



## Harriet Eddy Virtual Tutoring Program

The purpose of this guide is to provide a walkthrough of Harriet Eddy's Virtual Tutoring program. We are excited to be able to provide this support for our students. This guide will be organized into the following four areas.

1. Student Accounts
2. Log in and Access
3. Room Access and Software
4. Security

### Student Accounts

Student ID's and passwords have been created and will be passed out to the students. The student ID is their school assigned *Student ID number*. Your student's ID number can be found on their schedule and ID cards. Password is Hornets.

### Log In and Access

Students will use their *Student ID number* with a password of Hornets. There is an access portal on our school home page. Our webpage is accessible through the following links

- <http://www.hems.egusd.net/>

Day	Time	Activity	Duration
Tuesday, May 30	17:00	Math-7-Tutoring <sup>[33]</sup>	1 h.
Wednesday, May 31	17:00	Math-8-Tutoring <sup>[33]</sup>	1 h.

Virtual Tutoring/Classroom Log In

Username

Password

Lost Password?

[Click here for log in documentation.](#)

Students will enter their *Student ID number* in the **Username field** and their school provided password in the **password field**.



Upon authenticating into the system, the students will arrive at the tutoring **Dashboard**. The Dashboard is the launching screen to access the tutoring schedule and enter available rooms.

Starts At	Ends At	Event Details	Duration
Friday, September 15			
09:13 AM	10:13 AM	Hornets	1 h.

The currently schedule sessions are in the calendar area. The start & end time, event detail (Name), and duration are listed. On the right side of the area is green button. Selecting this button will launch access the launch room below.

### **Room Access and Software**

Upon entering the room for the first time, you will be prompted to load an Electa Plug In. This Plug In is needed to access the room. The request to load the plug in only occurs on your initial visit. Subsequent visits will result in the room loading without a prompt for installation. However, if you use a different computer, the plug in will need to be installed. Also, Anti-Virus software on your computer may cause complications with the installation.

Your web browser will be directed to this screen. After you load the plug in, click **Start Electa Live** button and the plug in will launch the Electa application.

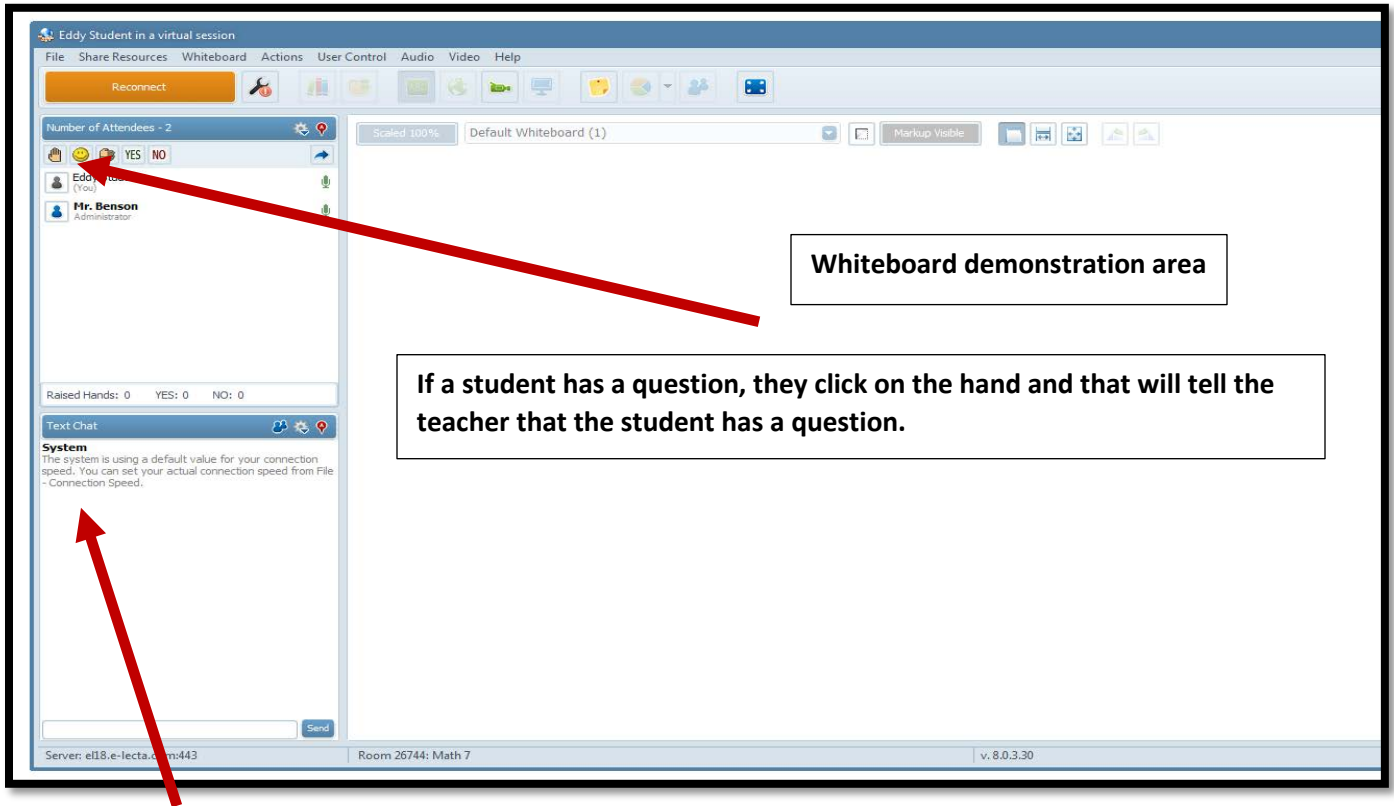
Your Electa Live session is ready to start

First Time Here? Please click [Download](#) to get the Electa Live plug-in.

Already have Electa Live installed? Please click below to start it.

[Start Electa Live](#)

[...or get one-time launcher file](#)



The room provides a listing of all the participants in the attendee box. (Top Left Corner)

### **Security**

The rooms are only available during scheduled events. Access to the rooms is not possible unless a schedule event is open. Teachers/Moderators can record sessions. Student names are displayed to identify participants. It is important that students **Do Not** share their ID or Password with other students.

### **Students are responsible for actions or behaviors conducted on their account.**

- Inappropriate behaviors may result in access removal or other school disciplinary actions. This tutoring is a school sponsored activity and appropriate behavior and etiquette are required.

Students can ask questions using the text box or via microphone. The teacher can grant permission for students to speak during the session.

The whiteboard provides an area for the teacher to explain and answer student questions.