# Western Nebraska Community College

How to use Collaborate for tutoring after you have self-enrolled

These instructions are for students. You must have self-enrolled in the community BEFORE you can do this step. Instructions for this are found on the Self-enroll in the Blackboard Online Tutoring instruction sheet. These instructions are for how to access tutoring once you have enrolled in the community.

Step 1:   Log into your portal and get into Blackboard the same way you would if you were going into one of your classes.

Step 2: Instead of clicking on a class, click on the **community** tab.

Step 3:   Then click on the **Blackboard Online Tutoring** link to get you into the site.

ommunity College

WNCC assures learning opportunities for
all — enriching lives, invigorating

| nline | **Community** | Content Collection | Frequently Asked Questions | Analyti |

ization Search

Go

My Organizations

Organizations where you are: Leader

Academic Assessment

Blackboard Online Tutoring
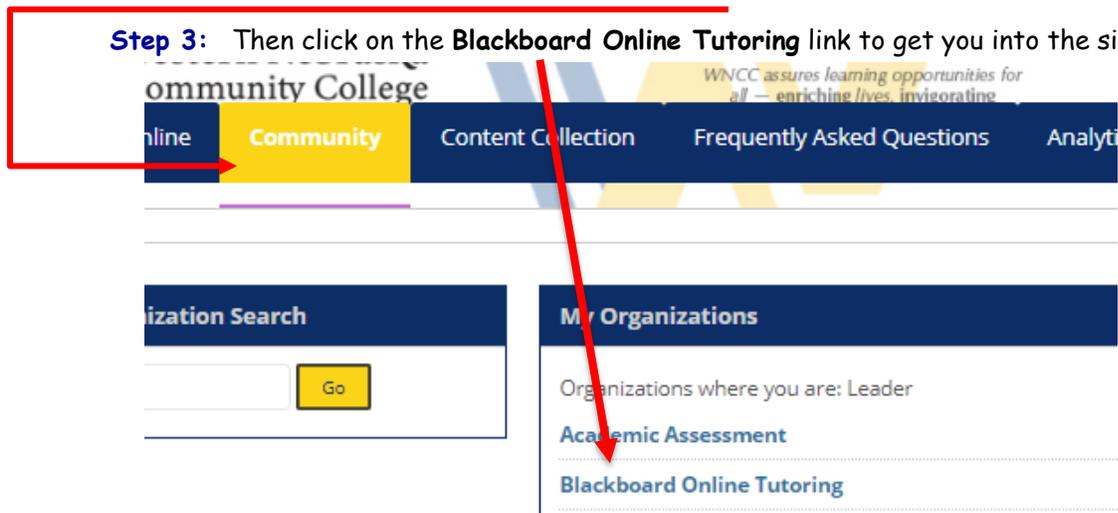
📁 **Business and IT Tutor links**

Accounting and all INFO classes

Step 4: Find your program area and click into it find your individual Tutors link. Inside this folder, you will find a link with their name on it. Click on this to enter the session.

📁 **Social Sciences**

Psychology

📁 **Foreign Languages**

Spanish

🌐 **Blackboard Virtual Tutoring - Andrew McCloud**

Use this link to access tutoring for INFO classes

Hours are as follows: MW 1p-4p; TTH 10a-2p

Step 5: Now you are in the session and ready to go. You may have to run through the tutorial the first time you try to do this on a different computer. Make sure that your microphone is on so the tutor can hear you. You do this at the bottom of the page. Just click on the microphone here. You can also turn on your camera if you want and they will see you.

Step 6: You can share your computer screen with the tutor or they can share their screen with you. Both of these are done the same way. The only difference is who does it. If you want to show your screen, you do this step; if you want to see their screen, they do this step. First you click on the purple item at the bottom right of the screen to open the functions. Then click on the box with an arrow in it to open the sharing dialog box.
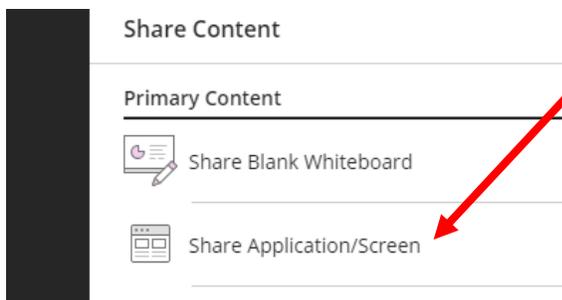
Step 7: A "*Share Content*" pane will open up. Choose the Share Application/Screen option to share your screen. Choose what you want to share, click on the share prompt at the bottom of the dialog box. You should now see a repeating picture in your window. To see other content just choose it from the status bar at the bottom of the page. For example. If you want to show the tutor a Word document, you have to have it open on your computer and after you complete the steps above to share, just click on the

have it open on your computer and after you complete the steps above to share, just click on the Word icon on the task bar at the bottom of your page. This will open up whatever you want to share and all parties can see it.