

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 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