How to Access to Your Bridgewater Tutoring Session via Zoom

THE BASICS

Zoom is an online teleconference service that is simple and easy to use. It connects people over video and audio in an online meeting space. It is free to download and is available on all computer and cell phone platforms. Please see below for further instructions on how to best utilize and access Zoom to streamline and optimize your remote tutoring sessions with Bridgewater Prep.

SAT / ACT COURSES: If possible, please sign on directly from your laptop or desktop as the larger screen is better for engaging directly with your instructor and the coursework. There is no need to sign on from more than one device.

PRIVATE TUTORING AND ACADEMIC GROUP TUTORING <u>ONLY</u>: You can sign on from multiple devices at the same time for a more comprehensive tutoring experience. Please see 'cell phone instructions' below for more detailed instructions on how to utilize your cell phone as a dedicated document camera.

LAPTOP / DESKTOP INSTRUCTIONS

1) From your laptop / desktop, find the email with the Zoom chat link that was sent to you from your instructor.
2) Ensure that you have a strong WiFi connection.
3) Click on the Zoom link sent via email from your instructor.
4) When you click an invitation link for the first time, the application will automatically download to your computer. Follow the direction prompts to install Zoom on your computer.
   a. If for any reason the download does not work or stalls, you can locate the file in your download folder and click directly on it. The download should complete successfully from there.
   b. If you have any alternative issues installing or accessing Zoom, you can reach assistance via email at zoom@bwprep.com.
5) You should now be in the Zoom meeting. Prior to entering the meeting, Zoom will ask you if you'd like to join with computer audio and video. Please confirm both.
6) Voila! You're now working remotely with Bridgewater! Great job!

NOTE: If you'd like to download Zoom prior to receiving a link from your instructor, you can certainly do so. Just navigate to zoom.us in your computer's Internet browser and follow instructions on how to sign up.

CELL PHONE INSTRUCTIONS

For private and academic group tutoring, setting up an additional link to Zoom as a document camera so that your instructor can see your work on paper might be helpful. From your cell phone, you can sign onto Zoom from an additional device, attach your phone to a phone mount, and use it as a document camera to supplement your online tutoring experience. *(Please Note: Bridgewater has a limited supply of phone mounts that will be made available to students attending private tutoring and academic groups at no charge as long as supplies last and as long as our offices remain open.)*

IPHONE:

1) Ensure that you have a strong WiFi connection or cell signal.
2) From your iPhone, go to the App Store and search 'zoom.us'. It should come up in the list as 'ZOOM Cloud Meetings'.
3) Download the app onto your phone.
    a. If you have any issues installing or accessing Zoom, you can reach assistance via email at zoom@bwprep.com.
4) Go to the email with the Zoom chat link that was sent to you from your instructor.
5) Click on the Zoom link sent via email from your instructor.
6) Once you click the link, a screen will pop up asking you to 'join meeting'. Click the blue 'join meeting' button.
7) Enter your name.
8) You should now be in the Zoom meeting. Prior to entering the meeting, Zoom will ask you if it can access your camera, if you'd like to join with video, and if it can access your microphone. Please confirm camera and video. Unless you are using your phone as a primary device to access the session, activating your microphone is <u>not necessary</u>, as it will likely create audio cross-feedback if your microphone is also activated on your computer.
9) Attach your iPhone to your phone mount. Ensure that your iPhone is securely fastened in the mount, and the mount is stable and trained on the paper on which you will be working.
10) Voila! You're now working remotely with Bridgewater! Great job!

ANDROID PHONE:

1) Ensure that you have a strong WiFi connection or cell signal.
2) From your phone, go to the Android App Store and search 'zoom.us'. It should come up on the list as 'ZOOM Cloud Meetings'.
3) Download the app onto your phone.
    a. If you have any issues installing or accessing Zoom, you can reach assistance via email at zoom@bwprep.com.
4) Go to the email with the Zoom chat link that was sent to you from your instructor.

5) Click on the Zoom link sent via email from your instructor.
6) Once you click the link, a screen will pop up asking you to 'join meeting'. Click the blue 'join meeting' button.
7) Enter your name.
8) You should now be in the Zoom meeting. Prior to entering the meeting, Zoom will ask you if it can access your camera and video, and if it can record audio. Please allow camera and video. Unless you are using your phone as a primary device to access the session, activating the audio is <u>not necessary</u>, as it will likely create cross-feedback if your microphone is also activated on your computer.
9) Attach your phone to your phone mount. Ensure that your phone is securely fastened in the mount, and the mount is stable and trained on the paper on which you will be working.
10) Voila! You're now working remotely with Bridgewater! Great job!