

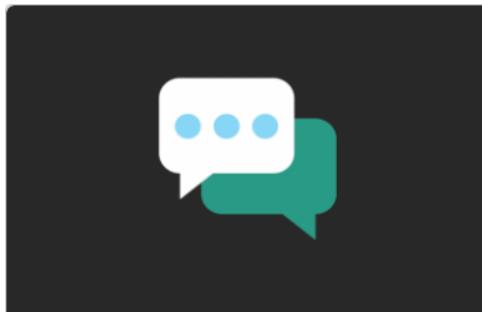
WLL Tutoring via Microsoft Teams Guide

Accessing the Tutoring workspace for the first time on Microsoft Teams

-It is recommended that you follow these steps when you are using Microsoft Teams for the first time to access the Tutoring workspace

Step 1

Log into your myCoyote account, navigate to the bottom of the screen, and then select the “Tech Tools” Square



Collaborate

Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more

Step 2

Select the “Microsoft Teams” tile.

Your myCoyote account is already linked with Microsoft Teams so you do not need to create an account when you are signing in through your myCoyote account.



Microsoft Teams

Microsoft Teams allows messaging, calling, video meetings and file sharing.

Note: Microsoft Teams may prompt you to use the Web Version or to Download the application.

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Step 3

Once you have Microsoft Teams open, (either the web version or downloaded version), navigate to the [MLC Web page](#) and click on the affiliated link under the tutoring section to have access to the tutoring work space.

What to do if you are a Tutor

When you are going to tutor, you are required to tutor for the hours you have signed up for.

1. There are going to be various channels within the Multimedia Language Center Teams. Go to your assigned language channel or visit the [MLC Web page](#) and select the respective language channel chat.
2. Once you are in the channel chat, send a quick message saying that you are clocking in so that students know that you are available for tutoring.
3. Then, monitor the channel chat for any questions that students may post.
4. When your time is up, send another message to the channel chat saying that you are clocking out.

What to do if you are a Tutee/Student who needs tutoring

1. If this is your first time accessing the tutoring channel, follow the steps above: [Accessing the Tutoring workspace for the first time on Microsoft Teams](#)
2. Navigate to the [MLC Web page](#) and select the respective language channel chat for the language that you need help.
3. Post your question in the chat and a tutor will get to your question as soon as possible.

FAQ's

What do I do if nobody answers my question in the tutoring channel?

- First, you can check the [Tutoring Schedule](#) on our website to see if there are any tutors tutoring at that time.
- If a tutor is scheduled to tutor, they are most likely busy assisting another student and will answer your question as soon as possible. If you do not get an answer within 5 minutes, please call the MLC at 909-537-5848.

Do I have to make an appointment for tutoring?

- You do not need to make an appointment for tutoring. Tutoring is available whenever there is a tutor who is clocked in.

If you have any other questions, visit our homepage and click on the “We Are Here” button on the bottom right of the page to chat with us one-on-one.

