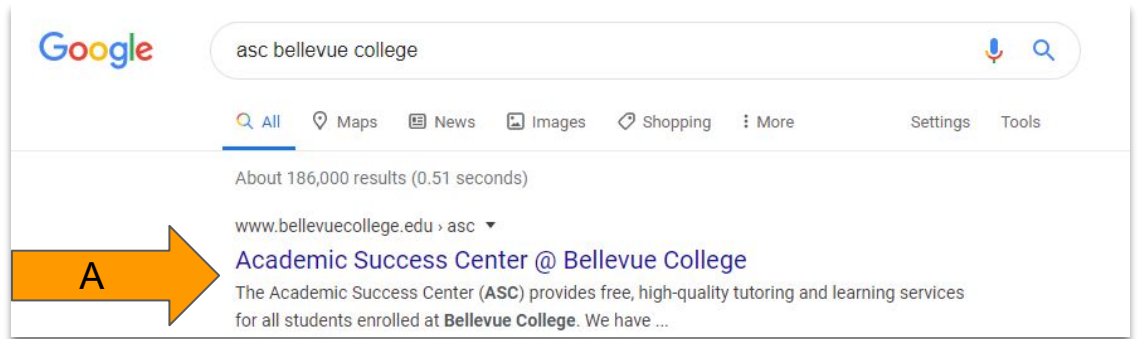


The Bellevue College Math Lab has been converted to an online format. The following instructions will help to access and use the Math Lab.

There are two methods for accessing the Math Lab.

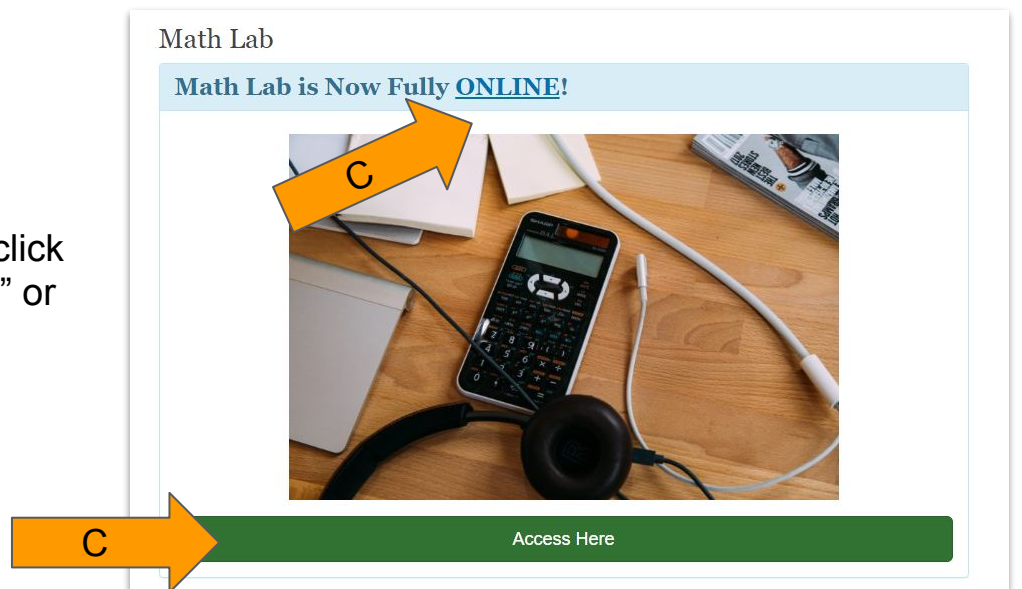
The first is to navigate to the Bellevue College Academic Success Center (ASC) website from your computer's web browser. It can be accessed directly at <https://www.bellevuecollege.edu/asc/> or you can google "asc bellevue college" and click the appropriate link (A).



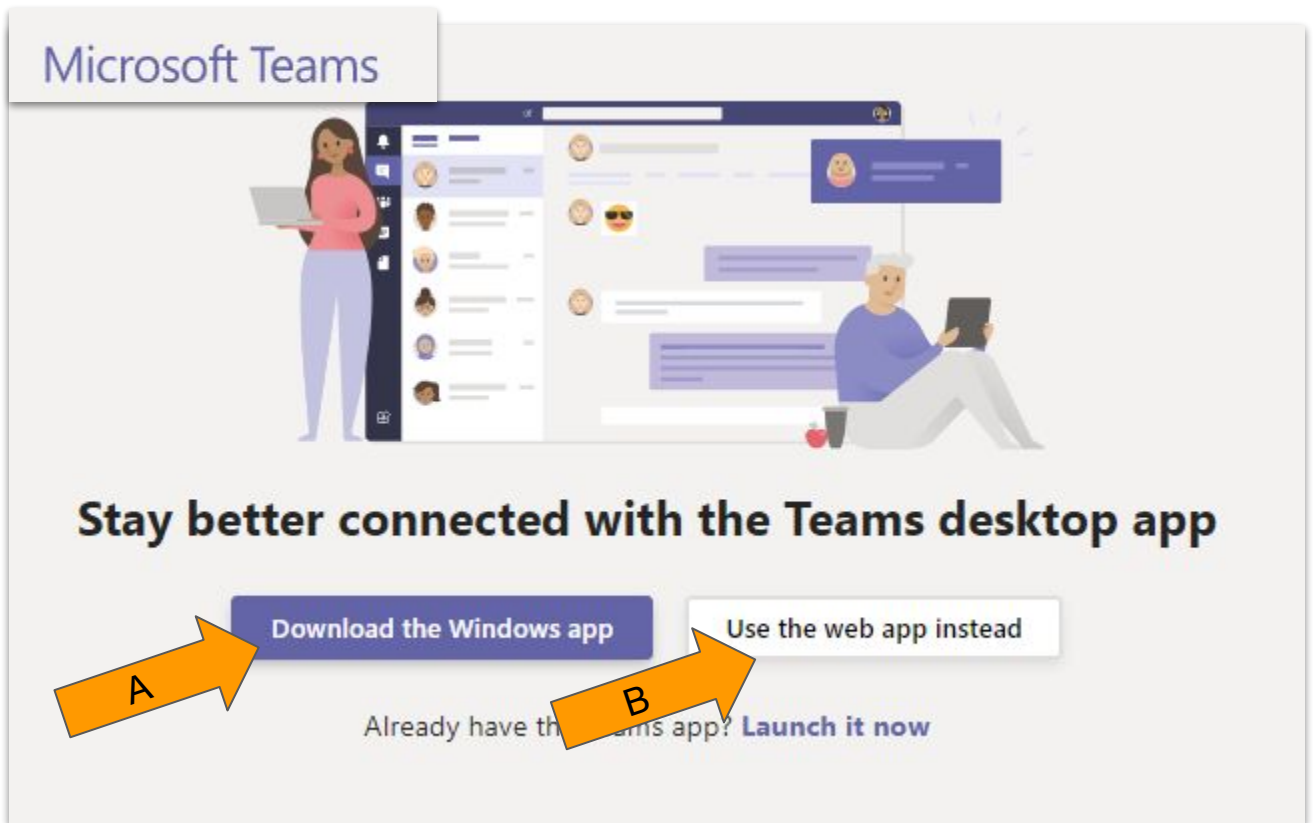
On the ASC website, in the top navigation bar click the link for "Math Lab" (B).



On the Math Lab page click either the "Access Here" or "ONLINE" links (C).

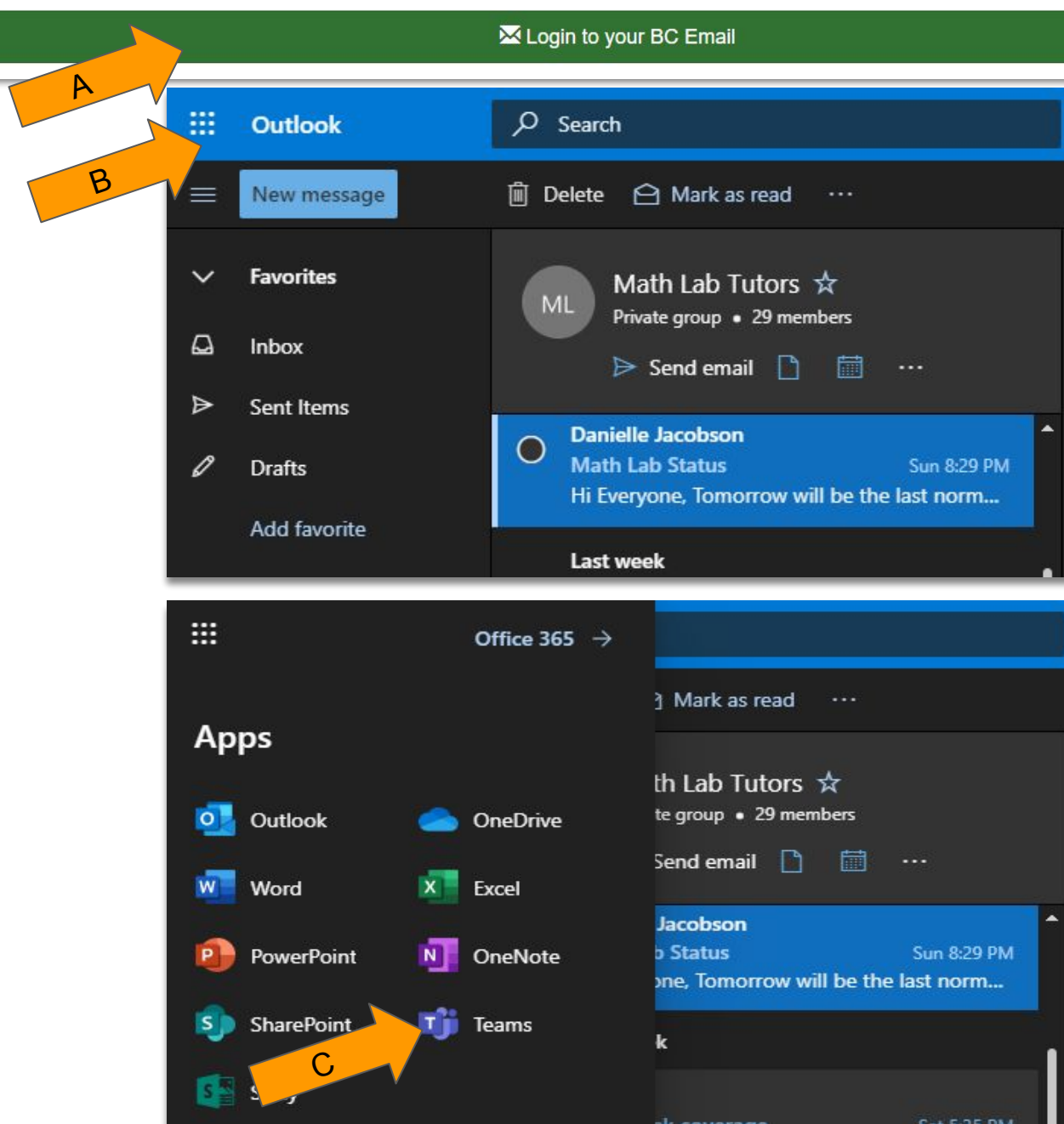


The links on the Math Lab webpage will take you to Microsoft Teams, the platform being used for the online tutoring services. If you wish to download and use the desktop version of Microsoft Teams, click the “Download” link (A) and install the application. Otherwise click the “Use the web app instead” link (B) to work within your web browser (recommended).

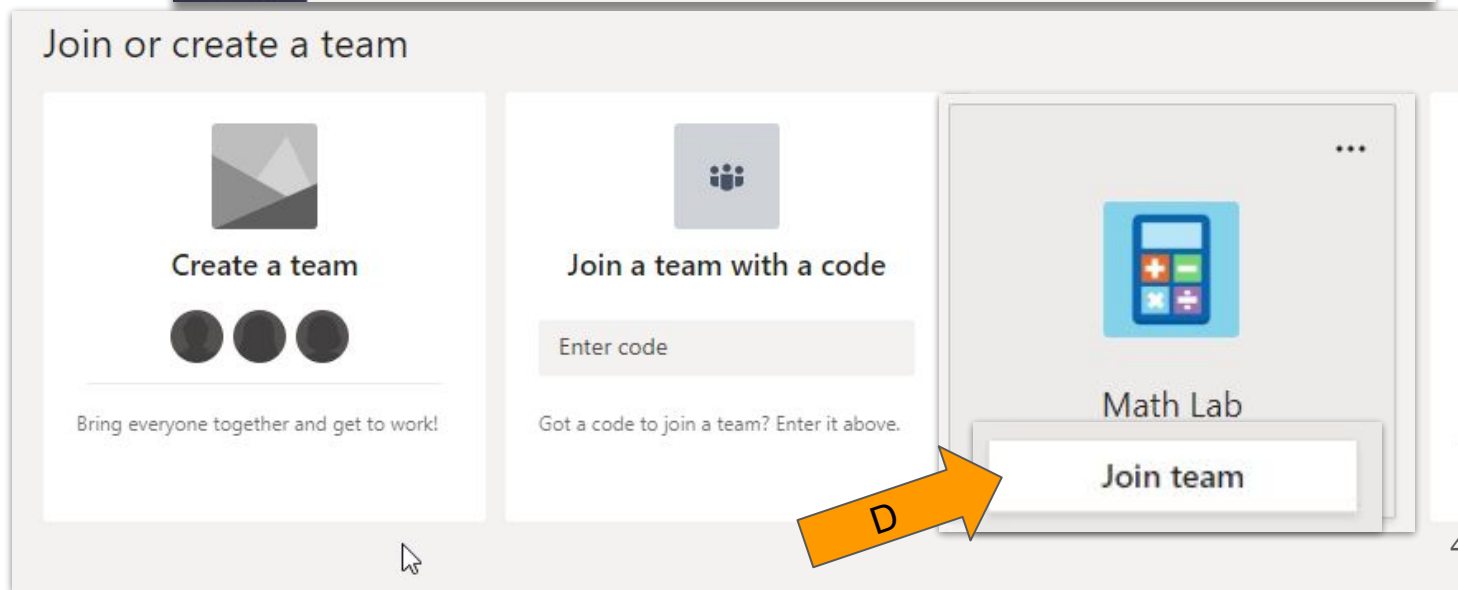
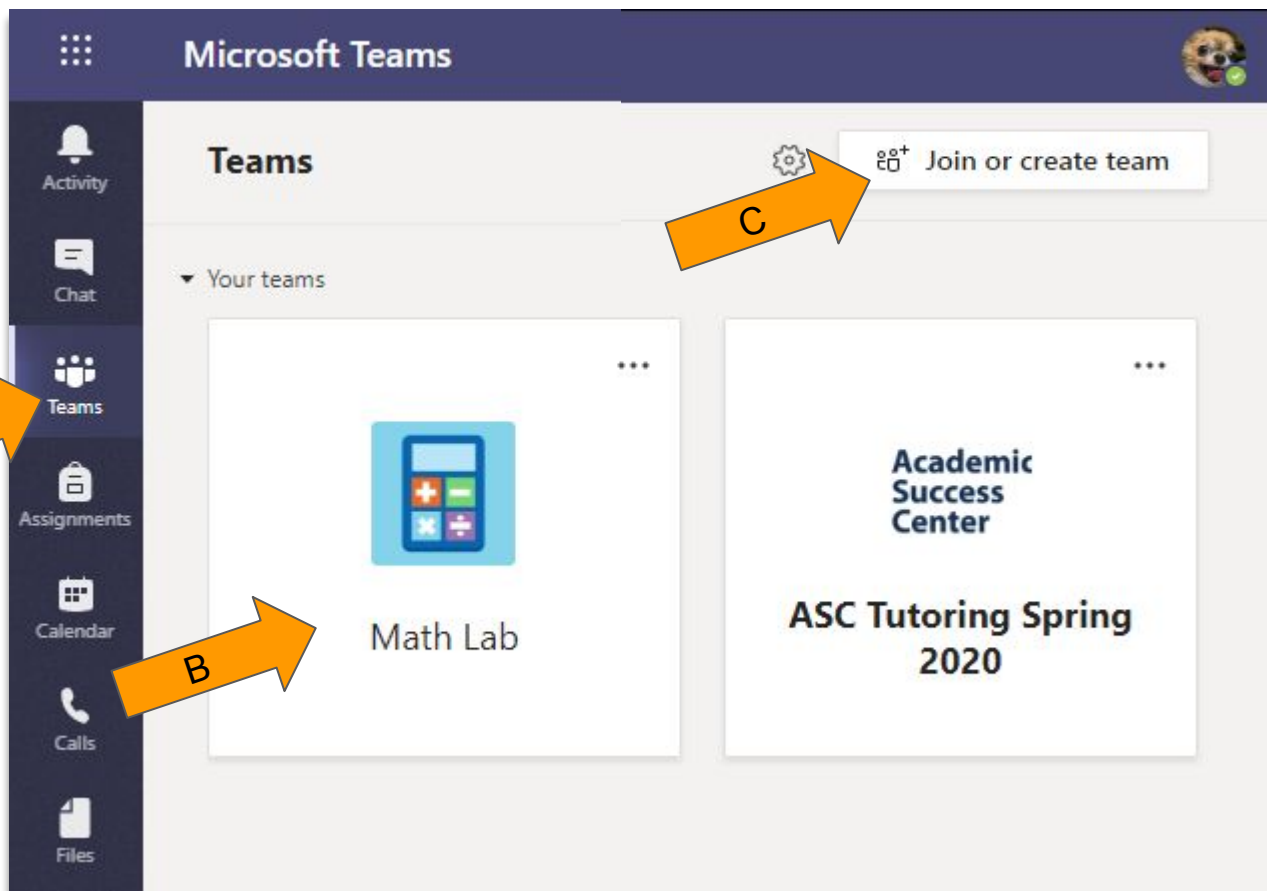


The second method for accessing Microsoft Teams is to first login to your Bellevue College email account. Your BC email account can be accessed from <https://www.bellevuecollege.edu/email/> (A). After logging in navigate to the App Launcher tab (B) in the top left corner. It looks like 9 dots in a 3x3 square pattern. In the tab that opens click on “Teams” (C).

## Bellevue College Email

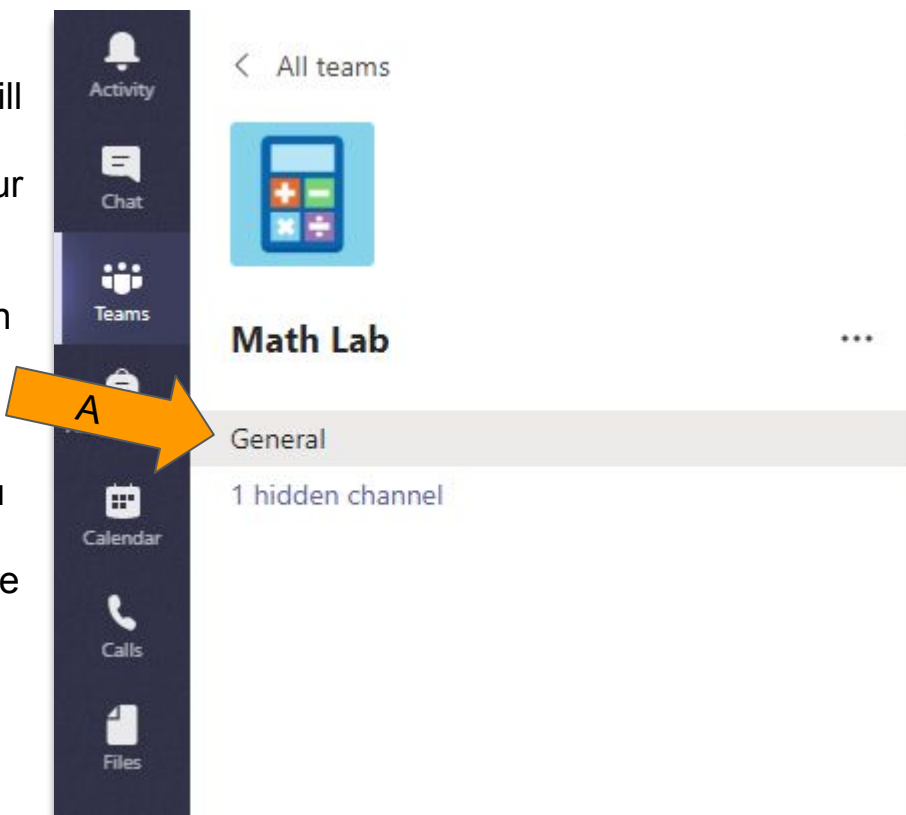


Now that you have launched Microsoft Teams you will need to join the Math Lab team. Select “Teams” (A) on the left side navigation bar. If you do not see the Math Lab (B) team listed under “Your teams” then select “Join or create team” (C) near the top-right corner. Find Math Lab team and select “Join team” (D). (You only need to join the Math Lab team once. If you have already joined you may skip this step.) Now you will have the Math Lab team (B) listed in your Teams tab (A). Select it to access the Math Lab tutoring general chat page.

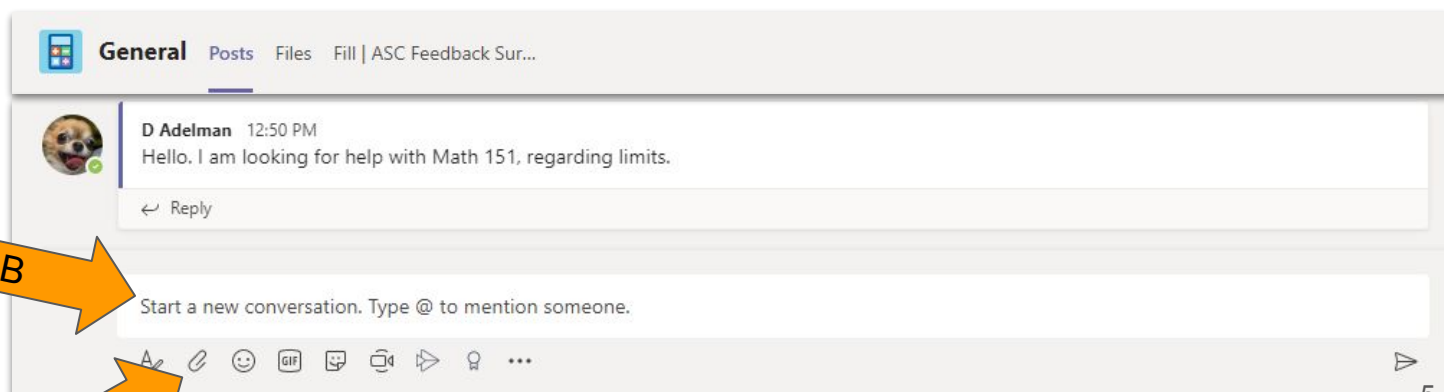


In the Math Lab team, if not already selected, click on General (A) to find the main chat room. The chat room will occupy most of the screen. To request help navigate to the bottom of the screen to find the input box (B). Here you can type your message for the Math Lab tutors to see. In your message mention the math course with which you are requesting assistance.

A Math Lab tutor will reply to you and offer help. The tutor will invite you to a private chat room. There you can share your math problem. If you are both willing and have the capability, you and the tutor may establish a video and/or voice call by selecting the video or phone icon near the top right of the chat (C). If you do not then you will need to describe the problem by typing it. If it is more complex you may need to take a photo/scan of the problem in your textbook and upload the file to the chat. To upload a file select the paperclip icon at the bottom of the input box (D).




Math Lab tutors are limited to 15 minutes at a time with each student. If you make a request for help in the Math Lab team chat and do not receive a response within 15 minutes you may repeat your request.



After your tutoring session please consider filling out the ASC Feedback Survey. To find the survey navigate to the “General” section of the Math Lab team. At the top of the chat window select the link “Fill | ASC Feedback Survey: Spring 2020” (A). If you found that something worked particularly well please let us know. If you have suggestions on how the process can be better please share those thoughts as well.



 **General** Posts Files [Fill | ASC Feedback Sur...](#)

# ASC Feedback Survey: Spring 2020

Help the Academic Success Center improve its services!

\* Required

1. Which Academic Success Center (ASC) service did you use? \*

- General Online Tutoring
- Writing Lab Online Tutoring
- Math Lab Online Tutoring
- Individual Tutoring Program

