

## How to - Have a Successful Online Appointment

Making an online appointment is very similar to making an in-person appointment. When you make your appointment, answer “yes” next to the “Meet Online?” option.

After clicking “Save Appointment,” a pop-up screen will appear. Click “Attach a File” and upload the work you want to discuss with your tutor.

Before your session starts, choose 2 or 3 key issues you would like to focus on with your tutor.

Online appointments can be just as successful as in-person tutoring sessions, but the tutor/student talk is through an online chat box as opposed to a live discussion. Therefore, the more prepared you are and the more specific the questions, the better.

When it is time for your online appointment, log in to WC Online, click on and open your appointment box, and then click the “Start or Join Online Consultation” link in red.

It is also a good idea to log on to your appointment a few minutes before your session is scheduled to read the online appointment instructions, which are located in the white text box in the middle of the screen.

If you forgot to attach your document when you made the appointment, no problem. Once you are logged into the online appointment, you can share your document with your tutor by either:

- 1) Using the import/export button (the icon with two arrows). This will allow you to share your document with your tutor.

OR

- 2) Copying and pasting your text into the collaboration whiteboard.

The right side of the screen is a text-based chat area. Type in the box at the lower right to have a text conversation with your tutor. It is very similar to Google Chat or AOL Instant Messenger.

Once the consultation is over, you may choose to save the document on your computer by using the import/export button (the icon with two arrows).

Once you are ready, you can exit your session by clicking the “X” in the upper right-hand corner.

