



# Open University of Mauritius

## Conducting Tutorials

### Guidelines for Learners

We are operating in a challenging time. As we don't want to create a state of panic, we are adopting a stringent safety-first approach in order to ensure that our learners can pursue their studies.

In this context, **no tutorials will be held at our study centres as from 20 March till further notice.** As an alternative solution, we are proposing to conduct all tutorials online at the same date and time that the face-to-face tutorials were scheduled.

We are requesting all learners to follow the guidelines below to set-up their online classes. A step-by-step guide has also been prepared to help you. You can access it at the end of this guideline.

We are urging you to consult the Frequently Asked Questions (FAQs) available on Moodle and the website of OUM. In case, you have any query, please contact your Programme Manager.

For queries regarding

#### **a) Scheduling of classes, contact**

Mrs Lucknauth - k.lucknauth@open.ac.mu  
Mr Chellaya - m.chellaya@open.ac.mu

#### **b) Accessing Moodle, contact**

Mrs Atawoo - h.atawoo@open.ac.mu  
Student Affairs - studentaffairsunit@open.ac.mu

#### **c) IT, contact**

IT Department - itunitgroup@open.ac.mu

#### **Step-by-step Guideline**

1. Due to the outbreak of COVID-19, face to face tutorials will not be held in the usual venues. Use Moodle as the online platform for attending lectures as per your planner.
2. Students will submit assignments directly to tutors by email and copy assign@open.ac.mu or online assignment submission box on Moodle.
3. A link will be posted on Moodle under the specific modules for each lectures.
4. Learners do not need a Zoom account to attend a Zoom meeting. You will be prompted to download the software. You will then join the meeting. The duration of a meeting is 40 minutes.

**20 March, 2020**



# How to join a Zoom Meeting?

*for Learners*

# Open any browser on your device

*(Desktops, Laptops,  
Smartphones, Tablets, etc)*

***We will use Google Chrome  
for this tutorial.***

## Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

**System Requirements for PC, Mac, and Linux**

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

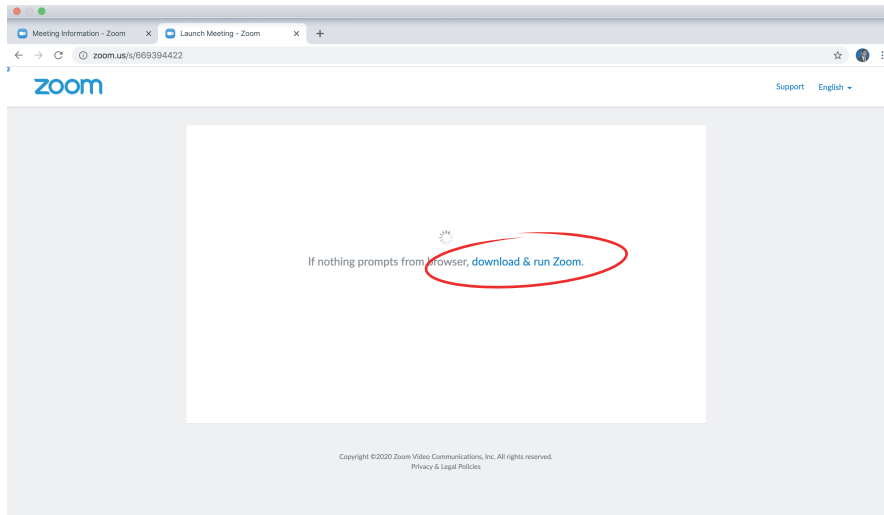
*You must have received a Zoom Meeting link and the date/timings from your tutor by either email, message on moodle or WhatsApp.*

**Step 1:** *Open Google Chrome.*

**Step 2:** *Paste the link in the address bar. 2 options will be available.*

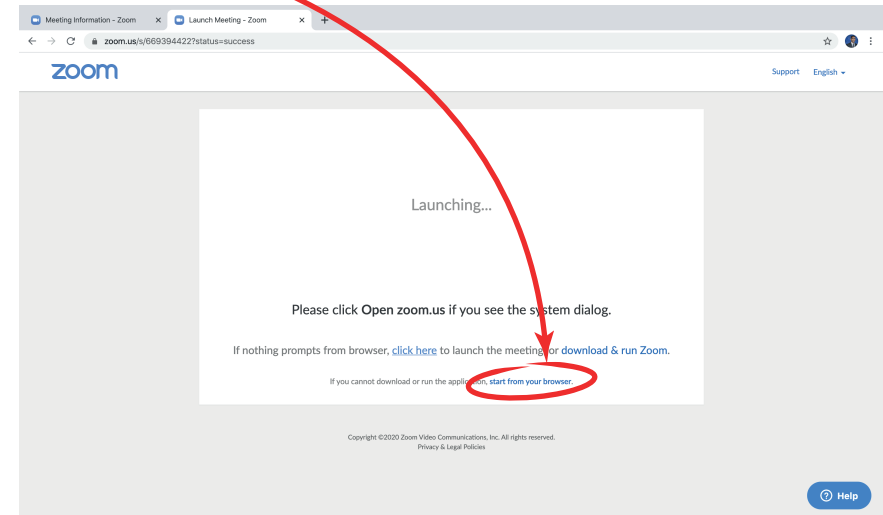
**Option A:**

*Download the Zoom Software and install it on you device to continue*



**Option B:**

*Join the session directly from your browser.*



*You device/browser may only allow you option A only.*

*The session should start now.*

**More  
Zoom tutorials  
are available  
here:**

*<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>*

**OR**

*<https://www.youtube.com/user/ZoomMeetings/videos>*

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# Thank You