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.

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.