WCOnline Tutor Guide

Registration and Login

- Click on Register for an account and register using your email address
Appointment Calendar

- Available times appear as White timeslots
- Times when a Tutor is not working will appear as Grey timeslots
- Appointments booked by another student will show as Red timeslots
- Appointments you have booked will show as Yellow timeslots

- Clicking on an appointment will open a pop-up window, which allows you to join the session
- Keep this window open – it can be used to re-join a session or upload files
- Appointments can be joined prior to the actual booked time – you may want to join a few minutes early

Upload Files – Both tutors and students can upload files to be viewed and worked on
Tutoring Session Window

- When joining or starting a tutoring session, a new tab will open

Leaving a Tutoring Session

- The tutoring session will NOT end when the time is up, so a session can go on longer if needed
- To leave a tutoring session just close the browser tab
- To rejoin that session, click on the Start or Join Consultation link in the pop-up window as when joining originally