Online Tutoring and Writing Session Instructions for Students

Writing and Tutoring Centers' appointments will be conducted online through Microsoft Teams during the suspension of on-campus classes. Any questions or issues should be directed to Dominique Clayton, dclayton@bellarmine.edu

Getting to Teams

- Go to one.bellarmine.edu and login
- Click on Office 365 link (located on the left side of the page)
- In the Apps Area, click on Teams. The first time you click on Teams, you will need to run and install Teams to use it on your desktop. You can also download the app to your tablet or smartphone device

Scheduling a Tutoring or Writing Center Appointment

- To schedule a Writing or Tutoring appointment go to TutorTrac: https://studentsuccesscenter.bellarmine.edu/TracWeb40/Default.html
- Once the session is scheduled, the tutor will be in contact via email with a link to join a Microsoft Teams online session at your scheduled time
- Use the link to the join the session at scheduled time
- If you already have scheduled reoccurring appointments, your tutor will be in contact with you
- Appointments cannot be made less than 24 hours in advance of the requested time.
- These appointments may have up to three students in them; individual tutoring is not guaranteed.
- If you miss two appointments, or cancel less than 24 hours in advance of your appointment twice, you will be required to communicate with the Director of Academic Services, Dominique Clayton, before you will be able to schedule additional appointments

Technology Requirements:

- Computer/laptop, tablet or smartphone device with working microphone and camera
- Internet access