



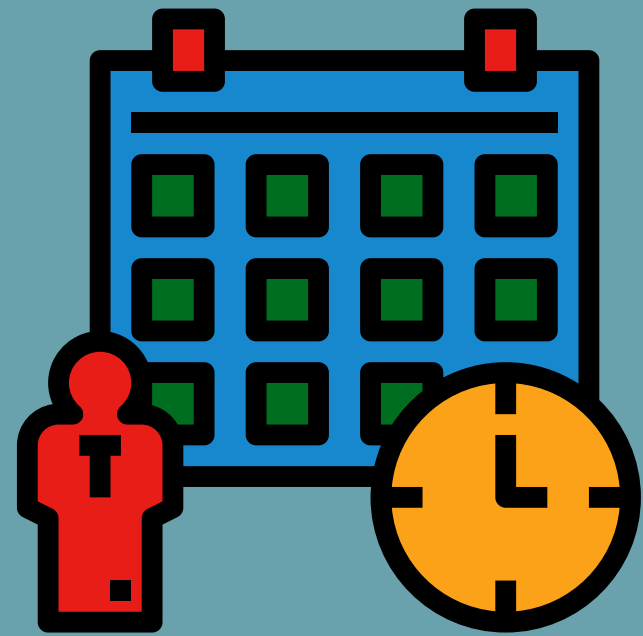
Academic Skills Centre

**Peer tutoring:**  
Online appointments  
using WConline

**DAWSON**  
COLLEGE



# How does it work?



STEP 1: REGISTER AND  
SET UP YOUR ACCOUNT  
FOR APPOINTMENTS

In WCONLINE



STEP 2: MEET & TUTOR

In WCONLINE / Zoom



STEP 3: CREATE A  
RECORD OF THE  
APPOINTMENT

In WCONLINE

**Dawson College Online  
Academic Help**

You have successfully logged out of the system.

**First visit?** Register for an account.  
**Returning?** Log in below.

amarczewska@dawsoncollege.qc.ca

●●●●●●●●●●

**AVAILABLE SCHEDULES**

- Academic Skills Centre Appointments Summer 2020
- CLEO French Tutoring
- Peer Tutoring Summer 2020

Check box to **stay logged in:**  ⓘ

LOG IN

JUNE 23, 2020

**Welcome to Dawson College  
Online Academic Help!**

All students must register with our scheduling system to take advantage of the free services offered by the Academic Skills Centre, CLÉO, and Peer Tutoring.

**New to Online Academic Help?** Welcome! Click "Register an account" and fill out your information. Then use your email and password to login to the site.

**Visited before?** You will need to use the same email and password that you originally provided when you registered with the Academic Skills Centre or on this website.

**Forgot your password?** Click "Reset your password" in the login area, then enter your email address in the box that pops up.

*Be aware: you will have to check your email twice for this process—once to click a link, and again to get a new password.*

If you want to change your password in the future, you can choose "Update Profile & Email Options" in your welcome menu to create your own password.

**The Academic Skills Centre is online and  
open for the summer!**

# Step 1: Register & set up your account

Register to WCONLINE

<https://dawsoncollege.mywconline.com>

You **MUST** use your Dawson email.



Set your schedule

Use Blackouts

Blackout = when you are NOT available.

WELCOME, ANNA ▾ August 6, 2020  
◀ PREVIOUS WEEK |  
Limit to: -- please s

HELP?

Make schedule adjustments using **Blackout Times Management**

Aug. 6: Thi 10:00

ONLINE ONLY

ONLINE ONLY

## Create New Blackout

**THIS IS A BLACKOUT.** This slot will show as unavailable on the schedule. To apply this blackout to all resources on this day only, check this box:  ?

### Blackout Date

Thursday, August 6, 2020: 9:00am ▾ to 12:00pm ▾ Show REPEAT Options

Repeat every 1 ▾ week(s) ▾ until --select end date--

on  Mondays |  Tuesdays |  Wednesdays |  Thursdays |  Fridays |

### Staff or Resource

(Peer Tutoring Summer 2020)

### Blackout Note ?

CREATE BLACKOUT

CLOSE WINDOW

# Check appointments

Check appointments regularly, several times a day.

The system should send you notifications to your email, but it could go to spam or be automatically filtered out.

**DAWSON COLLEGE**

WELCOME, ANNA ▾ August 6, 2020 Peer Tutoring Summer ▾  
◀ PREVIOUS WEEK | CURRENT WEEK ▶

🔍 📄 📧 📧 HELP? Limit to: -- please select -- ▾

**The date that you selected is outside of the date range for this schedule.** If possible, the closest date within the schedule's date range is displayed below. Use the navigation links at the top of the page to view different dates.

Aug. 6: Thursday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
██████████ ONLINE ONLY									
██████████ ONLINE ONLY									
██████████ ONLINE ONLY									

# Step 2: Meet with a tutee

WCONLINE / ZOOM Combo

WCONLINE is a platform for scheduling appointments and record-keeping.

Zoom is integrated with it; you get to your ZOOM appointment through a unique link embedded in your WCONLINE appointment slot.



# WCONLINE

When you log in to WCONLINE and click on the allotted time slot, you will verify:

- a) Tutee's name, date and time of appointment
- b) Information for opening a session
- c) Course the student is requesting tutoring in



Client = tutee  
Date = when tutee expects to meet with you

### View Existing Appointment

**Client**  
[Redacted]

**Appointment Date**  
Thursday, August 6, 2020  
6:00pm to 6:30pm [MARK MISSED]

**Staff or Resource**  
[Redacted]

**ONLINE**  
CREATED: Aug. 6, 2020 11:02am by N [Redacted]

**Post-Session Client Report Forms**  
[View Existing](#)

**Science tutor**

**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](#)

**What kind of help would you like from the Peer Tutor?**  
Understanding course material;

**I can be available for:**  
Video conference;

**Who referred you to us?**  
Other referral;

**Selected Focus**  
Science Physics

**Course name / number**



Click here to open appointment window



## ZOOM

Because ZOOM is integrated into WCONLINE, the Zoom room is unique and safe.

Use ONLY this method of meeting the tutee!  
You can use MIO, email, text messaging,  
BUT DO NOT USE any other video-conferencing  
platforms.



# Step 3: Keeping records of your work

**View Existing Appointment**

**Client**  
[REDACTED]

**Appointment Date**  
Monday, August 3, 2020  
4:30pm to 5:30pm [MARK MISSED]

**Staff or Resource**  
[REDACTED]

**ONLINE**  
CREATED: Jul. 30, 2020 8:41pm by [REDACTED]

**Post-Session Client Report Forms**  
**Add New** or View Existing

**Social Science: Western Civilization, Psychology and Economics**

**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**

Add a Report

In WCONLINE, after each appointment, add a new report.

This will be the official record of your work. We will check it each time before approving your hours.

Be accurate!

Fill in carefully:

- Add actual appointment time
- In NOTES, make sure you add the name of the class, the topics covered, and anything else that will help you remember and plan for the next time. You can also add planning for next session if needed.
- Check sections on the left that apply

### Add New Client Report Form

Fill out the form below to record post-session information about a meeting with a client. Questions marked with a \* are required.

**Client**  
[Redacted]

**Appointment Date**  
Thursday, July 30, 2020  
4:30pm to 5:30pm

**Actual Appointment Length \***  
60 minutes

**Staff or Resource \***  
[Redacted] Your name

**What did you address with the student?** (check all that apply)

- Corrected work
- Assignment in progress
- ESL-level English skills
- Grammar/punctuation/mechanics/spelling
- Sentence structure
- Essay structure
- Research skills/documentation
- Reading comprehension
- Time management/organization
- Study skills
- Literary terms/concepts
- Exit Exam preparation
- CV/Letter of intent

**Describe the session:**  
- class  
- topics covered  
- any other comments  
that will help you plan the next session

**Notes**

B I U A A - 11pt

Be like this tutor!

Remember! We look at it!



## View Existing Client Report Form

[VIEW  OTHER REPORTS]

### Client




### Appointment Date

July 30, 2020  
4:30pm to 5:30pm

### Actual Appointment Length

120 minutes

### Staff or Resource

 (Peer Tutoring Summer 2020)

### What did you address with the student?

#### Notes

Appointment lasted from 4:30 PM - 6:30 PM:  
Helped tutee in 201-NYB-05 (Calculus II Science).

**Example  
of a report**

\*\*\* Note: student was unaware of the fact that peer tutoring was on-going in the summer and only found out today.

Details, helped with:

- integration by parts
- recognizing when to use what method of integration
- drawing out the differences between u-substitution and integration by parts
- helping the tutee complete various integration (anti-derivative) exercises with a focus on how to choose the correct method of integration



Reports are important!

They are the proof of your work



**Report**

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**Payment**



# Questions?

Contact Peer tutoring coordinator on Teams or via MIO

- Ania or Patrick for Content Area Tutoring
- Conner or Rashmini for Peer English Tutoring

Thank you!