Instructions for Using Synchronous Tutoring

1. Visit https://waterbury.mywconline.com/

   **LOG IN WITH YOUR ACCOUNT INFO (UCONN EMAIL ADDRESS AND PASSWORD).**

   If you've never used WCONLINE, first register for an account (it's free and easy).

   **UConn Waterbury**


   Enter your **Email Address**

   Enter your **Password**

   **AVAILABLE SCHEDULES**

   **Writing Center Schedule — Fall 2020**

   **Tutoring Center** Fall 2020 (Not Writing)

   Check box to stay logged in: 

   **LOG IN**

   **Having trouble logging in?**

   Reset your password.

2. Book a Session

   **ONCE LOGGED IN, CHOOSE A COURSE USING THE PULL DOWN BAR UNDER "LIMIT TO". THEN SELECT A TUTOR AND TIME SLOT**

   Make an appointment by clicking on an available (white) slot. As a client, you can book 30 minutes with an available tutor. Note: Dark blue boxes indicate times when the tutor is unavailable. Red boxes indicate time already booked by another client.

   Before clicking “Log In,” make sure you select “Tutoring Center”
In order to get the most out of your tutoring session, please try to join your virtual workspace five minutes before your scheduled start time.

- Use headphones to avoid echoes and feedback
- Chrome and Firefox browsers work best
To Join Your Synchronous Session:

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2. Click On Your Appointment
   THIS WILL APPEAR AS A YELLOW BOX. CLICKING WILL OPEN A POPUP SCREEN.

<table>
<thead>
<tr>
<th>Location: Waterbury Tutoring Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEET TUTOR ONLINE? ONLINE</td>
</tr>
<tr>
<td>If you choose an online appointment, it occurs on this website approximately five to ten minutes before the start of your appointment. They open the appointment and click &quot;Start or Join Online Consultation.&quot;</td>
</tr>
<tr>
<td>START OR JOIN ONLINE CONSULTATION</td>
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</tbody>
</table>

3. Click On "Start or Join Online Consultation"
   THIS WILL THEN OPEN A NEW TAB/WINDOW.

4. Give Permission for Camera and Microphone Use
   FOR AUDIO AND VIDEO TO WORK DURING THE SESSION, YOU MUST CLICK ALLOW.

5. Wait in the Online Consultation Room for Your Tutor to Join
   IN THIS NEW TAB, YOU WILL SEE A WHITEBOARD SPACE WITH BASIC INSTRUCTIONS ON HOW TO BEST USE THE TOOLS AT YOUR DISPOSAL.
   - Your video feed will appear to the left of the whiteboard. When the tutor logs in, their face will appear in this space, as well.
   - To the right of the whiteboard, you can access a chat box, which gives you a second mode of communication during the tutoring session.
   - In the whiteboard, you can paste in sections of your paper.
   - You can also share a Google Doc and work together in a second window.