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GENERAL INFORMATION ABOUT THE TUTORING CENTER

● To sign up for a tutor, you must log in or register with our online scheduling platform, WCOnline. See pp. 2-3.

● Virtual tutoring sign-ups via the WCONLINE portal began February 17, 2021.

● Facilitated tutoring sessions began (in the virtual environment of either Zoom, Google Meet, or WCOnline) the week of February 22nd and will end no later than May 7, 2021.

● All general emails should be sent to tutoring@tcnj.edu. Please allow 24-48 hrs for a response.

● The Tutoring Center (administrative services) will function during TCNJ's traditional working hours of Monday-Friday, 8:30am-4:30pm. Any outreach to the Tutoring Center outside of traditional work hours may result in a delayed response.

● Tutoring sessions will be facilitated Monday-Friday, from 8am-9 pm. There will be no tutoring session on the weekends.

● If you have specific WCOnline issues or questions, please contact and refer to: https://help.mywconline.com/index.php?id=1

● Staff in the Tutoring Center includes:
  ○ Math/Science (Schools of Business, Engineering, NHES, and Science) Graduate Assistants (GAs) → Reilly, Alex, Jyoti

Dr. Rita King (Supervisor) : kingrm@tcnj.edu

○ Humanities/Social Sciences (Schools of HSS, Education, and Arts & Com, plus Writing) Graduate Assistants (GAs) → Nick, Amanda

Professor Karen Deaver (Interim Assistant Director): deaver@tcnj.edu

○ Tutoring Center Assistant: Nina Simpson

USE DROP IN’s if you can! Departmental drop in’s are available on our TCNJ tutoring site → Please check this website for more information: Math/Science Drop In

For asynchronous writing tutoring: E-Tutoring information is available through our website. See instructions in this document or: https://tutoringcenter.tcnj.edu/humanities/online-writing-lab/
HOW TO APPLY FOR A TUTOR: LOG IN / REGISTER with WCOnline

WCOnline is the online platform we use to schedule all tutoring appointments. Tutoring services and WCOnline are accessible, free, to all registered TCNJ students.

To set up a tutoring session, go to:


2. You will be prompted to log in (see screen image below). If you are a first time user of WCOnline, you will be prompted to register, first (see p. 3).
   - Whether this is your first time or not, enter your TCNJ username (not email) and password
   - Select from the “AVAILABLE SCHEDULES”
     - **Math/Science** includes classes within the following schools:
       - School of Business
       - School of Engineering
       - School of Nursing, Health, and Exercise Science
       - School of Science
     - **Humanities/Social Science** includes classes within the following schools:
       - School of Arts & Communication (including IMM)
       - School of Education
       - School of Humanities & Social Sciences
How to See if You Are Registered with WCOnline:

- If this is your first time using WCOnline at TCNJ, you will be prompted to register. If you registered and thus already have a profile in the system, it will look like this:

If you already have a registered profile (as shown above), go to your name at the top and click the arrow to **Update Profile & Email Options** (this is the same thing as the registration page shown below).

**If you are NOT already registered, you will be prompted to go to the registration page:**

- Review each registration question carefully and check YES to all that apply. - For email preferences, be sure to click YES for the first three (highlighted in yellow above). This is how you will get updates from your tutors and the center in general. The last question related to iCal links is optional. **Be sure to click SAVE!**

- After you update your profile, it may ask you to re-enter your username and password and log back into WC.
How to Select Courses and Create Appointments

To navigate between schedules, go to your name in the top left corner, hover over the drop down and then “Return to a schedule”--You will see two schedules, pick one you wish to see.

- The **Math/Science Schedule** includes courses within the Schools of Business; Engineering; Nursing, Health, and Exercise Science; and Science.
- The **Humanities/Social Science** schedule includes courses within the Schools of Arts & Communication; Education; and Humanities and Social Sciences.

- Once in the appropriate schedule, the recommended way to find a tutor in a specific course is to use the drop down **“Limit to”** (highlighted in yellow below).

*Note: you can toggle between the two schedules, move to another week, and filter on courses in the limit to section (anything you see with a drop down arrow)*

- The drop down list includes only the courses for this Fall 2020 semester that the Tutoring Center has student staff available to tutor.
- If you notice your professor’s last name next to the course (ex. BIO 211-ZHU), select that course and pick tutors from that list. However, most courses will be grouped by content, not by specific instructors. This option is only used for select courses where the matching the professor was identified as a need for the appropriate tutoring of the material.
In the past, groups based on common professors. This will not be the case this year, with the exception of those courses in the “limit to” with their professors last name listed. Essentially, you can be in a student group with the same course material (ex. BIO 201) but with other students who have different professors.

The WC system is set up for the traditional work week. When you select from the drop-down menu of courses, you will see all tutors for that course and their availability (Monday-Friday, from 8am to 9pm).

The colors indicate the tutors’ availability. White indicates availability/free space for you to reserve your appointment. Blue indicates that the tutor is not available.

Once you find the tutor and the available time you want, click on that white space to reserve the time and set up the tutoring session.

Upon clicking on the preferred appointment day and time, you will see that a new window will appear (“Create New Appointment”).

Once in the “Create New Appointment” window, enter your information and hit save when done.

The Math/Science and Humanities/Social Science schedules are set up in different time increments.

The Math/Science schedule is set up in increments of one hour each. This is your only option for those tutoring sessions.

The Humanities/Social Sciences schedule is set up in increments of 30 minutes. Students have the option to reserve for either 30-60 minutes. It is recommended that you schedule 60 minutes for the content tutoring and 30 minutes for writing tutoring (writing consultations). The only exception would be for the WRI-101 course tutoring - these sessions should always be scheduled for 60 minutes.

If you want to continue on a weekly basis, only your tutor will have the ability to make that adjustment and set that schedule. YOU, as a client, do not have the capability to schedule a recurring meeting (for example, meet every Thursday from 4pm-5pm until the semester ends). You will need to consult with your tutor at the end of your first session to
discuss what you plan to do.

- If you want to continue on a weekly basis your tutor will have the ability to make that adjustment and set that schedule.

- If you just want to on an intermittent basis (as needed), YOU would have to go in and schedule those sessions.

**ZOOM LINK**

Most tutors will have a **location field** under the staff/resource email. This will indicate how you are meeting virtually - it should have details like a Zoom ID or link/ Google Meet link/ or WCONLINE info. **Be sure to write it down or refer back to your appointment in WCONLINE.**

After you type in the information and hit create appointment, you should be brought to a message saying you have created successfully along with a confirmation email to your TCNJ email address.
EDITING and CANCELLING APPOINTMENTS

- You have the option to EDIT OR CANCEL your appointments once you create them in WCOnline.
- You can search for your appointment on the virtual schedule or hover over your name in the corner and your appointments should be listed there as well.
- Click on the box of the appointment that has been made. This will bring you to a “View Existing Appointment” window that you can see on the previous page.
- At the bottom of this window you will see options for “Editing/Cancelling the appointment.”

WAITLIST and Course Request OPTIONS

- If we do not offer tutoring in a course that you are looking for OR, if we do offer tutoring in the course but no tutors are available and you would like to be placed on a waiting list, please fill out this form:

  Waitlist and Course Requests Spring 2021

HOW to JOIN APPOINTMENTS in WCOnline

If your tutor is using WCOnline as a virtual meeting platform, you can open up your appointment and you will see the message below.

Hit JOIN and it will prompt you to the screenshot below:
Writing Consultations: What Are They and How Do I Sign Up?

- A writing consultation is a one-time, 30 or 60 minute synchronous meeting with a writing tutor to work on a particular writing assignment. You can schedule a writing consultation for any step of the writing process, more than once a week. Your writing tutor will be able to help you with:
  
  - Understanding the writing assignment prompt
  - Brainstorming
  - Pre-writing/Outlining
  - Generating a thesis statement
  - Revising based on professor feedback
  - Proofreading and reviewing grammar/usage
  - Help with a specific citation style (ex. MLA or APA)
  - Help with how to use the TCNJ database

How to Sign Up for a WC:

1. To sign up for a writing consultation, login into WCONline with your TCNJ credentials. Choose the Humanities and Social Sciences schedule.
2. In the “limit to” dropdown list, select “Writing Consultations.”

3. From there, schedule an appointment with a tutor that fits your schedule by following the directions for signing up for a tutoring session.
How to Use eTutoring Services

- TCNJ is a partner in the National eTutoring Consortium, which offers online eTutoring FREE to all registered TCNJ students in the following areas:
- **On-Line Writing Lab:** Asynchronous feedback on an in-progress draft IN ANY SUBJECT or COURSE.
- **eChat:** Synchronous live-chat in real-time with a Consortium tutor. SEE LIST BELOW FOR SUBJECTS/COURSES.
- **eQuestions:** Asynchronous question space where you can leave for the next available tutor. SEE LIST BELOW FOR SUBJECTS/COURSES.
- **eChat and eQuestions tutors are available for the following subjects:**
  - Math (basic through calculus)
  - Statistics
  - Computer Science
  - Biology (including Anatomy & Physiology)
  - Chemistry
  - Psychology
  - Sociology
  - Nursing
  - Writing

**Sign-Ups** eTutoring: Getting Started

1. Go to [https://etutoringonline.org](https://etutoringonline.org) - Your screen should look like this:

2. In the “Students” section, click on the “Get Started”. Select your state (New Jersey) and college (The College of New Jersey)
3. Click on the blue “Student Login” button near the top of the screen

4. Log in using your TCNJ credentials (The same information used to access PAWS and Canvas)
5. This will take you to the home page. From here, use the tabs at the top of the page to navigate to the service you’d like to use.

6. From the Home page, clicking on the eQuestions tab allows you to post any number of questions for tutors to respond to. This is an asynchronous service, so be sure to return to this page to review the answers that eTutors have provided to your questions.

7. To post a question, simply click “post a new question,” select a subject from the dropdown box, and fill out the form that appears. Remember to hit “submit your eTutoring question” at the bottom of the page when you are finished.
eTutoring: “Writing Lab” Tab

8. From the Home page, clicking on the Writing Lab tab allows you to submit any draft of any paper for the eTutors to review. eTutors will give you specific feedback, examples, and embedded comments to help you revise your paper to best meet the expectation of the assignment. Be sure to return to this tab to review the feedback on your draft.

9. To submit a draft for feedback, click on “submit a writing assignment” and fill out the form that appears. Make sure you save any changes to your written draft before submitting it for feedback. Be sure to hit “submit your writing assignment” on the bottom of the form to submit.
eTutoring: “Schedule” Tab

10. From the Home page, clicking on the **Schedule Tab** allows you to see exactly when specific tutors are available to help. You can enter a subject and see tutors of that subject are online. You can use this information to plan the best times for asking eQuestions and submitting writing assignments for review.
eTutoring: “Resources” Tab

11. From the Home page, clicking on the **Resources tab** allows you to consult various guides and explanatory pages across all subject areas. Click on the subject on the left hand side to see all the topics with available resources. Click on the links on the right side to view the resource pages themselves.