Access WebEx for an Online Tutoring Session

MxCC Academic Success Center provides students with an online tutoring opportunity using online conferencing technology called WebEx. A WebEx session allows a student to “chat”, “talk”, or “see” a tutor for a subject to be tutored on. Students may request to “meet” with a tutor online for a 30-minute tutoring session.

Step 1: Make a request in Blackboard for a 30-minute tutoring session.

Step 2. Log on to the tutoring “room” supported by WebEx Technology

Step 3. Conduct Basic Operations in WebEx Technology

Step 1: Make a request in Blackboard for a 30-minute tutoring session.

1. Go to MyCommNet at my.commnet.edu. Log on with your NetID and Password.

2. Once you are in MyCommNet, click on the Blackboard icon at upper right corner of the page.

3. In the “My Institution” page, click on “Virtual Campus_Fall2015: Student Activities and Academic Resources”. This Blackboard site will indicate a semester term. You will go to the current semester site.

4. Click on “Online Tutoring” link in the Course Menu.

5. Click on “Schedule an Online Tutoring Session with a Tutor”.

Schedule an Online Tutoring Session with a Tutor

We will use WebEx technology to offer an online tutoring session. Each session is scheduled by phone to schedule a session and the tutor will provide you with the link to the tutoring session.
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6. Click on Begin button at upper right or bottom right corner of the page.

7. Provide the following information and click on “Save and Submit”. Course Number, Title, and Instructor. Your tutoring subject, your current phone#, and your preferred time frames for an online tutoring session. A tutor will get back to you by calling your number to schedule a session. After you set up a time with a tutor, you will receive the log on information in your college email account. All communication regarding tutoring will occur in your college email.

Step 2. Log on to the tutoring “room” supported by WebEx Technology

1. In order to use the WebEx technology to talk or see the tutor online, you will need to prepare for a microphone, a speaker, and a camera (not required) connected to your computer. We advise students use a headset with a microphone for a better quality of voice and sound. Camera is not required if you do not want the tutor to see you.

2. Plug in the headset with a mic to your computer.

3. In the email from our tutor, you will see the address to the tutor’s “Personal Room”. For example, the address is written like this, https://connscu.webex.com/meet/mxccdistance. Copy down the address and paste to the address of a web browser. We recommend you use Google Chrome or Mozilla Firefox.

4. Enter your name and email – use your college email. Click on “Enter Lobby” button.
5. Click on “Call Using Computer” icon. Once the headset is set, you will see “Connected to Audio” icon shown indicating that the headset is ready. You should now be able to hear the tutor or talk to the tutor.

6. The tutor may make you as a presenter so that you will be able to share your computer screen, whatever shown on your computer. Once you are made as a presenter, you will see share screen icon highlighted. Click on Share Screen to share your computer with the tutor.

7. To stop sharing screen, move the mouse all the way to the top. An operation menu will scroll down. Click on “Stop Sharing” icon.