Virtual Tutoring in the Writing Center

1. Visit georgian.mywconline.com and create an account.

2. Log into your account and choose "**Writing Center Fall 2020.**"

3. Choose a tutor by clicking on a white box:

Aug. 24: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Ms. McCallum ✎ WEB CAM TUTORING & E-MAIL TUTORING												
Dr. Veselits ✎ E-MAIL TUTORING ONLY												

WAITING LIST: AUGUST 24, 2020

4. In the pop-up window choose one of two options:

Select an option for virtual tutoring:

🔘 Yes. Schedule **E-mail Tutoring** appointment.
If you choose an e-mail appointment, upload your paper after making this appointment. Then, watch your e-mail for notification that your appointment has been modified or that someone has responded to your paper.

⚪ Yes. Schedule **Web Cam Tutoring** appointment.
If you choose a Web Cam appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Join Web Cam Tutoring."

5. After entering information about your course and assignment, upload a copy of your paper, assignment, rubric, etc. at the bottom of the page:

📁 **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 | Choose File | no file selected   **Document Title**

File #2 | Choose File | no file selected   **Document Title**

File #3 | Choose File | no file selected   **Document Title**

CREATE APPOINTMENT   CLOSE WINDOW

6. Be sure to click CREATE APPOINTMENT.

7. If you selected "e-mail tutoring," your tutor will provide feedback for your work. A copy will be emailed and also stored within your appointment. Click your timeslot to download the file. Click on "Download Client Report Form File":

File Attachments
Download Client Report Form File | Uploaded: March 16, 2020 9:27am by Anthony Brano
Download Attached File | Uploaded: March 16, 2020 9:24am by Anthony Brano

8. If you selected "web cam tutoring," you **MUST** participate in the session from a computer or laptop, and not your tablet or smart phone. You can turn off video and audio if you prefer, and communicate via chat box. Online tutoring works best on high-speed Internet/Wi-Fi. Be sure to turn off all pop-up blockers.

9. Log into georgian.mywconline.com at the time of your appointment and select your timeslot, which will appear gold. In the pop-up window, click on "Start or Join Online Consultation":

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

10. When prompted, enable camera and microphone access:
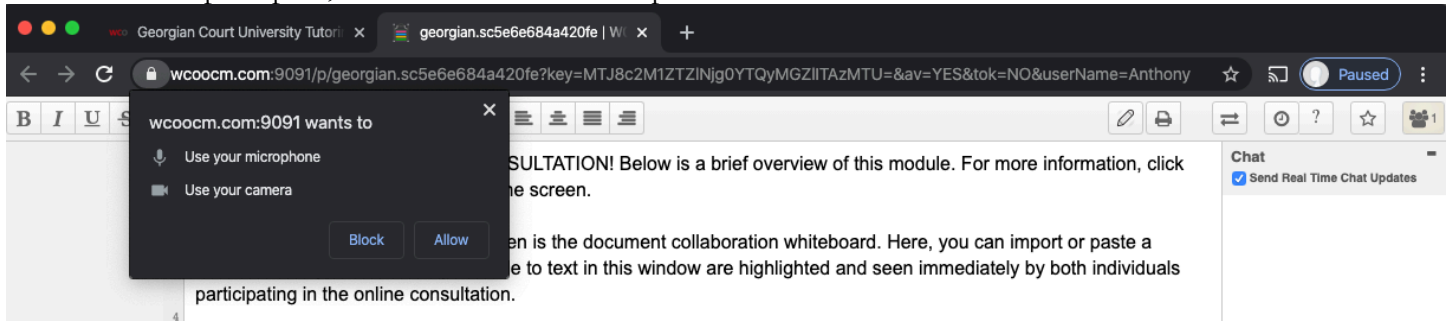
11. Web cam tutoring works with Chrome, Edge, Firefox, Opera, Safari, and others, so the camera/mic access prompt will look different depending on your browser. It's okay if you choose not to allow access, but you will only be able to chat with your tutor via text box. Along with these features, the online space includes a white board, in which you can paste text and draw simple figures.

12. When you're finished with the online tutoring session, please close your web browser. Video and audio are not recorded to protect your privacy, but you can return to the appointment at any time to consult the chat, text, and white board as you revise your work. Simply click the timeslot and then "Start or Join Online Consultation".

Please contact writingcenter@georgian.edu if you have any questions!