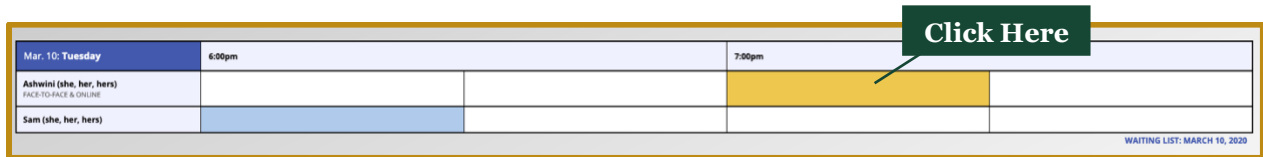




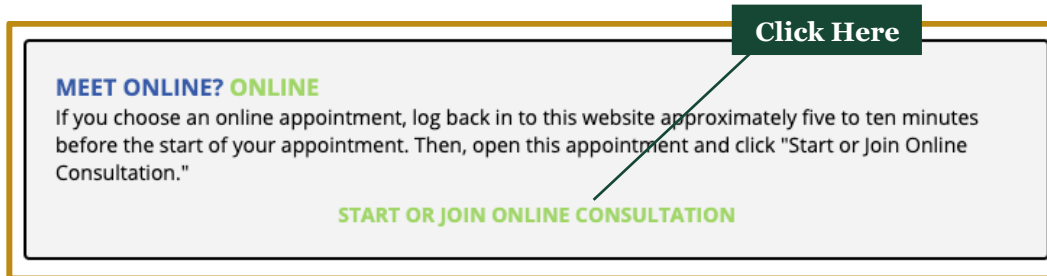
INSTRUCTIONS FOR ONLINE TUTORING

Online tutoring sessions are held through WCONLINE in real time, meaning you will join the appointment at the scheduled time and collaborate with a tutor synchronously through an audiovisual platform.

1. To schedule an online session, log on to calpoly.mywconline.com and follow [the same steps](#) as when creating a face-to-face appointment.
2. A few minutes before your appointment, log on to calpoly.mywconline.com and click your appointment.



3. Scroll to “Meet Online?” and click “START OR JOIN ONLINE CONSULTATION.”



4. The below window will open in a new tab on your browser. This window is the collaboration channel between you and your tutor. The first time you use the audio and video, your browser may prompt you to allow the use of your camera and microphone.

Collaboration Whiteboard

Mathjax

Drawing Tools

Import Documents

Your Tutor

Live Chat

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 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.

3 TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

4 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.

5 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.

6 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.

7 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.

5. Your whiteboard and chat transcript will be saved in this online meeting. After your session, you can return to view these by repeating the above steps.