

Making an Online Tutoring Appointment at the Albright Writing Center

The Albright writing tutors are available to work with you online in our appointment system that allows for type-chat with a whiteboard, or audio-video or telephone options if you and the tutor both have the needed technology. These instructions will show you more about our online chat tutoring.

1. **Make your account at alb.mywconline.com.** If you already have an account and need help with a password reset, contact us at writingcenter@albright.edu. This is what the log-in screen looks like. If it is your first time using the center, click on the blue “Register for an account” link:

Albright College Writing Center

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

Email Address

Password

AVAILABLE SCHEDULES

- Interim 2020
- Fall 2019

Check box to stay logged in:

LOG IN

Having trouble logging in?
Reset your password.

Receiving unwanted text messages?
Remove your mobile number.

Interim 2020

During interim, we will be open Sunday through Thursday from 3:00-6:00pm starting January 2. Please log in to make an appointment for an in-person or online chat session. For information on e-mail based feedback for students in online courses, please visit the Writing Center website.

*****Note: we have been relocated to Campus Center Classroom 1 (room near Jake's Place) during the closure of the library/administration building

Please log in to verify the schedule for the week and to make an appointment.

Please join our Instagram, Facebook or Twitter:

Instagram: <https://www.instagram.com/AlbrightcollegeWC>
Facebook: <https://www.facebook.com/AlbrightWC>
Twitter: <https://twitter.com/AlbrightWC>

Phone to reach Writing Tutors: (610) 921-7540
E-mail- writingcenter@albright.edu

2. **Log in to make an appointment.** Click on an open white box.

WELCOME, RACHEL

January 14 - January 20, 2020 Interim 2020

PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK

HELP?

	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Jan 14: Tuesday						
Box (reading, writing) #						
Jake W. (reading, writing) #						
Single (writing) #						
WAITING LIST: JANUARY 14, 2020						
Jan 15: Wednesday						
Karla (reading, writing) #						
Box (reading, writing) #						
Jake W. (reading, writing) #						
Single (writing) #						
WAITING LIST: JANUARY 15, 2020						

3. While the college is all online, 'online chat' will be the default for the type of appointment. Depending on how busy we are, we may allow 30- and 60-minute appointments or may have 60 minutes as the default time. (Your appointment can take less than an hour, but an hour gets reserved). After you save your appointment, it should show up as an orange-yellow box in the appointment system.

Create New Appointment

Client

Liberatore, Rachel (rliberatore@alb.edu)

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

Appointment Date

Wednesday, January 15, 2020: 3:00pm to 4:00pm [Show REPEAT Options](#)

Staff or Resource

Kaela (reading, writing) (Interim 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
Kaela is a Game Design major who is minoring in English. Other areas of expertise: creative writing, literary analysis, and organizational skills.

Meet Online?

- No. Meet ~~face-to-face~~ at the center.
- Yes. Schedule **Online Chat** appointment.
 If you choose an online chat appointment, log back in to this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Jan. 15: Wednesday	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Jake W. (reading, writing)						
Bex (reading, writing)						
Kaela (reading, writing)						
Ginger (writing)						

WAIT

4. **To start your online tutoring session:** A few minutes before your appointment, log in, click on your appointment, and select the red “Start or Join Online Consultation” link.

View Existing Appointment

Client
Rachel Liberatore

Appointment Date
Tuesday, January 14, 2020
11:00am to 11:30am [MARK MISSED]

Staff or Resource
Online Tutor

ONLINE CHAT
CREATED: Jan. 14, 2020 10:33am by Rachel Liberatore

Post-Session Client Report Forms
[Add New](#) or [View Existing](#)

This is an imaginary tutor for practicing with online tutoring

MEET ONLINE? ONLINE CHAT

If you choose an online chat appointment, log back in to this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CHAT CONSULTATION

5. **A large whiteboard screen should appear on the page** with instructions on how to upload your essay so that you and the tutor can view it. The system will ask if you want to enable your microphone and video (optional). You can also copy-and-paste into the whiteboard screen or delete words on the screen. Changes will be shown to the tutor and writer (you) in real time. You can also have a chat with the tutor on the right side of the screen. Ask your tutor if audio-video or telephone chat is also a possibility (some tutors have audio-video capability on their laptops and some do not).

The screenshot displays a video call interface. On the left, a video feed shows a woman. Below the video are icons for microphone, video, and screen sharing. The main area is a whiteboard with a toolbar at the top containing various editing tools like bold, italic, underline, and eraser. The whiteboard text reads: "This whiteboard can be used for developing ideas or revising/editing an essay together." Below the whiteboard, a blue highlighted text says "You and your tutor can chat by audio video". On the right side, there is a chat window with a header "CHAT || REAL TIME" and a message from Rachel: "Or chat here by type!" with a timestamp of 13:40.

6. If you are having technical problems during the session, please let us know what happened at writingcenter@albright.edu and we will work with you to solve the problem and reschedule an appointment if needed.

After your session, you can click back on the appointment to re-read the transcript of the chat and to access the content of the whiteboard at any time.

Questions?

E-mail writingcenter@albright.edu (we check this at least several times a day).

If chatting in real-time is not your preference, we also have the option for you to email an essay and receive e-mailed/margin comments. Please use the form at this website to email an essay for feedback:

<https://www.albright.edu/about-albright/offices-departments/writing-center/essay-feedback-form/>