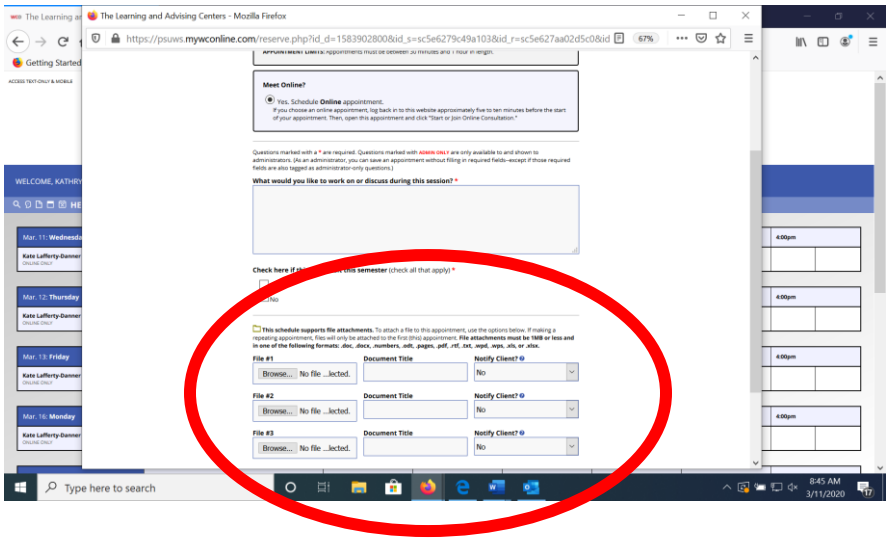
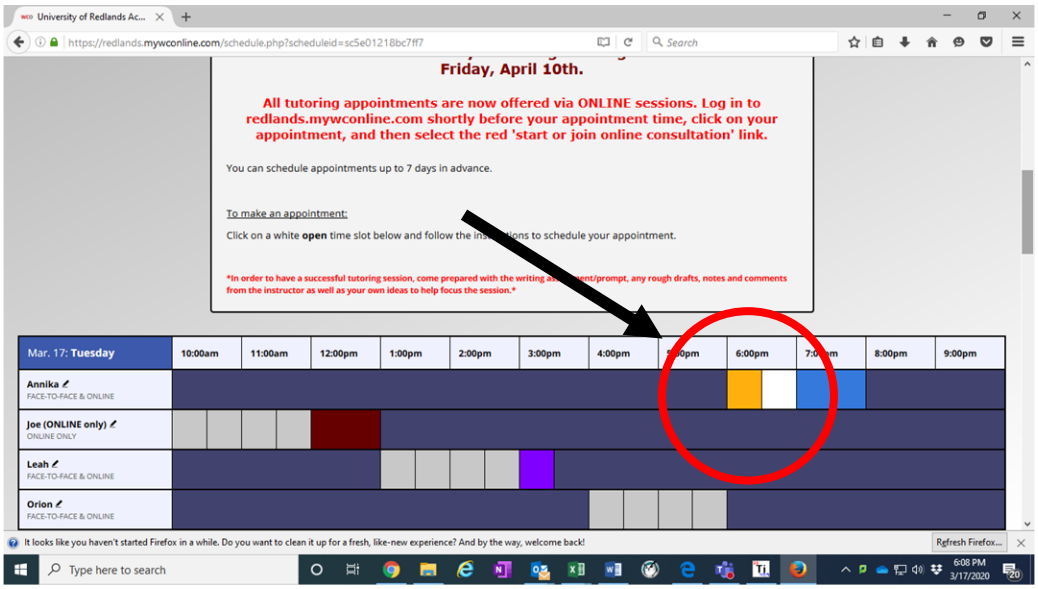
Instructions for How to use Online Tutoring

1. Make an appointment at redlands.mywconline.com, the way you normally do for a face-to-face appointment. (If you haven't used the site before, you'll need to register for an account.) Select the subject tutoring or writing tutoring schedule. When creating your appointment, you can also attach anything you'd like to discuss with your tutor at this time. There will be an upload documents section at the bottom of the appointment form that looks like this:



2. You will receive an email or text (depending on your notification preferences upon registration) with instructions on how to access your online appointment and a reminder of the time/date of your appointment.
3. About 5 minutes before your appointment, log onto redlands.mywconline.com and find your appointment.
4. Click on your appointment (it will be in yellow).



5. A new window will appear that looks like this. Click the **"START OR JOIN ONLINE CONSULTATION"** button.

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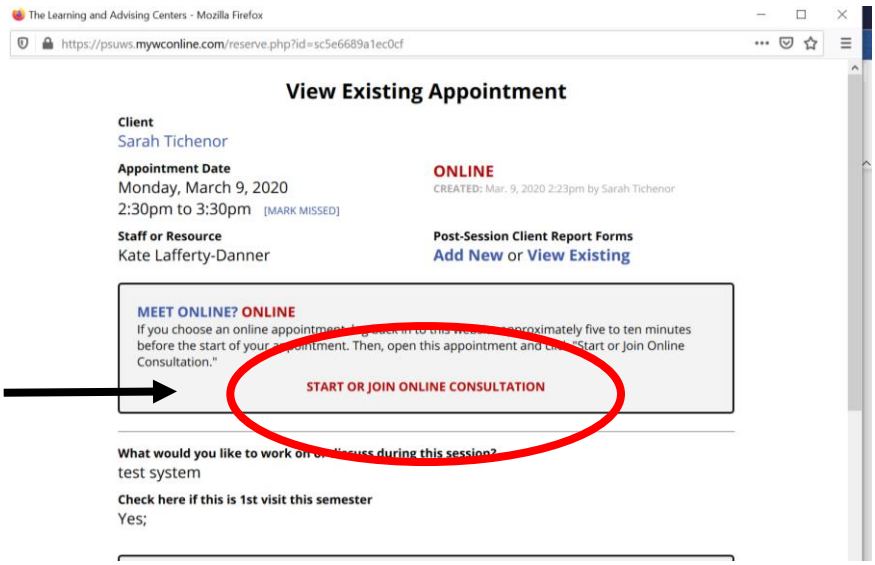
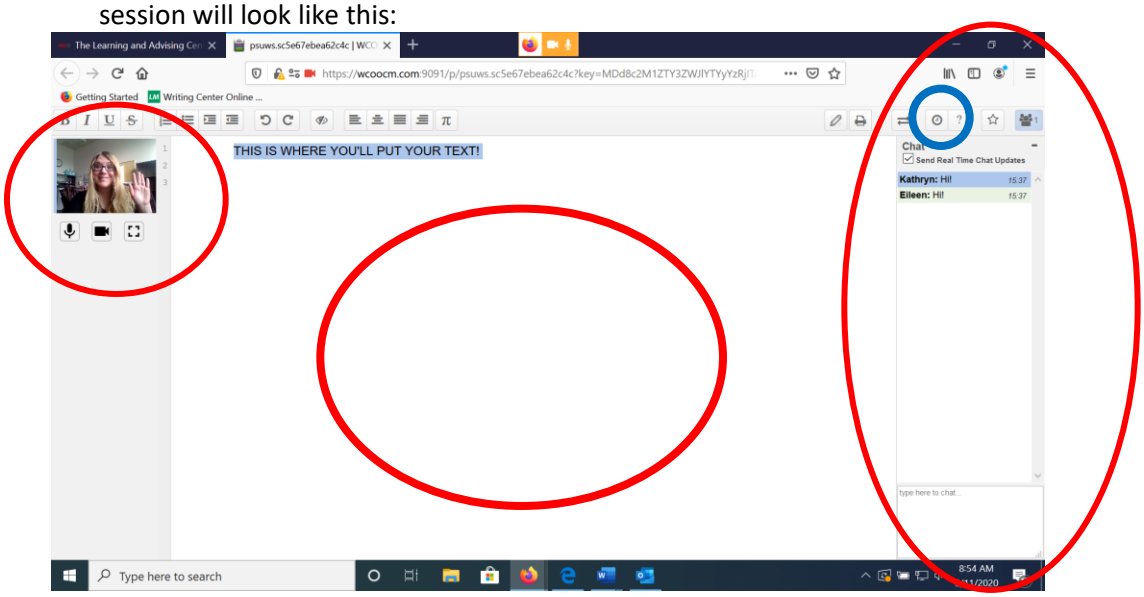


6. Once you are in the session, you might be asked if you'd like to allow use of your camera/microphone. Click "Allow."
7. Start your session! You can use the whiteboard in the middle to copy/paste anything you'd like to work on that session. You will also be able to share web page links in the text chat feature (or if your microphone/camera is not working, you can use this to ask your tutor questions). The session will look like this:



You'll see your friendly tutor in the upper left corner, the text chat on the right side, and the middle will be where you place your text/anything you want to work on during this session!

8. Once your session is done, just exit out of the session. You will be able to re-access the session if you want to copy your text, re-watch how a problem was solved, etc. by clicking the time clock icon in the upper right corner, above the chat box (circled in blue in picture above).

If you experience any difficulty creating or accessing your account at redlands.mywconline.com, contact Meigan Karraker at meigan_karraker@redlands.edu.