

HOW TO SIGN UP FOR TUTORING—TCNJ STUDENT GUIDE AY2021-22

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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, WCOOnline. See pp. 2-3.

- Virtual tutoring sign-ups via the WCONLINE portal will begin **September 15th, 2021**.

- Facilitated tutoring sessions began (in the virtual environment of either Zoom, Google Meet, or WCOOnline) the week of **September 20th** and will end no later than **December 10th, 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 WCOOnline issues or questions, please contact and refer to: tutoring@tcnj.edu or <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, and Jyoti

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

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

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

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

To set up a tutoring session, go to:

1. WOnline: <https://tcnj.mywconline.com/index.php>

2. You will be prompted to log in (see screen image below). If you are a first time user of WOnline, 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 WOnline:

- If this is your first time using WOnline 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:**

ACCESS FOR ONLY BY USER

TCNJ THE COLLEGE OF NEW JERSEY

September 14 - September 20, 2020

WELCOME, TYLER

Update Profile & Email Options

Log Out

Sep. 14: Monday	8:00am	8:30am	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm
Aaron Eisenman													
Adriana Ahmad													
Alan Nigo													
Alvin Luglin													
Alan Wronka													

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).

Yes

Yes

Yes

Yes

Yes

EMAIL PREFERENCES

Send me an email when my appointments are made, modified or canceled? YES or NO

Send me an email with center announcements or other class meetings? YES or NO

Send me an email to remind me of my upcoming appointments? YES or NO

Include iCal links with appointment confirmation messages? YES or NO

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)*

Sep. 14, Monday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Emma													
Gabrielle													
Herman													
Katie													
Raquel													

- The drop down list includes only the courses for this Fall 2021 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 were based on common professors. This will not be the case this year, with the exception of those courses in the “limit to” with their professor’s 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.

	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Emma SUPPORTS 6 MEMBER GROUPS ONLINE ONLY LIMITED TO 2 APPTS PER WEEK	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	White	White	White
Gabriela SUPPORTS 6 MEMBER GROUPS ONLINE ONLY LIMITED TO 2 APPTS PER WEEK	Blue	White	White	White	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Isma SUPPORTS 6 MEMBER GROUPS ONLINE ONLY LIMITED TO 2 APPTS PER WEEK	Blue	Blue	Blue	Blue	White	White	White	White	White	White	White	White	White
Kaitie SUPPORTS 6 MEMBER GROUPS ONLINE ONLY LIMITED TO 2 APPTS PER WEEK	Blue	Blue	Blue	White	White	Blue							
Tanvi	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

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

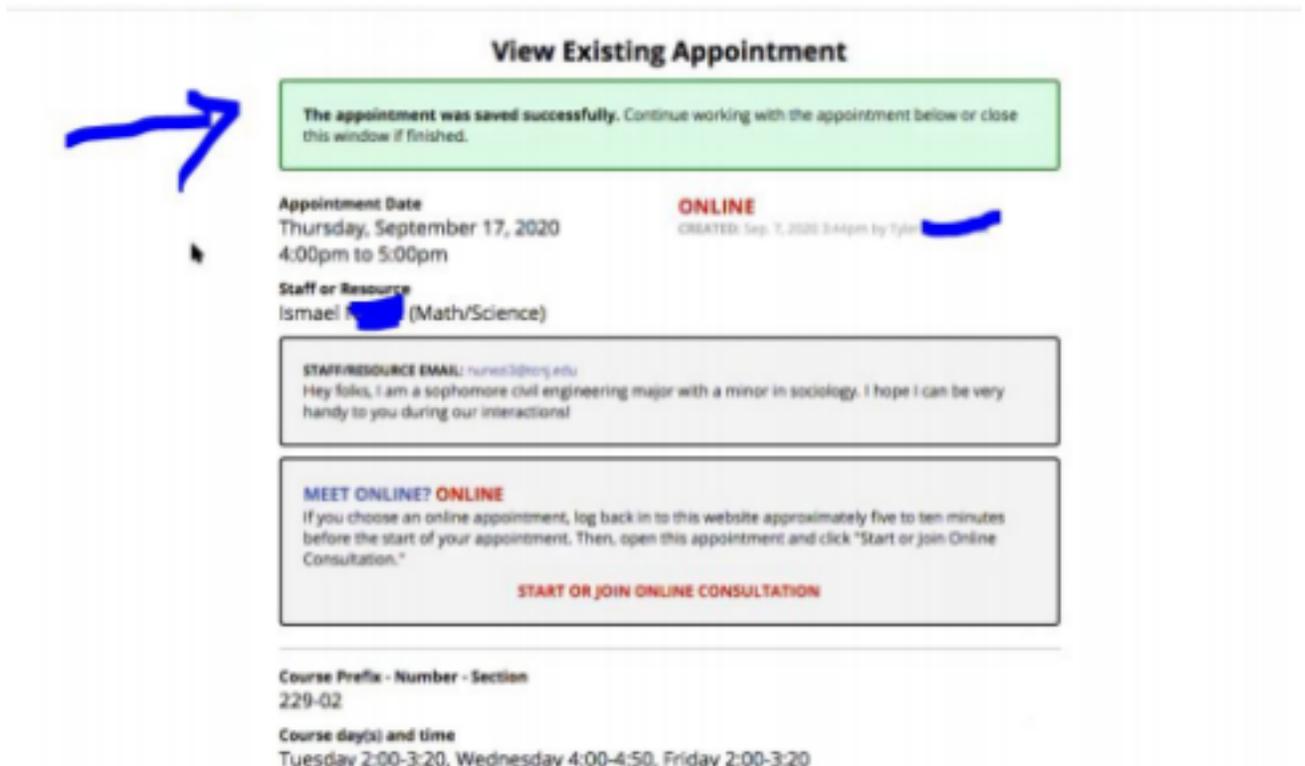
discuss what you plan to do.

- 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.



View Existing Appointment

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

Appointment Date
Thursday, September 17, 2020
4:00pm to 5:00pm

Staff or Resource
Ismael [redacted] (Math/Science)

STAFF/RESOURCE EMAIL: nurwa3@tcnj.edu
Hey folks, I am a sophomore civil engineering major with a minor in sociology. I hope I can be very handy to you during our interaction!

MEET ONLINE? ONLINE
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or join Online Consultation."

START OR JOIN ONLINE CONSULTATION

Course Prefix - Number - Section
229-02

Course day(s) and time
Tuesday 2:00-3:20, Wednesday 4:00-4:50, Friday 2:00-3:20

[EDITING and CANCELLING APPOINTMENTS](#)

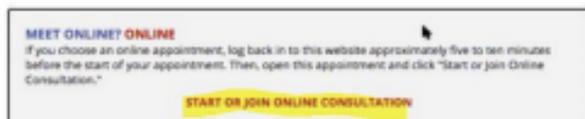
- You have the option to EDIT OR CANCEL your appointments once you create them in WCOOnline.
- You can search for your appointment on the virtual schedule or hover over your name in the corner and your appointments should be listed there as well.
- Click on the box of the appointment that has been made. 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 Fall 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 WOnline with your TCNJ credentials. Choose the Humanities and Social Sciences schedule.

The College of New Jersey

You have successfully logged out of the system.

The system is currently available to administrators only. If you are not an administrator, please try accessing the system later or contact the center directly.

Enter your institutional username and password below. This is the same username and password that you use for other services at your institution.

ctcnjrd

XXXXXXXXXX

AVAILABLE SCHEDULES

Math/Science

Humanities/Social Science

Check box to stay logged in:

LOG IN

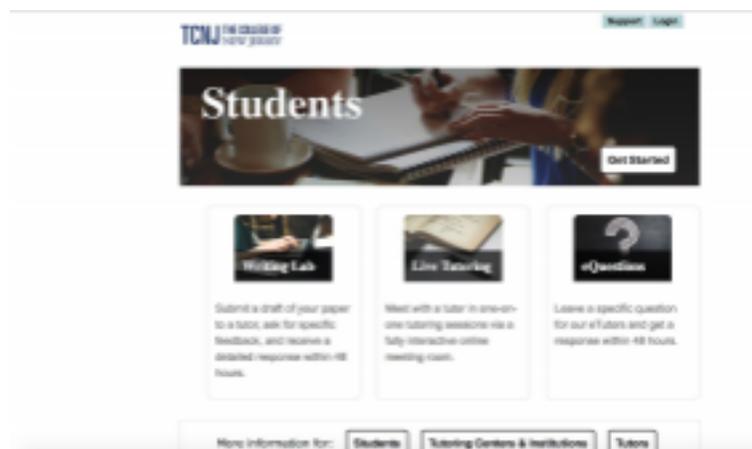
Welcome to The College of New Jersey! To get started, register for an account by clicking the link to the left OR if you already have an account, type in your TCNJ user name and password

How to Use eTutoring Services

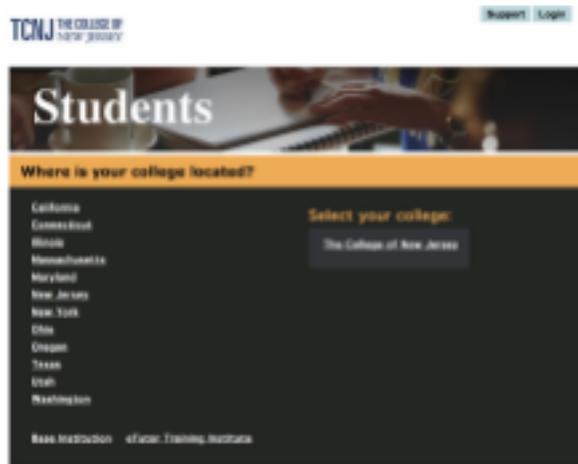
- TCNJ is a partner in the National eTutoring Consortium, which offers online eTutoring FREE to all registered TCNJ students in the following areas:
- **On-Line Writing Lab:** Asynchronous feedback on an in-progress draft IN ANY SUBJECT or COURSE.
- **eChat:** Synchronous live-chat in real-time with 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> - Your screen should look like this:



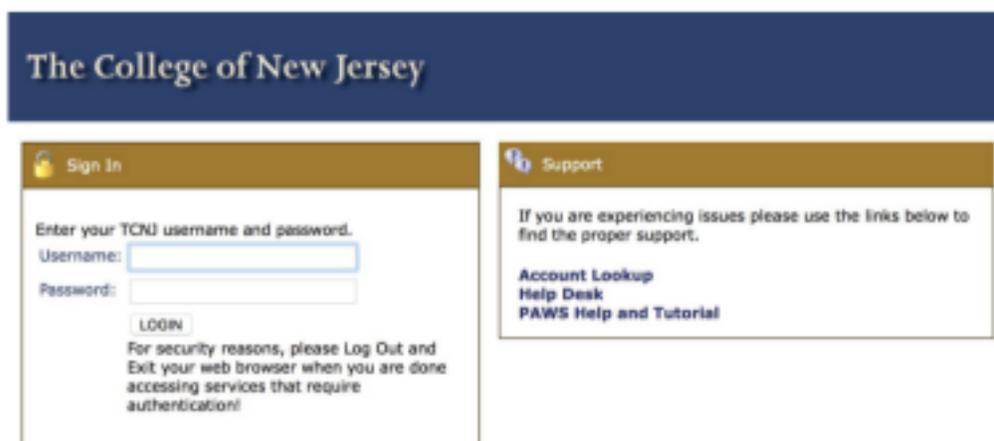
2. In the “Students” section, click on the “Get Started”. Select your state (New Jersey) and college (The College of New Jersey)



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.

Home eQuestions Writing Lab Schedule Resources Support Logout

Home

Tutors Online Now

No tutors are online at this time. Please check today's schedule below.

Listings refresh automatically

Writing Lab

[Submit your paper to the Writing Lab](#)

Writing Lab Archives
[View past submissions](#)

The current writing lab response time is under 24 hours.
This is based on recent activity and can change quickly. Check back for current conditions.

My Resources

Announcements

No appointments required!
eTutoring is a walk-in service, so no appointments are necessary! Check the "Tutor's Online now" box and click on any tutor's name to enter their Zoom room. Or check the tutor schedule to find tutors in your subjects.

How-to Videos on YouTube!
Did you know eTutoring has a YouTube Channel that will walk you through all of our services? Check it out [here!](#)

Today's Tutor Schedule

Accounting
Jason H - 7:00 PM - 9:30 PM

C++
Phatcharawin W - 11:00 AM - 3:00 PM

Computer Programming 1 & 2
Phatcharawin W - 11:00 AM - 3:00 PM

Computer Science

All times are EST

[View eTutor Schedule](#)

eQuestions

[Post an eQuestion](#) in any subject.

eQuestion Archives
[View previous posts](#)

eTutoring: "eQuestions tab"

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.**

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Nicholas Cotogno

Home eQuestions Writing Lab Schedule Resources Support Logout

eQuestions

You currently do not have any questions posted. Choose one of the options below to proceed.

[Post a New Question](#) [Return to Your Main Page](#)

eQuestions Policy - Please Read Carefully
There is currently no policy text to display.

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.

The screenshot shows the 'eQuestions' form. At the top, there is a navigation bar with 'Home', 'eQuestions', 'Writing Lab', 'Schedule', 'Resources', 'Support', and 'Logout'. Below this is a yellow header for 'eQuestions' with a sub-header 'Please complete the form below to help us respond effectively to your question.' and a 'View All Your Questions' button.

Step 1: Choose Your Subject

Choose a subject from the drop down menu. (Writing Lab)

NOTE: Only subjects with tutors scheduled are listed.

Choose Subject

Step 2: Post an eQuestion

Course Name
Specify a course name

Textbook Name
Specify a textbook name
(Algebra I, not Math101, for example)

Chapter Title
Specify a chapter title

Section Title
Specify a section title

Question Topic
Specify a question topic

What is your question?
Rich text editor with 14pt font size and various formatting options.

What steps have you taken?
Text area for describing steps taken.

Where are you having difficulty? What do you think is giving you the most trouble?:
Text area for describing difficulties.

Submit Your eQuestion

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.**

The screenshot shows the 'Writing Lab' page. At the top, there is a navigation bar with 'Home', 'eQuestions', 'Writing Lab', 'Schedule', 'Resources', 'Support', and 'Logout'. Below this is a yellow header for 'Writing Lab' and a blue header for 'Writing Submissions'.

Submit a New Writing Assignment >

Status	Title	Course	Initial Submission Date	Actions
No papers available				
Archived	A paper you submitted in the past with the tutor's response			
New	A paper you submitted to eTutoring has been responded to			
Pending	Your paper has been successfully submitted to eTutoring and you are waiting for a tutor's response			

Click on the title to view your previous work and your tutor's responses.

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.

TCNJ THE COLLEGE OF NEW JERSEY Nicholas Cotrone

Home eQuestions Writing Lab Schedule Resources Support Logout

Writing Lab

Upload a New Writing Assignment:
Upload a first draft of your assignment to a tutor by filling out the form below. Please provide as much information as you can. The more your tutor knows about your assignment and the help you need, the better they can assist you with your work.

[Writing Lab Main Page](#)

Writing Lab Submission Form

Course Name and Number (e.g. English 101)

Course Subject (e.g. English, History, Sociology, etc.)

Instructor's Name

Title

Number of Pages If Your Paper is Longer than 8 Pages, please see these instructions

Please provide a detailed description of your assignment.
 Include the topic, the type of submission (such as research report, personal reflection, contrast / comparison, argument, or any language like this used by your instructor), whether you are required to or allowed to refer to any sources (essays, books, etc.), and required length. Be as specific as possible.

Writing Assignment Description

Uploading Your Assignment Instructions (Optional): (ASSIGNMENT INSTRUCTIONS ONLY, NO PAPERS PLEASE)
 If you have your professor's assignment ready for uploading, please do so here.

Upload File no file selected
 Valid File Types: (.pdf, .doc, .docx, or .rtf ONLY)

Citation:

What parts of this writing assignment would you like help with?
 Area you need help in?

How would you describe this assignment?
 Examples: Telling a story? Explaining how to do something? Researching a topic? Comparing and contrasting ideas? Analyzing an issue? Writing a memo or business report? Preparing a case study? Describing something? Writing a lab report?
 How would you describe this assignment?

Is English your native language?
 Yes No

How confident are you writing in English for academic and professional purposes?
 Very Confident Confident Somewhat Confident Not Very Confident

Add a NEW Draft for this Writing Sample

Upload Your Assignment

- After you have completed your writing assignment, save your paper to your computer or to a disk, and remember where you have saved it for retrieval.
- Next, it is important that you close your paper.
- Click the "Browse" button, select the folder where your paper is stored, and select your paper by clicking on it twice. An attachment address for your paper will now appear in the "Browse" window.
- Click on the "Submit Your Assignment" button.
- If you have successfully submitted your paper, you will see this message at the top of your Writing Lab page: "Your writing sample has been submitted."

CHOOSE FILE no file selected
 Valid File Types: (.doc, .docx, or .rtf ONLY)

* It is important that you close your paper before submitting *

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.

Weekly Tutor Schedule

Choose one or more dates, subjects or tutors, or any combination, and click Update. Or view the [Week at a Glance](#).

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Physics

09/15/2020	8:00 AM - 11:00 AM:	Judy G
09/18/2020	11:00 AM - 2:00 PM:	Ben H

*(eQuestions and Writing Lab only)

Subjects

Tutors

Update

Support

Support Request Form

Contact

Contact Us By Email

Weekly Tutor Schedule

Choose one or more dates, subjects or tutors, or any combination, and click Update. Or view the [Week at a Glance](#).

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Accounting

09/15/2020	7:00 PM - 9:30 PM:	Jason H
09/16/2020	7:00 PM - 9:30 PM:	Jason H

Biology

09/17/2020	9:30 AM - 11:30 AM:	Michelle A
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C++

09/15/2020	11:00 AM - 3:00 PM:	Phatcharawin W
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Computer Programing 1 & 2

09/15/2020	11:00 AM - 3:00 PM:	Phatcharawin W
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Computer Science

09/15/2020	11:00 AM - 3:00 PM:	Phatcharawin W
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Subjects

Tutors

Update

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.