

HOW TO SCHEDULE AN ONLINE/E-TUTORING APPOINTMENT AND ENTER THE SESSION/RECEIVE FEEDBACK

1. Navigate to COM's Writing Center Online (WCONLINE) and log in using your COM username and password (<https://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. Then, Log in again with your COM Credentials.

Writing Center at College of the Mainland

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 an hour in length. Click on the first block of the hour time period.

Mar. 26: Thursday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Cathy ONLINE & ETUTORING							
Diana ONLINE & ETUTORING							
Elisabeth ONLINE & ETUTORING	Reserve 8:00am on March 26.						
Jeanni ONLINE & ETUTORING							

3. Select either E-Tutoring or Online. E-Tutoring, you upload your assignment and a tutor will provide feedback through comments in MS Word. Online, you join your session through your appointment and connect with your tutor. You can chat and work together in real-time on your assignment.

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.

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."

4. Fill out the rest of the appointment form. The more information that you provide the better prepared your tutor can be for your appointment. There is also a section where you can tell your tutor any information that you feel they may need to know for your appointment. You may also attach your assignment and the instructions prior to your appointment.

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

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

Engl-1301

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

Doe

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

- Essay/Research Paper
- Speech Outline
- Speech Performance
- PowerPoint
- Resume
- Reading Comprehension
- Creative Writing
- Personal/Other

What type of assistance do you need? Please select all that apply (check all that apply)

- Brainstorming Ideas/Getting Started
- Research
- Plagiarism Concerns
- Safe-Assign
- Formatting/Technical Assistance
- MLA Format
- APA Format
- Chicago/CMS Format
- Organizing Ideas
- Developing Thesis
- Grammar & Mechanics
- Reading Comprehension/Understanding the Assignment
- Speech Anxiety
- Feedback on Speech Performance
- Recording/Practice in the Speaking Booth
- Other


If you need to attach a copy of your assignment sheet and/or assignment, you will be able to do that after confirming the appointment (check all that apply)

- I do not have anything to attach at this time
- I will attach my assignment sheet and/or assignment on the next page

Comments for your tutor

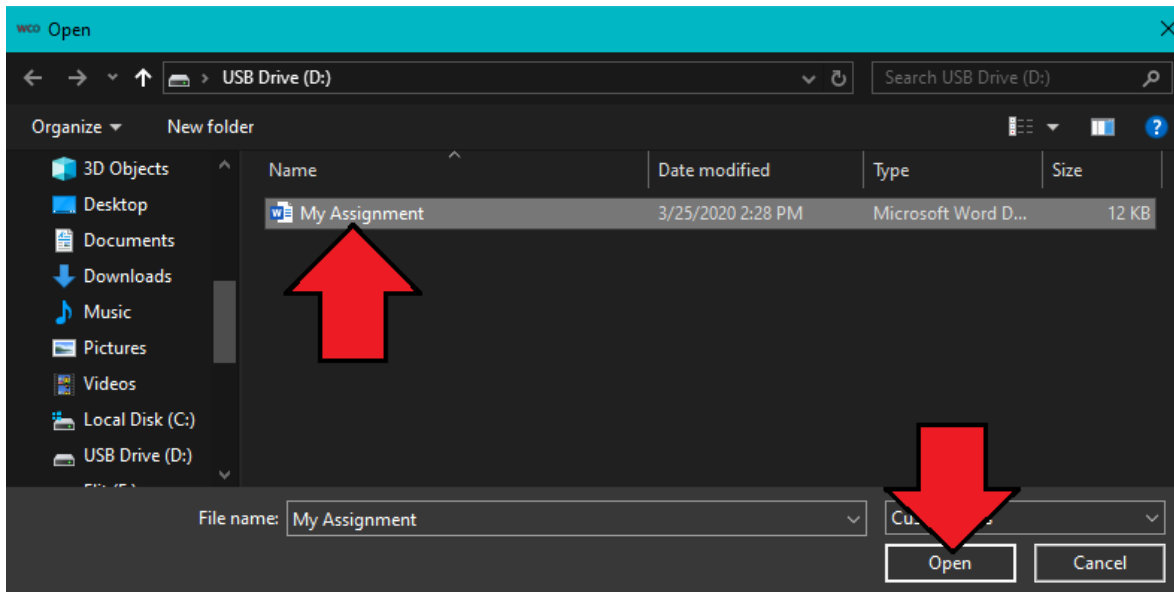
I just want to make sure my essay sounds good overall. This is my first time using the Tutoring Center, so I am a bit nervous.

5. To upload a file(s), scroll down to the bottom of the appointment form. The supported file types are listed, we prefer that you use MS Word file format (docx) and PDF. Click “Choose File” and navigate to your file and select it and then click “Open” to upload your file. Adding a Document title is optional. You may upload more than one file at a time, using the multiple slots. You do not have to upload a file when you create your appointment, you may do so at any time prior to your appointment.

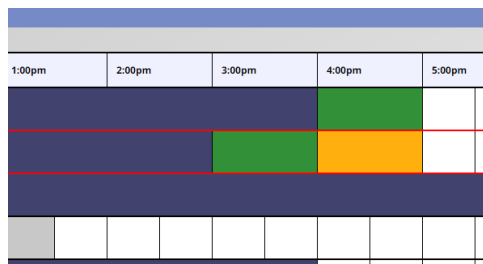
 This schedule supports file attachments. To attach a file to this appointment, use the options below. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1	Document Title
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>
File #2	Document Title
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>
File #3	Document Title
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>





6. Once you are done, click “Create Appointment.” Your appointments will be highlighted yellow. To enter your online appointment or attach a file to your E-Tutoring session, click on your appointment.
 - a. To attach a file, navigate to the bottom of the window and click “Edit Appointment.” Then, follow the instructions above to attach a file. Make sure to attach a file before the time of your appointment.
 - b. To enter your online session, click “START OR JOIN ONLINE CONSULTATION”



a. If you need to attach a copy of your assignment sheet and/or assignment, you will be able to do that after confirming the appointment

Comments for your tutor

This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.

A red arrow points to the 'EDIT APPOINTMENT' button.

b. **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

A red arrow points to the 'START OR JOIN ONLINE CONSULTATION' link.