# Basic Set Up for Online Tutors – Big Blue Button

**Before you begin: Tips for a smooth online tutoring session**
- Make sure your computer's software and browser is up to date
- Close all other programs besides your browser
- Place a light behind your monitor pointed at you - this improves video quality
- Make sure your background is stationary
- Go to your computer's camera settings and make sure you are recording at the highest possible resolution, and if it is an option, that the frame rate is set at 30fps
- Wear headphones - this reduces echo

**Setting up the School on Wheels Virtual Classroom**
1. Go to https://schoolonwheels.blindsidenetworks.net. Enter your name, the *correct Room Number,* and password "schoolrocks."

2. When prompted, select "Microphone" and follow instructions to allow access to your audio.

3. Click "Start recording" (at the top of the window)

4. Share your webcam using the camera icon (at the bottom of the window).

5. Collapse the "Public Chat" window to save space.

6. Advance the default presentation to the next slide (blank whiteboard).

7. Turn on the "Multi-User Whiteboard" option by selecting the whiteboard icon in the tools menu (on the right side of the window)
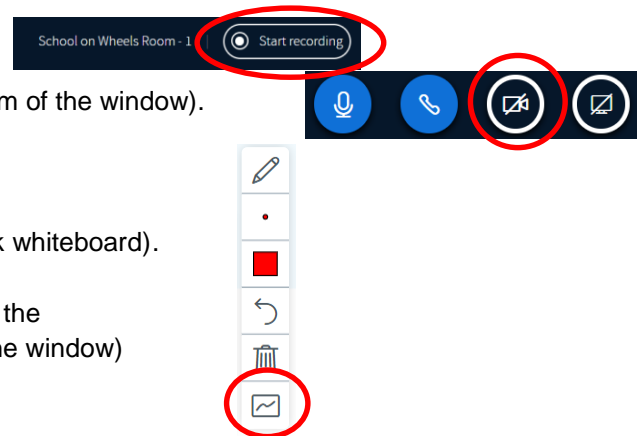
**Using the School on Wheels Virtual Classroom**
- Upload images/documents and share YouTube Videos:
  - Click the plus sign in the bottom left corner, then select "Upload a presentation"
  - On the next screen, either drag in a file or click "browse for files."
  - Click "Upload"
  - To switch back to the whiteboard, select "default from the "Upload a presentation" menu
  - To share a YouTube video, select "Share a YouTube" video from the actions menu
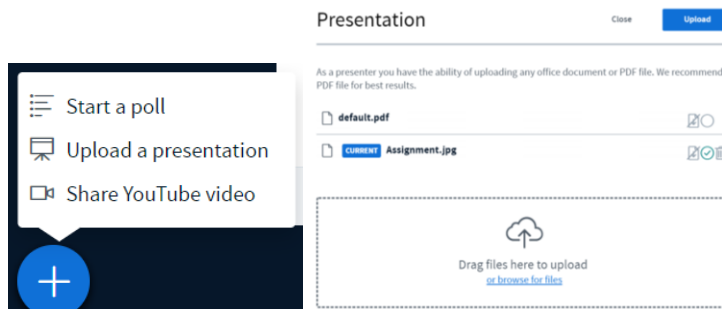
- Adjust the size an uploaded image: Select the "Fit to Width" arrows at the bottom of the window. Use the hand tool to drag the image around.
- Share your screen: Click the "Share your screen" icon at the bottom of the window. Use the "Application Window" or "Chrome Tab" option on the Share Screen menu to share just one window (recommended). *Note: Screensharing is only available in Chrome*
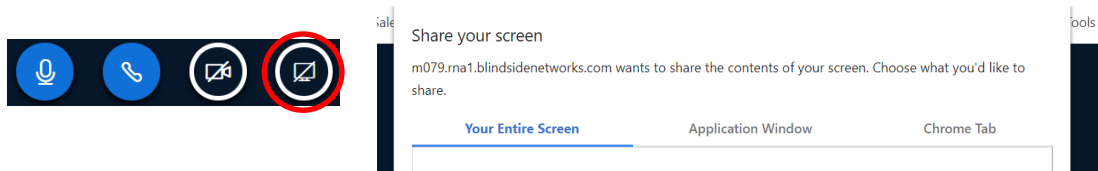
- Send text or links: Click "Public Chat" under "Messages"
- Allow your student to upload images or share videos: Click the student's name, then "Make Presenter"

**Important Reminders**

- Minimizing the presentation area only minimizes it for you – not your student. If your student minimizes their presentation area, you won't know. So, if your student can't see what you've uploaded - tell them to select "Restore Presentation" in the bottom right corner.
- Making the presentation full screen will not make it full screen for your student. The best way to make an uploaded image bigger is to use the "fit to width" option.

**Virtual Classroom Tour**



1. **Record button**
2. **Stop/start sharing webcam**
3. **Change presentation slide**
4. **Fit presentation to width of screen**
5. **Turn Multi-User Whiteboard on/off**
6. **Upload a presentation or share a YouTube video**
7. **Chat**
8. **Share your screen**