

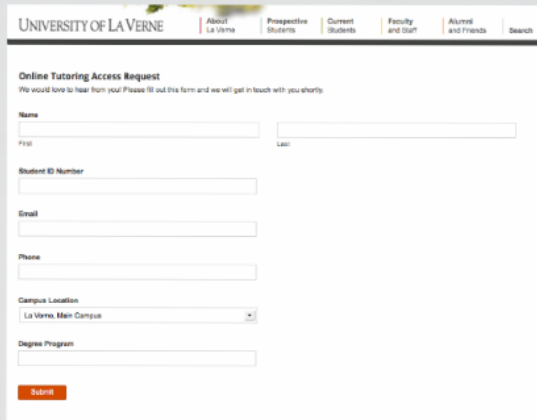
# Online Writing Tutoring Appointments:

A How-To Presentation

*Brought to you by the  
friendly folks at the LEC*

# Step 1: Ask us!

Online writing tutorials aren't for everyone -- only students in the CAPA, La Verne Online, and Regional Campus degree programs.



The screenshot shows the University of La Verne website header with navigation links: About La Verne, Prospective Students, Current Students, Faculty and Staff, Alumni and Friends, and Search. Below the header is the "Online Tutoring Access Request" form. The form includes a sub-header "We would love to hear from you! Please fill out this form and we will get in touch with you shortly." and several input fields: Name (First and Last), Student ID Number, Email, Phone, Campus Location (a dropdown menu with "La Verne, Main Campus" selected), and Degree Program. A red "Submit" button is at the bottom of the form.

We limit access by having you fill out a simple form.

## Online Tutoring Access Request

We would love to hear from you! Please fill out this form and we will get in touch with you shortly.

Name

First

Last

Student ID Number

Email

Phone

Campus Location

La Verne, Main Campus



Degree Program

Submit

Find this on the LEC website:

<http://sites.laverne.edu/learning-enhancement-center/tutoring/online-tutoring/online-tutoring-access-request/>

Or call us at 909-448-4342 and we'll take your info

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## Step 2: Access the scheduler

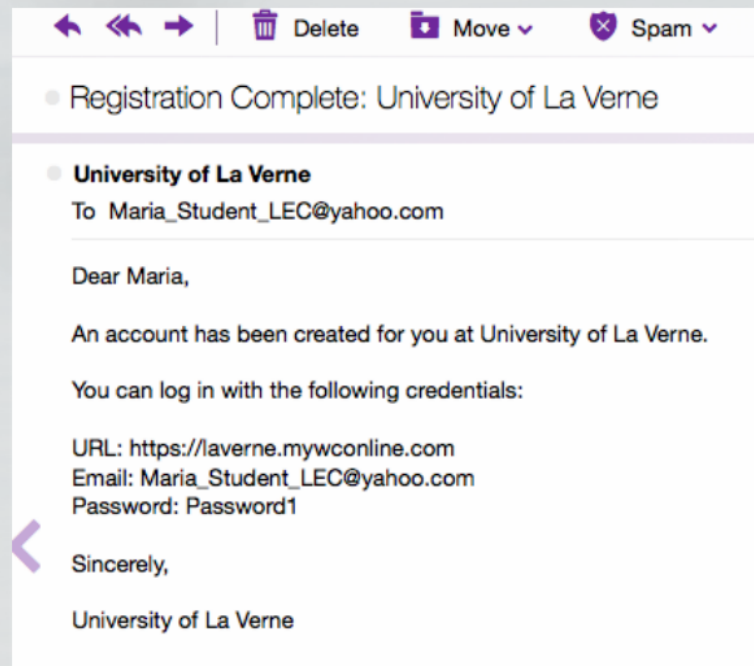
After we confirm your status as a CAPA, ROC, or La Verne Online student, you'll be able to schedule your own 30 minute or 1-hour appointments.

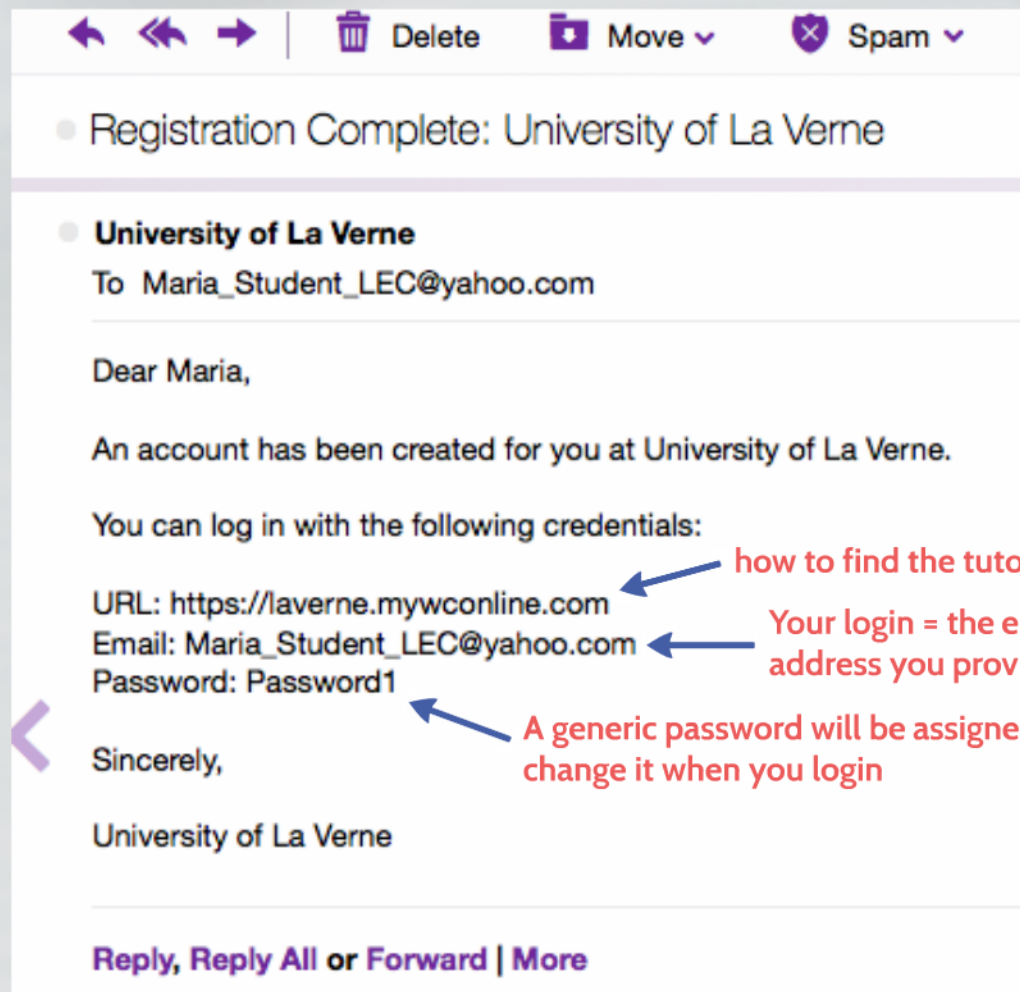
(Limit of 2 hours total per week)

(To make face-to-face appointments for writing or any other subject, call the LEC: 909-448-4342)

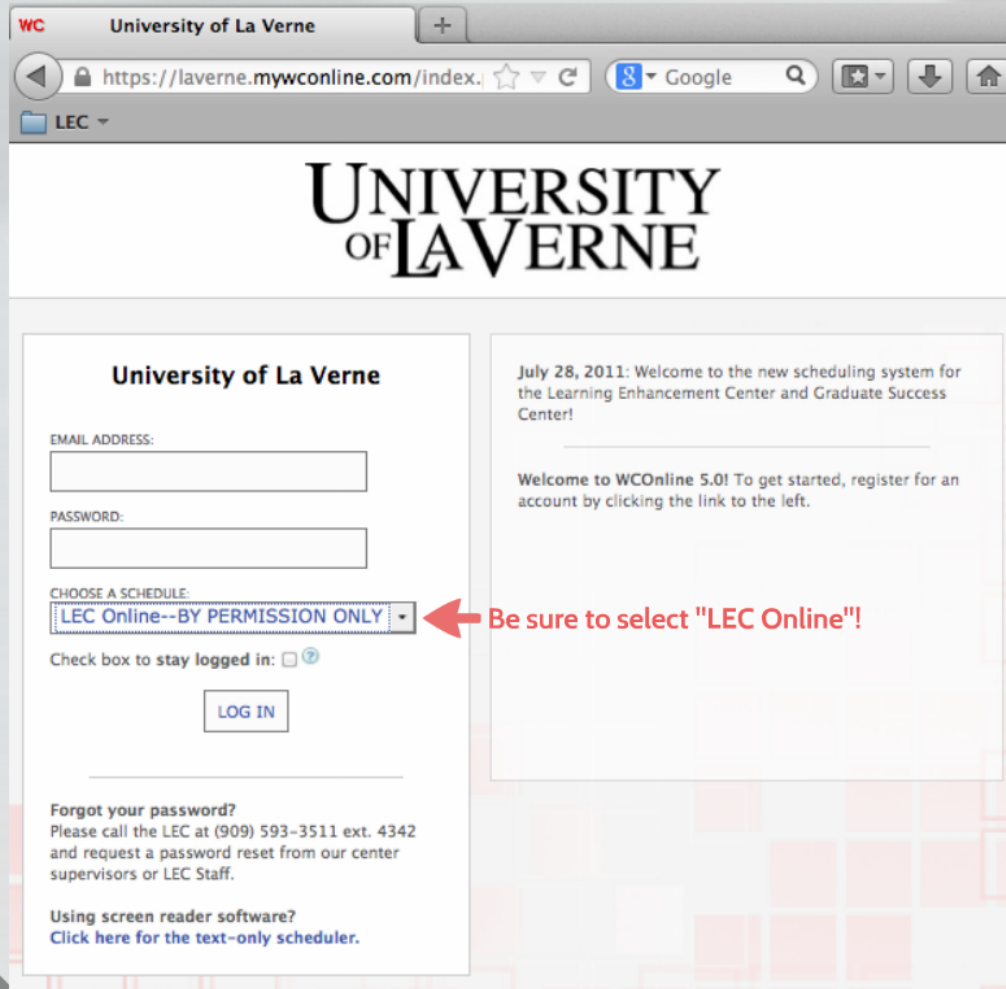
# (It's in your inbox)

Within 24 hours, an email confirmation will arrive with your log in info.





## Step 3: Sign In to the Scheduler



WC University of La Verne

https://laverne.mywconline.com/index... Google

LEC

# UNIVERSITY OF LA VERNE

**University of La Verne**

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
LEC Online--BY PERMISSION ONLY

Check box to stay logged in: ☐ ?

[LOG IN](#)

July 28, 2011: Welcome to the new scheduling system for the Learning Enhancement Center and Graduate Success Center!

Welcome to WOnline 5.0! To get started, register for an account by clicking the link to the left.

Forgot your password?  
Please call the LEC at (909) 593-3511 ext. 4342 and request a password reset from our center supervisors or LEC Staff.

Using screen reader software?  
[Click here for the text-only scheduler.](#)



# UNIVERSITY OF LAVERNE

## University of La Verne

EMAIL ADDRESS:

maria\_student\_LEC@yahoo.com

PASSWORD:

.....

CHOOSE A SCHEDULE:

LEC Online--BY PERMISSION ONLY

Check box to stay logged in: ☐ ?

LOG IN

Forgot your password?

Please call the LEC at (909) 593-3511 ext. 4342

July 28, 2011: Welcome to the new scheduling system for the Learning Enhancement Center and Graduate Success Center!

Welcome to WOnline 5.0! To get started, register for an account by clicking the link to the left.

← Be sure to select "LEC Online"!



[illegible]

# UNIVERSITY OF LAVERNE

WELCOME MARIA! ▼

February 11 - February 17: LEC Online--BY PERMISSION ONLY -

◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

✉ 📁 HELP?

02/11: 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	8:00pm	9:00pm
Lourdes V. <small>Online appts. only</small>														
02/12: WEDNESDAY	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	9:00pm
Claire A. <small>Online appts. only</small>														
Lourdes V. <small>Online appts. only</small>														
02/13: 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	8:00pm	9:00pm
02/14: FRIDAY	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	9:00pm
Claire A. <small>Online appts. only</small>														
02/15: SATURDAY	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	9:00pm
02/16: SUNDAY	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	9:00pm
02/17: 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	9:00pm
Claire A. <small>Online appts. only</small>														
Lourdes V. <small>Online appts. only</small>														

Purple means  
not available.

Blue means an  
appointment is  
already booked at  
this time.

White means  
available!

Clicking on an available  
time slot...

University of La Verne

https://laverne.mywconline.com/reserve.php?type=r&machid=sc152f143ba0dd838

Claire A.

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time:

Friday, February 14:

6:00pm

to

6:30pm

Meet Online?

Yes - Meet Online

Only online appointments are available. 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".

Activity:

What would you like to work on today?

...opens the appointment screen

SAVE APPOINTMENT

CLOSE WINDOW

University of La Verne

https://laverne.mywconline.com/reserve.php?type=r&machid=sc152f143ba0dd838

**Claire A.** ← Your tutor's name

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:** Friday, February 14: 6:00pm to 6:30pm

**Meet Online?** Yes - Meet Online

**Activity:** Writing 110

What would you like to work on today?  
Trying to write a persuasive essay. the assignment is asking for.

SAVE APPOINTMENT CLOSE W

12:30pm  
1:30pm  
2:00pm  
2:30pm  
3:00pm  
3:30pm  
4:00pm  
4:30pm  
5:00pm  
5:30pm  
6:00pm  
6:30pm  
7:00pm  
7:30pm  
8:00pm  
8:30pm  
9:00pm

Appointment length

Note: you can change the appointment length

Tell us what you're working on (e.g. the class and assignment)

Tell us what, specifically, you want the tutor's help with

...opens the appointment screen

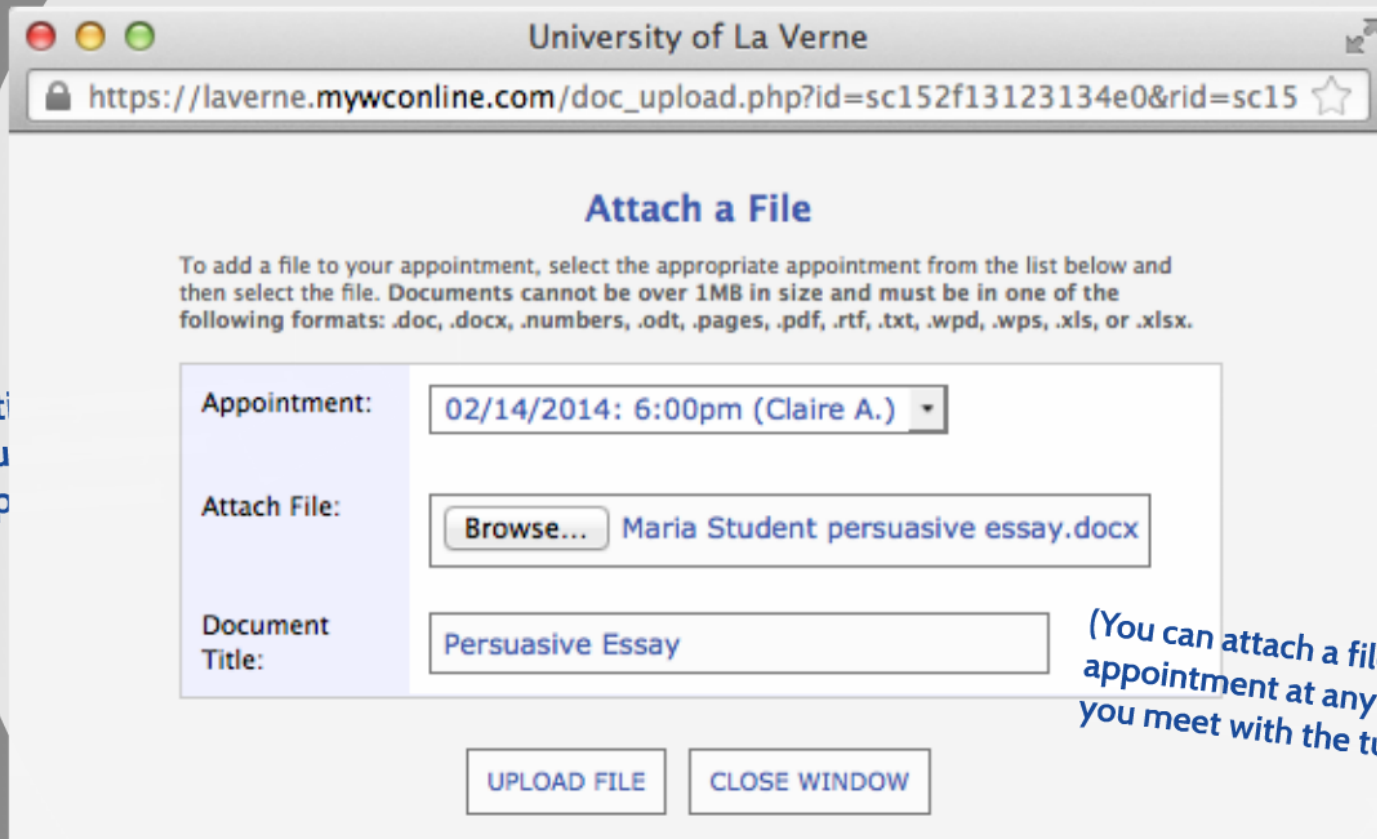
# Step 4: Success!



Notice: you can attach  
your file to your  
appointment



# Step 4: Success!



The screenshot shows a web browser window titled "University of La Verne". The address bar displays the URL: [https://laverne.mywconline.com/doc\\_upload.php?id=sc152f13123134e0&rid=sc15](https://laverne.mywconline.com/doc_upload.php?id=sc152f13123134e0&rid=sc15). The main heading is "Attach a File". Below this, a paragraph states: "To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx." The form contains three labeled sections: "Appointment:" with a dropdown menu showing "02/14/2014: 6:00pm (Claire A.)"; "Attach File:" with a "Browse..." button and the filename "Maria Student persuasive essay.docx"; and "Document Title:" with a text box containing "Persuasive Essay". At the bottom are two buttons: "UPLOAD FILE" and "CLOSE WINDOW".

University of La Verne

[https://laverne.mywconline.com/doc\\_upload.php?id=sc152f13123134e0&rid=sc15](https://laverne.mywconline.com/doc_upload.php?id=sc152f13123134e0&rid=sc15)

### Attach a File

To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

Appointment: 02/14/2014: 6:00pm (Claire A.)

Attach File: Browse... Maria Student persuasive essay.docx

Document Title: Persuasive Essay

UPLOAD FILE CLOSE WINDOW

Noti  
you  
app

*(You can attach a file to the appointment at any time before you meet with the tutor.)*



**Step 5: Meet with Your Tutor!**

Yay!



At your  
appointment  
time:

# UNIVERSITY OF LA VERNE

## University of La Verne

EMAIL ADDRESS:

maria\_student\_LEC@yahoo.com

PASSWORD:

.....

CHOOSE A SCHEDULE:

LEC Online--BY PERMISSION ONLY

Check box to stay logged in: ☐ ?

LOG IN

### Forgot your password?

Please call the LEC at (909) 593-3511 ext. 4342 and request a password reset from our center supervisors or LEC Staff.

### Using screen reader software?

[Click here for the text-only scheduler.](#)

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Welcome to WOnline 5.0! To get started, register for an account by clicking the link to the left.

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◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

✉

📁

HELP?

02/11: 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	
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02/14: FRIDAY	8:00am		9:00am		10:00am		11:00am		12:00pm		1:00pm		2:00pm		3:00pm		4:00pm		5:00pm		6:00pm		7:00pm	
Claire A. <small>Online appts. only</small>																								

Click on your appointment

Click on your appointment

## Claire A.

Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

Time:

Friday, February 14: 6:00pm to 7:00pm

Meet Online?

Yes - Meet Online

[Start or Join Online Consultation](#) ← Click on "Start or Join Online Consultation"

Activity:

Writing 110 \*

What would you like to work on today?

Trying to write a persuasive essay. Not sure what the assignment is asking for. \*

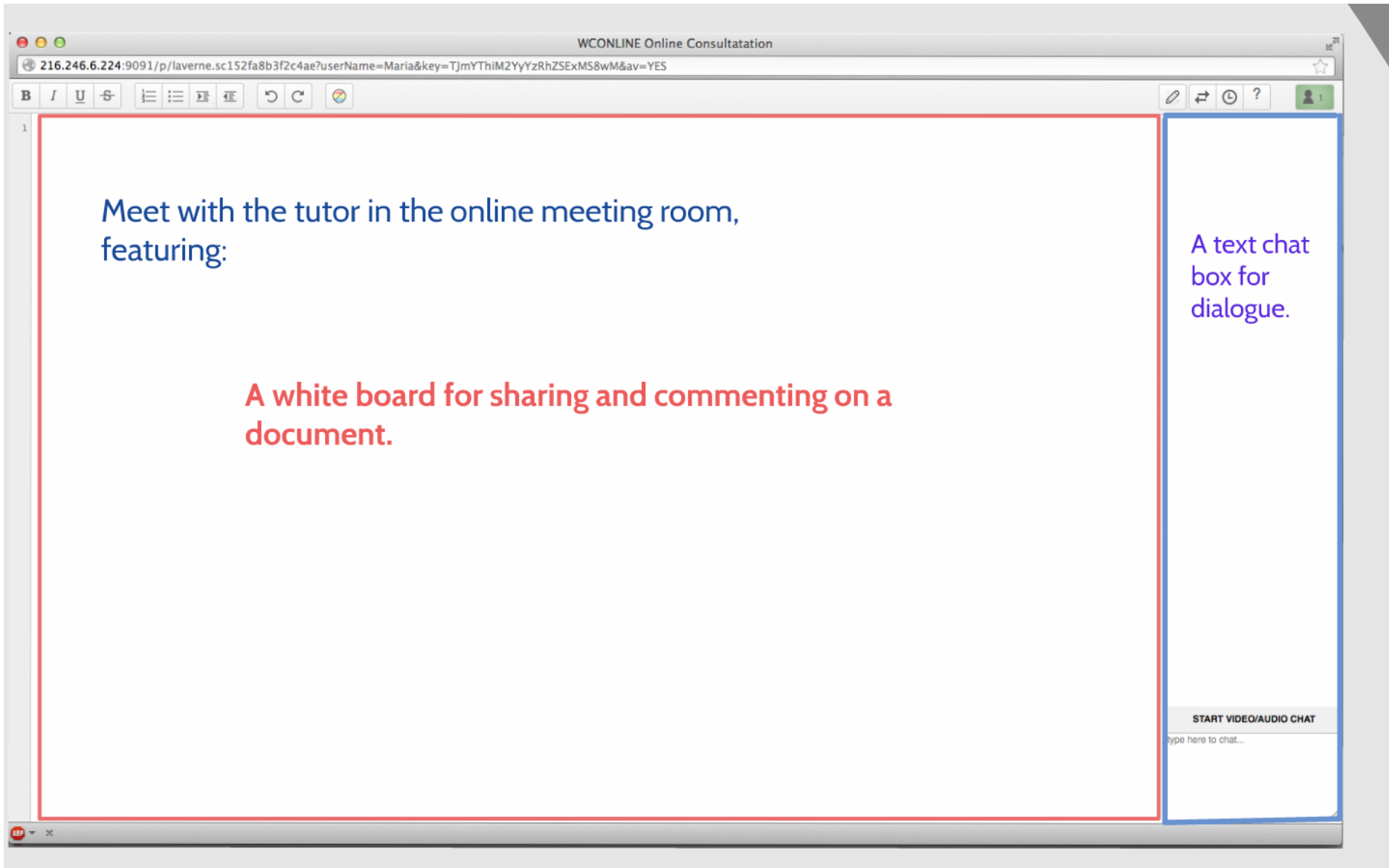
Attached Files:

» [Download 'Persuasive Essay'](#)

[SAVE CHANGES](#)

[CANCEL THIS APPOINTMENT](#)

[CLOSE WINDOW](#)



aring and commenting on a

And...

Video/Audio chat!

(We can also call you if you prefer to  
use your phone for audio.)

START VIDEO/AUDIO CHAT

type here to chat...

# Online Writing Tutoring Appointments:

## A How-To Presentation

Brought to you by the  
friendly folks at the LEC

**Ta-da!**

