

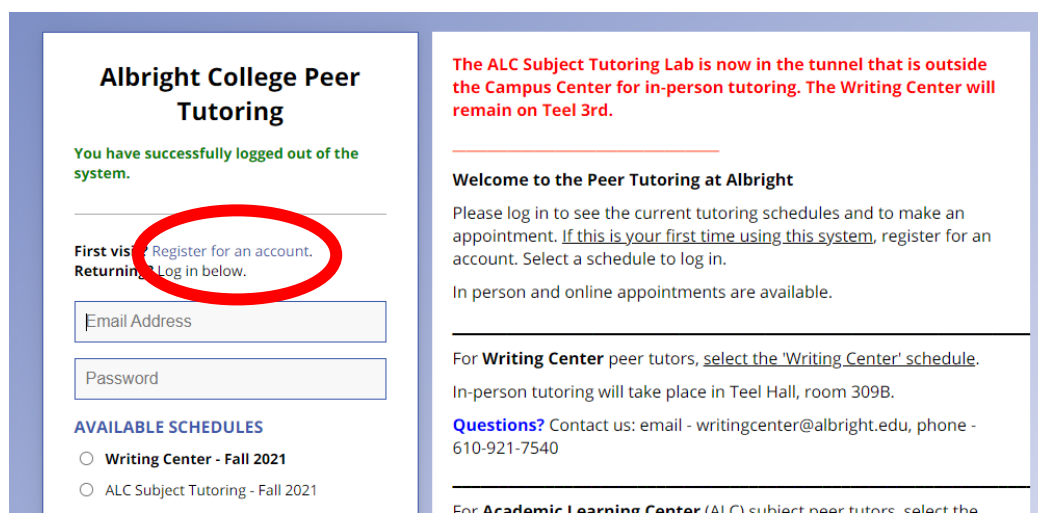
Making a Peer Tutoring Appointment at Albright

The Albright peer tutors (Writing Center and Academic Learning Center—ALC Subject Tutoring) are available to work with you in person or online. Online appointments allow 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 making an in-person or online appointment or holding an online session.

1. Make your account at alb.mywconline.com.

- If you already have an account and need help with a password reset, contact us at academiclearningcenter@albright.edu or writingcenter@albright.edu.

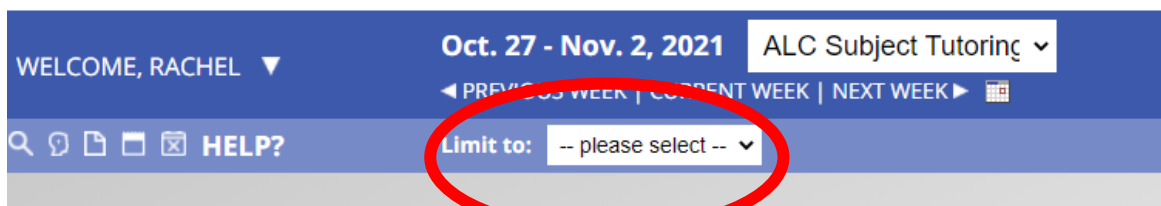
Below is what the log-in screen looks like. If it is your first time using tutoring, click on the blue “Register for an account” link.



The screenshot shows the login page for Albright College Peer Tutoring. On the left, there is a login form with fields for 'Email Address' and 'Password'. Above the form, there are two links: 'Register for an account' (circled in red) and 'Log in below'. Below the form, there are radio buttons for 'Writing Center - Fall 2021' and 'ALC Subject Tutoring - Fall 2021'. On the right, there is a welcome message and instructions for logging in, including contact information for the Writing Center and ALC Subject Tutoring.

- To log in and make an appointment, type in your email and password **and** select a schedule (Writing Center schedule for writing and reading tutoring in all courses, ALC Subject Tutoring schedule for course specific tutoring).
- If meeting with an ALC Subject Tutor, use the “Limit To” drop down menu to select the course you are interested in meeting with a tutor for (i.e. MAT131, ACC101, SPA101).

If a course is not listed in the 'Limit To' drop down menu, please email rmakowiecki@albright.edu. For ENG or FYS tutoring, or reading/writing help in all courses, switch to the Writing Center schedule.



The screenshot shows the top navigation bar of the tutoring appointment system. It includes a welcome message 'WELCOME, RACHEL', a date range 'Oct. 27 - Nov. 2, 2021', and a dropdown menu for 'ALC Subject Tutoring'. Below the navigation bar, there is a 'Limit to:' dropdown menu with the text '-- please select --' (circled in red).

4. To make an appointment, **click on an open white box.**

Jan. 14, Tuesday	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Kaela (reading, writing)	Booked	Booked	Booked	Booked	Booked	Booked
Jake W. (reading, writing)	Booked	Booked	Booked	Booked	Booked	Booked
Ginger (writing)	Booked	Booked	Booked	Booked	Booked	Booked

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

For the **Writing Center** you can make a 30-minute or 60-minute appointment. A full hour is recommended for online tutoring. You can adjust the times.

For the **ALC Subject Tutoring** all appointments are one hour.

5. Once you click an appointment time, **the form below will appear** (your name as the client). Select if you want to meet in person or online.

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 into this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

6. After you save your appointment, your meeting appears on the schedule as an orange-yellow color box (this is your scheduled appointment – you can click on the box to see your appointment details).

Jan. 15: Wednesday	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Jake W. (reading, writing)  FACE-TO-FACE & ONLINE CHAT						
Bex (reading, writing)  FACE-TO-FACE & ONLINE CHAT						
Kaela (reading, writing)  FACE-TO-FACE & ONLINE CHAT						
Ginger (writing)  FACE-TO-FACE & ONLINE CHAT						

7. For an in-person appointment show up at the appropriate tutoring center (locations on front page of appointment system).

If you have an online session, to start your online tutoring session: A few minutes before your appointment, log in, click on your appointment box, and select the red “Start or Join Online Consultation” link (pictured below).

View Existing Appointment

Client

Rachel Liberatore

Appointment Date

Tuesday, January 14, 2020

11:00am to 11:30am [\[MARK MISSED\]](#)

ONLINE CHAT

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

Staff or Resource

Online Tutor

Post-Session Client Report Forms

[Add New](#) or [View Existing](#)

This is an imaginary tutor for practicing with online tutoring

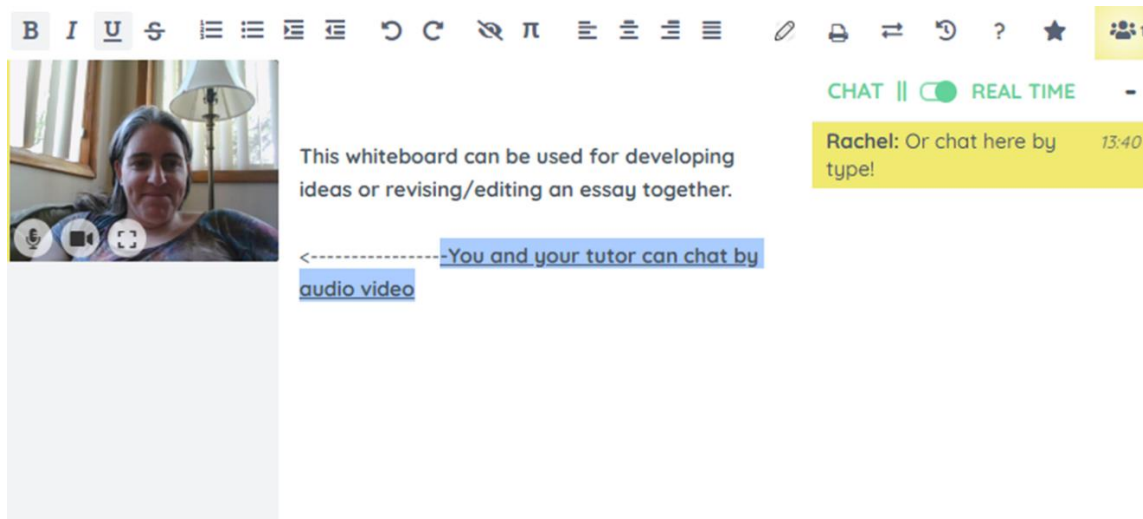
MEET ONLINE? ONLINE CHAT
 If you choose an online chat appointment, log back in to this website approximately five minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CHAT CONSULTATION

8. Once you start/join an online meetings, a large whiteboard screen should appear on the page. The system will ask if you want to enable your microphone and video (optional). The type chat is in the lower right. **Post a message in type chat to let the tutor know you have arrived.**

Whiteboard Info:

- You can copy-and-paste into the whiteboard screen or delete words on the screen.
- Changes or typing on the whiteboard will be shown to the tutor and writer (you) in real time.
- After sessions, 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.



9. If you are having technical problems during the session, your tutor will attempt to contact you via phone or email to determine next steps. If you have your tutor's contact info, you can attempt to contact your tutor.

If you are not able to reach your tutor, contact the centers at academiclearningcenter@albright.edu or writingcenter@albright.edu to explain what happened (included tutor name, time of session) and we will work with you to solve the problem and reschedule an appointment if needed.

Questions?

E-mail academiclearningcenter@albright.edu or writingcenter@albright.edu (we typically check several times a day but responses may not be immediate).

By phone, the ALC can be reached at 610-921-7662 and the Writing Center at 610-921-7540.
