

ISC's Guide to Create & Access Tutoring Appointments

How to Register and Book an Appointment:

- Click this link (<https://warren.mywconline.com/>) to access the ISC's calendar system
 - Be sure to use either **Chrome** or **Firefox** as your browser.
- **First time users will need to click the registration link below:**
 - **First visit?** [Register for an account.](#)
- Log into the system using the email address and the password you created at the time of registration.
- Select the course from the **dropdown menu** at the top of the page and **select the course (example: MAT 110)** – filtering the system to show the tutors' availability for those who tutor that subject. **White** blocks of time indicate open availability; **Blue** blocks indicate timeslots that are already booked; **Purple** blocks indicate when the tutor **IS NOT** available.
- There are 3 types of tutoring sessions. Be sure to select the type of session you'd prefer:
 - **Face-to-Face** (In-person session in the Instructional Support Center – Room 105)
 - **Online** (virtual sessions conducted over the computer)
 - **e-Tutoring** sessions are **only available with writing tutors**; requires students to upload written assignment into the appointment block; Tutor makes edit suggestions, then sends it back to student.
 - **Face-to-Face** or **Online** sessions are highly **RECOMMENDED**, since they allow for real time conversation. **E-Tutoring** sessions **do not** offer that benefit.
- The system defaults to 30-minute sessions, so if you'd prefer a full 1-hour long session, you will need to change the end time. **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 request a same day appointment, you must contact Rose Lynch with the following information:
 - Your name, phone number & email address
 - Time slot you are requesting
 - Class Course Code (ex. MAT 110)
 - Last Name of your professor

How to Access Your Online 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"**.
 - FYI – **For some sessions, your tutor may email a Zoom link to connect with you instead.**
- 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 in the calendar.
- You will now be ready to interact via an **Online virtual tutoring session** in real time.

For Recurring Appointments: It's highly recommended that you update the section of each appointment with as much detail as possible in the **"What would you like to work on today?"**, so that your tutor can best prepare for your session.

If you have any difficulty logging into the system, or have any questions or concerns, please call the ISC at (908) 835-2354, email me at lynchr@warren.edu, or request a **Virtual Meeting** (click [here](#) for access link), and I will be happy to assist. Thank you in advance! ~ Rose