



# The Learning Center

[www.kodiak.alaska.edu/learning-center](http://www.kodiak.alaska.edu/learning-center)

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## Student *Quick* Guide to Tutoring Appointments: On Campus & Online

*Community Members/  
Guests:* Please stop by  
or call during business  
hours to make an  
appointment.

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### How to Make an Appointment

1. Stop by The Learning Center or give us a call during business hours at **(907) 486-1203**.  
**OR**
2. Make an appointment with a tutor directly:
  - a) Visit <https://kodiak.mywconline.com> (also found via the link on The Learning Center's website).
  - b) Login with your UAOnline username and password.
    - o Visit <https://me.uaa.alaska.edu> if you have trouble logging in.
  - c) Select the schedule you wish to view ("On Campus" or "Online").
  - d) Select the subject you'd like help with via the "Limit to" drop down.
  - e) Click on an open white appointment box that fits with your schedule.
  - f) Fill in the questions that pop up and then click "Save Appointment."

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### How to Change or Cancel an Appointment

1. Follow the directions above to login to the scheduler.
2. Locate and click on your existing appointment. Then:
  - ✓ *Same Day Changes:* Change the appointment time as desired and click "Save Changes."
  - ✓ *Different Day Changes:* Cancel the appointment (see below) and then create a new one.
  - ✓ *To Cancel:* Click "Cancel Appointment" at the bottom of the window.


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### Online Sessions – Step 1: Prepare for Your Appointment

1. Upload your written draft and/or assignment instructions before your session by clicking on your appointment and then "Attach a File" at the bottom of the window.
2. Have access to your assignment, textbook, paper or project, and any comments from your instructor when your session begins.
3. Have a few questions in mind for the tutor. What do you want to work on during your limited time together?

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### Online Sessions – Step 2: Start Your Appointment

1. Login to <https://kodiak.mywconline.com>.
2. Click on your own appointment, which appears in **yellow** on the schedule.
3. Click "**Start or Join Online Consultation**" in red near the middle of the appointment box.
4. Read the welcome message in the pop-up tutoring module, and wait for your tutor to arrive.
  - ✓ Your tutor might be finishing up an earlier session, so please be patient if the tutor isn't there right away. We'll give you 10 minutes too, in case you're running late.
  - ✓ If your tutor is more than five minutes late, call the online tutoring number at **(207) 613-5620** (available during sessions only).
5. To upload a document within the tutoring module, click  or copy and paste your text into the shared window in the tutoring module. Ask your tutor for help if you need it.

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### Online Sessions – Step 3: End Your Appointment

1. If you need a "proof of visit" of your session for an instructor, be sure to let your tutor know.
2. After your session, close the tutoring module and logout of WCOOnline. That's it!

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### Online Sessions – Questions or Technical Troubles During Your Online Appointment?

- ✓ *Call our online tutoring phone number at (207) 613-5620* (available during sessions only).

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