SANTA MONICA COLLEGE

TUTORING SERVICES
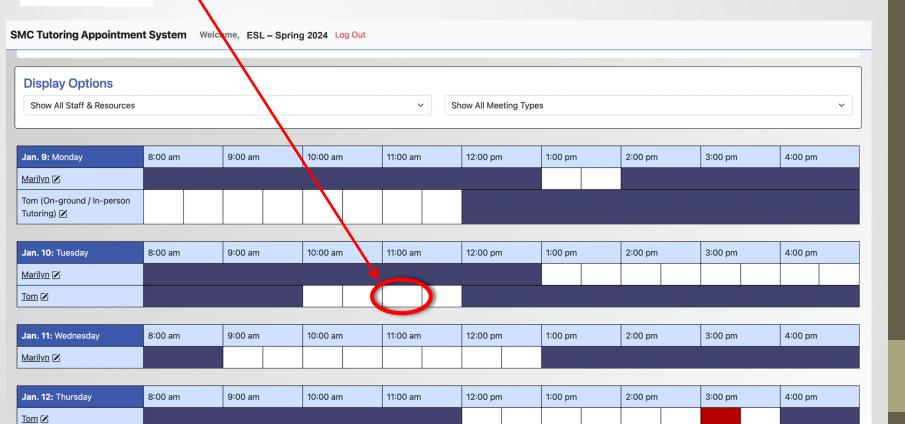
Making ESL Tutoring Appointments

1. Log into Corsair Connect
2. Click on "Tutoring"

Making an Appointment

To make an ESL tutoring appointment, first select the ESL tutoring center from the drop down menu. Select **ESL – Spring 2024**

SMC Tutoring Appointment System   Welcome,   Schedules ▾ Log Out

Area Tools ▾

Please choose a tutoring center...

January 3, 2023

Previous Day | Current Day | Next Day | 🖼

Welcome!

Please choose a tutoring center from the drop-down list above.

- **Important to note:** each center conducts tutoring sessions differently and has different hours, so make sure to follow scheduling directions for the specific subject and center you have chosen.

Jan. 3: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm

Previous Day | Current Day | Next Day | 🖼

Making an Appointment

Choose the day, time, and tutor you would like to meet with by clicking on an empty white box on the schedule. Please pay close attention to whether you select an ==online appointment== or an ==on-ground appointment (in-person)==.

Note: Dark blue and light blue boxes mean no tutoring is available at that time.

Making an Appointment

After you click on the day and time you want, you must fill out the reservation form.

Your name will automatically appear here.

This message indicates whether your tutoring appointment will be online or on-ground. In this example, the student selected an online appointment

Write the name of the course you would like to receive tutoring in.

Write a short description of what you want to work on.

Write the name of your professor here.

Create New Appointment

Client ?

Tuesday, Jan. 10, 2023 | 11:00 am to 11:30 am ▾   **Repeating Options**

Tom | ESL - Winter 2023
Location: Online ESL Tutoring

APPOINTMENT LIMITS: Appointments must be 30 minutes in length.

Which type of session would you like?

◉ Yes. Schedule **Online (Virtual Synchronous Meeting)** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Appointment Details

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course *

What topic would you like to work on? *

Professor's name *

File Attachments

Making an Appointment

Appointment Details

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Course *

What topic would you like to work on? *

File Attachments

To attach a file to this appointment, use the options below. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**. If making a repeating appointment, files will only be attached to the first (this) appointment.

File

Choose File | No file chosen

Document Title

File

Choose File | No file chosen

Document Title

File

Choose File | No file chosen

Document Title

Upload a file (such as a writing assignment) that you want to review with a tutor.

(This is optional.)

Administrative Options

- [ ] Walk-In / Drop-In
- [ ] No-Show / Missed
- [ ] Placeholder ?
- [x] Notify Client ?

Create Appointment | Close

Don't forget to press "CREATE APPOINTMENT" when you are finished.

Logging into an Online Appointment

SMC Tutoring Appointment System   Welcome,   ESL – Spring 2024   Log Out

Appointments on Mondays with Tom are in-person in room 106 of the ESL building.

All other appointments are online (remote).

Display Options

Show All Staff & Resources	Show All Meeting Types

Jan. 9: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Marilyn ✎									
Tom (On-ground / In-person Tutoring) ✎									

Jan. 10: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Marilyn ✎									
Tom ✎									

Jan. 11: Wednesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Marilyn ✎									

Jan. 12: Thursday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Tom ✎									

Next Week | 🗓

If your appointment is online, approximately 5 minutes before your scheduled online tutoring appointment, log into the tutoring system via Corsair Connect.

Next, click on the specific day and time of your scheduled appointment with the appropriate tutor. Your appointment color will appear gold or yellow. **For example, this appointment is with Tom and starts at 11:00 am on Tuesday, January 10th.**

Logging into an Online Appointment

Existing Appointment

Appointment Tools ▾

First Visit

CREATED: Jan. 3, 2023 5:34 pm by

Tuesday, January 10, 2023 | 11:00 am to 11:30 am

Tom | ESL - Winter 2023

    Location: Online ESL Tutoring

Online (Virtual Synchronous Meeting)

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

Start or Join Online Consultation

Click on the link that says "START OR JOIN ONLINE CONSULTATION" to start your tutoring session.

Appointment Details

Course

ESL 19A

What topic would you like to work on?

Adjective Clauses

Attach File   **Edit Appointment**   **Cancel Appointment**   **Print**   **Close**

Online Tutoring Room

Chat
☑ Send Real Time Chat Updates

WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. 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.

AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

type here to chat...

A "white board" with instructions on it will appear. Please read the instructions. They will explain how to use the different tools in the online tutoring room. After reading the instructions, you can delete them. Note: Your tutor will also be in the tutoring room and will be able to write on the white board and talk with you.

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Chat
☑ Send Real Time Chat Updates

type here to chat...

In the upper-left corner, there are options to turn your camera and/or microphone on or off. You can turn your camera off if you want, but please make sure your microphone is turned on so that you can talk to the tutor.

Online Tutoring Room

There are many other tools available in the online tutoring room. Your tutor will explain them to you.

Attending an On-ground Appointment

Appointments on Mondays and Tuesdays with Tom are in-person in Drescher Hall - Room 315.

Appointments on Fridays with Tom are online (remote).

During an online tutoring appointment, you and your tutor will "meet" online in the tutoring appointment system (WCOnline). Here is how you log in:

1. Go to the tutoring reservation system through Corsair Connect.

2. Log in about 5 minutes before the start of your appointment.

3. Click on your appointment for that day and time.

4. Click on the link that says "**START OR JOIN ONLINE CONSULTATION**"

A separate window will open in your web browser. This is a white board and is your online tutoring session. There will be instructions written on the white board. Please read the instructions. After you read them, you can delete them.

Note: Please make sure you have your computer microphone and camera on. You can turn off your camera once the session begins, but it needs to be turned on initially in order for your microphone to work during the tutoring session.

If you have any questions or technical problems, please contact Judy Marasco at:

Marasco_Judith@smc.edu

Display Options

Show All Staff & Resources	▼	Show All Meeting Types	▼

Feb. 2: Friday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
Tom (Online / Remote) ✎								

Feb. 5: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
Tom (On-ground / In-person Tutoring) ✎								

Feb. 6: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
Tom (On-ground / In-person Tutoring) ✎								

Previous Week | Current Week | Next Week | 🗓

If your appointment is on-ground, you will go to Drescher 315 for your appointment.

For example, this appointment is with Tom and starts at 10:00 am on Monday, February 5th. The student should go to room 315 in Drescher Hall on the SMC main campus.

Additional Tutoring Information

1. Your tutoring sessions are saved if it is an online appointment. To review previous tutoring sessions, click on the day and time of your appointment in the reservation system.

1. When you first begin your online tutoring session, make sure both your camera and microphone are enabled.
    Note: You can turn your camera off once the tutoring session begins.

2. You can upload documents during the online tutoring session and review them with the tutor.

3. If you have any questions, please contact Judy Marasco at:

    Marasco_Judith@smc.edu