

## Thomas Jefferson University Student Writing Center

### Synchronous writing conferences in Zoom:

The Student Writing Center now offers synchronous online writing conferences for our distance graduate students. Like our partners at Philadelphia University, we use **Zoom**, a simple, intuitive, and **free** web-based conferencing platform, to create an online environment for that mimics the student-centered and collaborative tutoring experience we value in the ASC. Using Zoom, online graduate students can work actively with their writing tutor in real time as opposed to reading written feedback asynchronously without the opportunity for guided problem solving. This service is ideal for students who find a live conversation with a tutor more helpful than an email exchange.

### To schedule a synchronous online writing conference:

Visit our Making an Appointment page at <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-writing-center/making-an-appointment.html> to schedule an appointment through AppointmentPlus.

### System Requirements for Zoom:

- ✓ An internet connection – broadband wired or wireless (3G or 4G/LTE)
- ✓ Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- ✓ A webcam or HD webcam - built-in or USB plug-in
- ✓ **Browsers (Windows):** IE7+, Firefox, Chrome, Safari5+
- ✓ **Browsers (Mac):** Safari5+, Firefox, Chrome
- ✓ **Operating systems (PC):** Windows 10, 8, 8.1, 7, Vista with SP1 or later, XP with SP23 or later
- ✓ **Operating systems (Mac):** Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
- ✓ We also prefer that students use Microsoft Word for their word processing, as it makes annotating/commenting on drafts much easier for tutors

### Getting Started with Zoom:

**To create a free Zoom account:** *\*\*It is not necessary to download Zoom or make an account before your first conference, but doing so will speed up the process of launching your conference*

- Go to **<https://zoom.us>**
- Enter your email and click “Sign up free”
- Confirm the email you want to use and click “Sign up”
- A message appears informing you a confirmation email has been sent to the email address you entered
- Open your email and click the link for “Click here to activate your account”
- The “Activate your account” page appears
- Enter your name and a password. The password strength is displayed to the right
- Click “Activate” to activate your Zoom account

- Select the “Download” option at the top of your screen or visit **<https://zoom.us/support/download>**
- When you schedule your first writing conference, you will receive a follow-up invitation email that contains a link to click to enter your conference room. Simply click the “Join” link at the appointed time and your conference will begin!

**To attend a writing conference *without* a Zoom account:** *(This entire process takes about a minute!)*

- You will receive an email inviting you to enter our online conference room. Click “Join” to launch the conference
- Select “Open Zoom Launcher”
- Click “Run” and let the application install
- Enter your name
- Click “Join” and your conference will begin!

**Before your conference:**

- It is necessary to plan ahead before beginning a conference with your tutor: session time is limited, and it’s best to hit the ground running! Please prepare an agenda for your session in advance, whether it’s a list of specific questions or a particular area of the draft that is most concerning to you.

**During your conference:**

- Once the conference has launched, your tutor will greet you and ensure that you both have working audio and video
- Your tutor will also ask that you enable “screen sharing” so that he or she can see the document you’re working on:

To start **"Screen Sharing,"** select the **"Share Screen"** button located in your meeting tool bar, which will allow you to choose an individual application/window to share. Select the Word processing document containing your draft so your tutor can read and annotate it.