Making a Remote Appointment

ETutoring

On the log-in page, enter your email address and password:



The day at the top of the screen will always be the current date. The tutors who are working that day will be listed on the left. Available appointments will be in white, appointments that are already booked in light blue.

Look in the left-hand margin of the schedule for tutors who are listed as available for **Online** and **ETutoring**:



Click on one of the available appointments.



Occasionally, it looks as though no appointment tab has popped up. If this happens, minimize the browser window, or look behind it, or behind any documents you have open. Sometimes the appointment form is hiding back there.

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small group work, Presentation/ (billcoyle1968@gmail.com)							
select a different client, begin typing a name or email above and then select from the resulting list. ppointment Date hursday, March 5, 2020: 3:00pm • to 4:00pm • Show REPEAT Options			ĺ				
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		:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Meet Online?		:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Meet Online? No. Meet face-to-face at the center. Yes. Schedule eTutoring appointment. If you choose an eTutoring appointment, upload your paper after making this appointment. Then, i email for notification that your appointment has been modified or that someone has responded to REQUIRED for eTutoring: Please attach your assignment prompt or describe the assignment in deta	watch your o your paper. ail.	:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Meet Online? No. Meet face-to-face at the center. Yes. Schedule eTutoring appointment. If you choose an eTutoring appointment, upload your paper after making this appointment. Then, i email for notification that your appointment has been modified or that someone has responded to REQUIRED for eTutoring: Please attach your assignment prompt or describe the assignment in deta Yes. Schedule Online appointment. If you choose an online appointment. If you choose an online appointment, log back in to this website approximately five to ten minutes of your appointment. Then, open this appointment and click "Start or Join Online Consultation."	watch your yyour paper. ail. before the start	:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm

When the appointment tab opens go to the menu, which will be set at *No* – *Meet Face-to-Face at the Center*. Unless you would like to come to the Center itself (we're in the Berry Library, in room 113) change this to either Yes – *Schedule e-Tutoring Appointment or Yes* –*Schedule Online Appointment. In this case you'll be selecting the latter.*

	Avant Music New https://avantmus
Client	
small group work, Presentation/ (billcoyle1968@gmail.com)	
To select a different client, begin typing a name or email above and then select from the resulting list.	
Appointment Date	
Thursday, March 5, 2020: 3:00pm • to 4:00pm • Show REPEAT Options	
Staff or Resource	
Sal Barbagallo (Spring 2020)	
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APPOINTMENT LIMITS: Appointments must be between 45 minutes and 1 hour in length.	
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You will then fill in all the slots marked with a red asterisk *. If you are ready to attach your document, you may do so now by scrolling to the bottom of the tab and clicking on the first button marked *Choose File*...

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	This schedule supports file attachn must be 1MB or less and in one of the stars or visy	nents. To attach a file to this appointment, use the options below. File attachments following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps,	
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then selecting the document you want to attach:

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Documents	💼 Internship Timesheet	1/23/2020 3:17 PM	Microsoft Word D	ments				1		-
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Once you have done this, be sure to click the *Create Appointment* button at the bottom of the appointment tab:

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ile #3	Document Title	
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You should get the following message:

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View Exi	sting Appointment
The appointment was saved successful this window if finished.	ly. Continue working with the appointment below or close
Appointment Date Thursday, March 12, 2020 2:00pm to 3:00pm	ETUTORING CREATED: Mar. 4, 2020 12:44pm by Presentation/ small group work
Staff or Resource Sal Barbagallo (Spring 2020)	

If you are not yet ready to attach your document when you make your E-tutoring appointment, you can attach it at any point prior to the beginning of the appointment time. Just log in to your WCONLINE account and locate your appointment, which will be in gold:

0:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	

The following window will appear:

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File	a salemstate.mywconline.com/reserve.php	𝒫 Search	Share	Comments
Nav Search Headin Create docum It's a g or quic	Edit Existing Appointment Client Presentation/ small group work Appointment Date Thursday, March 5, 2020: 3:00pm • to 4:00pm • Staff or Resource Sal Barbagallo (Spring 2020)			
To get Headir docum	APPOINTMENT LIMITS: Appointments must be between 45 minutes and 1 hour in length.	Contraction of the second seco		
	 No. Meet face-to-face at the center, Yes. Schedule eTutoring appointment. If you choose an eTutoring appointment has been modified or that someone has responded to your paper. REQUED for eTutoring: Please attach your assignment prompt or describe the assignment in detail. Yes. Schedule Online appointment. If you choose an online appointment. Wes. Schedule Online appointment. If you choose an online appointment and click "Start or Join Online Consultation." 	Ein in spec		
Page 20	helds are also tagged as administrator-only questions.)		Ø 6	+ 100%
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At the top of the tab you will see the heading Edit Existing Appointment:

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	APPOINTMENT LIMITS: Appointments must be between 45 minutes and 1 hour in length.						
		\exists					
	Meet Online?						
	No. Meet face-to-face at the center.						

Scroll to the bottom of the tab and click on the *Edit Appointment* tab

	Directions
ľ	Approximate Standing Staff
	What would you like to work on today? Professional Documents
	What writing projects are you currently working on? What writing projects are coming up in the future?
	This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.
	CLOSE WINDOW EDIT APPOINTMENT CANCEL APPOINTMENT
22	

Scroll to the bottom of the tab that opens and attach your document, following the directions outlined on pages 5-6.

	Linis schedule supports file attachm files, click the 'view appointment' button t in one of the following formats: .doc, .c File #1 Browse No filelected.	ents. To attach a file to this appointment, us to return to the appointment overview. File a locx, .numbers, .odt, .pages, .pdf, .rtf, .txt, Document Title	se the options below. To view attached attachments must be 1MB or less and .wpd, .wps, .xls, or .xlsx.		
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	File #3 Browse No filelected.	Document Title		Е	
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The tutor will begin reviewing your document at the beginning of the scheduled appointment time. Within an hour the tutor will upload a copy of your document, with his or her comments, to the appointment tab. You will then receive an email or text informing you that this has been done. Log into your account, and click on the appointment to open the appointment tab:

- 7	If academic, please list course and instructor			
-	Assignment or Writing Task Directions			
	Approximate Standing Staff		E	
1	What would you like to work on today? Professional Documents			
-	What writing projects are you currently working on? What writing projects are coming up in the future?			
				3:00pm
	File Attachments Download Attached File Uploaded: March 4, 2020 1:27pm by Presentation/ small group work			
H	Download Attached File Uploaded: March 4, 2020 1:30pm by William Coyle	=		

If you have any questions regarding the remote tutoring options in WCONLINE, please email Bill Coyle at wcoyle@salemstate.edu.