



Using WhatsApp for Tutoring Checklist



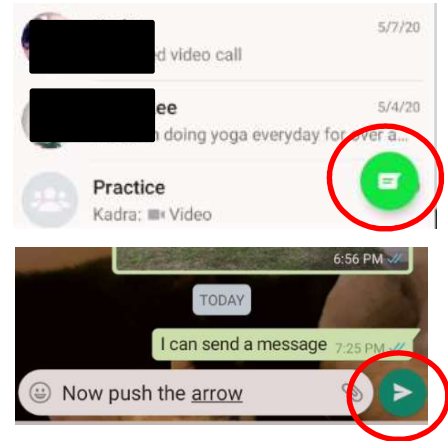
Note: The images in this checklist show an Android phone. iPhone examples are at the end of the checklist.

Before you begin tutoring, you should be able to...



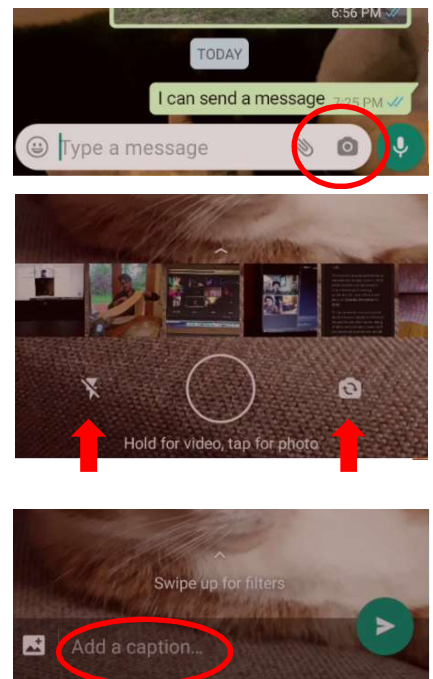
Send a text message

- Open **WhatsApp**
- Select the **New Message** icon (pictured)
- Select a **Contact** to receive the new message
- Type a text message
- Press the **send arrow** to the right of the message to send the message to your contact (pictured)



Send a picture

- Open **WhatsApp**
- Select the **New Message** icon
- Select a **Contact** to receive the new message
- Press the **camera icon** to the right of the message field (pictured)
- Tap on the **circle** in the bottom center of your screen to take a photo (pictured)
- Adjust the **flash** using the icon to the left of the circle (pictured)
- Change to the **front facing camera** using the **camera icon** to the right of the circle (pictured)
- Tap on the **add a caption field** below the picture in to type a caption (pictured)
- Press the send arrow to the right of the caption field to send the picture to your contact



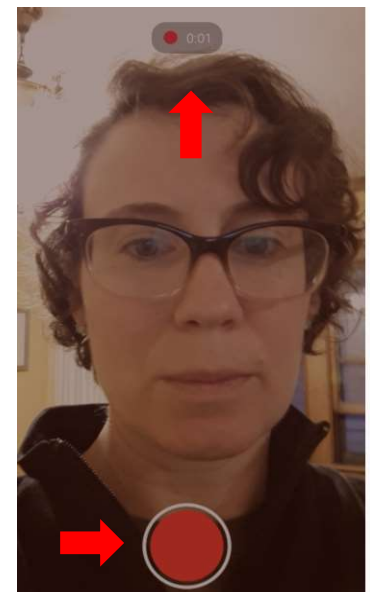
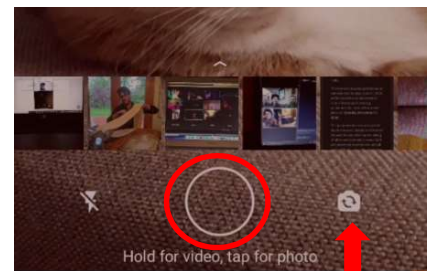
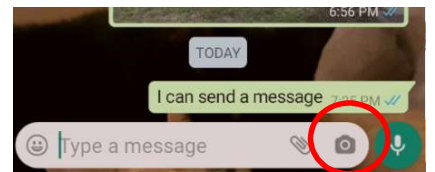
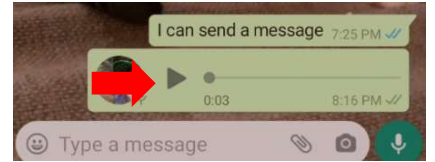
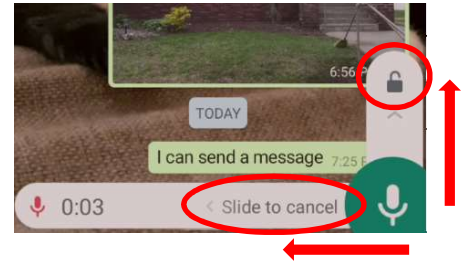
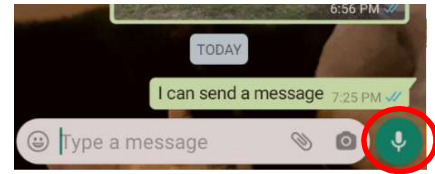
Send a voice message

- Open **WhatsApp**
- Select the **New Message** icon
- Select a **Contact** to receive the new message

- Hold down the **microphone icon** (pictured) to the right of the message field to record your voice message. You can **slide your finger up to keep the recorder locked** on while you speak (pictured)

Slide your finger to the left to cancel the recording (pictured)

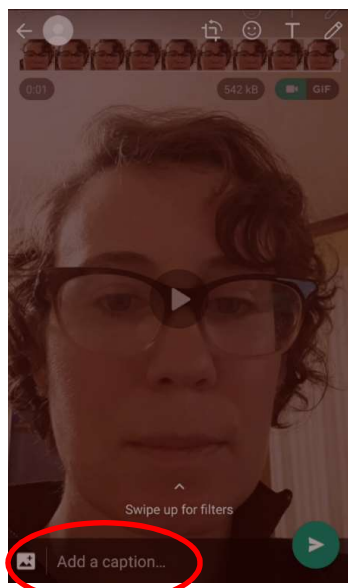
- After your message is recorded, it will automatically be sent to your contact and will appear in your chat (pictured)
- Your contact will tap on the play button to listen to your message



Send a video message

- Open **WhatsApp**
- Select the **New Message** icon
- Select a **Contact** to receive the new message
- Press the **camera icon** to the right of the message field (pictured)
- Choose the **rear facing** or **front facing camera** using the **camera icon** to the right of the circle (pictured)
- Hold down the **circle** in the bottom center of your screen to record a video (pictured)

While the video is recording, the circle will turn **red** and the **video recording time** will appear at the top of the screen (pictured to the right)

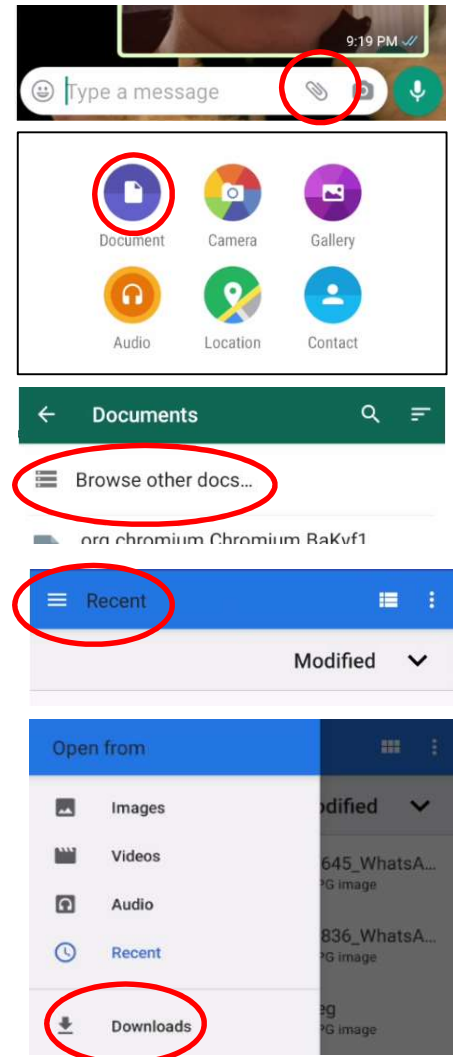
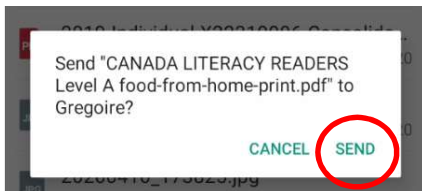


- When you have finished recording, you can tap the **add a caption field** below the video to type a caption (pictured to the left)
- Press the send arrow to the right of the caption field to send the picture to your contact
- Your contact will click on the **play icon** in the middle of the video to watch your message



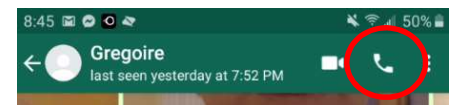
Attach a file

- Download the file that you want to share onto your phone
- Open **WhatsApp**
- Select the **New Message** icon
- Select a **Contact** to receive the file
- Press the **paperclip icon** to the right of the message field (pictured)
- Select the **Document icon** (pictured)
- Select the **Browse other docs** option at the top of the screen (pictured)
- Select the **Recent** option at the top of the screen (pictured)
- Select the **Downloads** option under the **Open from** menu (pictured)
- Select the document from your downloads that you will send to your contact
- Press **SEND** (pictured below)



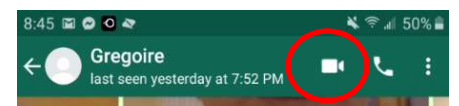
Make a voice call

- Open **WhatsApp**
- Select the **Contact** that you want to call
- Press the **phone icon** on the top right of the screen (pictured)
- When the call is finished, hang up by pressing the **red phone icon** at the bottom of the screen (pictured)

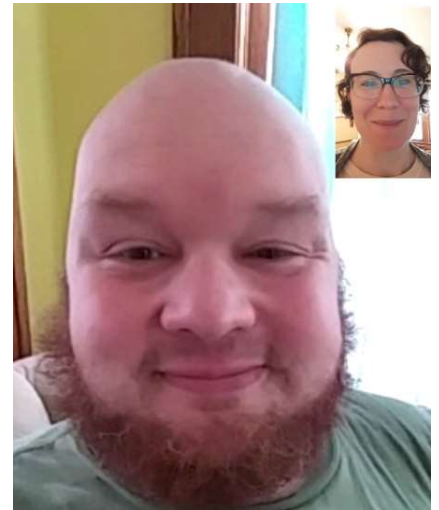


Make a video call

- Open **WhatsApp**
- Select the **Contact** that you want to call
- Press the **video icon** on the top right of the screen (pictured)

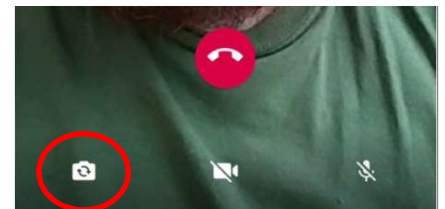


- During the video call, your contact will show up on the full screen, and your picture will appear as a small screen
- You can use your finger to drag the small screen to a different position
- When the call is finished, hang up by pressing the **red phone icon** at the bottom of the screen (pictured below)
- If you do not see the phone icon, tap the bottom of your screen to make it appear



Flip your camera during a video call

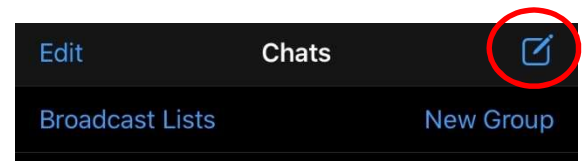
- Follow the steps above to make a video call
- During the video call, you can flip your camera from the **front facing camera** to the **rear facing camera**
- Tap the bottom of your phone to make the icons appear
- Tap the **camera icon** on the bottom left of the screen
- This will cause the camera to switch to the back of your phone so that it is facing outwards
- Tap the camera icon again to switch back to the front facing camera



Note: If you are using an iPhone, there will be some differences in the app.

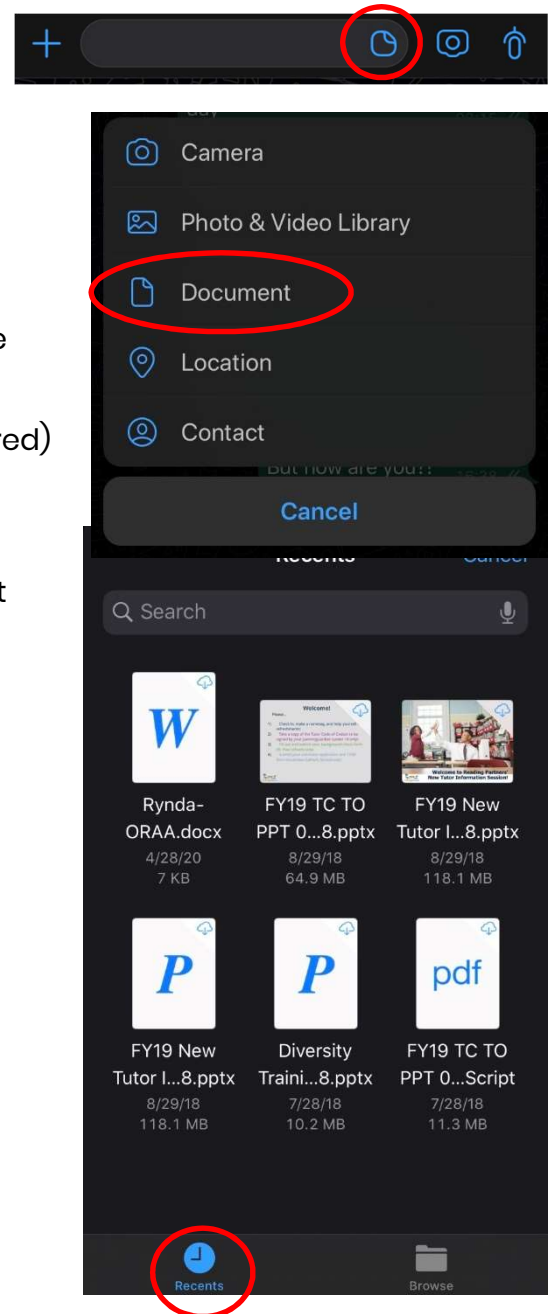
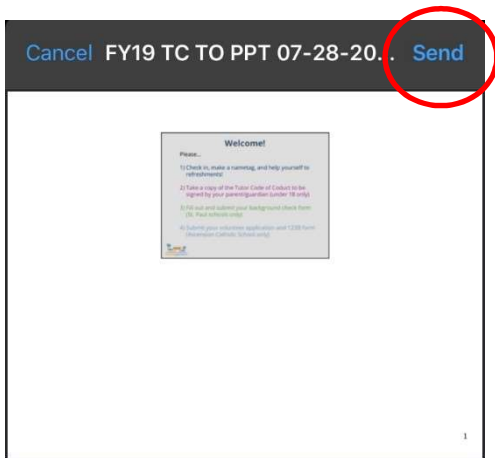
Send a text message

- The **new message icon** is located on the top right of the screen (pictured)



Attach a file

- Download the file that you want to share onto your phone
- Open **WhatsApp**
- Select the **New Message** icon
- Select a **Contact** to receive the file
- Press the **attachment icon** to the right of the message field (pictured)
- Select the **Document** option from the file menu (pictured)
- Select the **Recent** option at the bottom of the screen (pictured)
- Select the document from your recent downloads that you will send to your contact
- Press **SEND** (pictured below)





Using WhatsApp for Tutoring Checklist



Before you begin tutoring, you should be able to...

- Send a text message**
- Send a picture**
- Send a voice message**
- Send a video message**
- Attach a file**
- Make a voice call**
- Make a video call**
- Flip your camera during a video call**

When you begin tutoring, make sure the learner is able to...

- Send a text message**
- Send a picture**
- Send a voice message**
- Send a video message**
- Make a voice call**
- Make a video call**
- Flip their camera during a video call**

Helpful Videos for Getting Started:

TechBoomers WhatsApp Tutorials

https://www.youtube.com/watch?v=6Hlr_lpSBEQ&list=PLk3xjyeTggSZ68FPeRqyjhsolv5vd5Tkl

How to install WhatsApp on Android smartphones? Tutorial

<https://www.youtube.com/watch?v=1j5yrurWKuw>

How to use WhatsApp: 2020 Beginner's Guide

<https://www.youtube.com/watch?v=1j5yrurWKuw>

How to get and use WhatsApp on your iPad

<https://www.youtube.com/watch?v=Fg31dSjK3aw>

How to use WhatsApp on a Mac

<https://www.youtube.com/watch?v=A-HAY2VWITc>

How to install WhatsApp on Windows 10

https://www.youtube.com/watch?v=qKxmEj_iHqU

WhatsApp privacy settings

<https://www.youtube.com/watch?v=yOBF7i-9QAw>

Helpful Articles for Getting Started:

How to use WhatsApp

<https://www.goodhousekeeping.com/uk/consumer-advice/technology/a562093/whatsapp-tips/>

How to use WhatsApp on your computer

<https://www.lifewire.com/use-whatsapp-on-laptop-computer-4051534>

25 ideas for using WhatsApp with English language students

<https://oupeltglobalblog.com/2016/05/17/25-ideas-for-using-whatsapp-with-english-language-students/>

How to block someone on WhatsApp

<https://www.howtogeek.com/293020/how-to-block-someone-on-whatsapp/>

How to Use a Google Voice Number with WhatsApp

Dani Brown, Open Door Rondo

Do you use Google Voice or WhatsApp? If not, let's get them up and running on your phone so you can call or video chat with interested learners. In order to protect your personal phone number, please sign up for a Google Voice number using the steps below, and then use that number to create a secondary WhatsApp account as shown below.

Setting up Google Voice on your Smart Phone:

- On your phone, go to the App Store
- Search for and download Google Voice (available for Apple and Android)
- Follow instructions for linking your phone number to your new Google Voice account
- Write down your Google Voice Phone Number
- If you would like to test your number, you can call or text me at my Voice number: 612-564-2713.
- Move on to setting up WhatsApp (below)

Setting up WhatsApp on your Smart Phone:

WhatsApp is a texting, calling, and video app that most learners already use to stay connected with their families through their phones. You can text or show learners material visually through this app. Here's how to download WhatsApp onto your phone (info source: <https://www.timesnownews.com/technology-science/article/dual-whatsapp-how-to-use-two-whatsapp-accounts-on-one-smartphone/256133>):

Step 1: Install WhatsApp from Google Play Store and then register your PERSONAL phone number.

Step 2: If you already have a WhatsApp account running on your phone, skip step 1 and go to your phone's settings.

Step 3: In settings, type Dual App or Clone app or App Twin into the search bar and tap on the one that pops up.

Step 4: You will now see a list of apps that can be cloned, tap on the WhatsApp option and then select install



Step 5: Set up the second WhatsApp account and open the secondary app.

Step 6: Now tap on Agree and Continue while also allowing WhatsApp to access your files and contacts.

Step 7: Now, you will be asked to register your GOOGLE VOICE contact number. Just remember to add your secondary number and then you will be able to use your Google Voice number through WhatsApp to contact learners.