



## ECHO 2.0 Instructional Sheet

Echo 2.0 is an interactive tutoring service that incorporates new media technology to simulate the high quality educational services offered through face-to-face tutoring in the Communications Lab. It is offered as a service free of charge to OCCC students as an alternative to a Communications Lab visit. Getting started on ECHO 2.0 is simple; just follow the steps listed below, and you will be able to get help with your assignment or issue quickly.

### **Setting up the tutoring session:**

ECHO 2.0, unlike a Communications Lab visit, asks students to make appointments. This is to ensure that a tutor will be available and online at the same time you are. Appointments are simple to reserve. You can:

- ✓ Call 405-682-1611 ex. 7678.
- ✓ Send an email to [echo@occc.edu](mailto:echo@occc.edu).
- ✓ Talk to a Communications Lab tutor in person about reserving a spot.

Tutoring sessions will be reserved for 45 minute periods. You should plan accordingly. Appointments can be made as early as 1 hour before the tutoring session, depending on the volume of tutoring for that day.

- When reserving time, make sure to provide your name, your class and teacher, and a desired tutoring time.
- If you reserve a session through email, you will receive a response shortly confirming your time.
- Once you have reserved a time, send an electronic copy of your paper to the tutor prior to the session.
- Though the tutoring session will take place over a web cam and instant messaging service, a web cam on your end is not required. You should be able to see and hear the tutor whether you have a web cam or not.
- Make sure you log in on time for your tutoring session.

### **Instructions for setting up Skype account**

ECHO 2.0 encourages the use of Skype when interacting with the tutors. However, other video chat services can be used. Skype is an online service that features free instant messaging and free Skype-to-Skype calling, with and without video. If you do not currently use a chat service, we encourage you to take the following steps to set up a free Skype account before using ECHO 2.0.

- In your internet Web browser, go to [www.skype.com](http://www.skype.com).
- On the top left hand side of the Web site, select "Get Skype."
- Next, select the green box that says "Get Skype for Windows."
- Select the green box that says "Download Now."
- This should bring up a download box that asks you to save the installation program to your computer.
- Select "Save" and allow the program to download.
- The program should download to your Desktop.
- Open the program and follow the installation instructions.