How to Schedule a Remote Tutoring Session:

1. The process for scheduling a remote tutoring session is similar to scheduling an in-person tutoring session at the Writing Center. Start by logging in to the Writing Center's calendar at https://abtech.mywconline.com. This link is available on the Writing Center's homepage, as well.

The Carolyn Lisa Johnson Writing Center

Welcome to the Writing Center!
Click here to make an appointment.

The Writing Center is dedicated to supporting students in all their writing endeavors. We aim to provide a space that is welcoming and inclusive, where writers are empowered to make thoughtful choices in their compositions and develop their writing style and voice. Tutors encourage and support students as they develop their skills in writing, revision, and research. We welcome writers of all skill levels to work on compositions from any discipline at any stage of the writing process.

Summer Hours: Monday-Thursday, 8:00AM-5:00PM

Evening Hours: Wednesdays, 5:00PM-8:00PM

Have questions? Call us at (828) 398-7218, visit Monday-Friday from 8:00AM-5:00PM in Locke 125 on the lower floor of the Don C. Locke Library, or check out our brochure.

2. Remote sessions are available on the default calendar with in-person sessions. The default calendar will always be named after the current semester (i.e. Summer 2019, Fall 2019, etc.). Identify which tutors are available for remote tutoring by looking under their names in the left-hand column. Tutors available for remote tutoring will have the phrase "Face-to-Face & Remote" under their names. If you do not see a remote tutor available at a time that works with your schedule, call the Writing Center at (828) 398-7218. An administrator *may* be able to make a remote tutor available at your preferred time.

May 28: **Tuesday**

Rebecca E. ✎
FACE-TO-FACE & REMOTE

Jessie - RISE ✎
ADMINISTRATORS ONLY

Jessie ✎

Beth - RISE ✎
ADMINISTRATORS ONLY

Rebecca ✎

Beth ✎

Barbie B. ✎
FACE-TO-FACE & REMOTE

3. Click on an open appointment, which will be shown in white.

4. An appointment form will pop up. At the top of the form will be a light blue box with the question "Meet Tutor Online?" at the top. Select yes, and complete the remaining portions of the form as directed. If you are working on a draft, you may attach your draft and assignment prompt to the bottom of the form. This can be helpful, as your tutor will be able to easily access your documents at the beginning of your session rather than having to send them during your appointment.

5. When you have completed the form, select "Create Appointment," and your session will be visible on the calendar in yellow.

May 28: Tuesday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Rebecca E. ✎ FACE-TO-FACE & REMOTE												
Beth - RISE ✎ ADMINISTRATORS ONLY												
Beth ✎												
Jessie - RISE ✎ ADMINISTRATORS ONLY												
Rebecca ✎												
Jessie ✎												
Barbie B. ✎ FACE-TO-FACE & REMOTE												

If you are having trouble making an appointment or would like to schedule a session with a RISE tutor, please call the Writing Center at (828) 398-7218 or visit Locke 125.
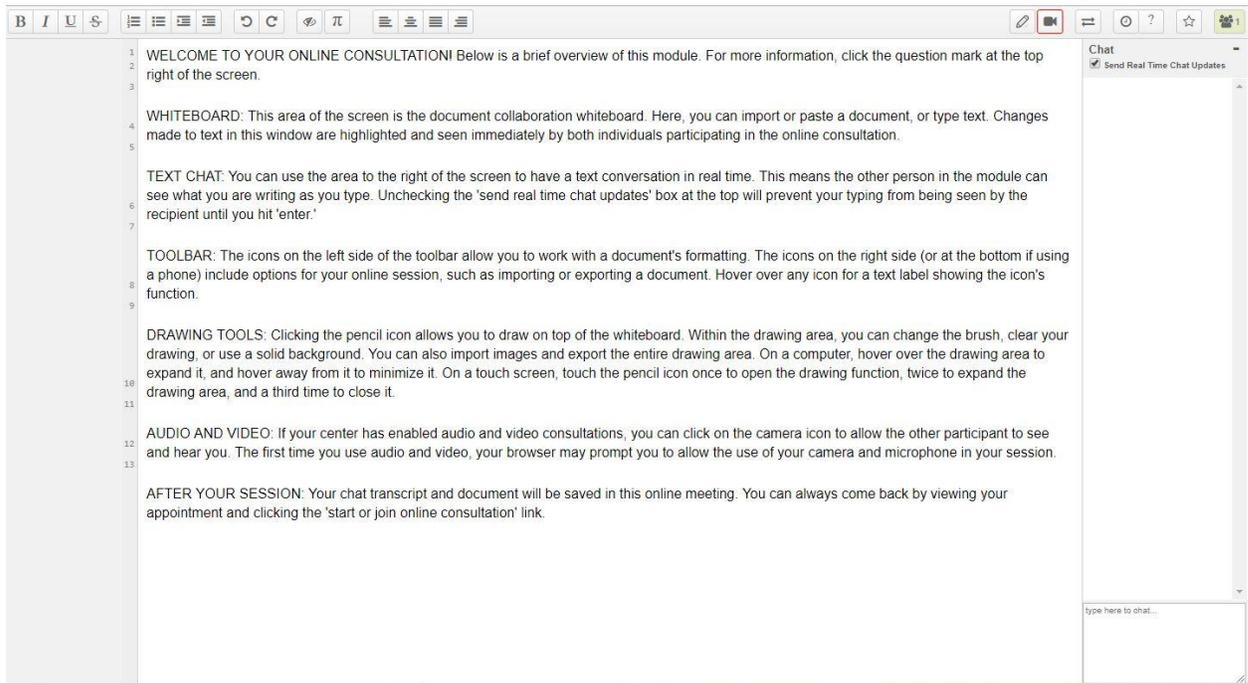
WAITING LIST: MAY 28, 2019

6. On the day of your appointment, log back into the calendar about five minutes before your remote session is scheduled to start. Click on your appointment, which will be shown in yellow. Click the red link that says "Start or Join Online Consultation."

MEET TUTOR ONLINE? REMOTE

If you choose a remote appointment, log back in to this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CONSULTATION

7. A new window will open, allowing you to access the remote tutoring platform. Your tutor should join you shortly. From this platform, you can access video/audio if you would like to chat with your tutor. You can also instant message if you would prefer to communicate that way. Additionally, you can work on your writing in real time by copying and pasting into the white text box. Experiment with the different tools to figure out what works for you!

WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time. This means the other person in the module can see what you are writing as you type. Unchecking the 'send real time chat updates' box at the top will prevent your typing from being seen by the recipient until you hit 'enter.'

TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Chat
☑ Send Real Time Chat Updates

type here to chat...