

WCONLINE

ONLINE TUTORING

INSTRUCTIONS

ONLINE TUTORING

- Due to the COVID 19 virus outbreak, all of our tutoring for the remainder of the spring 2020 semester will be facilitated online.
- Fortunately, the same website where you schedule your appointments also has an online tutoring module.
- The following slides will show you how to schedule an online appointment and how to access the online module at the time of your appointment.

STEP 1

ACCESS TEXT-ONLY & MOBILE



Log - In

Governors State University

You have successfully logged out of the system.

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

AVAILABLE SCHEDULES

- Writing Center
- Back on Track AY 19-20
- Learning Contracts AY 19-20
- Math Center

Check box to **stay logged in:**

LOG IN

Having trouble logging in?
Reset your password.

The Writing Center and the Math Center are located within the Student Success Commons, B1215

If you are registering a new account you MUST use your GSU email. The schedule will not allow you to use a personal email. Choose a password that is easy for you to remember. **Please bring your GSU ID card to all appointments.**

Helpful hints:

Need help in getting started (first appointment)? [click here](#)

Need help changing your password? [click here](#)

Attendance Policy: (Updated 1 / 11 / 2018)

[1] **No Shows:**

Any student who accumulates a combined three (3) no-show appointments between the Writing and Math centers during the course of the semester will no longer have the option to schedule appointments for tutorials and will have to rely solely on walk-

INTERMISSION

- Your appointment is now scheduled.
- The process up to this point should not have been any different from scheduling in-person appointments.

INTERMISSION

- Read the remaining steps carefully because this is where things will differ from what you are used to:
- At the time of your appointment, log back into the schedule and click on the box where you made your appointment. It should appear green. Click the green box.

STEP 4

Mar. 23: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Aaron											
Krystilyn											
Lester											
Steve											

Mar. 24: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Aaron											
Dreyvon											
Lester											
Steve											

Click-on the green box.

Mar. 25: Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Aaron											
Dreyvon											
Lester											
Steve											

Mar. 26: Thursday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
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STEP 6

The screenshot shows a web-based interface for an online consultation. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and drawing tools. Below the toolbar is a whiteboard area containing several paragraphs of text, each numbered from 1 to 13. To the left of the whiteboard, there is a sidebar with a warning message about camera access. To the right, there is a chat window with a 'Send Real Time Chat Updates' checkbox and a text input field at the bottom.

No camera is available for WCONLINE to use in this consultation. Check that your camera is working, and allow access to it within this browser. Also, be sure to close all other browsers. Then, refresh to try again. [Need more help?](#)

1 WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.
2
3 WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.
4
5 TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.
6
7 TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.
8
9 DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.
10
11 AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.
12
13 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Once you click on the link -- you should see this page.

This will be the space where you and your tutor will collaborate.

You can erase the above writing once you read it.

Chat
 Send Real Time Chat Updates
type here to chat...

HOW DO I KNOW IF I AM IN THE RIGHT PLACE?

The screenshot shows a web-based interface for an online consultation. On the left is a vertical toolbar with various icons. The main area contains a whiteboard with text instructions. On the right is a chat window. A red circle highlights the number '2' in the top right corner of the chat window. A red arrow points from this circle to the text below. Another red arrow points from the text below to a text input box in the chat window, which is also circled in red. The text input box contains the text 'Hello? |'.

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17 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

If both you and your tutor have reached the right place,
the number in the upper right hand corner will = 2.

If the number is 2 and you are still not connecting, please type a brief
confirmation message in the box below.

Hello? |