# How to Book an Appointment with a Peer Tutor

#### Step 1: Visit the Academic Learning Centre website



#### <u>Step 2:</u> Scroll down to the yellow icon that says **"Make an Appointment with a Tutor"**

### Academic Learning Centre services We help you strengthen your writing, studying and research skills. Individual tutoring Workshops Group study sessions (select courses) Tip sheets Videos English as an Additional Language resources Individual tutoring

Please check our online schedule for information about types of tutoring available (in-person, online).

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<u>Step 3:</u> Login to the **WCONLINE System** using your university credentials. You may have to register or make a new account before logging in. Make sure to select the kind of tutor you want to book an appointment with (e.g., Content and Study Skills Tutor)



<u>Step 4:</u> Once you arrive at this page that shows you the time slots offered by different tutors, you can click a **white box** to book an appointment. (The blue boxes mean the time slots are already booked)

person)																
Mar 29: Tuosday	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15 pm	3:00	3:45	4:30	5:15	6:00	6:45 pm	7:30	8:15 pm
Gursimrandeep (he/him)	am	an	an	am	pin	pm	pm	pm	pm	pin	pin	pin	pm	pm	pm	pm
(In-person)																
Linda (she/her) (Online)																
<u>Noah (he/him) (In-</u> person)																
<u>Owen (he/him) (In-</u> person)																
<u>Thummim lyasere</u> (he/him) (In-person)																
<u>Tran (she/her) (In-</u> person)																
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Mar. 29: Wednesday	9:00 am	9:45 am	10:30 am	11:15 am	12:00 pm	12:45 pm	1:30 pm	2:15 pm	3:00 pm	3:45 pm	4:30 pm	5:15 pm	6:00 pm	6:45 pm	7:30 pm	8:15 pm
<u>Gursimrandeep (he/him)</u> (In-person)																

<u>Step 5:</u> Once you click at the white box, a new window will open up that will ask you about some details regarding the appointment.

<u>person)</u>					
	Appointment Details	1	6:45	7.30	8.15
Mar. 28: Tuesday	Autor and Autor		pm	pm	pm
<u>Gursimrandeep (he/him)</u> (In-person)	fieldsexcept if those required fields are also tagged as administrator-only questions.)				
Linda (she/her) (Online)	Tell us about your primary concern *	- <b>1</b> 7			
<u>Noah (he/him) (In-</u> person)					
<u>Owen (he/him) (In-</u> person)					
Thummim lyasere	Is this appointment for a graded assignment? *	. 17			
(he/him) (In-person)	please select V	18			
<u>Tran (she/her) (In-</u> person)	Appointment Focus *				
	please select V	- 17			
Mar. 29: Wednesday	9:00 am File Attachments		6:45 pm	7:30 pm	8:15 pm
Gursimrandeep (he/him)	To attach a file to this appointment, use the options below. File attachments must be 5MB or less				

## <u>Step 6:</u> Once you have filled out all the details, click the **"Create Appointment"** button.

person)									
		File Attacl	nments			-			
Mar. 28: Tuesday	9:00 am	To attach a file and in one of t appointment, fi	to this appointment, use the c the following formats: .doc; iles will only be attached to th	options be .docx; .rt e first (this	How. File attachments must be 5MB or less f; .txt; .pdf; .xls; .xlsx;. If making a repeating s) appointment.	)	6:45 pm	7:30 pm	8:15 pm
<u>Gursimrandeep (he/him)</u> (In-person)		File		De	ocument Title				
Linda (she/her) (Online)		Choose File	No file chosen						
<u>Noah (he/him) (ln-</u>		File		De	ocument Title				
<u>person)</u>		Choose File	No file chosen						
<u>Owen (he/him) (In-</u> person)		File		De	ocument Title				
<u>Thummim lyasere</u> (he/him) (In-person)		Choose File	No file chosen						
<u>Tran (she/her) (In-</u> person)		Administr	ative Options						
		No-Show / I	op-in Missed		Notify Client ②				
	9:00				,,		6:45	7:30	8:15
Mar. 29: Wednesday	am		Create A	opointmer	nt Close	- 18	pm	pm	pm
Gursimrandeep (he/him)						-			