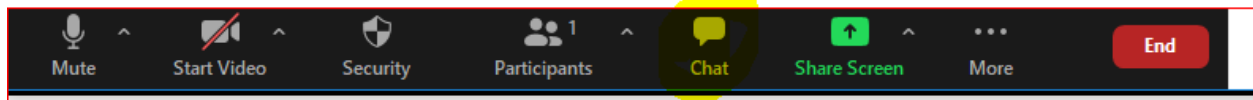
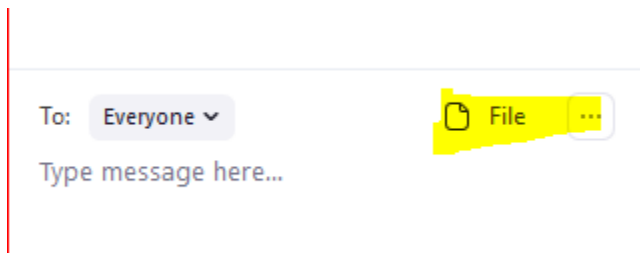


How do I text chat with my tutor?

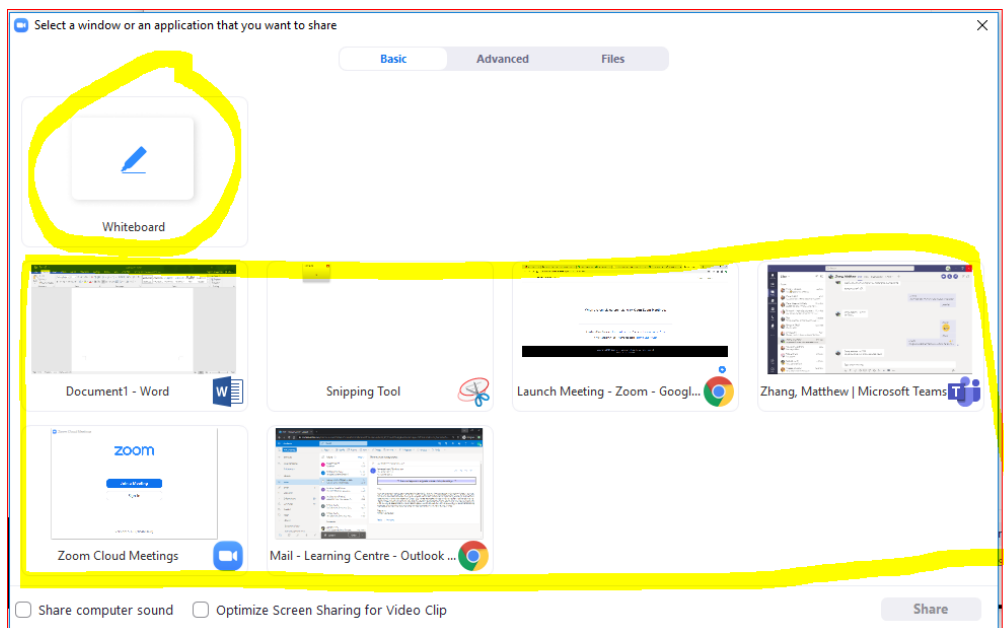
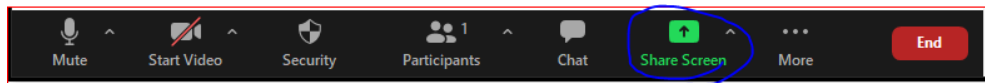


How can I share files on Zoom?

In the chat box, there is an option to send files.



How do I share my screen or use a whiteboard in Zoom?

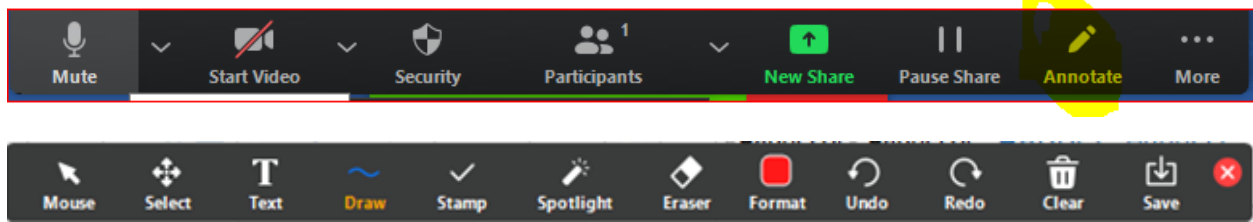


Am I allowed to record my Zoom sessions?

Students and tutors are prohibited from recording zoom sessions.

How can I annotate a file in Zoom?

After you share a file in Zoom, a menu will pop up at the top of your screen. Click "Annotate" and you will get different options for annotating.



For more help navigating Zoom, check out the videos below:

[Setting up audio/video](#)

[In-meeting actions \(chat, file sharing, record\)](#)

[Screensharing](#)

[Annotating on screenshare](#)

[Troubleshooting Common Zoom Problems](#)

If you have any questions or problems with booking an appointment you can always contact the Learning Centre directly.

1. Click on the drop down menu after “Welcome, First Name” dropdown
2. Send Message to Centre

You can also connect with us through our Ask-A-Tutor virtual front desk. We will get back to you as soon as we can.

**SEND MESSAGE TO CENTER** ✕

To send a question or comment to the Douglas College Learning Centre. If a response is needed, the center will respond to the email address that you use to access this system.

**Message**

Hello,  
Could you please help me with .....|

**SEND MESSAGE**

**Ask Here!**

**Learning Centre Ask-a-Tutor**

Peer tutors are available by chat to students needing support for online learning skills, including learning to use Blackboard and Office365 for course assignments (Note: These tutors do not help with login issues or tech support).

**Virtual Front Desk Hours**  
Mondays: 11:30 am - 2:30 pm  
Tuesdays - Fridays: 10:30 am - 2:30 pm

Welcome to the Learning Centre's Ask-a-Tutor Chat. ◀ ✉ ✕

Type your question in the box below and press Enter to start chatting.

Type your message here... **Submit**