

GoCAT Online Weekly Group Tutorials (eWGT)

Academic Guidance

A video version of this resource is available on the [HEFi website](#)

Introduction

- There will be one Online Weekly Group Tutorial (eWGT) course per Tutor for use for Personal Academic Tutees.
- Your professional services colleagues and College HEFi team are setting up the process whereby you will receive your group lists and creating the new eWGT courses that will appear in your list of courses in Canvas. Note, there are some manual operations required in this set up, so please be patient while colleagues set up the system.

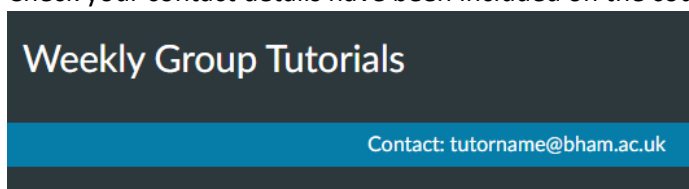
Process Overview

- Tutors will be able to locate their eWGT course in their list of courses in Canvas.
- Tutors will create Zoom meetings within eWGT courses via the course zoom link.
- Creating Zoom meeting links through Canvas ensures they are automatically added to the Canvas calendar, student app calendar and Zoom list in the course.
- Tutors will launch the Attendance Roll Call tool via the eWGT Canvas course and will complete the Attendance register during or shortly after Tutor group meetings.
- Where tutors have more than one eWGT group ensure you use a clear naming convention when setting up group meetings and share this group information with students through the usual programme or School channels.

Course set-up

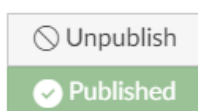
The Course navigation menu has been set to display the required items, including:

- Zoom
 - Announcements
 - Attendance
 - People
- Check your contact details have been included on the course homepage:



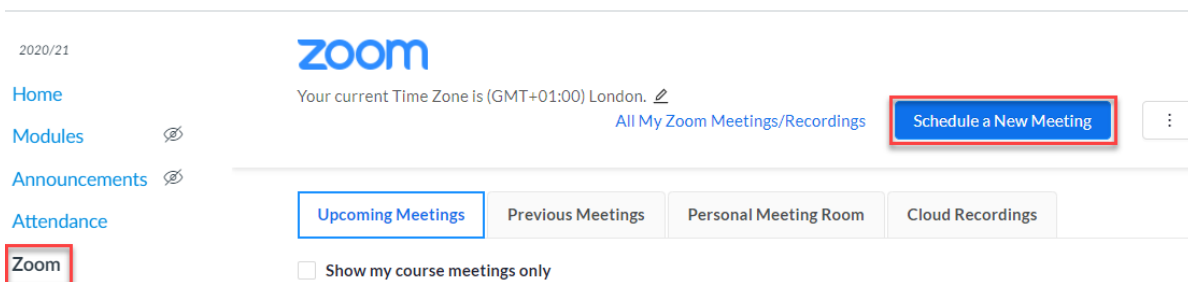
- Check the course is published so that it can be viewed by students:

Course status

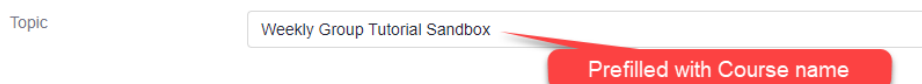


Setting up Zoom meetings

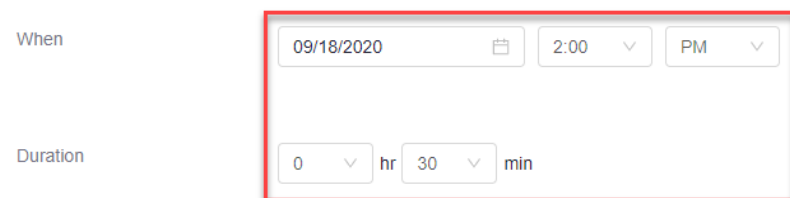
- Open the Zoom menu link in your eWGT Canvas course and select 'Schedule a New Meeting'.



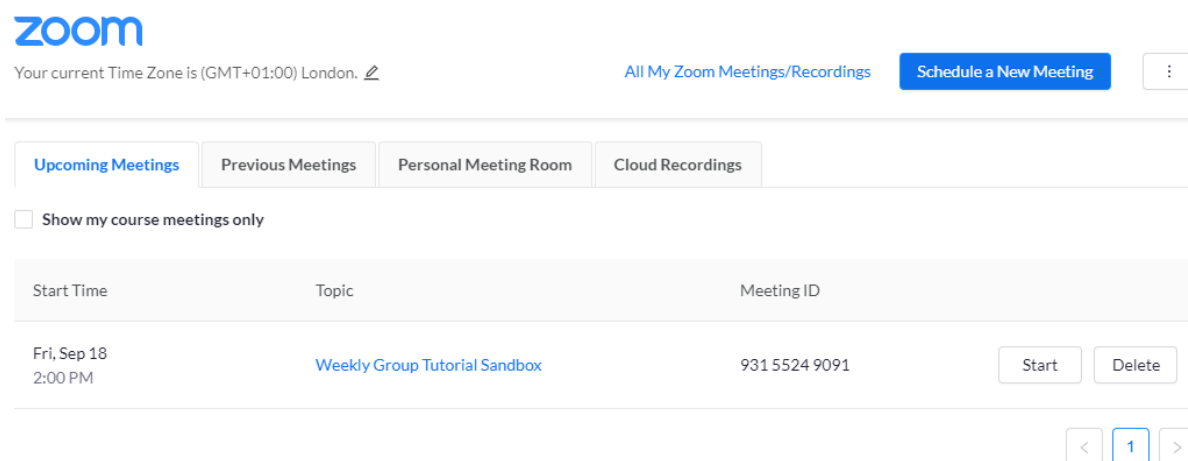
- The Name of the meeting will be Prefilled with "Weekly Group Tutorial: Your Name".
- If you have more than one eWGT group, then amend the meeting name using a clear naming convention for each group. For example, Your Name: eWGT Group 1; or Your Name: eWGT Year 2.



- Set the Date, Time and Duration of meeting



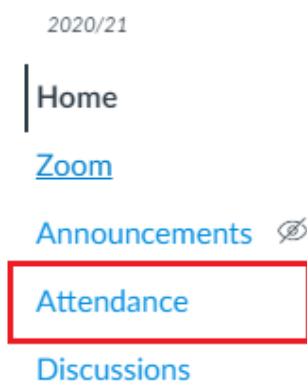
- Scroll down and save the meeting. A meeting summary page will display your chosen details.
- To view all the scheduled meetings, select the Zoom menu link in Canvas.



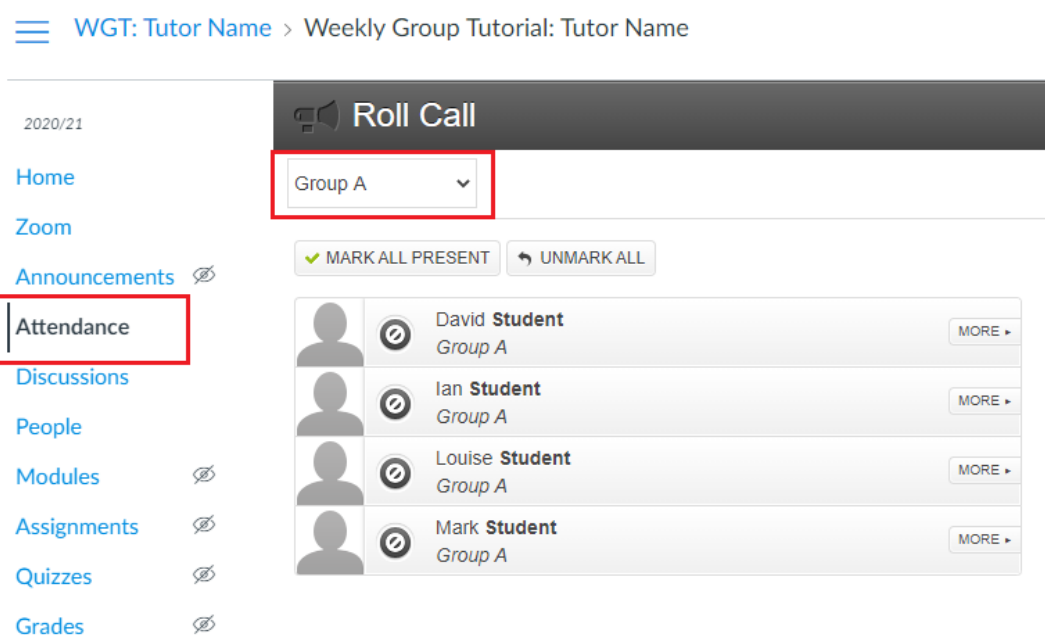
- Zoom meetings scheduled through Canvas will:
 - Be available to all students on that course
 - Be visible to students through the Canvas course menu Zoom link
 - Be added to the Canvas calendar
 - Be added to the Student App calendar

Using Attendance Roll Call

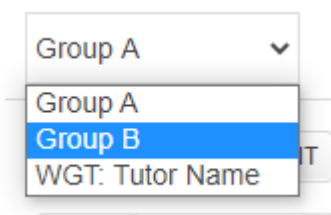
- During the Zoom meeting or shortly afterwards, click on the Attendance menu button.



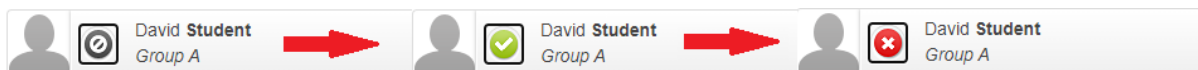
- This will load the Attendance Roll Call tool. Wait for the list of students to load. The page sometimes takes a few moments to load.
- Check the correct Group for your meeting is shown.



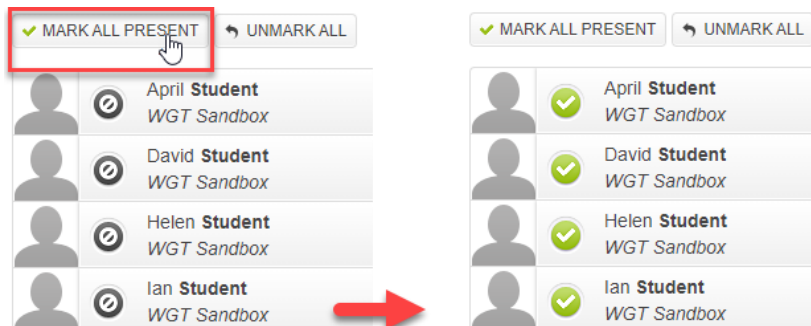
- You can change the group by selecting the drop-down arrow next to the group name. You will need to wait for the student list to refresh, this sometimes takes a few moments.



- Mark students present or absent using the button next to their name. Do not leave students unmarked either present or absent unless they are no longer in that group.



- If all students are present, select the 'Mark all present' button at the top of the list.



- Roll Call will automatically save the information and capture the Date and Time that students are registered.
- You can now exit Roll Call and Canvas.