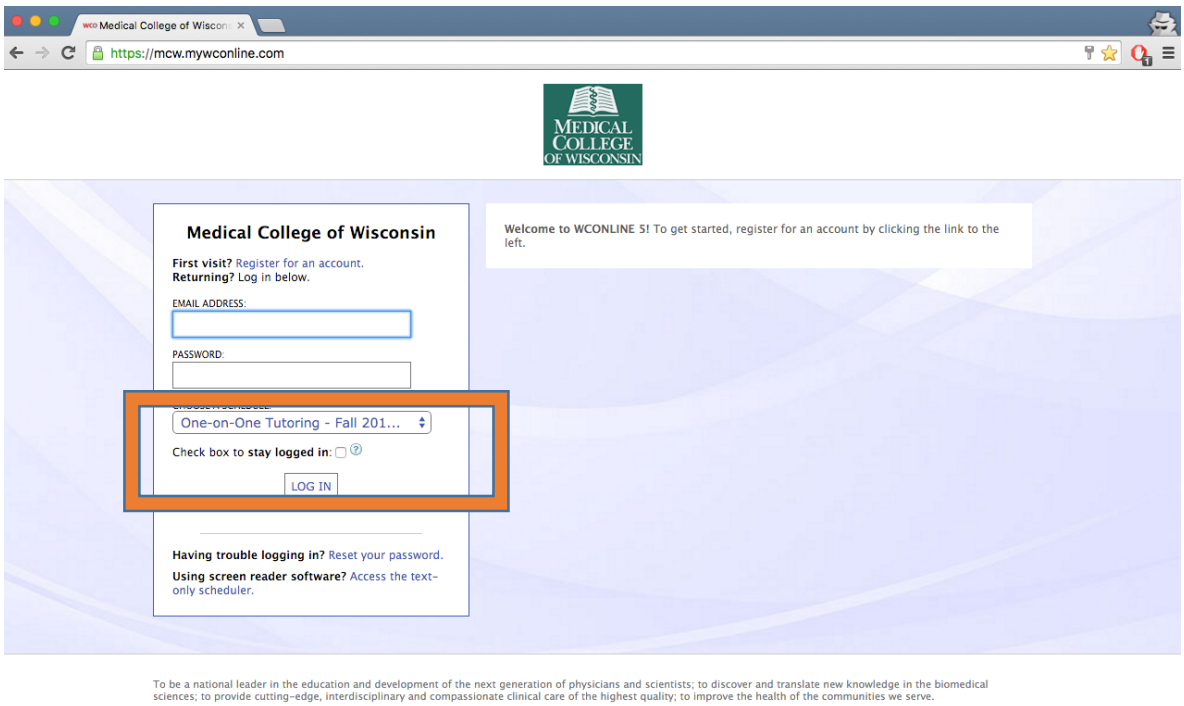
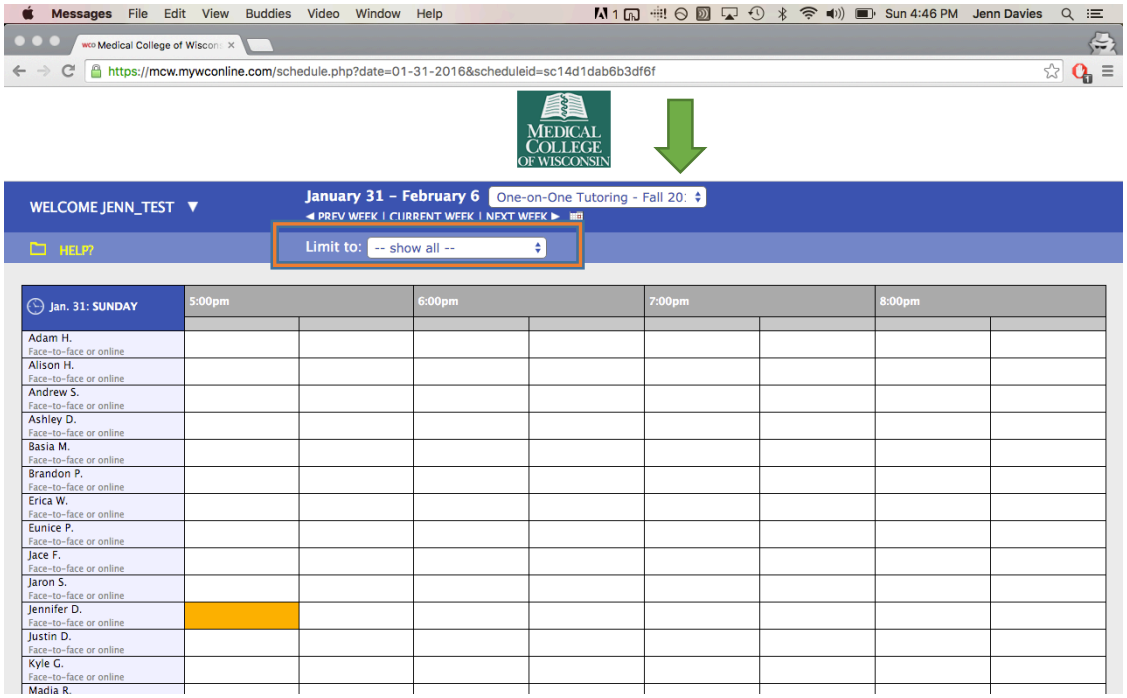
WCOnline – Scheduling an appointment with a One-on-One Tutor

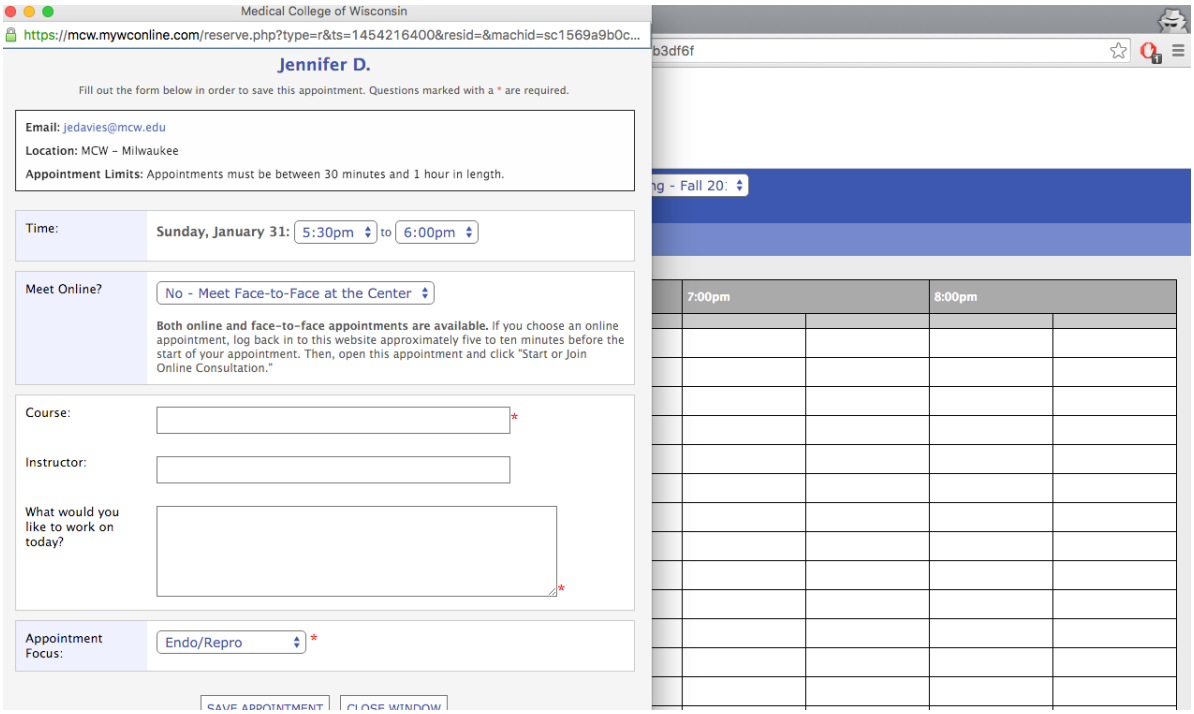
1. Sign in with your account under the “One-on-One Tutoring” Schedule. If you are interested in registering for a large-group tutoring appointment, use this dropdown menu to access the “Academic Enhancement” schedule.



2. By default, you will see all the One-on-One tutors listed for all open days that week, and the times they are available. You can see that there is an online appointment scheduled with Jennifer D. at 5PM, noted by the orange block of time. Simply change the ‘Limit to:’ dropdown menu to see the tutors that are assigned to your class. If you need to find a date that is not shown, use the arrows (green arrow) to advance weeks.



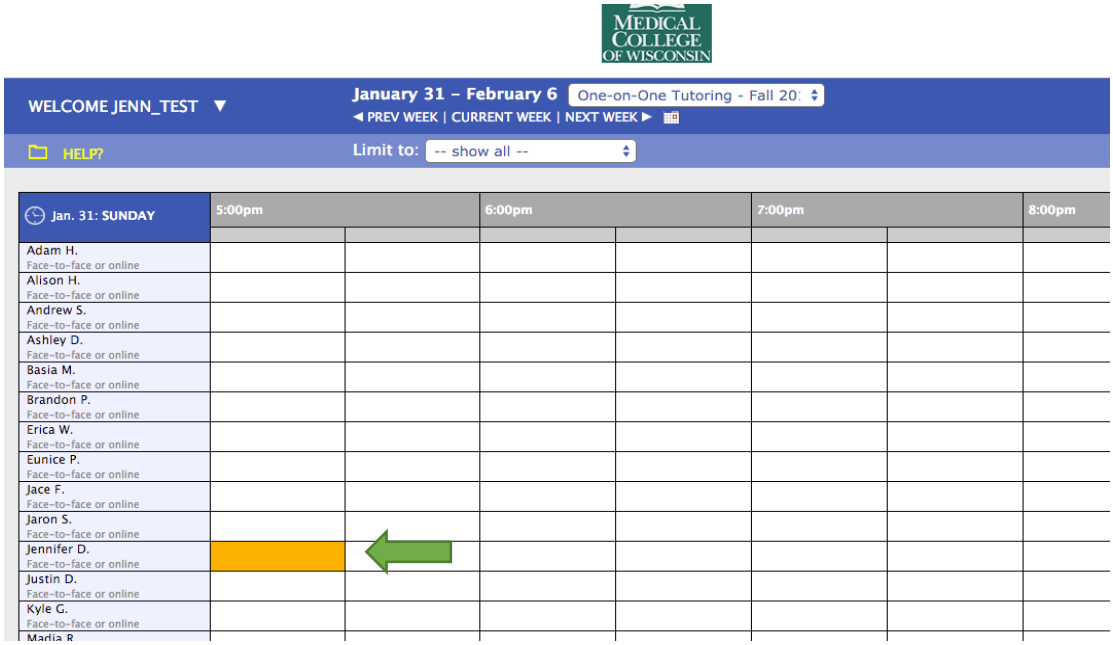
3. To make an appointment, click on the block of time that you would like the appointment to begin. A window will pop up asking you to provide information about your appointment. You may choose an online or face-to-face appointment.



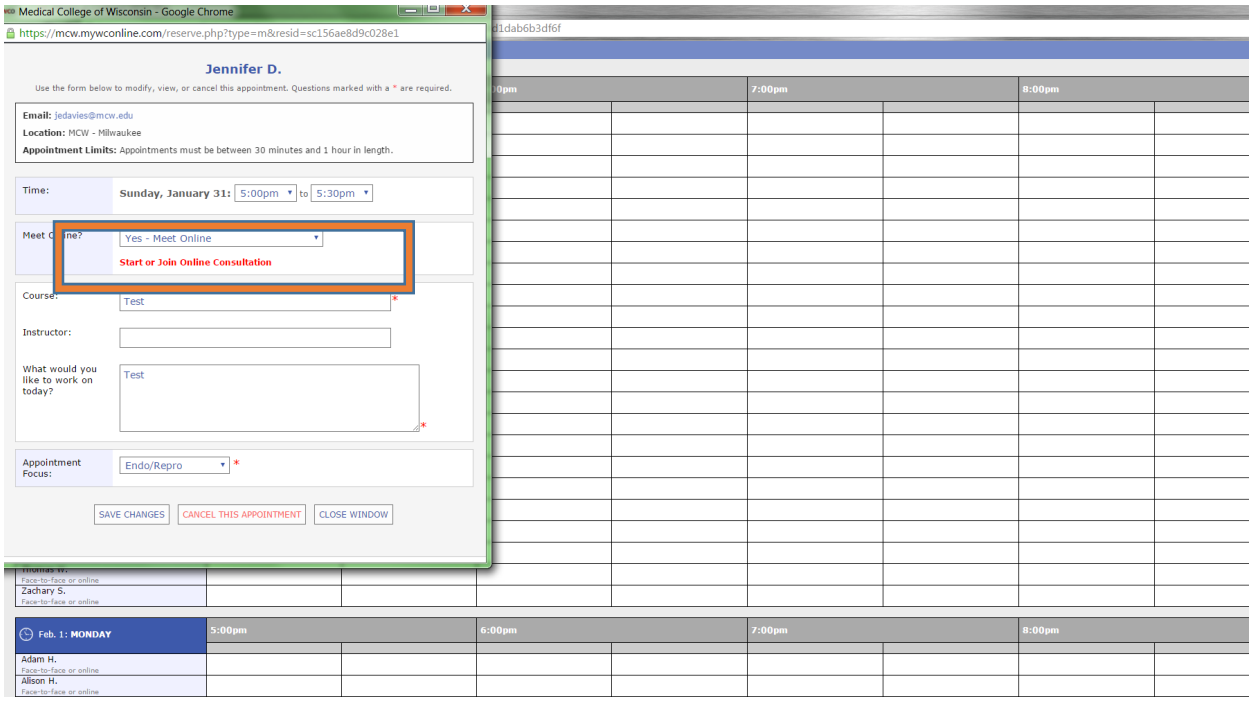
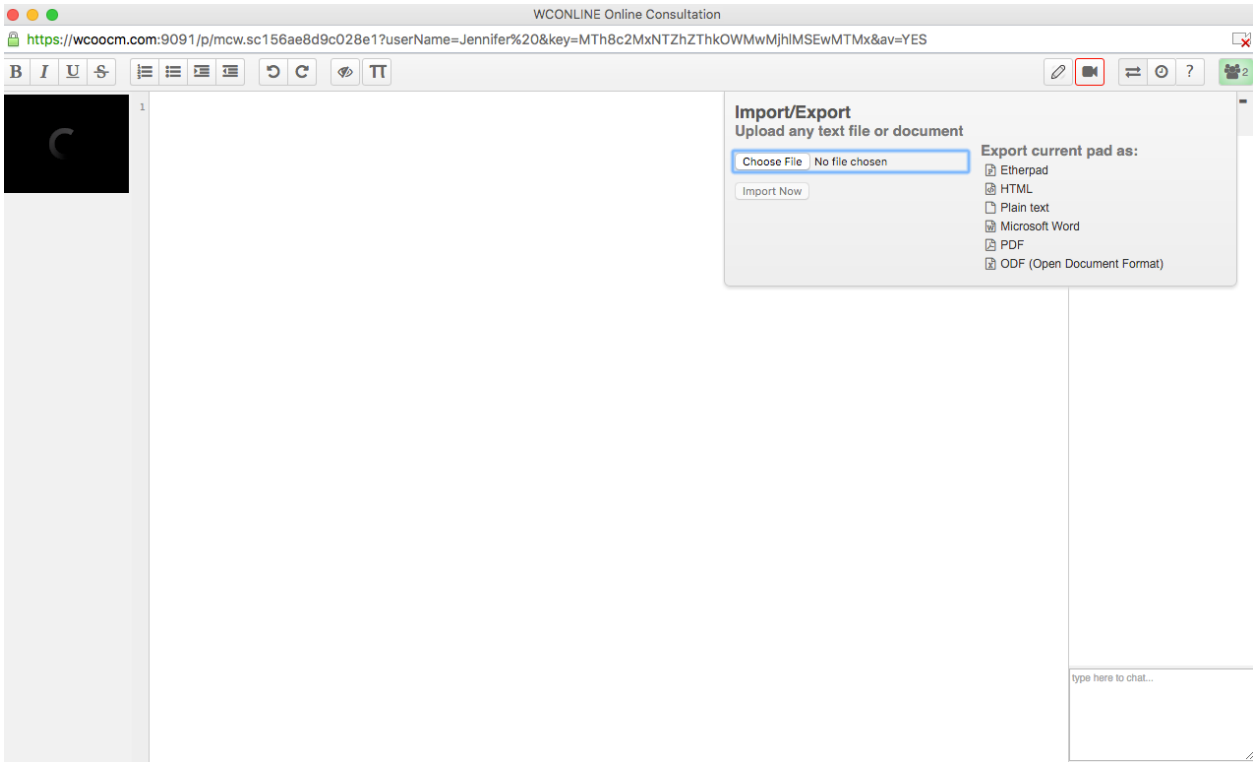
4. Once you have filled in the required fields, click 'Save Appointment'. You will receive an email confirmation.

Meeting for an Online Appointment

1. If you are scheduled for an online appointment, access the schedule and locate your appointment. At the scheduled time, click on the time block.



2. The appointment window will open. Click on 'Start or Join Online Consultation" to begin the online appointment.



3. The Online Tutoring Consultation will open in a new window. You will be asked if you would like to use your computer's camera and microphone for the encounter (recommended). However, there is also a text chat available. You may upload files from your computer, draw/type on the whiteboard, as you see fit. Close the window to end the encounter.