



Open University of Mauritius

Conducting Tutorials

Guidelines for Tutors

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 tutors 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. Make yourself available by using Moodle as the online platform for delivering lectures as per your planner.
 2. Upload your PowerPoint and be available for interaction as per the slots allocated to you on your planner for tutorials this semester.
 3. All assignments must be uploaded on Moodle. Students will submit assignments directly to tutors by email and copy assign@open.ac.mu or online assignment submission box on Moodle.
 4. Tutors will mark assignments and keep a mark sheet. All mark sheets should be submitted to the Exam Unit as usual.
 5. Make use of Zoom online meeting (<https://zoom.us/>) to create a meeting for video interaction.
 6. Zoom can allow up to 100 participants per meeting for the free/basic plan.
 7. The time limit per meeting is 40 minutes for the free/basic plan.
 8. Learners do not need a Zoom account to attend a Zoom meeting. They will be prompted to download the software. The tutor will have to create a Zoom account, schedule the meeting and post the invitation link under the module on the Moodle platform.
 9. How to schedule a meeting on Zoom:
-> <https://bit.ly/2wgc3oJ>
- Here is a step by step guide for more details:
-> <https://bit.ly/2J1XnKZ>

Post link on Moodle/Send by email or WhatsApp

20 March, 2020



How to schedule a Zoom Meeting?

for Tutors

Open any browser on your device

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

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

Supported browsers

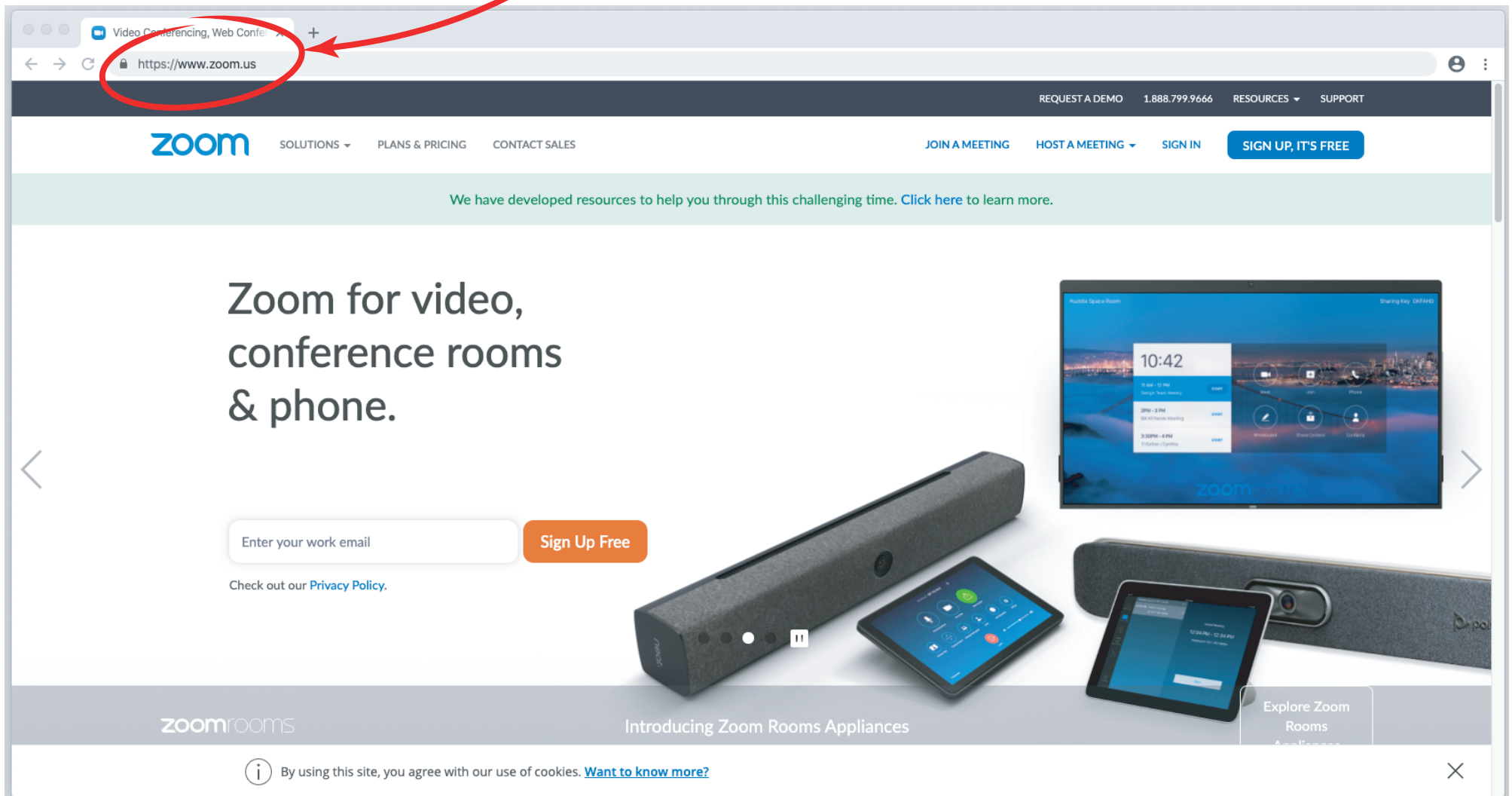
- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

System Requirements for PC, Mac, and Linux

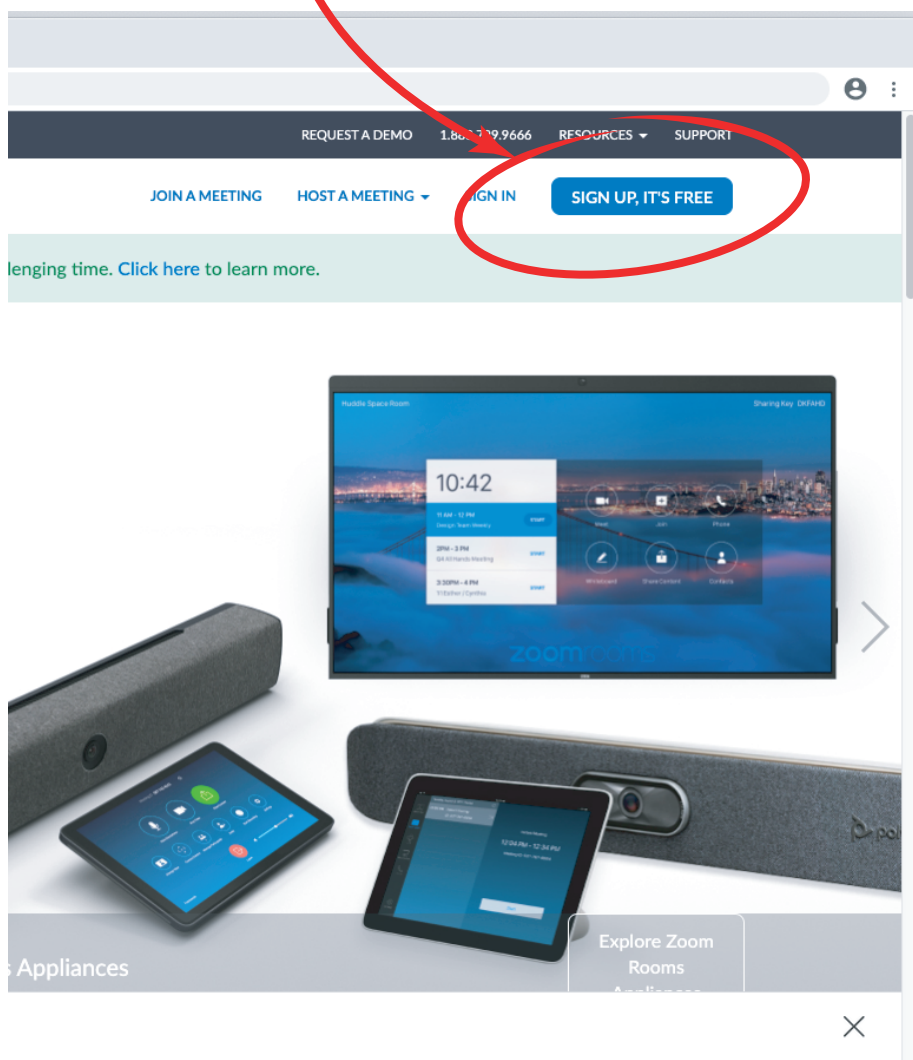
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

Step 1: *Open Google Chrome*

Step 2: *Go to: **www.zoom.us***



Step 3: *Signup with a new account or using your Google or Facebook account.*



Sign Up Free


Your work email address


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

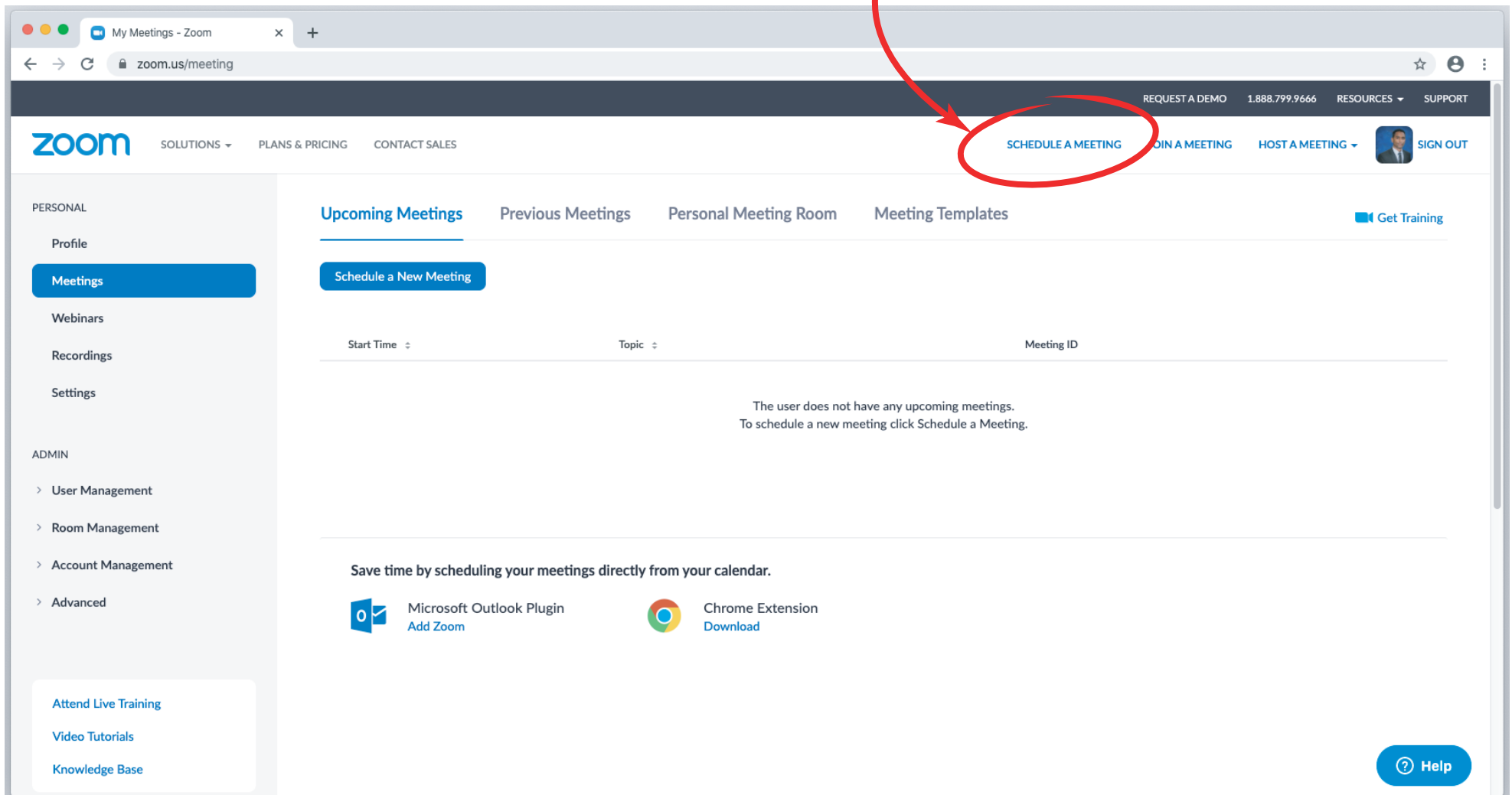
or

 [Sign in with Google](#)

 [Sign in with Facebook](#)

Already have an account? [Sign in.](#)

After logging, you will be able to schedule a meeting.
Step 4: *Click on “Schedule a Meeting”*



The screenshot shows the Zoom web application interface. A red arrow points from the text 'Click on “Schedule a Meeting”' to a red circle around the 'SCHEDULE A MEETING' button in the top navigation bar. The interface includes a left sidebar with 'PERSONAL' and 'ADMIN' sections, a top navigation bar with links like 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT', and a main content area with tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. The 'Upcoming Meetings' tab is active, showing a 'Schedule a New Meeting' button and a message: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there are links to 'Attend Live Training', 'Video Tutorials', 'Knowledge Base', and a 'Help' button.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates

Schedule a New Meeting

Start Time Topic Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom

Chrome Extension Download

Help

Step 5: *Fill in the details for the face-to-face meeting.*

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main content area is titled 'My Meetings > Schedule a Meeting'. The 'Topic' field is labeled 'Module Name: Introduction to IT' and is circled in red with an arrow pointing to the text 'Module Name'. The 'Description (Optional)' field contains the text 'Describe what you will be covering during the Live Face-to-Face session' and is also circled in red with an arrow pointing to the text 'Description of the Face-to-Face'. The 'When' section shows the date '03/19/2020' and time '5:00 PM'. The 'Duration' section shows '0 hr 30 min', with the '30 min' part circled in red and an arrow pointing to the text 'Choose 30 mins'. Below the duration, a message states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. The 'Time Zone' is set to '(GMT+4:00) Dubai'. At the bottom, there is a 'Meeting ID' section with options to 'Generate Automatically' or use a 'Personal Meeting ID 824-224-2972'. A red arrow points from the text 'Click save to continue' to the 'Save' button in the bottom right corner.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Module Name: Introduction to IT

Description (Optional)

Describe what you will be covering during the Live Face-to-Face session

When

03/19/2020 5:00 PM

Duration

0 hr 30 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now

☐ Do not show this message again

Time Zone

(GMT+4:00) Dubai

☐ Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID 824-224-2972

Help

Click save to continue

Save

Cancel

Your meeting has been setup. You now has to simply send the link generated to all the learners for them to access the live session when you start it.*

The screenshot displays the Zoom web interface for managing a meeting. The browser address bar shows the URL `zoom.us/meeting/669394422`. The Zoom logo and navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, SIGN OUT) are visible at the top. On the left sidebar, the 'Meetings' option is selected under the 'PERSONAL' section. The main content area shows the 'My Meetings' page for a meeting titled 'Module Name'. The meeting details include: Topic: Module Name, Description: Description of the Face-to-Face content/description, Time: Mar 19, 2020 11:00 PM Dubai, Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar, Meeting ID: 669-394-422, Meeting Password: Require meeting password, Join URL: `https://zoom.us/j/669394422`, and Video settings for Host and Participant. Two red circles highlight the 'Start this Meeting' button and the 'Copy the invitation' link. A red arrow points from the text above to the 'Copy the invitation' link.

Topic	Module Name
Description	Description of the Face-to-Face content/description.
Time	Mar 19, 2020 11:00 PM Dubai
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	669-394-422
Meeting Password	× Require meeting password
Join URL:	<code>https://zoom.us/j/669394422</code>
Video	Host: Off Participant: Off

** You can send the link by posting it on Moodle, send it by email, or even WhatsApp if available.*

Posting the Link on Moodle.

Create a new section in the module concerned.

Zoom Video Meeting

 Please use the following link to join the Zoom Meeting. 

Adding a new URL to Zoom Video Meeting

 Expand all

▼ General

* Name

Please use the following link to join the Zoom Meeting.










* External URL

<https://zoom.us/j/875618240>

Choose a link...

Paste the Zoom URL Meeting link here

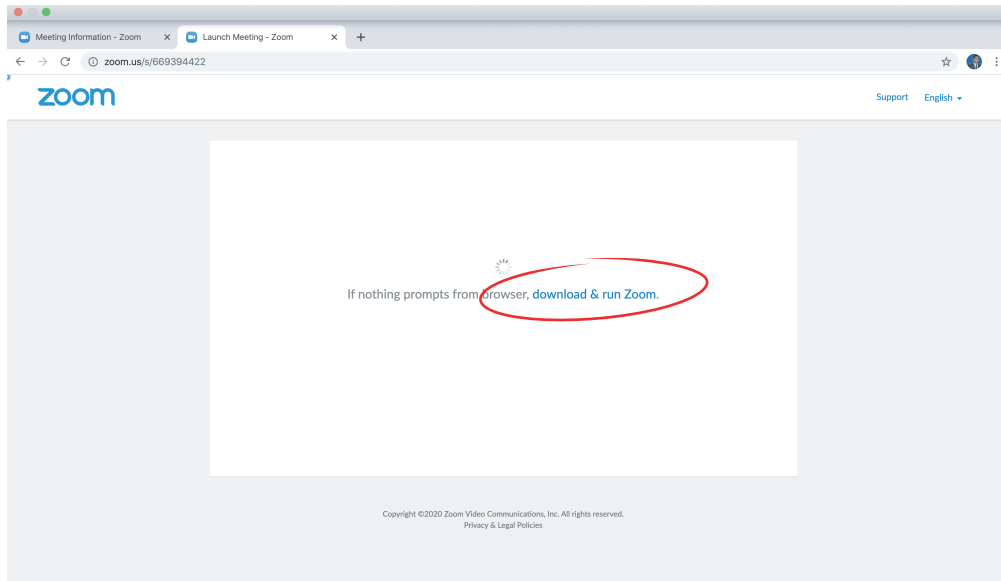
Description

 **A** ▼ **B** *I*        

Learners will be able to paste the link and join the meeting.

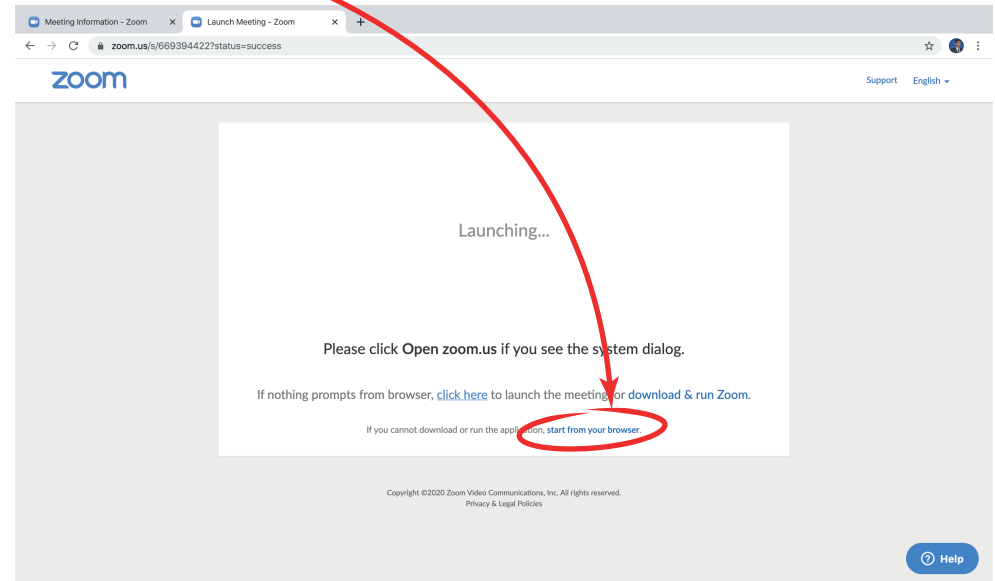
Option A:

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