

HOW TO SCHEDULE AN ONLINE MATH TUTORING APPOINTMENT

1. Navigate to COM's Writing Center Online (WCONLINE) and log in using your COM username and password (com.mywconline.com). If this is your first time using WCONLINE, you will be taken to a registration page. Fill out all the fields and register your account. Select Math Tutoring under AVAILABLE SCHEDULES. Then, Log in again with your COM Credentials.

Writing Center at College of the Mainland

You have successfully logged out of the system.

Enter your institutional username and password below. This is the same username and password that you use for other services at your institution.

WCONLINE

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AVAILABLE SCHEDULES

Spring 2020

Math Tutoring

Check box to stay logged in: [?](#)

LOG IN

Having trouble logging in? If you are unable to login if you do not know your institutional username or password, contact your institution's IT Help Desk or email erichards@com.edu for help.

2. To schedule an appointment, navigate to the Tutor you would like to assist you and the time you would like your appointment. Appointments must be scheduled between 15 to 30 mins. Click on the first block of the time period.

Mar. 26: Thursday	8:00am	9:00am	10:00am	11:00am
Cynthia ONLINE ONLY				
Frank ONLINE ONLY				
Kirk ONLINE ONLY				
Mar. 27: Friday	8:00am	9:00am	10:00am	11:00am
	Reserve 8:45am on March 26.			

3. Fill out the appointment form. You may extend the time of your appointment by using the time boxes. You only need to fill out the course and instructor information. Navigate to the bottom of the window and click "CREATE APPOINTMENT" when you are finished.

Create New Appointment

Appointment Date
Friday, March 27, 2020: 8:30am to 8:45am

Staff or Resource
Kirk (Math Tutoring)

APPOINTMENT LIMITS: Appointments must be between 15 minutes and 30 minutes in length.

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 a * are required.

What course is this appointment for? (if not course-related, please type NA) *

Instructor (if not course-related, please type NA) *

What do you need to work on during this appointment? Please select all that apply (check all that apply)

Essay/Research Paper

Speech Outline

4. At the time of your appointment log back into com.mywconline.com. Your appointment will be highlighted in yellow. To enter your appointment, click on your appointment and click “START OR JOIN ONLINE CONSULTATION”

Mar. 27: Friday	8:00am	9:00am	10:00am	11:00am
Frank ONLINE ONLY				
Kirk ONLINE ONLY				
Ricky ONLINE ONLY				

MEET ONLINE? ONLINE

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."

[START OR JOIN ONLINE CONSULTATION](#)



What course is this appointment for? (If not course-related, please type NA)
 Engl-1301

Instructor (If not course-related, please type NA)
 Doe

5. The tutor will send you instructions in the online consultation to join a Microsoft Teams session. As a student, Office 365 and Teams is free for you to use, you may use either the mobile app or computer application. Navigate to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app> to download either version, or you can navigate to the COM main page and select the “Office 365 Email” in the “Get Connected — Online Resources” section to also access Microsoft Teams.