**Using BBCU Tools**

* Once you click on the link, you will be prompted to enter your name. Click “Join Session.”



* Make sure that your microphone and speakers are working correctly. You may be prompted to give BBCU permission to access your microphone. Please do so.
* You will be taken to the “Virtual LC” where the student assistant (SA) will get you set up with a tutor.
* By opening the purple tab at the bottom right of the screen, you can control the access panel to your tools.



* Opening the tab allows you to access helpful tools.
	+ Chat
	+ Sharing
		- Files
		- Screen
		- Whiteboard



* Tutoring sessions are capped at 5 students at once. **You may be working with a tutor one-on-one or with other students.** If a tutor has more than one student in a session, they will work with each student in turn.
* If you have any technical issues during your session, please contact us at (806) 742-3664. Usually just restarting your device fixes most issues.