How to use virtual tutoring (with picture):

1. Select Hangouts from the Google Apps list - you might have to select “more” at the bottom of the original app list to find it.
2. Sign in to Google Hangouts using your WIU email, ECOM username, and password.
3. Select “New Conversation” and type in either “AcctTutor” or “FinTutor” and select the appropriate account.
4. Hangouts automatically provides an introduction of “Let’s chat on Hangout”, but you can put whatever you’d like here before selecting “Send Invite”.
5. Once the tutor accepts your invite, a chat will begin where you’re able to ask questions over chat or begin a video call with the tutor.
6. To start a video call, you can select the camera icon in the top left corner of the chat.

7. To share your screen for the tutor to see your assignment on Western Online/Cengage/Connect/etc., you select the three dots in the top right corner of the video call and select “Share Screen” from the drop-down menu. A “Stop Sharing” button will appear at the top or bottom of your screen to stop sharing at any time.

8. Once finished, either the student or the tutor can end the video call and/or chat.