

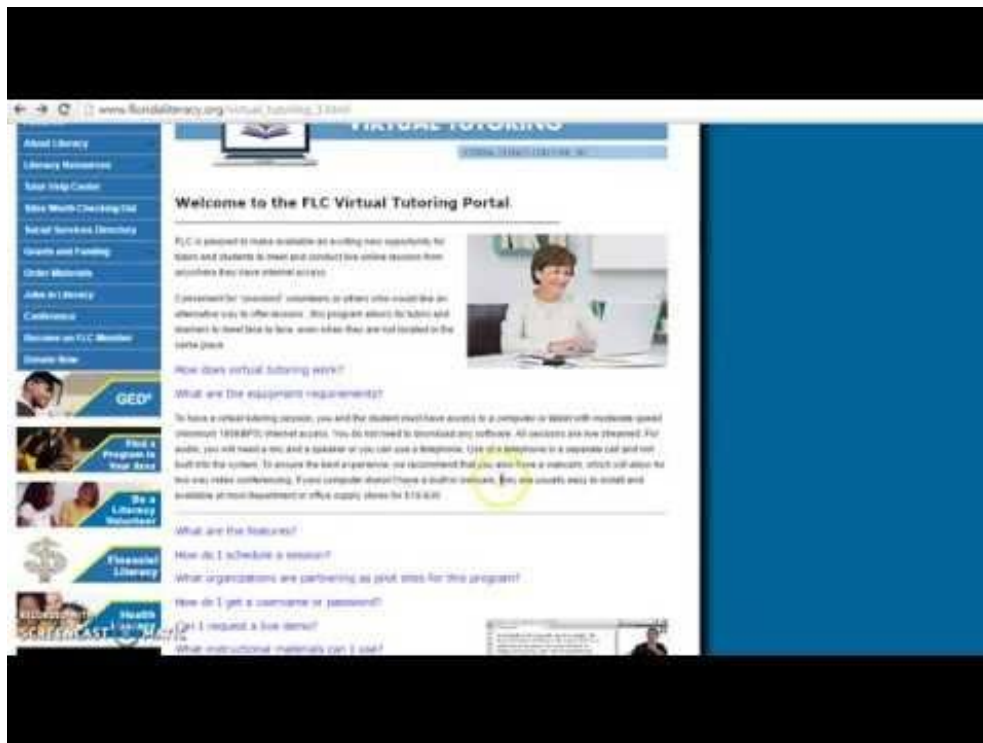


# VIRTUAL TUTORING

FLORIDA LITERACY COALITION, INC.

If you are interested in virtual tutoring, this is the perfect place to start! This document will help you get acquainted with our system. Are you not yet signed up for a virtual tutoring classroom? Please contact Nicole to get more information. We are currently developing a full tutorial video, so keep an eye out for updates.

To start, please see the following video:



## Introduction to WizIQ

The software we are using for this program is WizIQ.

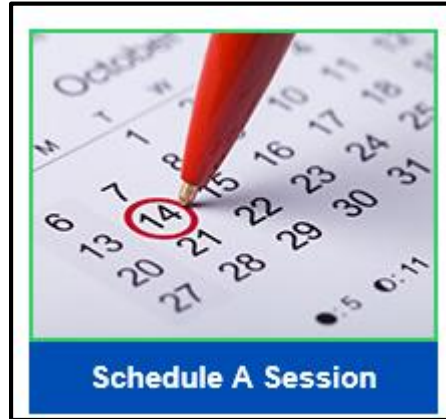
This video is a brief introduction to the software.



## Scheduling a Session

To schedule a session, follow these steps:

1. On the [virtual tutoring website](#), click on the “schedule a session” button at the bottom of the home page.




2. Enter in the classroom login information given to you. If you do not have a login or have forgotten it, please contact Nicole at [ncaban@floridaliteracy.org](mailto:ncaban@floridaliteracy.org)

### Sign in

Not a member? [Join WizIQ](#)

**Login to WizIQ with your Facebook account**

 **Login with Facebook**

Or login with email address

**Email:**

**Password:**

Remember me | [Forgot Password?](#)

**Sign In**

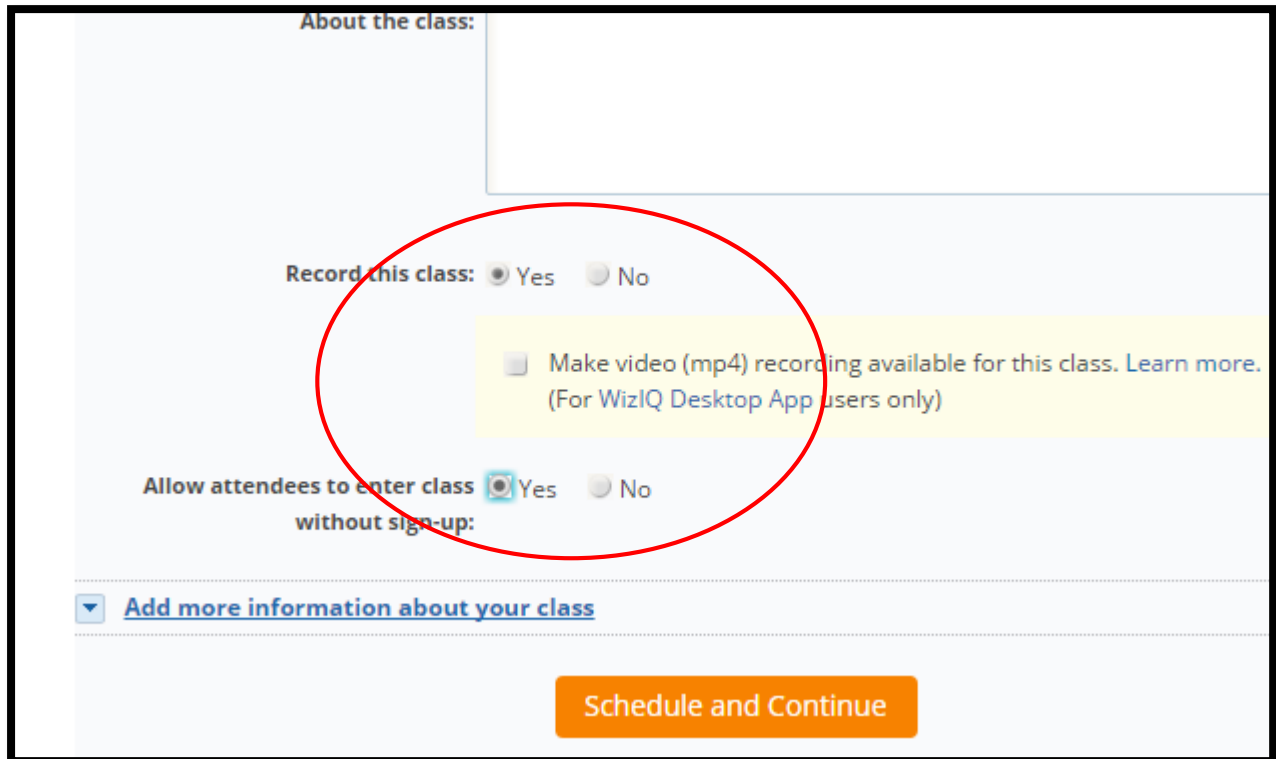
3. Click “schedule a live class”



4. Set your desired date and time. If an error message pops up saying, that time is already scheduled, you can either **schedule a different time** or **use the backup classroom** assigned to you. Please make sure to put your last name in the title box.

A screenshot of a web form for scheduling a class. At the top right, it says "(Max 70 Characters)". Below this is a text input field labeled "\*Title:". Underneath is a section for "\*Date and time:". On the right side of this section is a link that says "Want to schedule a recurring class". Inside this section, there is a button labeled "Set current date and time". Below that is a text input field labeled "\*Starts on:" with the value "05/19/2016". Below the date field are three dropdown menus for "\*Time:". The first is labeled "Hour" and has the value "02". The second is labeled "Minutes" and has the value "54". The third is labeled "PM" and has the value "PM". Below the time fields is the text "Time Zone: EST" followed by a link labeled "Change". Below the date and time section is a button with a plus sign and the text "Add Topics". At the bottom of the form is a text input field labeled "About the class:" with a link "See example" above it. To the right of this field is the text "(Max 4000 Characters)".

5. **IMPORTANT** – At the bottom on your class settings, you will see two options.
- Record this class – choose yes or no. Choosing “yes” will automatically record the class.
  - Allow attendees to enter class without sign-up – CHECK OFF YES. If this is not done, it will force the student to sign up.



The screenshot shows a web interface for class settings. At the top, there is a text area labeled "About the class:". Below it, there are two radio button options: "Record this class:" with "Yes" selected and "No" unselected. Below that is a yellow highlighted box containing a checkbox for "Make video (mp4) recording available for this class. Learn more. (For WizIQ Desktop App users only)". Below the yellow box, there are two radio button options: "Allow attendees to enter class without sign-up:" with "Yes" selected and "No" unselected. At the bottom, there is a blue dropdown menu labeled "Add more information about your class" and an orange button labeled "Schedule and Continue". A red circle highlights the "Record this class:" and "Allow attendees to enter class without sign-up:" options.

## Launching your class

Ready to start? Simply click your session and click “launch class”

You will see a link below the “launch class” button. Please send this link to your learner, so they can also get into the class. They will be able to get in with just this link. They will not need to download any software!

✓ **Your class has been successfully scheduled.**

**test**

Thu, May 19, 2016 | 2:56 PM (EST) | The class is in progress

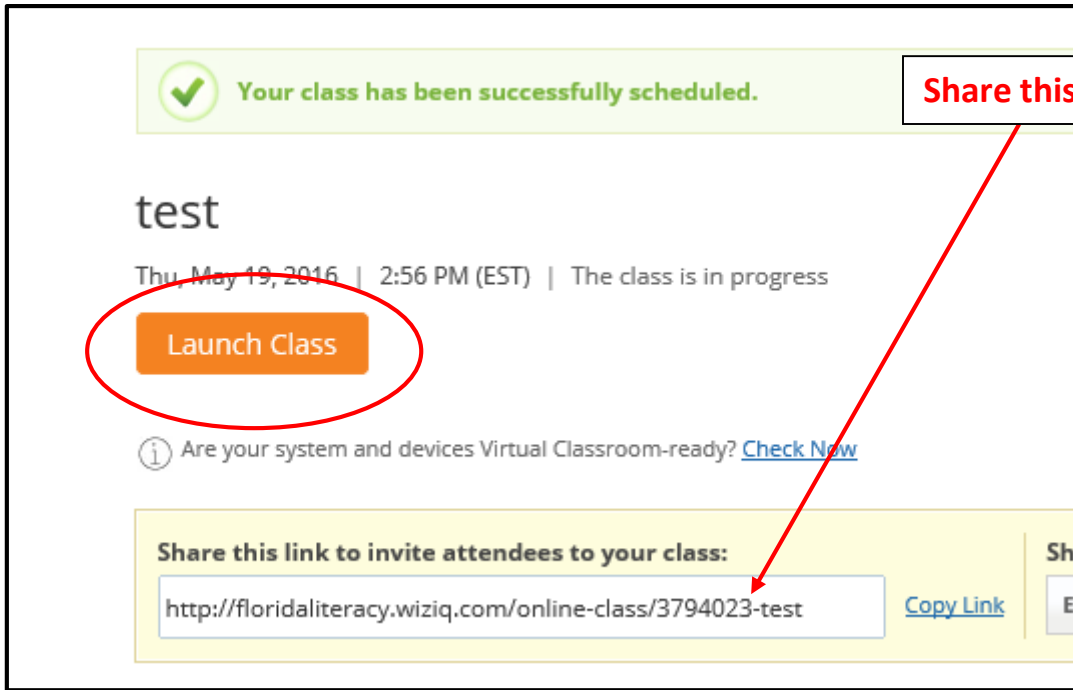
**Launch Class**

ⓘ Are your system and devices Virtual Classroom-ready? [Check Now](#)

**Share this link to invite attendees to your class:**

[Copy Link](#)

**Share this link**



**Virtual Tutoring Classroom At-a-Glance**

Here is a full view of the screen. You have the ability to share screens, talk face-to-face, share documents and more!

The screenshot displays a WiziQ live session interface. The main content area is a whiteboard titled "Whiteboard 1" containing the following text:

**A. Reading**

Rasmi and his brother Aamir moved to the United States in 1997. Soon after they arrived, Rasmi got a job driving a cab and Aamir got a job driving a catering truck. The brothers worked long hours and saved their money. After five years, they had \$85,000, and they were ready to buy a business. They decided to buy two used tow trucks and start a towing company. They painted the trucks blue and had gold lettering painted on the doors. They called the company Best Choice Towing. For the first several years, they drove the tow trucks themselves. Eventually, they bought more trucks and started leasing them to drivers. Soon the brothers were each earning over \$100,000 a year.

**B. True or False**

- \_\_\_\_\_ Rasmi and Aamir are brothers.
- \_\_\_\_\_ They moved to the United States in 1987.
- \_\_\_\_\_ Rasmi drove a cab and a tow truck.
- \_\_\_\_\_ They painted the tow trucks gold with blue lettering on the doors.

The interface also includes a "Live video stream" on the right showing a female participant, an "Attendee list (0)" with the text "There are no attendees in the class yet.", and a "Chat (All)" section with a "Write your message here." prompt. A yellow banner at the bottom of the whiteboard area reads "Subscribe for a 30-day free trial and test full range of features with complete freedom." and "See Plans & Pricing". The browser address bar shows the URL: https://live.wiziq.com/aliveext/LoginToSession.aspx?SessionCode=kkEm0OYDo5fTYhKMZKPlgg%3d%3d. The Windows taskbar at the bottom shows the time as 2:25 PM on 3/17/2016.

The screenshot shows a web browser window with the URL <https://live.wiziq.com/aliveext/LoginToSession.aspx?SessionCode=kkEm0OYDo5fTYhK>. The browser's address bar and navigation buttons are visible. Below the browser, there is a navigation bar with buttons for 'File', 'Edit', 'Poll', 'Breakout room', and 'Back to Class'. A red box labeled '2' highlights the 'File', 'Edit', and 'Poll' buttons. Below this is a 'Whiteboard 1' header with a red box labeled '3' around a close and add button. The main content area is a whiteboard with the following text:

### A. Reading

Rasmi and his brother Aamir arrived, Rasmi got a job driving a car. His brothers worked long hours and saved money and they were ready to buy a business. They planned to start a towing company. They paid for the doors. They called the company and they drove the tow trucks themselves. They were leasing them to drivers. Soon the business started.

### B. True or False

1. \_\_\_\_\_ Rasmi and Aamir are brothers.

2. \_\_\_\_\_ They moved to the city.

On the left side of the whiteboard, there is a vertical toolbar with various icons for drawing and editing. A red box labeled '1' highlights this toolbar.

1. These are annotation tools. Here you can draw, type and mark up your document.
2. This section will allow you to upload documents, access the content library, screen share and play videos
3. Clicking on the “+” will allow you to open another tab.



1. This section is where you will see your class roster. You can also enable their cameras and mics here.
2. Write a message in this section to either send a message privately or to everyone.

The screenshot shows a Zoom meeting interface. On the left, a document is displayed with text: "Soon after they... ing truck. The... y had \$85,000, ... tow trucks and... ting painted on... several years, ... ecks and started... 0 a year." Below this, the word "doors." is visible. A red box labeled "1" highlights the "Attendee list (0)" panel on the right, which shows "Florida Literacy Coalition (You)" and the message "There are no attendees in the class yet." Another red box labeled "2" highlights the chat input area at the bottom right, which includes a "To: All" dropdown, a "12" participant count, a "Write your message here." text box, and a "300" character count.



Any questions? Please contact Nicole at [ncaban@floridaliteracy.org](mailto:ncaban@floridaliteracy.org) or 407-246-7110 x 203

Please call to schedule a live demo.

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