

How to book an online Zoom tutoring appointment

1. Go to <https://douglas.mywconline.com/>
2. To log in, use your CNA credentials (9-digit student number and CNA password). This is the same username and password you use to log in to the Wi-Fi or a PC on campus.
3. If this is your first time to log in, fill out the registration form. Once your account has been created, go back to step #2.
4. On the “Welcome Page” select the type of tutoring you are looking for help with:
 - a. **Content Tutoring** – for help with course content.
 - b. **Writing & Language Tutoring** – for help with written assignments and languages.
 - c. **Submit a Draft Tutoring** – for help with written feedback on your draft. You don’t need to be there for the appointment, simply upload your draft and you will receive a written feedback at the end of your appointment time
5. Once one of the schedules is selected, please choose the course number or type from the drop down by “Get Help With” line.

6. Now the search is filtered to the tutors who can help you with the course, select the date and time that works for you:
 - a. White box – the time slot is available to book.
 - b. Red box – the time slot is booked by another student.
 - c. Green box – the appointment booked by you.

Mar. 19: Thursday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Carmen AN ONLINE "CHAT WITH A TUTOR" ONLY									
Henry AN ONLINE "CHAT WITH A TUTOR" ONLY									
Iman AN ONLINE "CHAT WITH A TUTOR" ONLY									
Jenny AN ONLINE "CHAT WITH A TUTOR" ONLY									
Peter AN ONLINE "CHAT WITH A TUTOR" ONLY									

7. Click on the white box with the selected date and time, now you can create an appointment in the pop-up window by filling out the form:
 - a. The default appointment is 30 minutes long. You can adjust the time to create a 60-minute appointment. (your actual appointment will be 25 or 55 minutes to allow for administrative tasks).
 - b. Course and Number

- c. Describe what concerns or questions you have for your tutor. Try to be as specific as possible.

Create New Appointment

Client

test, test (test@douglascollege.ca)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Thursday, September 17, 2020: 11:30am ▼ to 12:30pm ▼ [Show REPEAT Options](#)

Staff or Resource

Ariel (Content Tutor Appointments)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Online Tutoring

- Yes. Schedule **Zoom tutoring session** appointment.
Log back in to this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Join Zoom tutoring session."

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course and number (e.g. ENGL 1130) *

ACCT 1110

Describe what concerns or questions you have for your tutor (Please be specific) *

I need help with course material...

What would you like to work on? *

-- please select --

Get help with *

-- please select --

ADMINISTRATIVE OPTIONS

Walk-In/Drop-In | Missed | Placeholder ? | Email Client? ?

CREATE APPOINTMENT

CLOSE WINDOW

- d. Choose what you want to get help with.
- e. If you are making an appointment in the “Submit a Draft” schedule, attach any necessary documents such as assignment instruction and your draft. If you do not attach your paper at the time your appointment is made, it will be cancelled.
- f. Create Appointment -> Green box appears on the schedule indicating the successfully booked appointment.

Get help with +

ACCT 1110

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil... hosen	<input type="text"/>	No
File #2	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil... hosen	<input type="text"/>	No
File #3	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil... hosen	<input type="text"/>	No

ADMINISTRATIVE OPTIONS

Walk-in/Drop-in | Missed | Placeholder | Email Client?

- g. You can repeat the process to book another appointment or just log out at the top of the page.

If you have any questions or problems with booking an appointment you can always contact the Learning Centre directly.

1. Click on the drop down menu after “Welcome, First Name” dropdown
2. Send Message to Centre

You can also connect with us through our Ask-A-Tutor virtual front desk. We will get back to you as soon as we can.

SEND MESSAGE TO CENTER ✕

To send a question or comment to the Douglas College Learning Centre. If a response is needed, the center will respond to the email address that you use to access this system.

Message

Hello,

Could you please help me with|

SEND MESSAGE

Ask Here!

Learning Centre Ask-a-Tutor

Peer tutors are available by chat to students needing support for online learning skills, including learning to use Blackboard and Office365 for course assignments (Note: These tutors do not help with login issues or tech support).

Virtual Front Desk Hours

Mondays: 11:30 am - 2:30 pm

Tuesdays - Fridays: 10:30 am - 2:30 pm

Welcome to the Learning Centre's Ask-a-Tutor Chat ◀ ✉ ✕

Type your question in the box below and press Enter to start chatting.

Type your message here...

Submit