

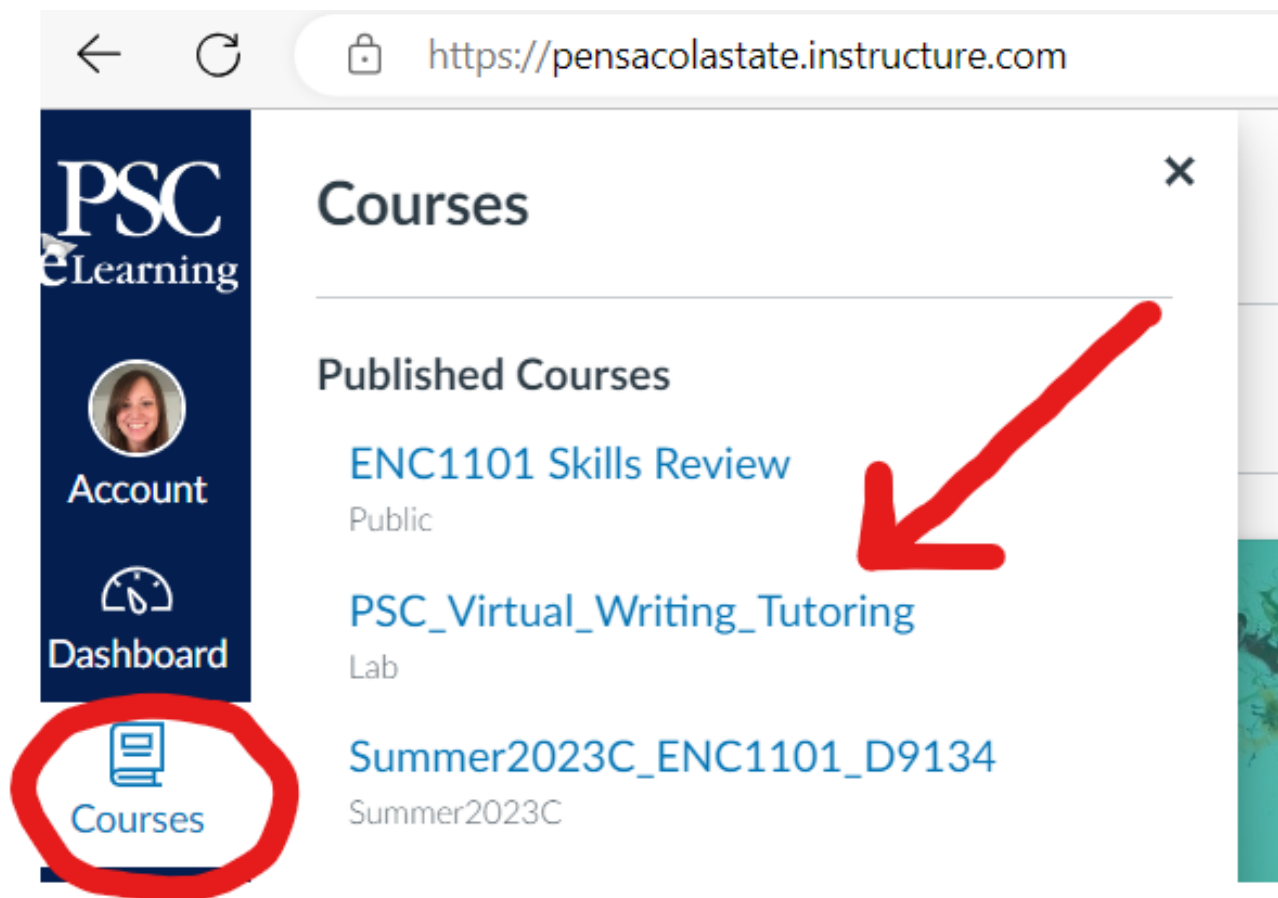
Virtual Check In Process

1.

Web Address: <https://pensacolastate.instructure.com/>

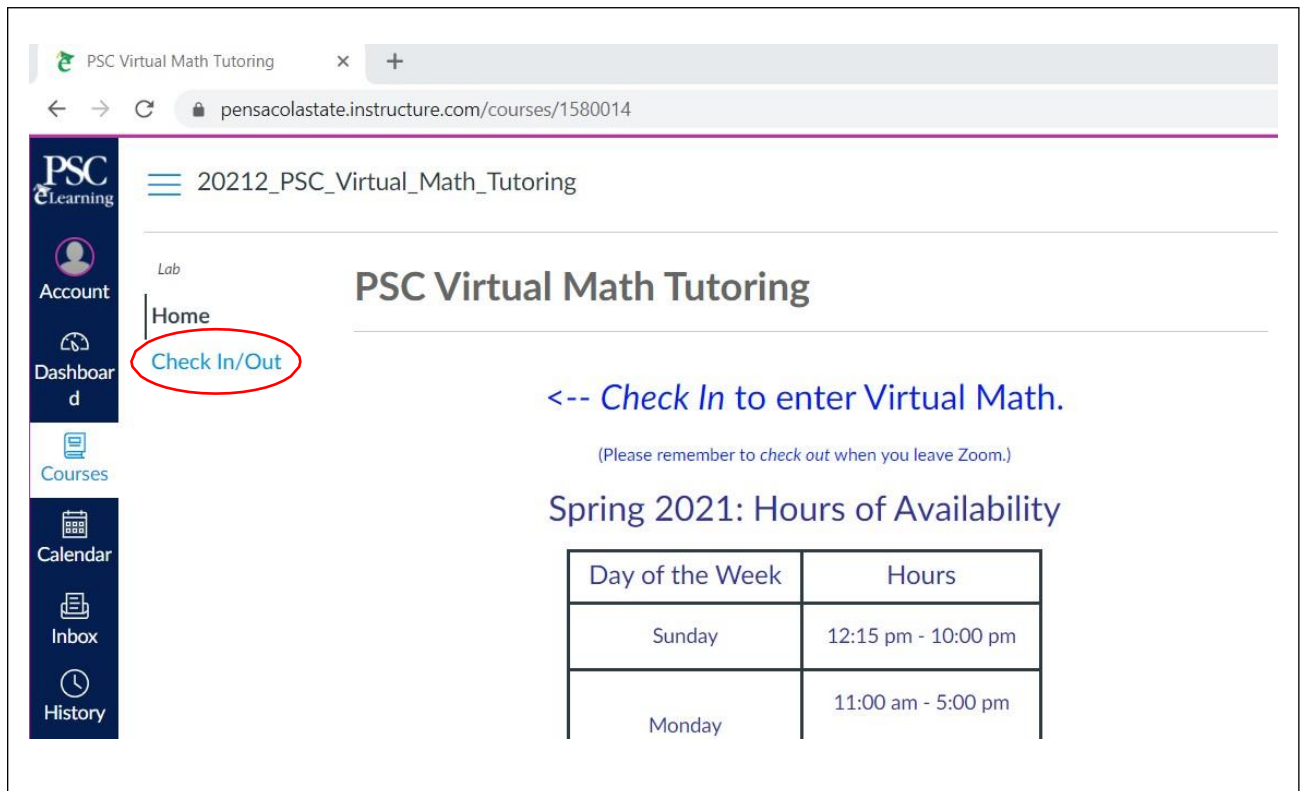
Select: Courses

Select: "PSC Virtual Writing Tutoring"



2.

Select: Check In/Out



The screenshot shows a web browser window with the URL `pensacolastate.instructure.com/courses/1580014`. The page title is "20212_PSC_Virtual_Math_Tutoring". The sidebar on the left contains the following links: Account, Dashboard, Courses, Calendar, Inbox, and History. The "Check In/Out" link is circled in red. The main content area displays the title "PSC Virtual Math Tutoring" and a message: "<-- Check In to enter Virtual Math." followed by a reminder: "(Please remember to check out when you leave Zoom.)". Below this is the section "Spring 2021: Hours of Availability" with a table showing the hours for Sunday and Monday.

Day of the Week	Hours
Sunday	12:15 pm - 10:00 pm
Monday	11:00 am - 5:00 pm

3.

Select: Check In

The screenshot displays the PSC eLearning user interface. On the left is a dark blue sidebar with the 'PSC eLearning' logo at the top. Below the logo are five menu items: 'Account' (with a person icon), 'Dashboard' (with a clock icon), 'Courses' (with a book icon), and 'Calendar' (with a calendar icon). The main content area has a breadcrumb trail at the top: a hamburger menu icon, followed by '20212_PSC_Virtual_Math_Tutoring' in blue, and 'PSC Virtual Math Tutoring'. Below the breadcrumb is a horizontal line. Underneath the line, on the left, is the word 'Lab' in italics. To its right is the title 'Virtual Check In/Out' in large bold black font. Below the title is the name 'JOHN SMITH'. Further down are two radio buttons: the first is selected and is followed by the text 'Check In', and the second is unselected and is followed by the text 'Check Out'. A large red arrow points directly to the selected 'Check In' radio button. Below the radio buttons is a vertical line, and to its left is the text 'Check In/Out'.

4.

Select: Choose the class you need help with.

Check In/Out

20212_PSC_Virtual_Math_Tutoring > PSC Virtual Math Tutoring

Lab

Home

Check In/Out

Virtual Check In/Out

JOHN SMITH

Please select course for which you are checking in:

ELEM STATISTICS 9753 - SUSAN STANTON

Location:

PSC Virtual Math Tutoring

Check In/Out again

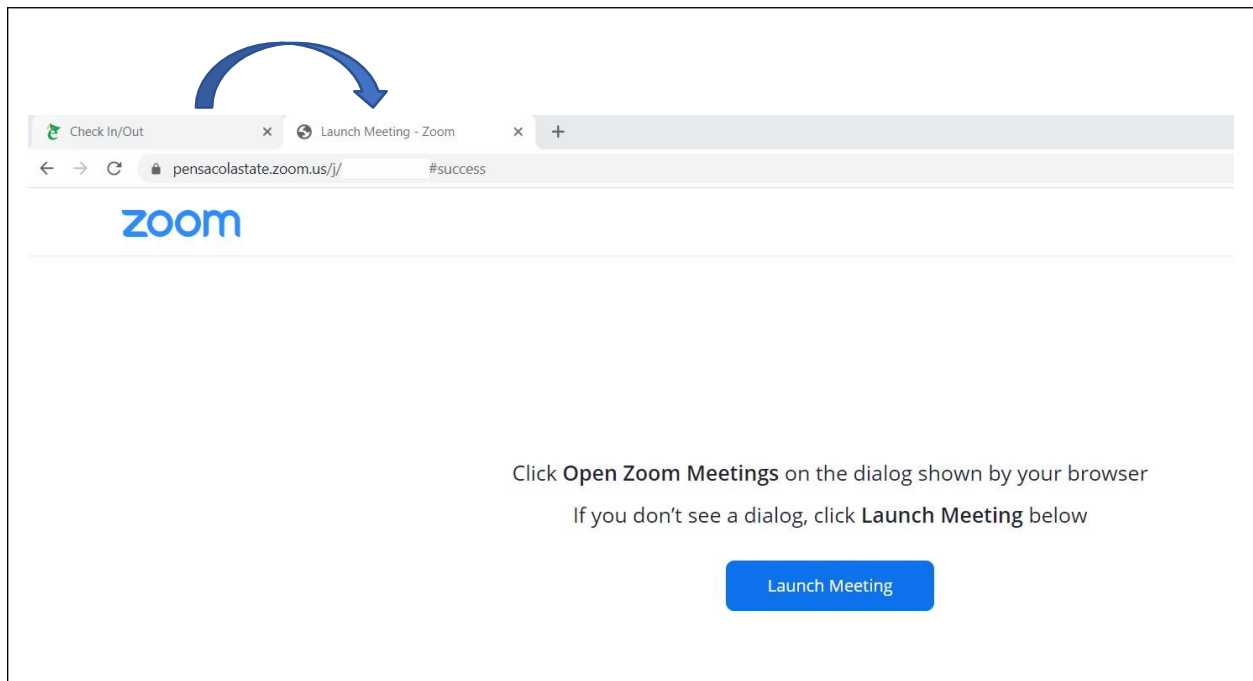
5.

Select: Click to start Zoom

The screenshot shows a web browser window with the URL `pensacolastate.instructure.com/courses/[redacted]/external_tools/[redacted]`. The page is titled "20212_PSC_Virtual_Math_Tutoring" and "PSC Virtual Math Tutoring". On the left is a dark blue sidebar with the "PSC eLearning" logo and navigation links: Account, Dashboard, Courses, Calendar, Inbox (with a "71" badge), History, and Help. The main content area has a breadcrumb trail: "Lab" > "Home" > "Check In/Out". The title "Virtual Check In/Out" is followed by the user name "JOHN SMITH". A green banner displays "Check In successful". Below this, a green button labeled "Click to start Zoom" is highlighted with a red rectangular border. Further down, there are two dropdown menus: "Please select course for which you are checking in:" (showing "ELEM STATISTICS 9753 - SUSAN STANTON") and "Location:" (showing "PSC Virtual Math Tutoring"). At the bottom is a dark blue button labeled "Check In/Out again".

6.

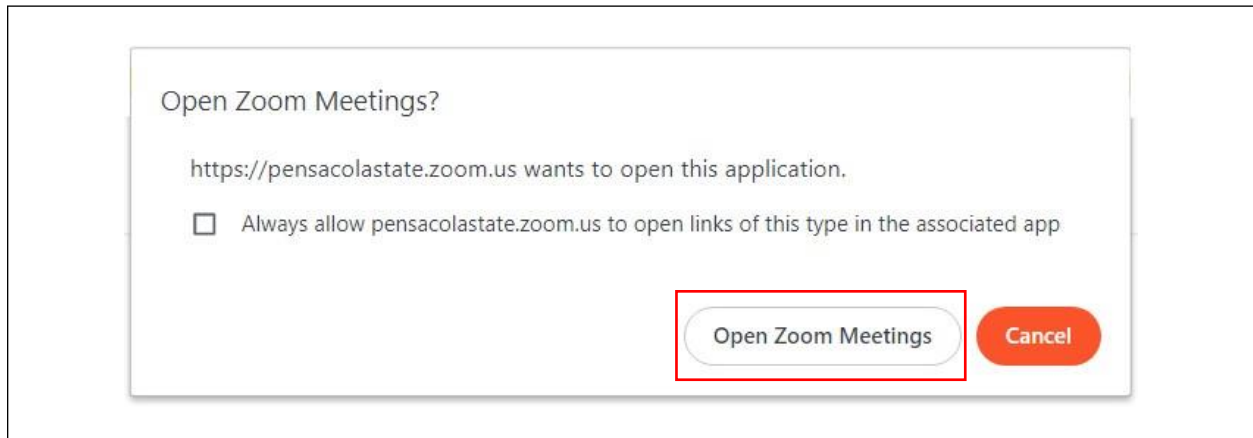
A new browser tab will open.



7.

If Zoom does not open automatically, a pop-up box will appear.

Select: Open Zoom Meetings



8.

Select: Join with Computer Audio and then a tutor will help you out.

