

Online Tutoring Appointments

Scheduling Appointments

How does an online tutoring work?

At the Writing Center, our main goal is to help students improve their writing skills and gain confidence in their abilities. We also try to help them become better writers and learn how to write effectively and persuasively.

In our online tutoring format, you will 1) sign up for an appointment using WC Online, 2) email your tutor your paper 24+ hours before the appointment, and 3) meet in your tutor's chat room at the scheduled time for a ~25-minute appointment. Know that we are a tutoring service—not an editing service—so be prepared to discuss your writing with your tutor!

If you have any questions about online appointments, please contact us at usuwconline@usu.edu!

How do I make an appointment?

1. Go to: <http://writing.usu.edu/>
2. Click “Make an appointment.”

Make an Appointment

The Writing Center conducts face-to-face or online tutoring sessions. Make an appointment using our website sign-up.

[Make An Appointment](#)

USU Writing Center
usuwritingcenter@gmail.com
435.797.2712

3. On the right side, under Online Appointment, click on “Click here”.

Online Appointment

[Click here](#) to schedule an online appointment with one of our online tutors!

Similar to our face-to-face appointments, simply log in with your email and use your A# as your password after you have registered for an account. Remember to select "Online Writing Center" when you are asked to choose a schedule.

4. You will be redirected to the online tutoring schedule page:
<https://usu.mywconline.com/index.php?msgLOG=YES>. If you have never logged into the WC Online System before, continue onto step 5. If you have created an account before, skip to step 7.
5. Click on “Register for an account.”

Utah State University Writing Centers

You have successfully logged out of the system.

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
USU Writing Center Summer 2018

Check box to stay logged in: ?

Having trouble logging in? [Reset your password.](#)
Using screen reader software? [Access the text-only scheduler.](#)

6. Complete the required fields to create a new account. Then, you'll be redirected to log in.
7. Enter your email address and password. **Then, be sure to select "Online Writing Center" under "Choose a Schedule," and log in.**

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Online Writing Center

Check box to stay logged in: ?

8. You will be directed to the online calendar. You are able to schedule up to a week in advance. Look at the dates on the left-hand side and find the date you want. White boxes represent available times, any other colors (blue, gray, red, etc.) represent unavailable times.

Aug. 3: FRIDAY	12:00am	1:00am	2:00am	3:00am	4:00am	5:00am	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Ali Breeze ali.breeze@usu.edu Online appts. only																					

9. Double-click on the time slot you would like. If there are multiple tutors with the same time slots open, you can also select which tutor you want. In the image above, everything to the right of "Ali Breeze" is her available times for that day. If there are multiple openings, you'll see additional names listed with times to the right, just like Ali's.

10. Once you have double-clicked on the time slot you want, a form will pop up.

Ali Breeze ali.breeze@usu.edu
Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: ali.breeze@usu.edu
Location: connect.usu.edu/wc-abreeze
Bio/Information: Ali Breeze
Chat room link: connect.usu.edu/wc-abreeze
Email: ali.breeze@usu.edu
Appointment Limits: Appointments must be between 15 minutes and 30 minutes in length.

Time: Friday, August 03: 9:30am to 10:00am

Meet Online? Yes - Schedule Online Appointment

Only Online appointments are available. 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."

Course Name: *

Instructor Name: *

Assignment Name: *

A#: *

What would you like to work on in your session?

11. Fill out the required boxes, including our course name, instructor name, assignment name, A#, and what you would like to work on during the session. Then click “Save appointment.”
12. Click “Close Window” when the new dialogue pops up and head back to the main calendar page. You should now see your time slot filled in as a yellow box.

8:00am	9:00am	10:00am	11:00am

13. You can double-click on the time slot again to verify the information. It will also allow you to have access to the tutor’s chat room link and tutor’s email.

Email: ali.breeze@usu.edu
Location: connect.usu.edu/wc-abreeze
Bio/Information: Ali Breeze
Chat room link: connect.usu.edu/wc-abreeze
Email: ali.breeze@usu.edu
Appointment Limits: Appointments must be between 15 minutes and 30 minutes in length.

14. You will use the chat room link when it comes time for your scheduled session. See “How do I access the Chat Room during my scheduled time?”
15. Use the tutor’s email listed if you have questions and to send your paper at least the day before. See “What do I need to do to prepare for the appointment?”
16. An email confirmation will be sent to you confirming your appointment and giving additional information.
17. Your appointment is set up!

What do I need to do to prepare for the appointment?

1. After creating an appointment, you will need to send the tutor your paper for review. This should be at least 24 hours before your session, or immediately upon creating your appointment if after that 24-hour mark.
2. Make sure your paper is in a word document. Using the email from your appointment creation, create an email and send to your tutor.

To: Ali Breeze ✕ Bcc

Cc

Tutor Paper

Works Cited Example.d...
16 KB

Here's my paper!

Send Discard

Draft saved at 10:29 AM

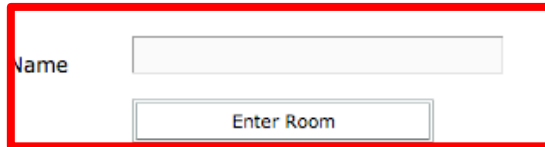
3. Send the email. You will receive a confirmation from the tutor once they have received your paper.

How do I access the Chat Room during my scheduled time?

1. When it comes time for your appointment, go to your tutor’s chat session from the confirmation email. The link should look something like: <https://connect.usu.edu/wc-abreeze/> but the “wc-abreeze” will be replaced with your tutor’s unique chat room. This should be their first initial followed by their last name.
2. *Note: While you cannot log in more than 2 minutes before your appointment, it is a good idea to try this link out ahead of time to make sure your computer meets the Adobe Flash requirements.*
3. The chat room login should look like this. You can enter with your A# and password or just with your name.

Writing Center Online Room: Ali Breeze

Enter as a Guest using your first name, last name and organization



Name

Enter with your login and password(Required for hosts, recommended for registered users)

4. You will be redirected to a “Request Entry” page. Be sure to hit “Request Entry”.

Writing Center Online Room: Ali Breeze

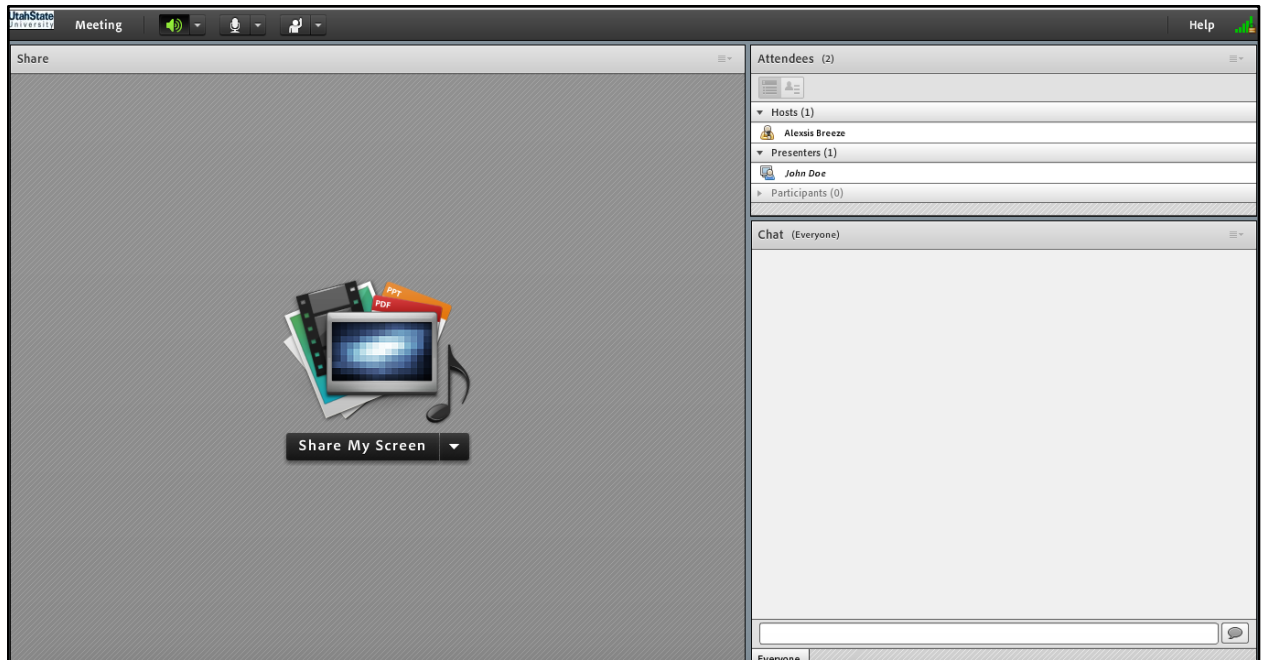
This meeting is currently in session. The tutor has blocked entry for incoming attendees. Please request entry below and your tutor will allow access when she is ready. Email your tutor at ali.breeze@usu.edu if you have issues logging in or have been waiting past your scheduled time as there might be technical issues unknown to the tutor. Failure to contact your tutor within 10 minutes will result in a no-show.



5. Once you have requested entry, you will wait for your tutor to allow entry.

Your request to enter has been sent to the meeting host(s) and is pending approval. Please keep this window open and wait for a response.

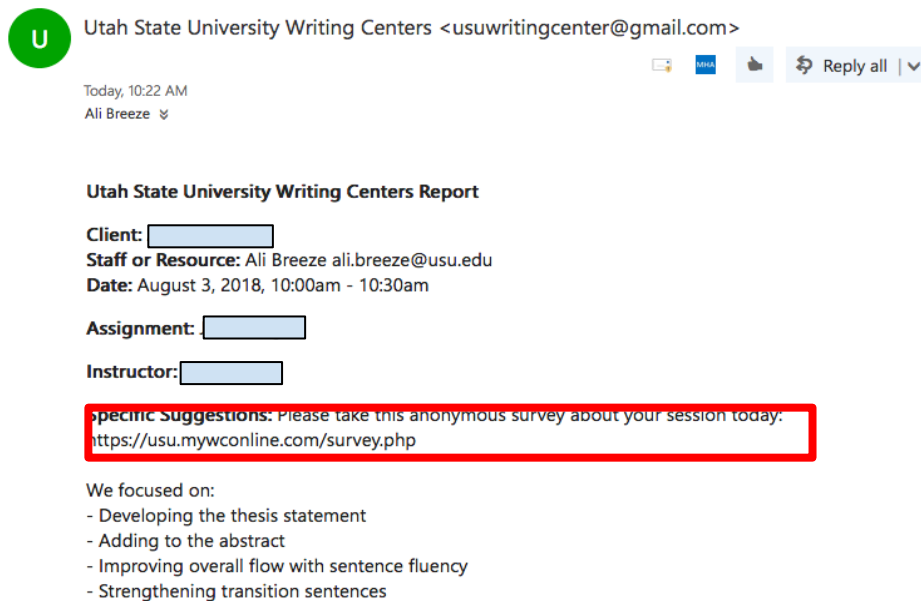
6. Once in, your screen should look similar to this and your tutor will take it from there!



What do I need to do after my appointment to receive credit?

1. Regardless of if you need credit or not, you will receive a confirmation email.
2. Please take the survey indicated in the suggestions box.

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3. Forward the email onto your instructor if you need credit for the appointment.
4. You are finished! Thank you for scheduling an appointment with the USU Online Writing Center!