

Online Tutoring in the University Learning Center

A. For ULC Staff and Peer Educators: How to schedule a Zoom meeting

1. To schedule or reschedule an online appointment with your student, go to uncw.zoom.us, click “Sign In,” and then click on “Schedule a Meeting” in the upper right-hand corner.



2. Fill out the topic and the date and the time. Ensure that the Video options are “On” for both host and participant. Select “Telephone and Computer Audio” from among the “Audio” options and “Enable join before host” from among the “Meeting Options.”
 - a. For more instructions you can use [this following video tutorial](#).
3. Save.
4. Now you can invite participants over Outlook calendar (using their UNCW Email address) or by providing them the link for the meeting.

Registration Required

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 873-529-1084

Enable waiting room

Record the meeting automatically

5. The meeting controls can be [found here](#).
6. Once both you and the student agree that the session is completed, under the “Quick Start” tab, click “End Meeting.” Do this **ONLY** at the end of the session.
7. To enter your notes in TutorTrac, open the appointment dialog box and select “Automatically create the visit when this appointment is saved.” Then click “Save.”

Notes:

Created 7/1/2019 at 17:00:13 by martine [-1] martine
Modified 7/1/2019 at 17:00:13 by martine [-1]

Save



Automatically create the visit when this appointment is saved.



Override and send confirmation when this appointment is saved.

8. Reopen the appointment dialog box and enter your notes in the “Notes” section of the “Visit Info” tab. Then click “Save.”