



The Learning Center

www.koc.alaska.edu/academic-resources/learning-center
(907) 486-1203 / koc_learningcenter@kodiak.alaska.edu

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

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.
 - ✓ Visit <https://me.uaa.alaska.edu> if you have trouble logging in.
 - c) Select the schedule you wish to view via the drop down menu near the top of the page.
 - d) Select the subject you'd like help with via the drop down menu near the top of the page.
 - 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."

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

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.

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 "Choose 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?

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. A **Zoom** session will open. Follow the on-screen instructions and then 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. Your tutor will walk you through next steps with Zoom and your appointment. Have fun!

Online Sessions – Step 3: End Your Appointment

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

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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