The Decision Sciences department offers online tutoring in addition to face-to-face tutoring. To access the online tutoring virtual classroom, please follow these steps:

1. Using a web browser, visit the following website:
   http://snipurl.com/decisionsciences tutoring
   and you will see the this page...

2. Check the times and days that tutoring is available and click on the link for the tutoring you need (either STAT or OPM) to open the tutoring virtual classroom

3. If this is your first time using Live Classroom on your computer, it is recommended that you run the “Setup Wizard” to make sure your computer will work with this technology.
Then choose the “Participant” login option.

4. At the Participant Login screen, type your name (First and Last names) and click the Enter button.
5. If you haven’t yet run the Setup Wizard, you will again be prompted at this time. If you are ready to enter the virtual classroom, click on the “click here” link near the bottom of the page.

6. The following screen shot shows the virtual classroom screen.

You should see the name of your tutor and any other students in the room in the list of People.
7. Here is some other useful information about using Live Classroom:
   a. You can talk to (and hear) your tutor using your computer’s audio. Click the **Talk** button to unmute your microphone. Pressing the **Control** key on your computer keyboard will also turn on the **Talk** feature.

   ![Talk button](image)

   b. If you do not have a computer microphone, you can click the telephone icon in Live Classroom to see a phone number and personal ID number (PIN). Calling this number and entering your PIN will allow you to communicate with others in the room using your phone.

   ![Simulcast window](image)

   c. Live Classroom also has a chat feature in the lower left corner. You can send your messages to everyone by selecting “Main Room” in the drop down box, or you can select any other individual and send your message just to them.

   ![Chat interface](image)

   d. Your tutor will have the ability to share his or her computer screen with you to show you pertinent information. If you have pertinent information on your computer screen, the tutor can also initiate a screen-sharing session for your computer. It is a good idea to close any programs that you do not need running to help boost performance.

If you have difficulty accessing the tutoring virtual classroom, you can contact the office of Instructional Technologies for LeBow College of Business on weekdays by emailing intech@lebow.drexel.edu. They will assist you in resolving technical issues so that you can participate in the online tutoring.