

WCONLINE Online Tutoring Module

MAKING AN APPOINTMENT AND JOINING THE SESSION

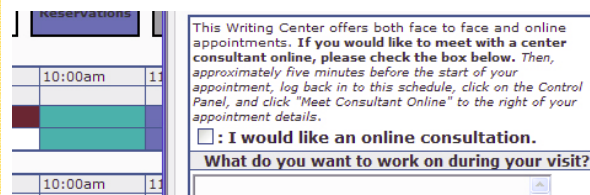
1. When adding or editing resources in the Manage Resources control panel, administrators must designate those tutors available for online tutoring by checking the appropriate option.
2. When a student reserves an appointment with a tutor designated as above, the student simply checks the appropriate box to indicate that he or she is requesting an online appointment. Once reserved, online appointments will appear in teal on the WCOonline schedule display.
3. Shortly before the start of the appointment, the student and the consultant log in to WCOonline, go to their respective Control Panels and click on the “Start Session” link. Consultants and administrators can view all of the upcoming online reservations by viewing the “Online Reservation Forecast” near the top of the control panel.

NOTE: The first time that an individual runs the OTM, the Module will take a few minutes to load. Additionally, the first time that the editor is used within the program, it will take a few additional minutes to load. After this, the OTM will load and work very quickly. Also note that, on some browsers, you may have to click “okay” to a warning concerning installing Active X controls. This is also a one-time inconvenience.

USING THE ONLINE TUTORING MODULE

1. **Using the Text Chat:** To communicate via text chat, type your message in the box that initially says “Hello.” and then click “send.” The conversation will appear in the white box above the text entry box.
2. **Uploading a Paper:** Click on “Shared Documents.” Then, click “Upload,” and then “Browse.” Choose the paper (or any Microsoft Word document), and then click on “Open,” and finally on “Upload.”
3. **Sharing a Document:** To share a document between both of the OTM participants, click on “Shared Documents” and then on “Share.” Once clicked, the document will appear on both participants’ screens.
4. **Editing a Document:** To edit a document, click on “Shared Documents” and then on “Edit.” A moment later, the document will open in the large white box, along with editing options similar to those in Word. Click on the document to begin editing. When finished, click on “Save” above the document on the left side, and then on “Stop Editing” in the document menu area. Finally, click on “Continue” to have the changes appear on all participants’ screens.
5. **Using the Video and Audio Chat:** First, ensure that a microphone and/or webcam are installed on your computer. Then, click on “Preview Mode” in the top right of the OTM interface. Make sure that you can see and hear your image. Once done, click on “Broadcast Mode.” This will allow other participants to connect to your video and audio broadcast. To view another participant’s audio or video broadcast, click on the participant’s email address and then on the “View Cam” button below his or her address.

Questions? Suggestions for a future version of the Online Tutoring Module? Contact WCOonline Support by emailing support@therichco.com or calling 888-348-6182, or via the online support system available at www.myrichco.com.



My Reservations							
Date	Resource	Start Time	End Time	Created	Last Modified	Modify	Delete
08/28/2006	Jane Tutor	11:00am	12:00pm	08/28/2006 @ 10:35:05 am	N/A	Modify	Delete
08/28/2006	John Tutor	10:00am	11:00am	08/28/2006 @ 10:07:18 am	N/A	Modify	Delete

Online Consultation Forecast							
Date	Student	Start Time	End Time	Schedule	Tutor	Modify	Delete
08/28/2006	Test User	10:00am	11:00am	Fall 2006	John Tutor	Modify	Delete

