



How to Register for a Tutoring Appointment with WCOOnline

1. Direct your browser to **baker.mywconline.com**
2. Click **Register for an Account**
3. Complete all required * fields. Use your Baker College Gmail account as your email address.
4. Once you've successfully created your user profile, return to the sign-on screen and enter your **email address and password**. Click the circle to **select the Virtual Academic Resource Center** for an appointment. Finally, click **LOG IN**.
5. Once logged in, you will find a schedule with tutoring availability for the week.
 - Scroll down to see the week ahead or click **PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK** to view another week.

6. By clicking on the **Please pick a subject** drop-down menu, you can view a convenient list of courses / disciplines and services for which we offer tutoring services. Select a course or service and the schedule will narrow the results based on the consultants who tutor that discipline or for that service. Or, if you know the tutor you'd like to meet with, find them on the schedule under the day/time you'd like to meet.

May 23: Thursday	6:30am	7:30am	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm
a.) Heidi Metrakoudes-Hew SUPPORTS 10 MEMBER GROUPS ASYNCHRONOUS-ONLINE ONLY LIMITED TO 8 APPTS PER DAY	[Black box]								
b.) Rachel Fajardo SYNCHRONOUS-ONLINE & ASYNCHRONOUS-ONLINE	[Grey box]								
c.) Jenny Mark SUPPORTS 2 MEMBER GROUPS ASYNCHRONOUS-ONLINE ONLY LIMITED TO 1 APPT PER DAY									
d.) Michael Barclay SUPPORTS 2 MEMBER GROUPS ASYNCHRONOUS-ONLINE ONLY									

7. Click any white box to schedule an appointment. If the consultant (tutor) meets with groups (visible under the consultant's name), you can add yourself to a group.

8. Complete the required * information on the appointment form.

9. The types of sessions are explained below.

Appointment Type

- Schedule **Online Live (Synchronous) Zoom** appointment.
Synchronous-Online Live sessions will enable you to meet with a consultant during real-time, virtually, via Zoom. If you choose a Synchronous-Online Live session, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click on your consultant's Zoom link, located above (see the highlighted section).
- Schedule **Online (Asynchronous)** appointment.
Asynchronous-Online sessions allow you to receive feedback from a consultant without meeting in real-time. If you choose an Asynchronous-Online session, upload your paper after making this appointment. Then, watch your email for a notification that a consultant has responded to / provided feedback on your paper. The standard turn-around time for asynchronous feedback is 24 hours. To locate your feedback, click on the day/time of your appointment and scroll down to the bottom of the appointment form.

A **Synchronous-online (Online Live) appointment** means the consultant (tutor) will meet you at the scheduled time, virtually face-to-face (online) in real-time via Zoom.

An **Asynchronous (online) appointment** means that you can upload your work to the consultant (tutor) via WCOline, and they will give you feedback within a 24-hour period.

Once you've made your selection, click **CREATE APPOINTMENT**.

View Existing Appointment

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

Client Jessica Hoover	
Appointment Date Wednesday, May 29, 2019 8:00am to 8:30am	ASYNCHRONOUS-ONLINE CREATED: May 23, 2019 8:27am by Jessica Hoover
Staff or Resource x.) Annette Ternullo	Post-Session Client Report Forms Add New or View Existing

10. If you have scheduled an **Asynchronous-Online appointment**, you will need to attach a document to submit to the consultant.

 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **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	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>	No 
File #2	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>	No 
File #3	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>	No 

- Once your consultant has provided feedback on your document, you will receive an email alert from WOnline. **To locate the feedback from your consultant, click on the colored square of the day/time of your asynchronous session, and scroll down to the uploaded document.**
- If you scheduled a **Synchronous-Online Live appointment**, you will need to click on the colored square of the day/time that you chose to meet the consultant, virtually, at least 5 minutes before your session starts. Click on the consultant's Zoom Room link which can be found on the consultant's bio on the appointment form. The consultant will join you in the virtual meeting at your scheduled time.

ZOOM ROOM (for synchronous sessions) LINK: <https://bakercollege.zoom.us/j/9614366891?pwd=YkVldDdIdWNGWlc4MmpXRmUr>

Questions? Concerns? Email us! tutoring@baker.edu