technology. These sessions can be conducted by cell phone but the ideal set up is a laptop with a webcam & microphone. If you have neither a laptop nor a phone with a camera please reach out. Additionally, please confirm you have a source of available, reliable WiFi.
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- Familiarize yourself with WebEx by watching these helpful videos: https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials