

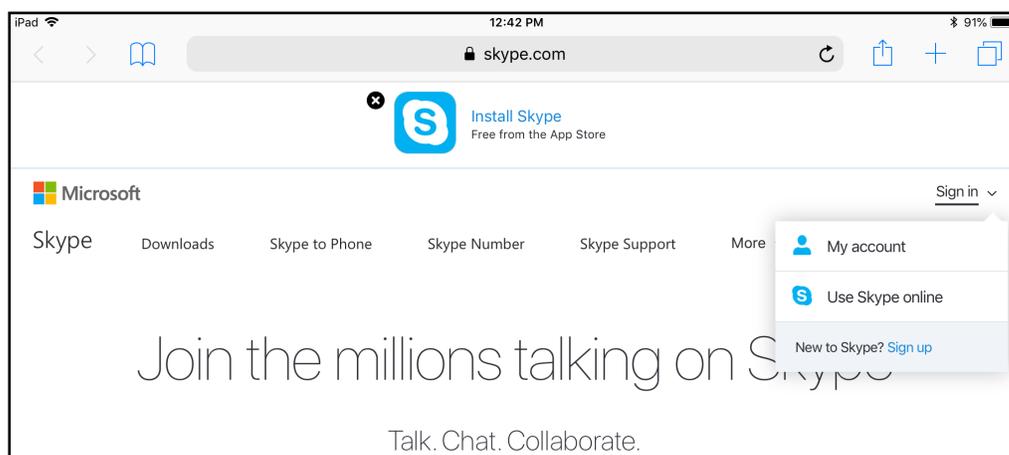
Mathease Tutoring

Skype Session Instructions

At Mathease Tutoring we offer Skype sessions for students who are unable to make it in person. If you are already signed up for a Skype session or are interested in them, **please read through all our procedures for the session** even if you already know how to work Skype as we have specific procedures to make the experience as smooth as possible for everyone. If after reading this document you have any questions, please contact us at 702-436-6964 and we will be happy to answer them.

New to Skype?

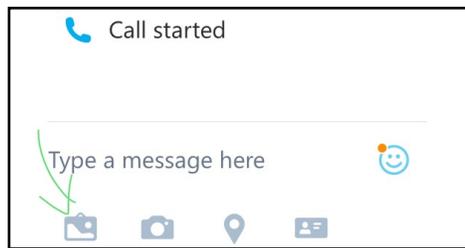
If you don't have a Skype, go to <https://www.skype.com/en/>, click on the "Sign In" arrow in the upper right hand corner and go down to "New to Skype? Sign Up" and create an account. You can also use a Microsoft account if you have one already.



You can use Skype through a computer with a webcam or through a smartphone or tablet. You will want to **download the app** on the device that you will be using for the session.

Before the start of your student's session

- Login and have Skype up and ready. Gather any supplies needed, like paper and pencil, and have them readily available for the session.
- If this is your first Skype session with us, friend us at **pianopg**. Then please call us at 702-436-6964 an hour before your session so we can make sure everything is working properly.
- If you are unsure if your session is listed as a Skype session, please call us on the phone so that we can inform the tutor.
- Tutoring and school homework pictures should be sent on Skype chat before the session starts. Keep the worksheets close so the tutor can go over them if needed.
 - To do this, open the contacts tab and then click on **pianopg**, a chat log will come up. At the bottom you can click on the first icon to attach files (see picture).

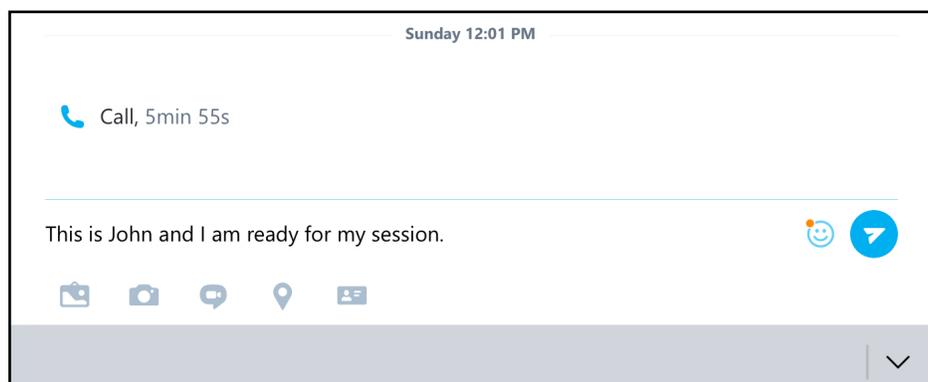


- *If you are worried about picture quality, there are many excellent camera scanning apps available for free for both android and apple devices. Running the worksheet pictures through one of these programs before sending them through Skype chat should ensure a readable document.*

At the start time for your student's session

When your student is ready, **send a message through the Skype chat** to pianopg to let us know that you are ready. Please do not call on Skype.

To do this, click on **pianopg**, a chat log will come up, at the bottom of which you can type a message, then hit the blue arrow to send.

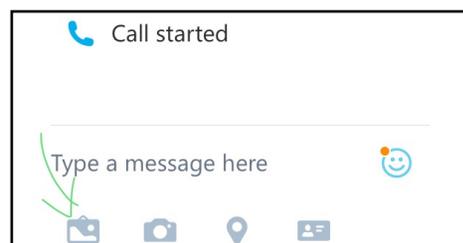


The tutor will call you when they are ready. Please give them a few minutes to prepare as Skype sessions take a bit more time. Be assured that you will still have your full session time. If they have not called you within 5 minutes of your session's scheduled start time, then call us at 702-436-6964.

We ask that you **please do not call us on Skype**. All of our tutor iPads are connected to Skype. If you call us, then it interrupts all of the other sessions that are occurring. If you are having problems and need to reach us, please call our phone and we will assist you from there.

During the session

The tutor will send worksheets through the Skype chat. These can either be printed out, or opened and the problems done on a separate piece of paper. If the student needs to send homework or share their worksheets with the tutor, they can take a picture of it with their device and send it through the Skype chat. To send or receive material from Skype chat during a session, click on the chat bubble in the upper right hand corner of the screen to open up



Skype chat. After, click the button to attach pictures on the bottom, find the picture and hit send.



At the end of the session

The tutor will send homework through Skype chat for your student. The homework will be available in the chat log after the session has ended. To access it, click on pianopg in contacts and open the chat log. If you would prefer us to send homework through email, that can be arranged but we will need to know in advance. There might be some delay between the end of the session and the homework email.

Homework should be done before the beginning of their next session.