

Online Tutoring

Online tutoring is as close as you can come to a having session in the Writing Center without being here in person. It includes a chat function that allows you and the writer to look at, make marks on, and chat about a document simultaneously. There are optional video and audio functions, too, like those you'd find in Skype, which allow you and the writer to have a genuine discussion.

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

Salem State University

You have successfully logged out of the system.

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

EMAIL ADDRESS:
wcoyle@salemstate.edu

PASSWORD:
●●●●●●●●

CHOOSE A SCHEDULE:
Summer 2017

Check box to stay logged in: ⓘ

LOG IN

Welcome to WCONLINE! To get started, register for an account by clicking the link to the left. After you register one time, you will be able to schedule your own appointments online. We look forward to seeing you in the Salem State University Writing Center soon!

Got questions or need help setting up an account?
Give us a call at 978-542-6491 or stop by LIB113 and we will help!

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, or in red or green.

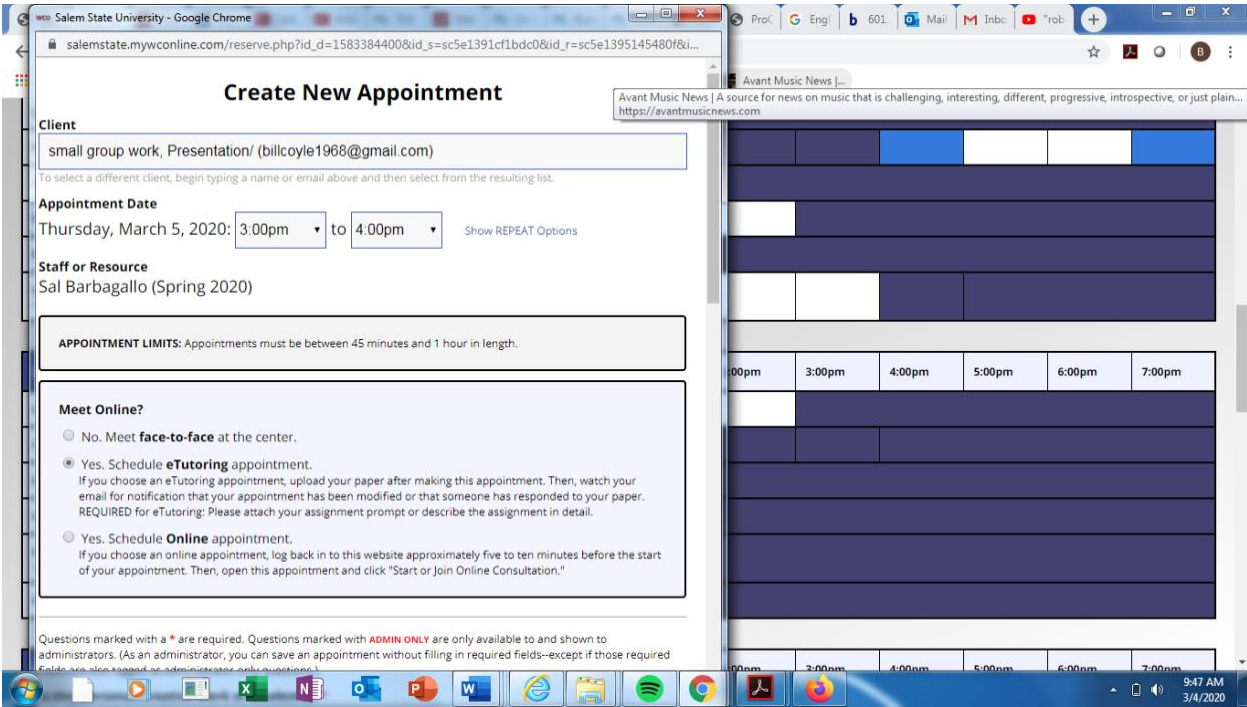
Look in the left-hand margin of the schedule for tutors who are listed as available for Online or Online ETutoring: Click on one of the available appointments. Please Note: **In order to comply with social distancing, we have discontinued Face-to-Face (in-person) appointments for the remainder of the Spring 2020 semester.**

Mar. 12: Thursday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Aaron Costa												
Al DeCiccio												
Alexandria Ritchie												
Aya Elliott												
Courtney Hughes												
Devin Johnson												
Dari Clayton												
Haley Noone												
Jacob Davis												
Jacquelyn Hill												
Justin Nguyen												
Klaire Chandler												
Marina Abate												
Mary Ponte												
Rachael Kuper												
Sal Barbagallo FACE-TO-FACE, ONLINE & ETUTORING												

Jacquelyn Hill												
Justin Nguyen												
Klaire Chandler												
Marina Abate												
Mary Ponte												
Rachael Kuper												
Sal Barbagallo FACE-TO-FACE, ONLINE & ETUTORING												

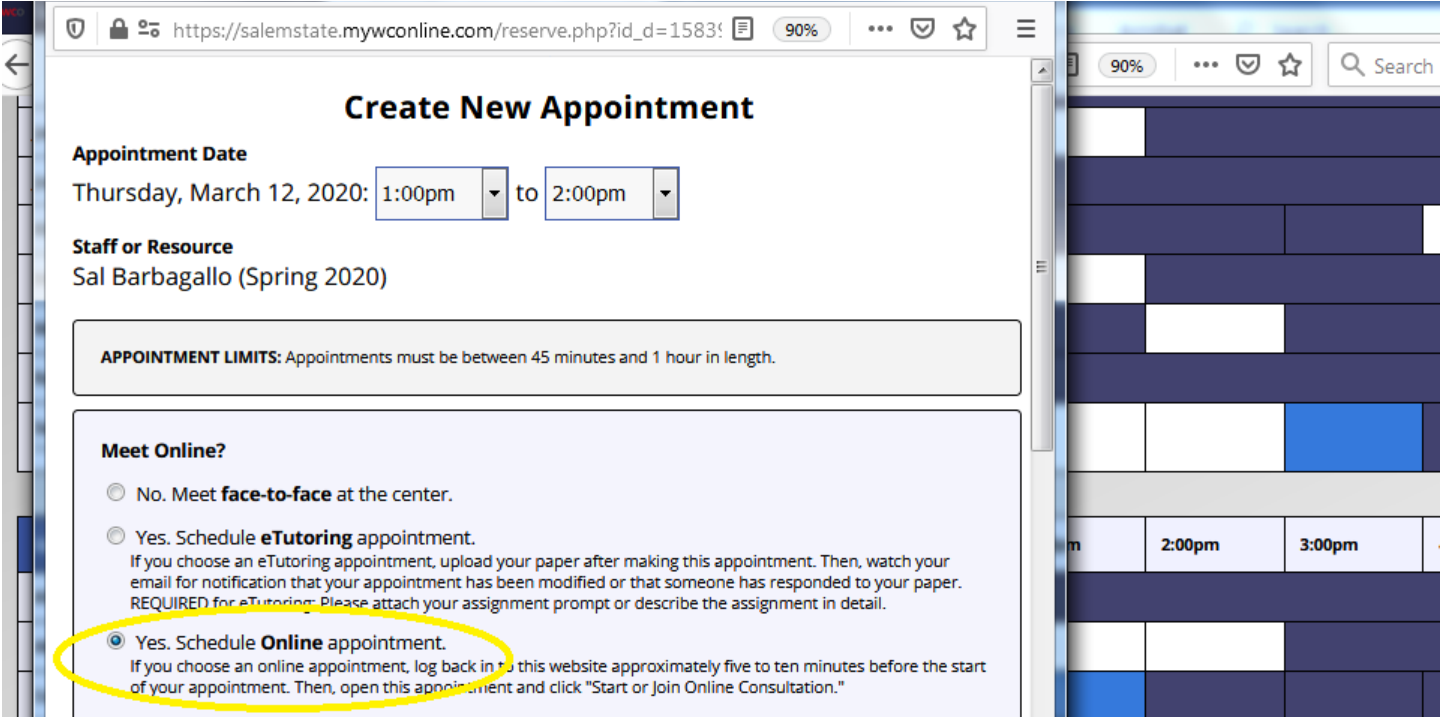
Klaire Chandler												
Marina Abate												
Mary Ponte												
Rachael Kuper												
Sal Barbagallo FACE-TO-FACE, ONLINE & ETUTORING												

A form like this—but with *your* name at the top—should appear.

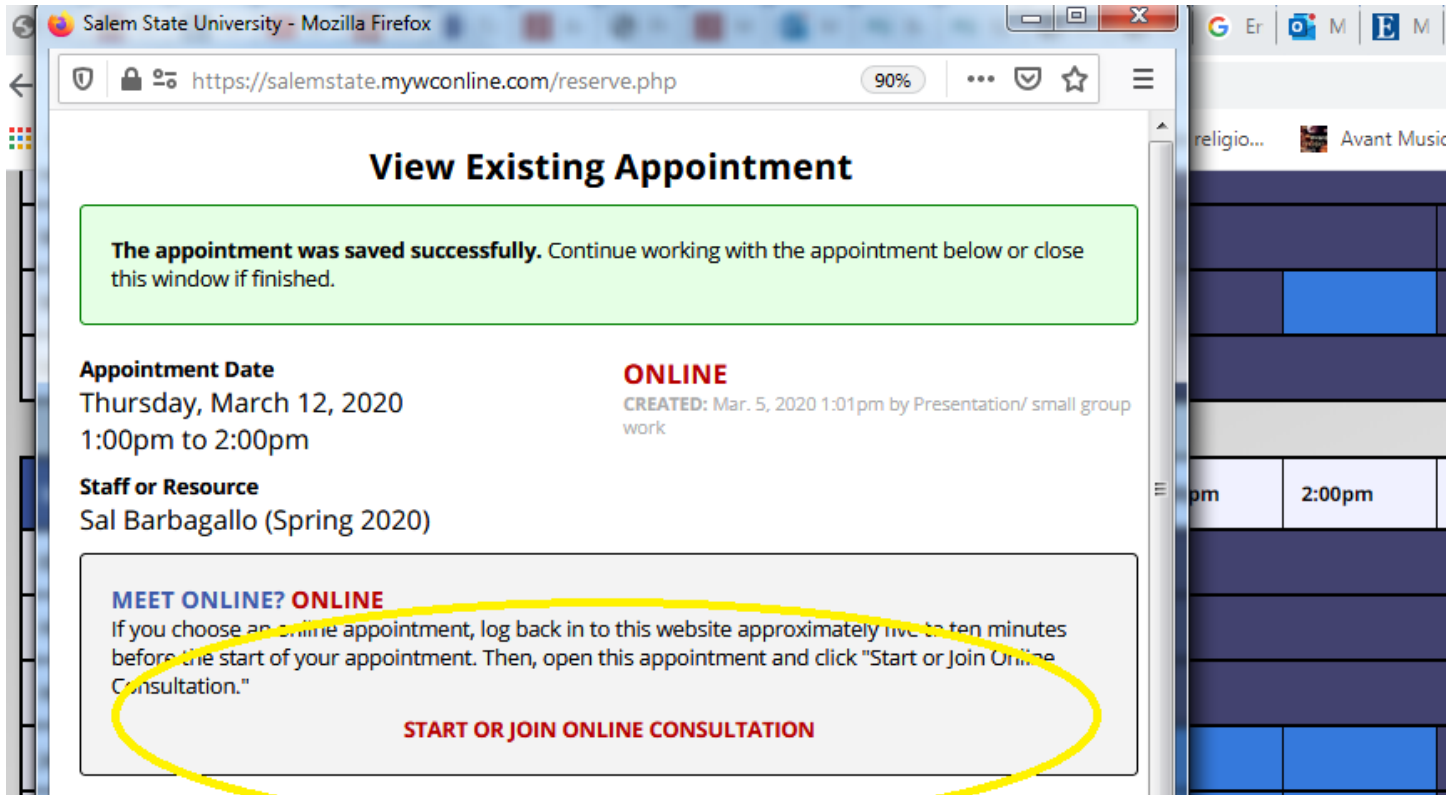


Occasionally, it looks as though no appointment tab has popped up. If this happens, minimize the browser window, or look behind it, or behind any documents you have open. Sometimes the appointment form is hiding back there.

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 Online Appointment* or *Yes – Schedule e-Tutoring Appointment*



The following tab will appear:



When it is time for your online appointment, log in to your WCONLINE account and locate your appointment, which will be in gold.

10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue
Dark Blue	Dark Blue	White	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue
Dark Blue	White	Dark Blue	Dark Blue	Dark Blue	Dark Blue	White	White
Dark Blue	Dark Blue	Dark Blue	Dark Blue	White	Dark Blue	Dark Blue	Dark Blue
Dark Blue	White	White	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue
Dark Blue	White	White	White	Gold	Blue	Dark Blue	Dark Blue

The following window will appear:

Salem State University - Mozilla Firefox
https://salemstate.mywonline.com/reserve.php 90%

View Existing Appointment

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

Appointment Date
Thursday, March 12, 2020
1:00pm to 2:00pm

Staff or Resource
Sal Barbagallo (Spring 2020)

ONLINE
CREATED: Mar. 5, 2020 1:01pm by Presentation/ small group work

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

Click on the link *Start or Join Online Consultation*, and the following window will open:

WCONLINE Online Consultation - Mozilla Firefox

https://wcoocm.com/9091/p/salemsta.sc1595e870d5d0fc?userName=William &key=MTN8c2MnTK1ZTg3MGQ1ZDBmYyEwNzA2

1 Welcome to your online consultation! The consultation module has a chat area on the right side, a document collaboration space or whiteboard area in the middle, a toolbar that includes an option to draw, and (if turned on at your center) an option to use audio and video.

2

3 **TEXT CHAT:** The right side of the screen is a text-based chat area. Type in the box at the lower right to have a text conversation. The text can either show up for the other participant in your session as you are typing, or show up only once you press 'enter' or 'return' on your keyboard. Keep the checkbox for 'send real time chat updates' (at the top of the chat column) checked to allow the other participant to see text as you are typing, or uncheck 'send real time chat updates' if you would prefer to type a whole chat before allowing the other participant to see what you have typed. In either case, press 'enter' or 'return' to have your complete comment/question show up in the chat column.

4

5 **WHITEBOARD:** The bulk of the screen, where this text is currently located, is the document collaboration whiteboard. Here, you can import a document, paste a document, or type text. Changes made to text in this window are seen immediately by both individuals participating in the online consultation.

6

7 **TOOLBAR:** The toolbar is across the top of the screen, or divided on the top and bottom if you are using a phone. The icons on the left side allow you to work with a document's formatting, such as by making text bold. The icons on the right side (or at the bottom) include options for your online session, such as importing a document and drawing. Hover over any icon for a text label showing the icon's function.

8

9 - Import/Export: The icon showing two arrows allows you to upload a document to share with the other participant in this consultation. Both of you can type on the document. Once the consultation is over, you can choose to save the document on your computer using the same icon.

10

11 - Timeslider: After your consultation, use the clock icon to play back the text changes to the document, starting from the beginning of your session.

12

13 - Show the users on this pad: The icon with a person symbol and a number allows you to type a different name (such as a nickname) and/or choose a color to highlight your typing, as well as to see the name of the other participant in the session.

14

15 **DRAWING FUNCTION:** Using the pencil icon, open an area that allows you to draw on top of the document collaboration whiteboard. Within the drawing area, there are additional options to draw with a thick brush or thin pencil, change colors, clear your drawing, or use a solid white background. If you would like to draw without seeing the any text in the background, select the white square to make the drawing area no longer see-through. Diagrams, pictures, math problems, etc. are saved within your online session but do not appear in an exported document.

16

17 - Expanding and minimizing: On a computer, after you have clicked the pencil icon, hover over the drawing area to expand it, and hover away from it (such as over the chat area) to minimize it. On a touch screen, touch the pencil icon once to open the drawing function and a second time to expand the drawing area. A third touch closes the drawing area.

18

19 **AUDIO AND VIDEO, IF ENABLED:** With audio/video enabled for your center's online sessions, your browser will most likely ask if you would like to allow use of your camera and microphone in this session. The specific prompt depends on your browser, device, and operating system. Follow your browser's instructions to start using audio/video. If you deny access to the camera and microphone or close the question without making a selection, click on the video camera icon to reopen the option. If you are not prompted to allow your camera and microphone, close your online meeting in your current browser and open it in a different browser. Hover over your own image in the video to see options to mute the audio or hide the video.

20

21 **AFTER YOUR SESSION:** Your chat 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.

22

23 **QUESTIONS:** If you have any questions, click the question mark at the top right for more information.

Chat

Send Real Time Chat Updates

type here to chat...

During the session itself, the tutor will ask if it is alright for him or her to erase the text on the screen, and after erasing it will ask you to paste the document you'd like to review—provided you already have something written, onto the blank screen. You and the tutor will communicate using the chat function in the right-hand margin and the audio and video functions

1. How the scholarship will affect your ability to achieve success in the Program (list any personal, financial, family, or academic information you wish the scholarship committees to consider, including current college loan debt).

While in college I worked full time—and sometimes sixty to eighty hours per week—while going to school part time to earn my bachelor's degree. Taking three classes while working full-time, I realized I could do well in two classes but not three. I was able to accomplish a 3.0 despite insufficient time and now I am determined to work less while I am taking classes while in this program and doing the internship. Despite this, my current student loan debt is approximately \$33,000. Now that I am older, I'm committed to going full-time and achieving my academic studies. Unfortunately, as a graduate student, I would still have to work at least thirty-two hours a week. This scholarship would help me work less and focus more on my studies and on the unpaid internship.

My mother has been a big support to me over the years, but she is unable to help me with tuition, and is concerned that I am taking on too much student debt. I want to one day be a strong support for her, and being burdened with debt would make that more difficult. I would also like to be a strong advocate for all women, and oppressed groups, and I know that this certificate program is going to enable me to achieve my goals despite the economic hardships. I know there are other candidates, and that the scholarship will go to the people most in need, and I thank you for considering me.

Chat
 Send Real Time Chat Updates

Tis would bring you up to 255 words. I might just change it like so.

Michelle: OK so get rid of "while in this program" 09:48

William: I would move it up as I've suggested here, but now I think the first paragraph needs to be revised to avoid redundancies, and I wonder if the part about debt could be moved to the last paragraph, where you also touch on that issue. 09:49

Michelle: Ok so I will reread the paragraph 09:52

Michelle: Good suggestions 09:52

William: Great. Do you want me to take a look at the revised version tomorrow? 09:53

Michelle: Ok good what time is good for you? 09:53

William: Tomorrow's wide open at the moment 09:53

Michelle: 9am. ok 09:54

William: sounds good. I'll make that now. Could you fill out the survey again for us? Thanks, 09:55

Michelle: yes 09:55

William: 09:55
<https://www.salemstate.mwconline.com/survey.php>

Michelle: Ok done. See you tomorrow - here at 9am. thank you 09:56

William: See you then 09:56

Michelle: Ok thank you again! 09:57

type here to chat...

The dialogue you have with your tutor using the chat function will be saved, and you will be able to access it at any time.

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