

Procedure for Remote Tutoring in Utica

Hello fellow students and faculty in Utica! The Learning Center has a remote tutoring plan in place to help everyone continue their learning for the remainder of the Spring 2020 semester.

1. ***Students will continue to schedule appointments through the Tutortrac system.*** If you have never used the system you will visit tutoring.sunypoly.edu and log in with your SITNET ID and password (the same as you use for Banner). Complete instructions can be found on our webpage sunypoly.edu/learningcenter
2. When you schedule an appointment, the tutor will email you a Guest Link to join their Collaborate tutoring session in Blackboard. You do not need to log into Blackboard to attend the session. Simply click the Guest Link and you will be taken to the session.
3. To ensure tutors have enough time to meet with all students who need extra help, appointments will remain as 1 hour long. Please attend your appointment fully prepared to ask specific questions of the tutor to make the most of your time.
4. Most tutors will have the ability to write in either the whiteboard feature or OneNote. Students can also upload a pdf of work to share with the tutor in Collaborate. You and the tutor can discuss the work and make notations.

You can use your phone to **scan into pdf files**

On Iphone use the Notes app. Here is one decent explanation on how to do it on iphone.

<https://9to5mac.com/2017/07/11/ios-11-how-to-scan-documents-notes-app/>

On Android phone

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>

5. **In addition to appointments with tutors from the Learning Center, all undergraduate and graduate students have free access to NetTutor for online tutoring. There is no limit to the number of appointments and many classes not covered by the LC are offered. Some classes, like math, have 24/7 availability. Please see the information that follows! See below for more information.**
6. Please send any comments or questions to learningcenter@sunypoly.edu. This is a brand new way of tutoring for us and everyone's patience and feedback will help it become a very successful program! Thank you!

Online Writing Help is Available 9 AM- 4 PM Monday Through Friday

Book appointment at tutoring.sunypoly.edu

(evening hours available at NetTutor, directions below, 48-72 hour turnaround time)

Spring 2020 - Classes with Remote Tutoring

*effective Monday, March 23

BIO 104 Biology II BIO 105 Intro to Ecology BIO 225 Biology of the Sexes BIO 300 Ecology Lab BIO 315 Plant/Animal Physiology BIO 380 Evolution CHE 110 Essentials of Chemistry I CHE 130 Introductory Chemistry I CHE 131 Introductory Chemistry II CS 108 Computing Fundamentals CS 220 Computer Organization CS 240 Data Structures & Algorithms CS 249 Object Oriented Programming CS 350 Information & Knowledge Management	CTC 224 Statics & Strengths of Materials CTC 320 Structural Analysis ECE 260 Electrical Circuits ECE 377 Communication Systems ESC 120 Design Processes & Tools ESC 230 Mechanics of Materials MAT 110 College Algebra MAT 111 College Mathematics MAT 112 Elements of Calculus MAT 115 Finite Math MAT 120 Precalculus MAT 121 Calc for Eng Tech I MAT 122 Calc for Eng Tech II MAT 151 Calculus I MAT 152 Calculus II MAT 230 Differential Eq MAT 253 Calculus III MAT 260 Ordinary Diff Eq	MAT 280 Linear Algebra MAT 460 Numerical Diff Eq MTC 224 Statics & Strength of Materials PHY 101 General Physics I PHY 102 General Physics II PHY 201 Calc Based Physics I PHY202 Calc Based Physics II STA 100 Statistics Online Writing Help is still available for any class Research and Citation Help with a Librarian are available for any class <i>*This list may be updated during the semester</i>
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Remote tutoring appointments are available via Collaborate; the tutor will send a Guest Link to join a scheduled tutoring session.

Appointments will continue to be made on TutorTrac. tutoring.sunypoly.edu

Online writing help will be conducted in Google docs and you will receive an email from the professor. For all other appointments, your tutor will email you the Guest Link to join their 'Session' in Collaborate. The appointments will use audio, the whiteboard, and chat.

See our web page for more information and instructions: sunypoly.edu/learningcenter

Questions? Email: learningcenter@sunypoly.edu

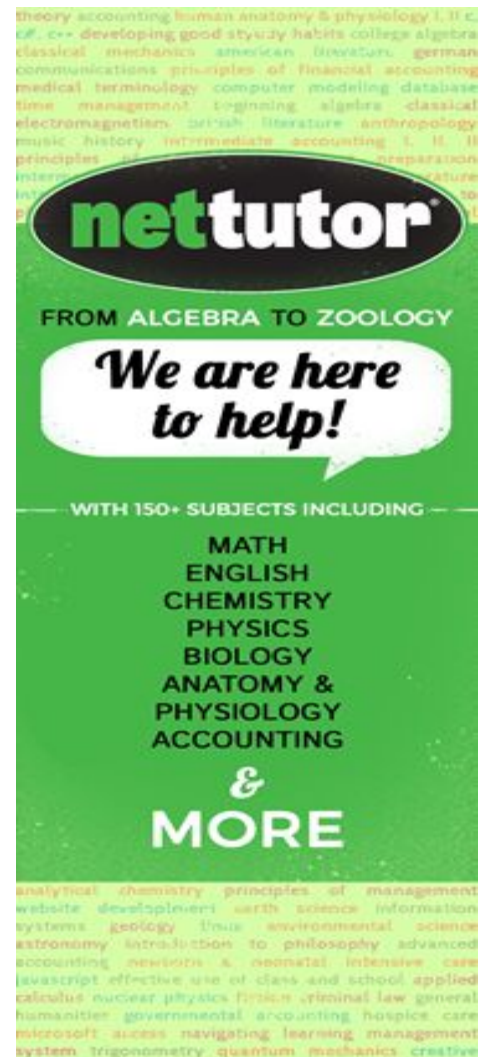
Online tutoring is also available 24/7 through the [NetTutor](#) link found on your Blackboard course page under the 'Tools' link in the toolbar on the left side of the screen.



We strongly recommend our students to use this free tutoring service that SUNY Poly offers.

How to use NetTutor video

- Online math tutoring is available 24 hours a day, every day of the week.
- Writing assignments can be submitted 24 hours a day, every day of the week. All writing submissions to NetTutor will maintain a 48-72 hour turnaround time.
- All other subjects will follow the NetTutor subject hours for the semester



Please contact the Learning Center if you have any other questions!

learningcenter@sunypoly.edu