Online Writing Tutoring Appointments:
A How-To Presentation

Brought to you by the friendly folks at the LEC
Step 1: Ask us!

Online writing tutorials aren't for everyone -- only students in the CAPA, La Verne Online, and Regional Campus degree programs.

We limit access by having you fill out a simple form.
Online Tutoring Access Request

We would love to hear from you! Please fill out this form and we will get in touch with you shortly.

Name

First

Last

Student ID Number

Email

Phone

Campus Location

La Verne, Main Campus

Degree Program

Submit

Find this on the LEC website:
http://sites.laverne.edu/learning-enhancement-center/tutoring/online-tutoring/online-tutoring-access-request/

Or call us at 909-448-4342 and we'll take your info.
Step 2: Access the scheduler

After we confirm your status as a CAPA, ROC, or La Verne Online student, you'll be able to schedule your own 30 minute or 1-hour appointments.

(Limit of 2 hours total per week)

(To make face-to-face appointments for writing or any other subject, call the LEC: 909-448-4342)
Within 24 hours, an email confirmation will arrive with your log in info.

Registration Complete: University of La Verne

University of La Verne
To Maria_Student_LEC@yahoo.com

Dear Maria,

An account has been created for you at University of La Verne.

You can log in with the following credentials:

URL: https://laverne.mywconline.com
Email: Maria_Student_LEC@yahoo.com
Password: Password1

Sincerely,

University of La Verne
Registration Complete: University of La Verne

University of La Verne
To Maria_Student_LEC@yahoo.com

Dear Maria,

An account has been created for you at University of La Verne.

You can log in with the following credentials:

URL: https://laverne.mywconline.com
Email: Maria_Student_LEC@yahoo.com
Password: Password1

Sincerely,
University of La Verne

how to find the tutoring schedule
Your login = the email address you provided
A generic password will be assigned; change it when you login
Step 3: Sign In to the Scheduler

Be sure to select "LEC Online"!
Be sure to select "LEC Online"!
Find a time that works for you
Claire A.

Fill out the form below in order to save this appointment. Questions marked with a * are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:**
- Friday, February 14:
  - 6:00pm to 6:30pm

**Meet Online?**
- Yes - Meet Online

Only online appointments are available. 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".

**Activity:**

**What would you like to work on today?**

[SAVE APPOINTMENT] [CLOSE WINDOW]

...opens the appointment screen
...opens the appointment screen

Claire A.  Your tutor’s name

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time:  
Friday, February 14: 6:00pm to 6:30pm

Meeting Online?  
Yes - Meet Online

Only online appointments are available. If you have never used this system before, your tutor will contact you to set up your online appointment. To open your appointment, log in to the MyWConline system approximately five to ten minutes before the start of your appointment. Then, open this appointment and select Meet Online.

Activity:  
Writing 110

What would you like to work on today?  
Trying to write a persuasive essay. The assignment is asking for.

Appointment length:  
1:00pm, 2:00pm, 3:00pm, 4:00pm, 5:00pm, 6:00pm, 7:00pm

Note: you can change the appointment length

Tell us what you’re working on (e.g. the class and assignment)

Tell us what, specifically, you want the tutor’s help with

Save Appointment  Close Window
Step 4: Success!

Success!

Your appointment was successfully added on the following date: February 14, 2014.

If you would like to attach a file to this appointment, click here.

Notice: you can attach your file to your appointment.
Step 4: Success!

Notification: Your appointment is confirmed. You can attach a file to the appointment at any time before you meet with the tutor.
Step 5: Meet with Your Tutor!

Yay!
At your appointment time:

Sign in to the scheduler.

EMAIL ADDRESS:

maria_student_LEC@yahoo.com

PASSWORD:

**********

CHOSE A SCHEDULE:
LEC Online--BY PERMISSION ONLY

Check box to stay logged in: □

LOG IN

Forgot your password?
Please call the LEC at (909) 593–3511 ext. 4342 and request a password reset from our center supervisors or LEC Staff.

Using screen reader software?
Click here for the text-only scheduler.
Click on your appointment
Clare A.

Use the form below to modify, view, or cancel this appointment. Questions marked with a * are required.

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Friday, February 14: 6:00pm to 7:00pm

Meet Online? Yes - Meet Online

Start or Join Online Consultation

Activity: Writing 110

What would you like to work on today? Trying to write a persuasive essay. Not sure what the assignment is asking for.

Attached Files: » Download 'Persuasive Essay'

SAVE CHANGES CANCEL THIS APPOINTMENT CLOSE WINDOW

Click on "Start or Join Online Consultation"
Meet with the tutor in the online meeting room, featuring:

A white board for sharing and commenting on a document.
Sharing and commenting on a

And...

Video/Audio chat!

(We can also call you if you prefer to use your phone for audio.)
Online Writing Tutoring Appointments:
A How-To Presentation

Ta-da!

Step 1: Ask us!
Online writing tutors are here to help you with all kinds of writing projects.

Step 2: Access the scheduler
Log in to your personal account on the Writing Center's website to schedule your appointment.

Step 3: Sign in to the scheduler
It’s in your inbox!
Your online writing tutor will email you a confirmation of your appointment.

Step 4: Sign in to the scheduler
Find a time that works for you.

Step 5: Meet with your tutor
Schedule a meeting with your online writing tutor to discuss your project.

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