

Dear Writer,

On-campus tutoring has been suspended effective Tuesday, March 17, 2020. As Stanislaus State shifts courses online beginning April 2, the Writing Center will shift tutoring online as well. We are dedicated to offering remote support to the best of our ability.

About online writing tutoring: we use a separate software program called WOnline to schedule and conduct writing sessions. You are able to upload or paste your writing/materials onto the site, so that both you and your tutor have access during the scheduled session. Once you are in the session, you may choose to conference via chat feature or, if available and preferred, video.

How to make an online tutoring appointment:

1. If it your first time making an appointment, you must create an account at csustan.mywconline.com. From then on, you just log in for future appointments.
2. Once you have created an account, you'll see the Spring 2020 Writing Center Schedule.
 - White block = available for an appointment
 - Blue block = already scheduled appointment
 - Purple blocks = no tutors available

You may make up to two appointments per week and schedule appointments three weeks out.
3. Scroll through available appointments by day/week, and **click on the 60-minute white block** that you would like for your online appointment.

What to do at the time of your appointment:

1. At the time of your appointment, return to the schedule and click on the yellow box.
2. Under your name on the appointment form, click on **Start or Join Online Consultation**
-To use the audio/video feature for face-to-face conferencing, allow WOnline to access your camera and mic.
3. Instructions for your tutoring session will appear immediately upon entering the session. If you don't need the information on the screen that explains how to use the site's functions, feel free to delete the text.
4. Paste in your paper (if not previously uploaded). It won't look exactly as it does in Word, but the text will be there.
5. Your tutor will guide you through the rest of the session.
6. When your 60-minute session is finished, simply close the window.

If you run into any issues after April 2, email onlinetutor@csustan.edu. You should receive a response within 48 hours.

As the COVID-19 situation changes, so may the online tutoring schedule. If the online schedule fills, we will do our best to add more hours of availability.

All of the information above, our contact information, and any updates to our schedule can be found at: <https://www.csustan.edu/writing-center>

We wish you good health, your Writing Center/Learning Commons Team