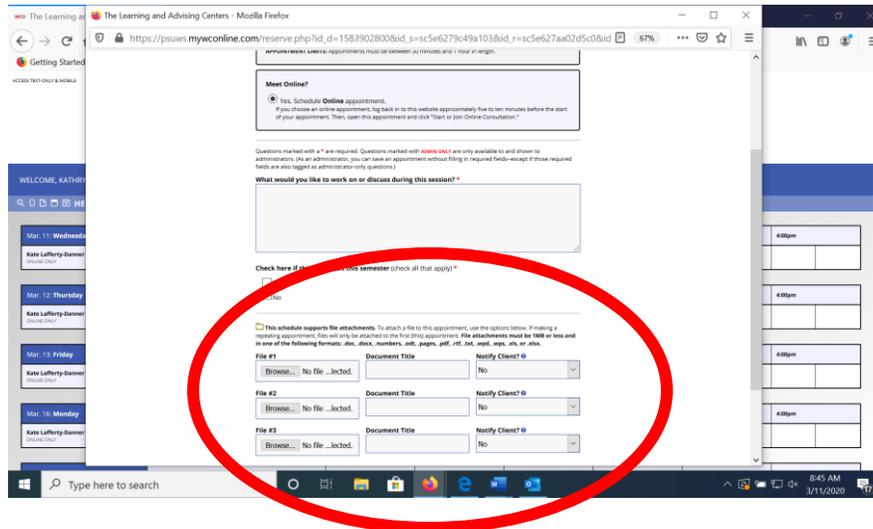


## Instructions for How to use Online Tutoring

1. Make an appointment at [redlands.mywconline.com](https://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:



Meet Online?

Yes, Schedule Online appointment

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."

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

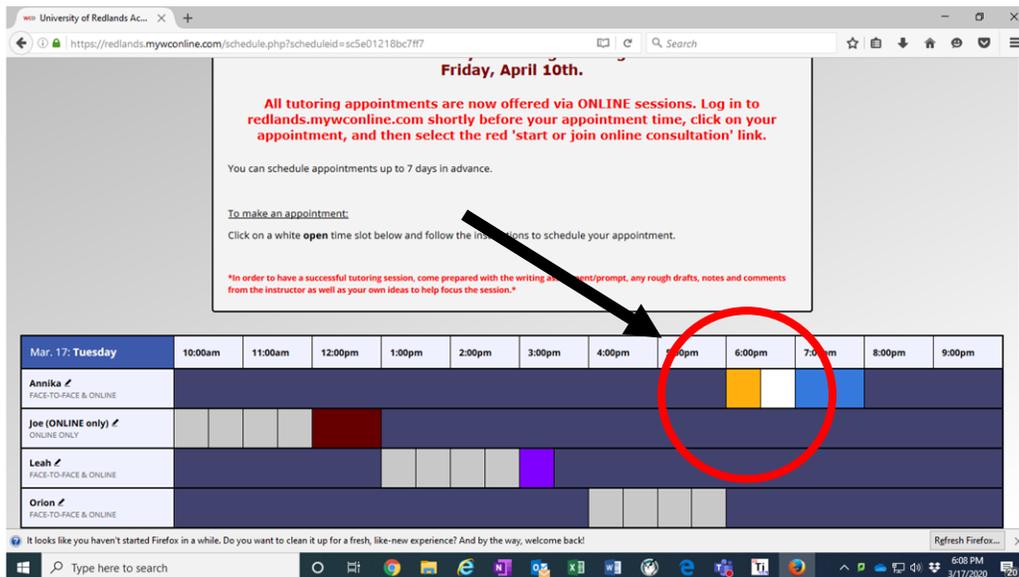
What would you like to work on or discuss during this session? \*

Check here if this is a **cross semester** (check all that apply) \*

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a recurring appointment, files will only be attached to the first appointment. File attachments must be 10MB or less and in one of the following formats: doc, docx, numbers, pdf, ppt, pptx, word, xls, xlsx, zip, rar, or odt.

File #	Document Title	Notify Client? #
File #1	<input type="text" value="Browse... No file _selected_"/>	<input type="text" value="No"/>
File #2	<input type="text" value="Browse... No file _selected_"/>	<input type="text" value="No"/>
File #3	<input type="text" value="Browse... No file _selected_"/>	<input type="text" value="No"/>

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](https://redlands.mywconline.com) and find your appointment.
4. Click on your appointment (it will be in yellow).



Friday, April 10th.

All tutoring appointments are now offered via ONLINE sessions. Log in to [redlands.mywconline.com](https://redlands.mywconline.com) shortly before your appointment time, click on your appointment, and then select the red 'start or join online consultation' link.

You can schedule appointments up to 7 days in advance.

To make an appointment:

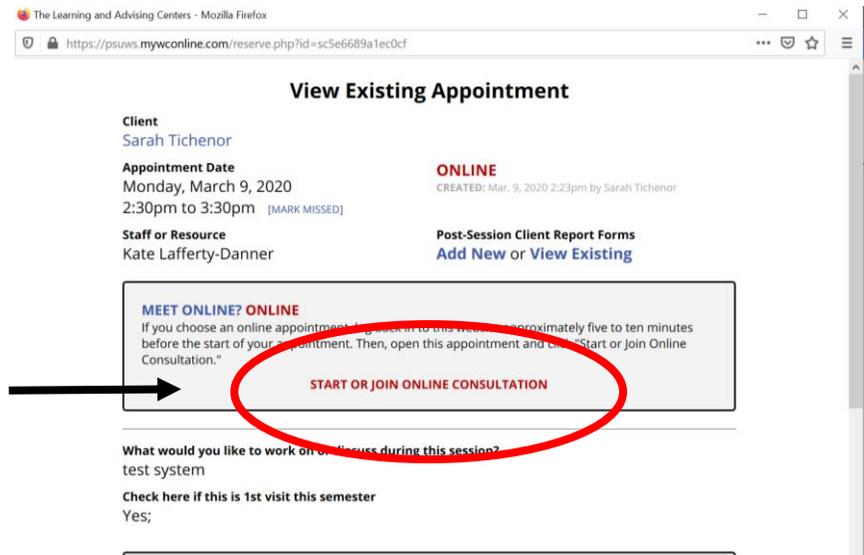
Click on a white open time slot below and follow the instructions to schedule your appointment.

\*In order to have a successful tutoring session, come prepared with the writing assignment/prompt, any rough drafts, notes and comments from the instructor as well as your own ideas to help focus the session.\*

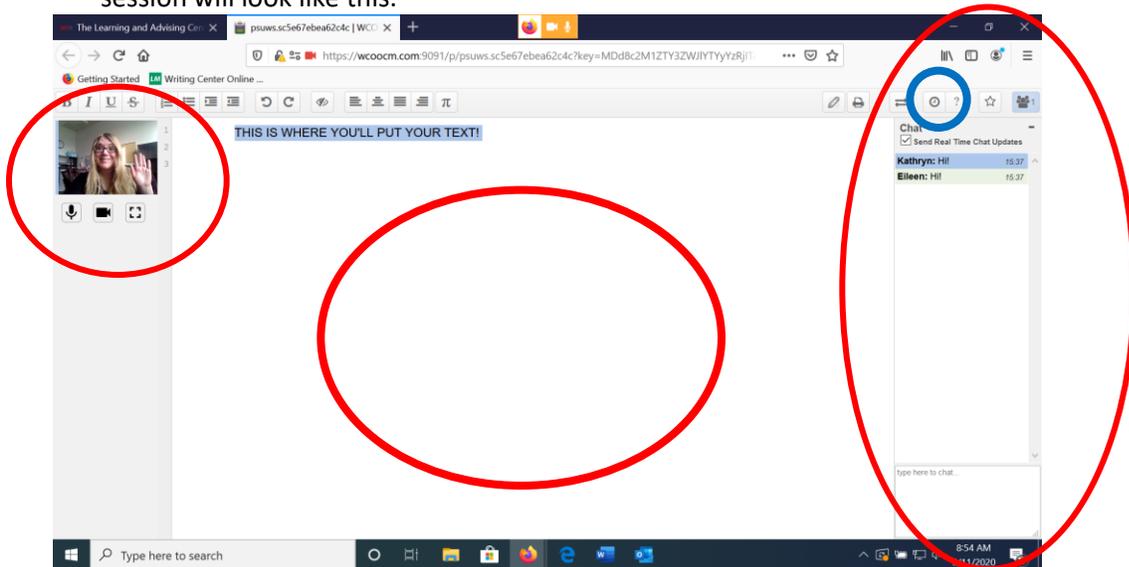
Mar. 17: Tuesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
<b>Annika</b>	FACE-TO-FACE & ONLINE											
<b>Joe (ONLINE only)</b>												
<b>Leah</b>	FACE-TO-FACE & ONLINE											
<b>Orion</b>	FACE-TO-FACE & ONLINE											

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

## Instructions for How to use Online Tutoring



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.mywonline.com](https://redlands.mywonline.com), contact Meigan Karraker at [meigan\\_karraker@redlands.edu](mailto:meigan_karraker@redlands.edu).