Online Tutoring: A Quick Guide

This Quick Guide provides instructions for booking synchronous Live Tutoring and asynchronous eTutoring appointments on the WCONLINE scheduling system. A **Live Tutoring** appointment is an online video, voice, and chat consultation that allows you to meet virtually with a tutor. An **eTutoring** appointment allows you to receive written feedback on your writing.

PART 1: Booking and Joining a Live Tutoring Appointment on WCONLINE

1. Log into WCONLINE: https://ualberta.mywconline.net/. If you do not have a WCOnline account, please register with your UofA email address. The "Live Tutoring" schedule is selected by default when logging in.

2. Select an available online tutor and time slot (in white). This will open a pop-up window.

3. In the pop-up window, the **Online** appointment option is selected by default. Fill in the blanks marked with * and **attach documents if necessary**. Your appointment slot will appear in

<mark>yellow</mark> after clicking the "Create Appointment" button. You can book up to TWO 30-minute appointments every week.

4. You can **modify or cancel your appointment** by clicking it at any time before your appointment starts. Set a calendar reminder so as not to miss your appointment.

5. A few minutes before your appointment, log into your WCOnline account, **find and click your appointment (in yellow)** to open the appointment form.

6. **Click "Start or Join Online Consultations"** to open the consultation screen.

7. **Please allow WCOnline to access your computer's microphone and camera when asked.** A consultation screen will have a "whiteboard" area in the middle, a toolbar at the top, a live text chat area on the right side, and a video area on the left (when you enable mic and camera). The "whiteboard" has instructions on how to use different features. Once both you

and the tutor join the consultation, the tutoring session will begin. Please refer to <u>"Using the</u> <u>Online Consultation Module"</u> to learn about different tools on the consultation screen.
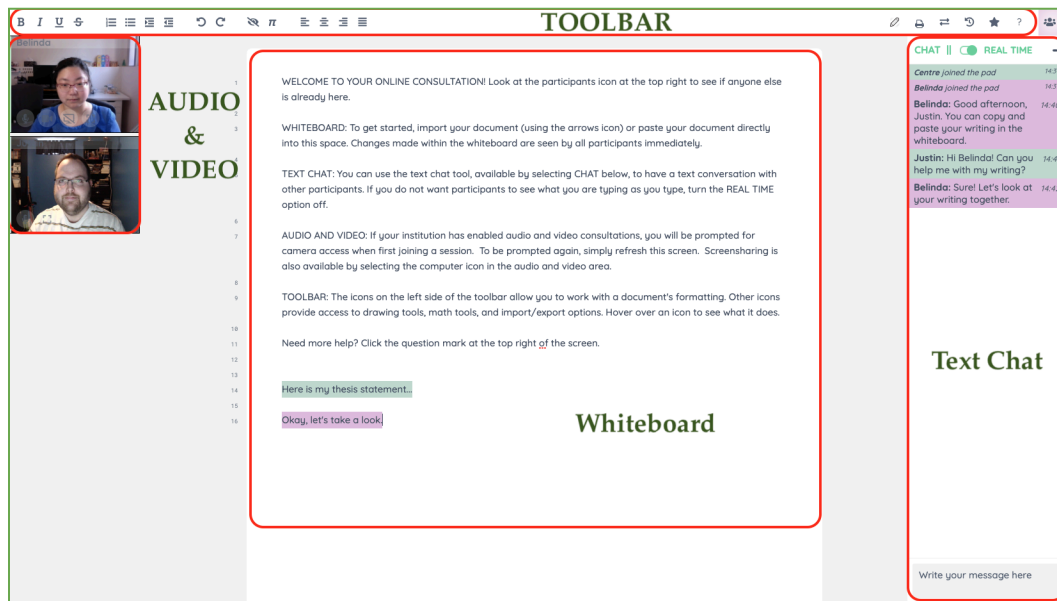
8. To upload your document to the "whiteboard," you can either **copy and paste** your writing directly into the whiteboard or **upload a file**. <u>Either method will impact the formatting of your document</u> as WCOnline converts the document to simple text. To **upload a file**, **click the "two arrows" button** in the top right-hand corner of the screen above the chatbox. A pop-up message will appear giving you the option to import or export a file. To import, click "Choose File," locate your document, and then click "Import Now." Your document will appear in the "whiteboard" area.
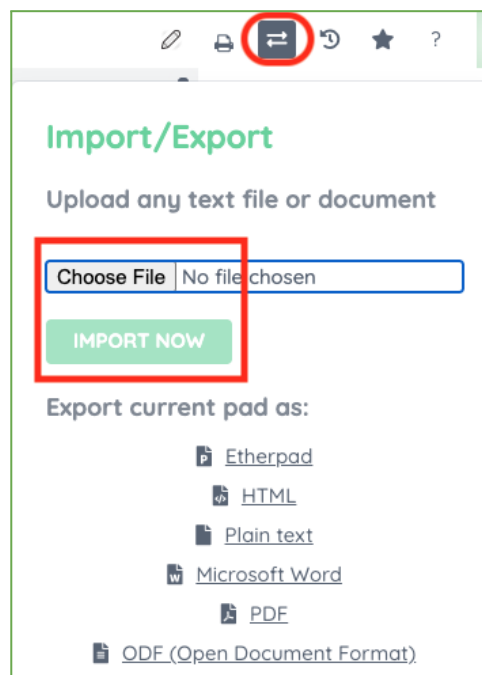
NOTE: You can share your Google Docs/Slides document when the formatting is important. Make sure you set the access permission to "Anyone with the link **can**

comment," then click "Copy Link" to share it in the chatbox. Do not close the consultation window as the microphone will still work no matter what you are looking at on your screen.
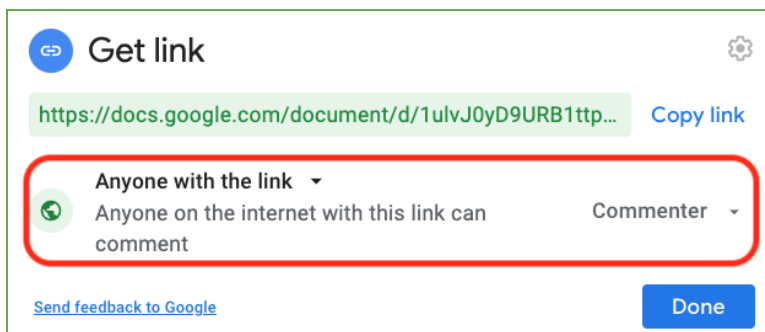

9. You can **type directly** in the "whiteboard" area to make comments and revise your writing; you can also **chat** with your tutor using the live chat function. Your typing in both areas will be color-coded. **Use the line/paragraph numbers** on the left side of the "whiteboard" to locate the section of the writing you would like to work on. You can exit and rejoin your online appointment anytime during the tutoring session.

10. When your appointment is complete, **click the "two arrows" button** again to export your revised document. The revised and exported document will be saved as a new file.
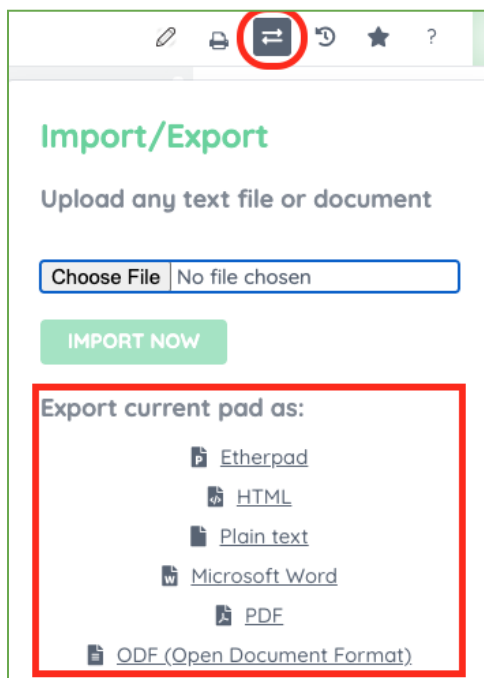
11. **Close the consultation window** to exit your online tutoring session. You can return to the appointment to see the "whiteboard" and chat history on WCONLINE at any time.

PART 2: Making an eTutoring Appointment on WCONLINE

1. **Select the "eTutoring" schedule** when logging into WCONLINE. If you do not have a WCONLINE account, please register with your UofA email address.

Writing Services - University of Alberta

First visit? Register for an account.
Returning? Log in below.

Email Address

Password

AVAILABLE SCHEDULES

○ **Live Tutoring - Fall 2022**

⦿ eTutoring - Fall 2022

Check box to **stay logged in:** ☐ ❓

LOG IN

Having trouble logging in?
Reset your password.

Receiving unwanted text messages?
Remove your mobile number.

2. Select an available eTutor and time slot (in white). This will open a pop-up window.

Feb. 14: Monday	SLOT 1	SLOT 2	SLOT 3
Jaysin (eTutor) ✎ ETUTORING ONLY			
Vivian (eTutor) ✎ ETUTORING ONLY			
			WAITING LIST: FEBRUARY 14, 2022

3. In the pop-up window, the **eTutoring** appointment option is selected by default. Follow the instructions, fill in the blanks marked with *, and **attach your writing**. Your appointment slot will appear in yellow after clicking the "Create Appointment" button.

Meet Online?

⦿ Yes. Schedule **eTutoring** appointment.
If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

4. Your eTutor will spend one hour reviewing your writing and provide feedback within 3 business days. Watch your email for when your eTutor attaches feedback to your appointment.