Instructions for Online Tutoring

1. Log into your account on https://arrupe.mywconline.com/ and make sure you are logging into the appropriate schedule (you can also switch once you are logged in)

Arrupe College of Loyola University

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

Email Address

Password

AVAILABLE SCHEDULES
- Writing Fellows Spring 2020
- Office Hours and Advising

Check box to **stay logged in**:

LOG IN

2. Once you are logged in you can either create or join an existing tutoring appointment.
3. To create an appointment you must click on an empty white space on the schedule of an available tutor. *For example*: If I wanted to make an appointment for March 16th at 11am. I would click this box.

Mar. 16: **Monday**	8:00am	9:00am	10:00am	11:00am
Batoul Taha ONLINE ONLY				
Esperanza Fernandez ONLINE ONLY				

4. Once you click on the box a new window will appear and you will click the "Meet tutor online" option.

Meet Tutor Online?

- Yes. Schedule **Online** appointment.
  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."

5. Then fill out the questions about your class and professor. Once you fill out the questions you can scroll to the bottom and click the "create appointment" button.

CREATE APPOINTMENT

6. When it is time to start/join your appointment you should be logged in at least 5 minutes before your appointment begins. After logging in click on your appointment and then
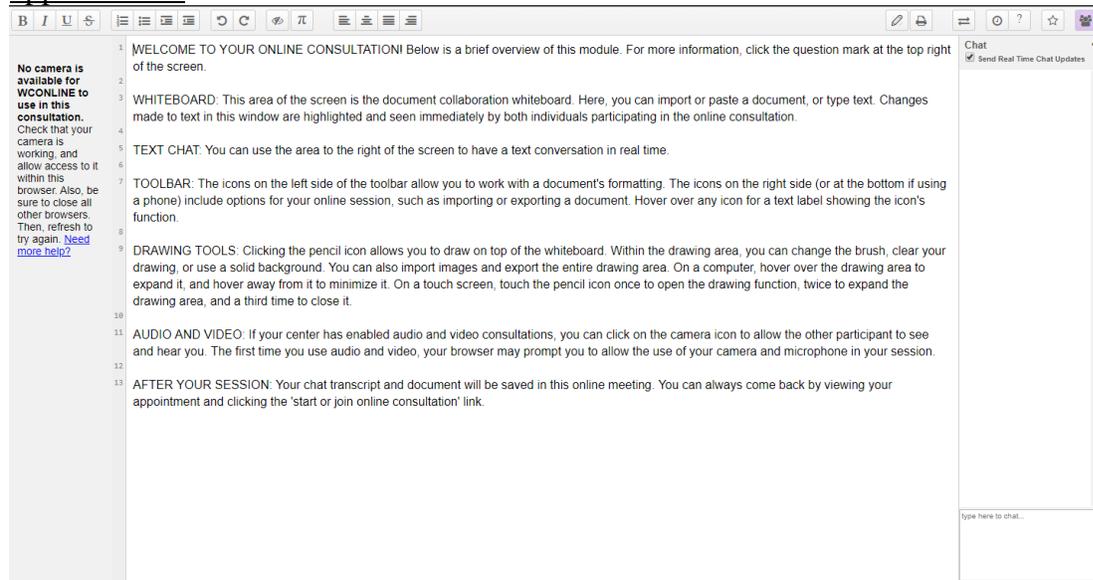
click the "join conversation" button.

MEET TUTOR 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

7.   After joining the appointment, a new window will appear and you can begin your tutoring session. You can video chat using your camera, microphone (earphones, airpods, headphones, etc.) and through the chat window on the right hand side of the window. This icon [icon] tells you if other tutors and/or professors are checking in during your appointment.

1   WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

No camera is available for WCONLINE to use in this consultation. Check that your camera is working, and allow access to it within this browser. Also, be sure to close all other browsers. Then, refresh to try again. Need more help?

3   WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

5   TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

7   TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

9   DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

11 AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

13 AFTER YOUR SESSION: Your chat transcript 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.

Chat
☑ Send Real Time Chat Updates

type here to chat...

8.   **TO IMPORT/EXPORT FILES**: Click on the top right icon with two arrows Click "choose file" and then "import now"

Import/Export
Upload any text file or document

Choose File | No file chosen

Import Now

Export current pad as:
🗒 Etherpad
📄 HTML
📄 Plain text
📝 Microsoft Word
📄 PDF
📄 ODF (Open Document Format)

After editing your document with your tutor you can then click on the arrows again [icon] and then click on any of the options under "Export current pad as" and it will

download your new document into the type of file you want!

Export current pad as:
- Etherpad
- HTML
- Plain text
- Microsoft Word
- PDF
- ODF (Open Document Format)

9.   When you type and edit your document it will be in a highlighted color. At the end of your appointment when you want to stop, you can delete the colored section by the clicking

the eye icon:

10.   **TO INSERT IMAGES OR DRAW**: Click the pencil image to open the "white board" section. Here you can import important images if needed for the session. You can also draw if you need to. You can draw and keep an image to side of the conversation to use later too!