Oxanrd College Learning Resource Center

Zoom Room

The Oxnard College Learning Resource Center (LRC) provides live tutoring through Zoom Rooms in a variety of subject. The LRC Zoom Rooms are where students come to meet with Tutors and Illumineers for one-on-one or group sessions.

Hours of Operation

Monday to Thursday - 10:00 AM to 8:00 PM

Friday – 10:00 AM to 5:00 PM

If you have any issues during any of the steps below, please contact Ronillo Lacson at <u>rlacson@vcccd.edu</u> or 1(805) 678-5243.

<u>Step 1</u>

To enter the LRC Zoom Room, go to the <u>LRC website</u> and click on the "<u>Please click here to go</u> <u>live with the Tutors and Illumineers through Zoom</u>" link.

LRC Website: https://www.oxnardcollege.edu/tutoring



<u>Step 2</u>

Another tab in the web browser will popup asking to open Zoom. Please note, that popup blockers may cause interference, so they may need to be disabled.

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	If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom. If you cannot download or run the application, join from your browser.

Click on the "Open Zoom Meetings" to enter the LRC Zoom Room. Please note that you may be asked to install Zoom.



<u>Step 3</u>

When Zoom activates, you will be placed in the "Wait Room," where a Greeter/Host will admit you. If you are not admited, please try loging off and log back on following stepts 1 and 2. If logging back in does not work, please call 1(805) 678-5243 for assistance.



<u>Step 4</u>

Once logged into the LLRC Zoom, you will be prompted to activate your audio and your video will be automatically deactivated.



To activate the audio, click the "Join with Computer Audio" in the popup box, or ...



... click on the "Join Audio" icon on the bottom left.



Step 4 Continued

Please activate the "Chat" function on the bottom, which can be used if you are having issues activating the "Audio" function.



When "Chat" is activated, a chat box will appear on your screen.



<u>Step 5</u>

Once "Audio" and "Chat" are enabled, the Greeter will ask you questions to log you into our system and help connect you with a Tutor or Illumineer. Please have your 900# ready to sign in. The Greeter will guide you through this process.



<u>Step 6</u>

Once signed-in, the Greeter will assign you to a Breakout Room, where you will meet with a Tutor or Illumineers.



When assigned to a Breakout Room, a popup box will appear asking you to join.



Also, you can jump in and out of the Breakout Room using the "Breakout Rooms" button on the bottom of the window.



<u>Step 7</u>

Once in the Breakout Room, a Tutor/Illumineer will be assigned to meet you there.



Please activate the "Participants" and "Chat" functions. The "Participants" box allows you to see who is in the Breakout Room with you, and the "Chat" will allow you to share files and text messages.



<u>Step 8</u>

During the session, you will most likely use the "Share Screen" function to share questions and assignment information.



The "Screen 1" and "Whiteboard" options will be the ones used the most during the session.



Step 8 Continued

Whiteboard Option

The Whiteboard function allows you to optimize the Annotation function with a clear white background. Here, you and the Tutor/Illumineer can write text, draw, or share pictures on a virtual whiteboard.



Step 8 Continued

Share Desktop Option

Share screening your desktop will allow you to share what you see on your monitor with the Tutor/Illumineer. This is useful when you are working on a particular software, browsing the internet, or navigating technical issues. Please note, that the "Annotation" function is also available in this option.

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During share screening, the Tutor/Illumineer can also "Remote Control" your device (requires your permission). This can be useful when you are having technical issues or need help navigating software.



<u>Step 9</u>

When the session is over, please go back to the main Zoom room to log out with the Greeter.



Click on the blue "Leave Room" button on the bottom right of the Zoom window.



Step 9 Continued

Two options will come up when you click on the "Leave Room" button.



Please click on the blue "Leave Breakout Room" option to go back to the main room with the Greeter. The Greeter will ask for you 900# again to log you out.

