

## Accessing On-line Tutoring Through WC Online

1. Make an appointment as usual through WC Online. If you do not have an account with WC Online, please create one by following the "register for an account" link on the welcome page. When you make an appointment, you will see that the appointment window looks like this. The "Meet Online?" section is the only thing that is different.

\_\_\_\_\_  
To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**  
Tuesday, March 17, 2020: 3:30pm ▼ to 4:00pm ▼ Show REPEAT Options

**Staff or Resource**  
Colleen Reilly (1-on-1 Tutoring Schedule (Spring 2020))

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.  
**STAFF/RESOURCE EMAIL:** creilly@mariacollege.edu  
**LOCATION:** The Tutoring Center  
Placeholder

**Meet Online?**

Yes. Schedule **eTutoring** appointment. Click this button to send in your paper to have a tutor look at it. It may take 72 hours to receive the tutor's response.

Yes. Schedule **Online** appointment. Click this button for a same-time, appointment held online with a tutor.

If you choose an eTutoring appointment, upload your paper after the tutor's response. Watch your email for notification that your appointment has been modified or that someone has responded to your paper.

If you choose an online appointment, log back into this website at the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

2. Choose what kind of appointment you want.

**ETutoring** (also known as asynchronous tutoring) If you have a completed paper and just want the tutor to check it for errors or missing information, choose the eTutoring button (yellow directions).

- Your paper must be completed.
- You must upload your paper using the sharing files section at the bottom of the appointment window.
- Your paper may not be returned for 72 hours.
- You should upload a copy of the assignment so the tutor will know what content to check on.
- You must schedule a one-hour appointment.

**Online** appointment means that you will meet the tutor at the same time where you can discuss your work through chat, sharing documents, the use of a whiteboard, or video and voice calling. Most students will want this option (blue directions).

**3. Prepare your materials at least fifteen minutes before the start of your appointment.** This will include any study guides you have made and what the professor provided for you on Blackboard.

You will need to have the following documents ready to share electronically with your tutor. Please keep in mind that your tutor can only access things electronically. There is a video chat function, but they will probably not be able to see your textbook or article. **This means you should have downloaded copies of each of these onto your computer (and remember where you saved them) so you can share them.**

**\*\*\*The tutor will not have access to your textbook. If there is a particular section you are struggling with, you will have to take a picture of it and upload it to your computer in order to be able to share it with the tutor.\*\*\***

If this is the first time you are using online tutoring, you may also want to log in early so you can figure out how to use all the features.

### **For Written Assignments**

- the professor's requirements for the assignment you are working on
- materials you are using for the assignment (for example, any articles your teacher may have assigned, links to sources you are using)
- what you have completed so far of the assignment if it is a written document
- the rubric if available
- If you need help with understanding your text book, you will need to take a picture and upload it to your computer in order to share it with your tutor.

### **For Exam or Test Preparation**

- a list of the topics you will be tested on in a document you can share with the tutor
- specific questions you have about the material
- a copy of any PowerPoints you may have downloaded
- course objectives from your syllabus
- If you need help with understanding your text book, you will need to take a picture and upload it to your computer in order to share it with your tutor.

### **For Improving Understanding of a Topic**

- any PowerPoints or articles the professor has provided
- the course objectives from your syllabus
- If you need help with understanding your text book, you will need to take a picture and upload it to your computer in order to share it with your tutor.

4. You can join the online session by clicking on your premade appointment (the yellow box, just like you would to cancel or change your appointment).

You will see the space to join in the appointment window. Click where the arrow shows you.

maricolllege.mywconline.com/reserve.php?id=sc5e6fd2225c15d

## View Existing Appointment

**Client**  
Colleen Reilly

**Appointment Date**  
Monday, March 16, 2020  
3:30pm to 4:00pm [MARK MISSED]


**Staff or Resource**  
Colleen Reilly

**ONLINE**  
CREATED: Mar. 16, 2020 2:23pm by Colleen Reilly

**Post-Session Client Report Forms**  
[Add New or View Existing](#)

**STAFF/RESOURCE EMAIL:** creilly@maricolllege.edu  
**LOCATION:** The Tutoring Center  
Placeholder

**MEET ONLINE? ONLINE**  
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

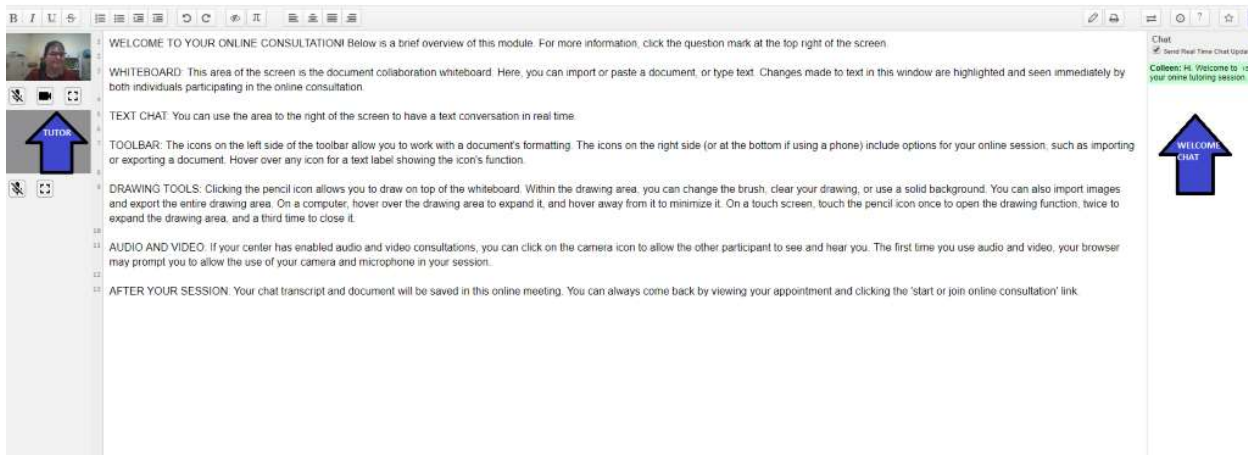
[START OR JOIN ONLINE CONSULTATION](#) 

**Appointment Focus**

What course assigned the project/assignment you're working on today?

Who is the instructor for this course?

Once the tutor logs into the online session, they will greet you with a chat.



WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

**WHITEBOARD:** This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

**TEXT CHAT:** You can use the area to the right of the screen to have a text conversation in real time.


**TOOLBAR:** The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

**DRAWING TOOLS:** Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

**AUDIO AND VIDEO:** If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

**AFTER YOUR SESSION:** Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

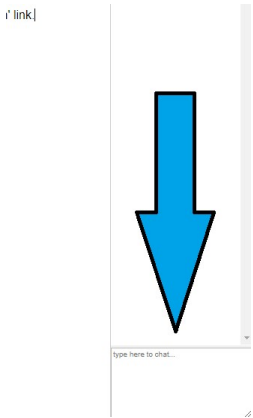
Chat  
Send Peer Time Chat Update  
Colleen: Hi, Welcome to your online tutoring session.

 WELCOME TO CHAT

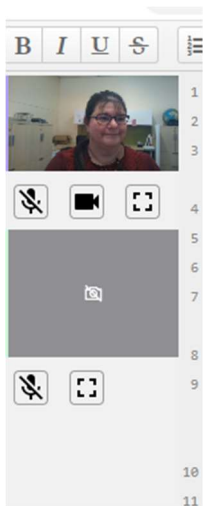
The white section in the middle of the page where you see all those directions is what is called the whiteboard. That is where the material you are discussing will be. Once you import a file the directions will be replaced with your work.

### How to Use the Tools

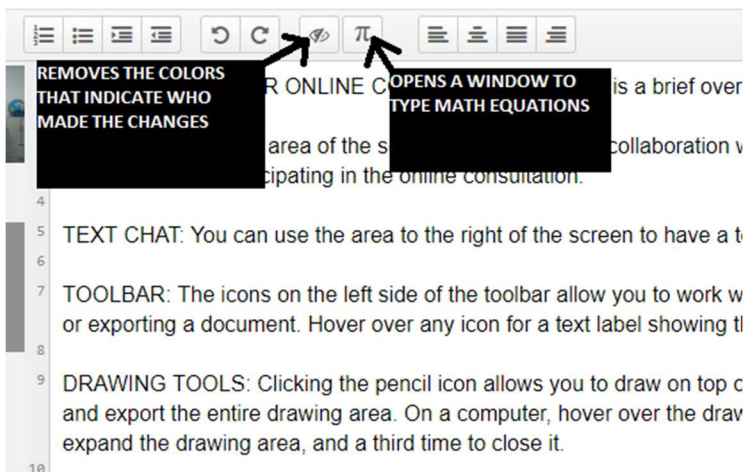
First, the chat box is way in the bottom right corner. The conversation will save.



You can turn on and off video in the left column. Please remember that if your camera and mic are on, the tutor can hear and see whatever happens behind you. Let people in your space know you are video chatting and be aware of what is in the background.

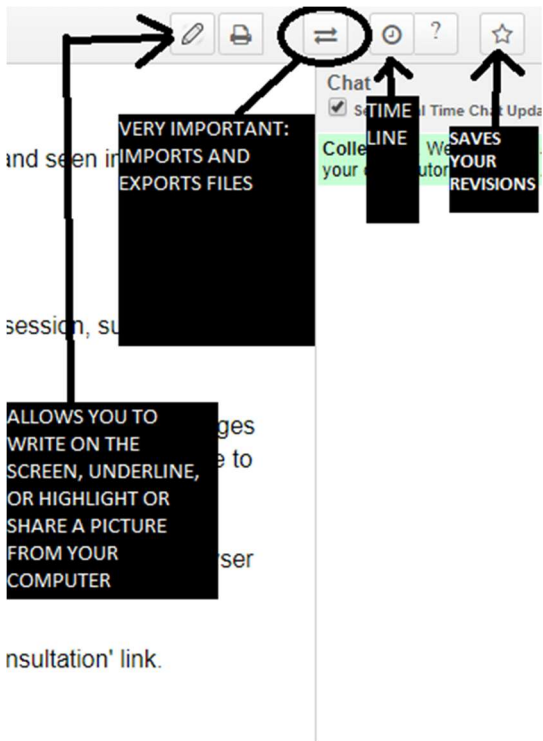


This labels what the **unusual** buttons at the top will do. LEFT SIDE

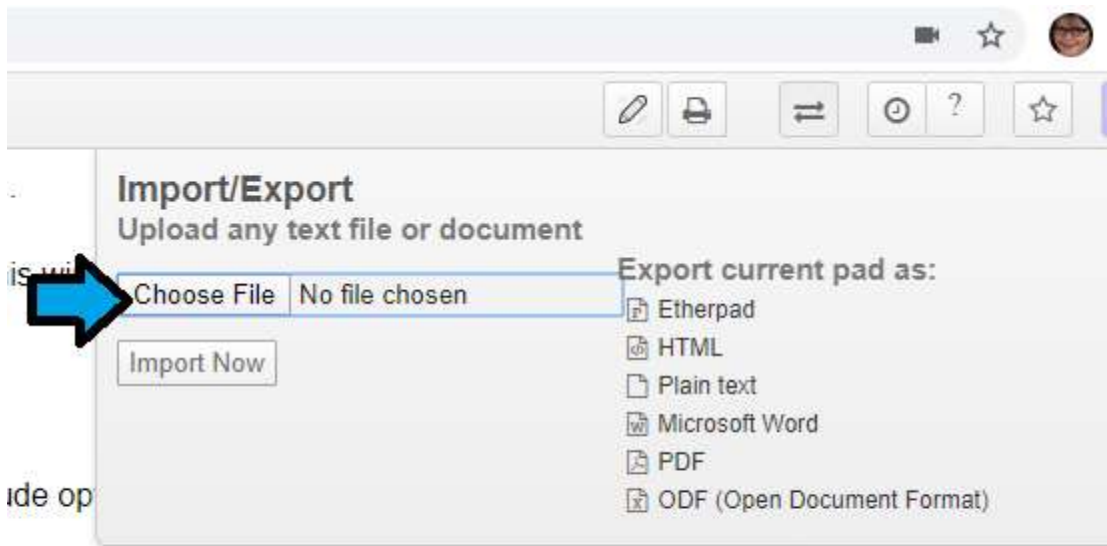


RIGHT SIDE

Student Instructions Remote WCO



5. Click on the import export button, circled above, to add your file when the tutor asks you for it.



ie a solid background. You can also import images  
:il icon once to open the drawing function, twice to

6. Click choose file to select a file from your computer to load to the screen. You and your tutor will both be able to see the text. Unfortunately, the text will not preserve any formatting. It is text only. Please remember this when you are working on your document for submission. You can also save the material in the whiteboard space by exporting it.

**Other tools:** Clicking on the little pencil will open a different window. It is designed to be used to draw or highlight or share images. The dialogue box moves back and forth on the screen. It's especially annoying on smaller laptops and touch screens. Keep clicking the pencil to turn the dialogue box on or off.

From left to right the buttons on the edit (pencil) window are highlight, draw, (IDK), choose color, clear all notes, make things transparent, and share a picture (it has to be one already downloaded to your computer).

7. If you are having trouble, don't hesitate to ask your tutor for more help. If you and your tutor lose your connection, try again. You can also contact [Creilly@mariacollege.edu](mailto:Creilly@mariacollege.edu) or [Jcoley@mariacollege.edu](mailto:Jcoley@mariacollege.edu) for more help.