

CSE 8A Tutoring - Student Procedures

If you need 1-on-1 help, we have tutor and office hours hosted by our course's TAs and tutors. This quarter tutor hours will be held both remotely and in person to accommodate people's schedules. There will be two procedures for tutor hours depending on which modality you decide to use.

NOTE: Make sure to check the class schedule for the tutor hour modality to ensure that there are tutors available for that mode (in-person or remote). If all tutors at a certain time are in-person, you **will not** be able to receive remote assistance, and if all tutors are conducting remote hours, you **will not** be able to receive in-person assistance.

In-Person Tutoring

If you will be attending tutor hours in-person in the CSE Basement, please follow the instructions below.

In-person tutoring will be located at the [CSE Basement](#). Our course's home base will be in B260, but you are welcome to be located anywhere in the Basement.

To sign up for in-person tutoring, we will be using Autograder: <https://autograder.ucsd.edu/>

The Autograder queue will be open during scheduled lab hours when at least one tutor is on duty. Please check the schedule for tutor availability.

Any student wanting assistance should submit a **private ticket** to the queue in Autograder.

- 1) Create a ticket on Autograder and fill out all the fields:
 - a) For "Description", include a brief description of your problem.
 - b) For "Where are you" select the room you are currently located in.
 - c) For "Specify Exact Location" enter the computer number you are located at.
 - d) Make your ticket **private**.
- 2) Once it is your turn in the queue, the tutor will accept your ticket and come to your location. If you are not present at the location stated in your ticket, the tutor will leave a comment that they were unable to find you, and move on to the next ticket. The tutor will then come back to the ticket to try again after helping the next student.

Remote Tutoring

If you will be attending tutor hours remotely via Zoom, please follow the instructions below.

Zoom is a tool adopted by UCSD for remote interactions. Before you can receive remote assistance, be sure to follow the instructions for a Basic Zoom account here:

<https://blink.ucsd.edu/technology/file-sharing/zoom/index.html>

First Step - Accessing and Using your Zoom URL

To receive remote tutoring, you will need your **Zoom URL** from your zoom account.

- 1) Sign in to your zoom account: <https://ucsd.zoom.us/>
- 2) Copy your **Zoom URL** which is located under the Personal Meeting ID on your Profile page (see below). Save this link for later use.

Department	000209
Job Title	Academic Lecturer
Company	UCSD/CSE
Location	San Diego
Account No.	236347

Personal Meeting ID	418-760-6075
	https://ucsd.zoom.us/j/4187606075
	✓ Use this ID for instant meetings

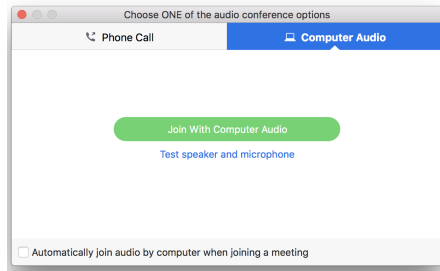
To Get Remote Help From a Tutor

To sign up for remote tutoring, we will be using Autograder: <https://autograder.ucsd.edu/>

The Autograder queue will be open during scheduled lab hours when at least one tutor is on duty. Please check the schedule for tutor availability.

Any student wanting assistance should submit a **private ticket** to the queue in Autograder.

- 3) Begin a meeting by pasting your **Zoom URL** into the browser (for more information on how to begin a meeting, follow these instructions: [Zoom: Start a Meeting](#)).
 - a) You might need to choose an audio source for the call (phone or computer); we recommend you join with **computer audio**:



- b) If you are using a computer that doesn't have a microphone or audio, you may want to additionally connect to the Zoom conference using your phone/tablet/laptop. This way, you can share a window or your desktop using your computer and participate with audio using your phone/tablet/laptop.
- 4) Create a ticket on Autograder and fill out all the fields:
 - a) For "Description", include your **Zoom URL** (copied above) as well as a brief description of your problem.
 - b) For "Where are you" select "**Hallway**"
 - c) For "Specify Exact Location" enter "**Remote Tutoring**"
 - d) Make your ticket **private**.
- 5) Once it's your turn, the tutor will join your Zoom meeting for a 1-on-1 session. It is important that you leave your zoom call open until a tutor joins your zoom meeting.
- 6) If you want to discuss your code with the tutor, be sure to share your terminal/IDE/ssh session following the screen sharing instructions below.
- 7) If you are not present in your zoom call, then the tutor will wait for a few minutes and move on to the next student in the queue.

Available Functionality

Please refer to the UCSD [Zoom: User Guide](#) for detailed functionality instructions, including how to [Share Screen](#) and [Annotate Shared Content](#)