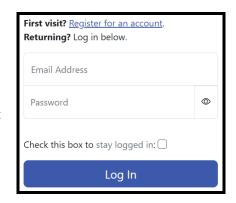


How to Register for a Tutoring Appointment with WCOnline

- 1. Direct your browser to **baker.mywconline.com**
- 2. Click Register for an Account
- 3. Complete all required * fields. Use your Baker College Gmail account as your email address.
- Once you've successfully created your user profile, return to the sign-on screen and enter your email address and password. Finally, click LOG IN.



5. Once logged in, you will find a schedule with tutoring availability for the week.



6. By clicking on the "Show All 'Please pick a subject:' Options" drop-down menu, you can view a convenient list of courses / disciplines and services for which we offer tutoring services. Select a course or service and the schedule will narrow the results based on the consultants who tutor that discipline or for that service. Or, if you know the tutor you'd like to meet with, find them by selecting "Show All Staff & Resources."

Aug. 27: Wednesday	6:00 am		7:00 am		8:00 am		9:00 am		10:00 am		11:00 am		12:00 pm		1:00 pm		2:00 pm		3:00 pm	
a.) Lana Sumpter 🗷																				
a.) Sara Wilk 🗷																				
a.) Skylar Pardee 🗷																				
Ahmad Sabbagh 🗹																				1
Arielle Pasquier 🗷																				
b.) Arielle Pasquier 🗷																				
b.) Lana Sumpter 🗷																				
Bary Pollack 🗷																				

- 7. Click any white box to schedule an appointment. If the consultant (tutor) meets with groups (visible under the consultant's name), you can add yourself to a group.
- 8. Complete the required * information on the appointment form.

9. The types of sessions are explained below.

Appointment Type

- Schedule Online Live (Synchronous) Zoom appointment.
 Synchronous-Online Live sessions will enable you to meet with a consultant during real-time, virtually, via Zoom. If you choose a Synchronous-Online Live session, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click on your consultant's Zoom link, located above (see the highlighted section).
- Schedule Online (Asynchronous) appointment. Asynchronous-Online sessions allow you to receive feedback from a consultant without meeting in real-time. If you choose an Asynchronous-Online session, upload your paper after making this appointment. Then, watch your email for a notification that a consultant has responded to / provided feedback on your paper. The standard turn-around time for asynchronous feedback is 24 hours. To locate your feedback, click on the day/time of your appointment and scroll down to the bottom of the appointment form.

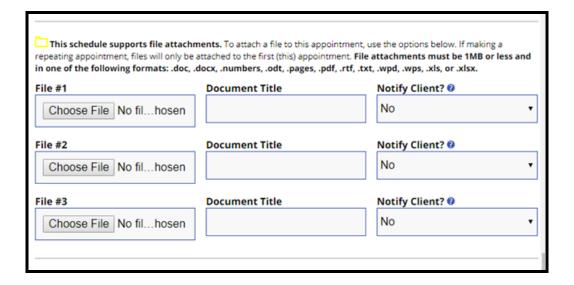
A **Synchronous-online (Online Live) appointment** means the consultant (tutor) will meet you at the scheduled time, virtually face-to-face (online) in real-time via Zoom.

An **Asynchronous (online) appointment** means that you can upload your work to the consultant (tutor) via WCOnline, and they will give you feedback within a 24-hour period.

Once you've made your selection, click **CREATE APPOINTMENT**.

View Existing Appointment The appointment was saved successfully. Continue working with the appointment below or close this window if finished. Client Jessica Hoover Appointment Date Wednesday, May 29, 2019 8:00am to 8:30am Staff or Resource x.) Annette Ternullo Appointment Date Wednesday, May 29, 2019 8:00am to 8:30am Post-Session Client Report Forms Add New or View Existing

10. If you have scheduled an **Asynchronous-Online appointment**, you will need to attach a document to submit to the consultant.



- 11. Once your consultant has provided feedback on your document, you will receive an email alert from WCOnline. To locate the feedback from your consultant, click on the colored square of the day/time of your asynchronous session, and scroll down to the uploaded document.
- 12. If you scheduled a **Synchronous-Online Live appointment**, you will need to click on the colored square of the day/time that you chose to meet the consultant, virtually, at least 5 minutes before your session starts. Click on the consultant's Zoom Room link which can be found on the consultant's bio on the appointment form. The consultant will join you in the virtual meeting at your scheduled time.

ZOOM ROOM (for synchronous sessions) LINK: https://bakercollege.zoom.us/j/9614366891?pwd=YkVldDdIdWNGWlc4MmpXRmUrSEpVZz09

Questions? Concerns? Email us! tutoring@baker.edu