

ISC – Create & Access Tutoring Appointments – How to...Guide

Book an Appointment:

- You will need to access the ISC's calendar system (<https://warren.mywconline.com/>)
 - Be sure to use either **Chrome** or **Firefox** as your browser.
- Log in to the system using the email address and password you created at the time of registration.
First time users will need to click the registration link below:
 - **First visit?** [Register for an account.](#)
- Select the course from the **drop down menu** at the top of the page and **select the course (example: MAT 110)** – this will filter the system to show tutor availability. White blocks of time indicate open availability; Blue blocks indicate timeslots that are already booked; Purple blocks indicate when the tutor ***IS NOT*** available.
- Please be aware of the difference between the two types of tutoring sessions offered:
 - **Online** (virtual face-to-face sessions - *RECOMMENDED*) vs. **e-Tutoring** (see below).
- ***You may schedule up to 1 hour of tutoring time per week, per subject. Requests for additional time will be considered on a case by case basis.***

Same Day Appointment Requests:

Please be aware...

- The ISC scheduling system **does not allow students to create same day** tutoring appointments! Same day appointments are not always possible, as tutors may no longer be available that day. To make a same day appointment request, you must email me the following:
 - Your name, phone number and email address – to be notified if the request can be met.
 - Timeslot you are requesting
 - Class Course Code (ex. MAT 110)
 - Name of your professor

Access Your Appointment:

A few minutes prior to the time of your scheduled appointment, you will need to do the following:

- Access the ISC tutoring calendar by logging into the ISC system (<https://warren.mywconline.com/>)
 - Be sure to use either **Chrome** or **Firefox** as your browser.
- Click on your appointment which will appear in yellow.
- Click on ***“Start or Join Online Consultation”***.
- 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.
 - If you do not have camera and microphone capabilities on your computer, you can use the chat feature to communicate.
- Your tutor will follow the same procedures to join the session.
- You will now be ready to interact via a **virtual face-to-face tutoring** in real time.
- It is highly recommended that if you have recurring appointments, you should update the section of each appointment with as much detail as possible, as to **“What you would like to work on today?”**, so that your tutor can best prepare for your session.

E-Tutoring:

E-Tutoring sessions are **only available with writing tutors** and requires the students to upload the written assignment into the appointment block; Tutor makes edit suggestions, then sends it back to student. You may wish to refer to the attached **ISC System Access** document which includes screenshots to assist you with this process.

If you have any difficulty logging into the system, or have any questions or concerns, please email me at lynchr@warren.edu, or visit me at the **ISC's Virtual Front Desk** (click [here](#) for hours & access link), and I will be happy to assist. Thank you in advance! ~ Rose

As WCCC continues to assess the changing needs in this remote environment, changes to the ISC's tutoring limits may require a reduction in tutoring session time. We will keep you posted regarding such changes. Thank you for your patience and understanding!