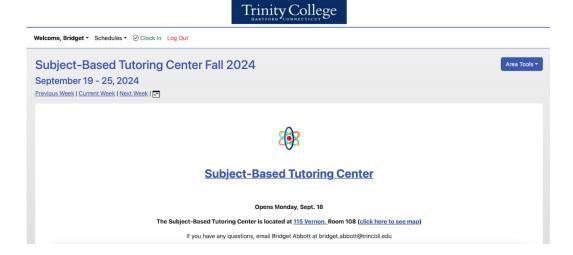
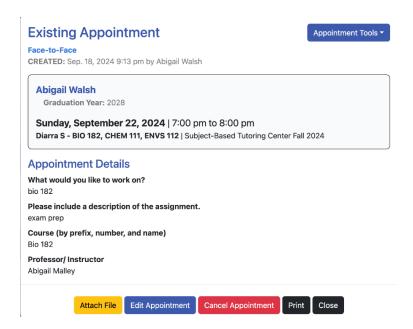
## **WCOnline Instructions for Tutors - SBTC**

- 1. Log in to WCOnline: <a href="https://trincoll.mywconline.com/">https://trincoll.mywconline.com/</a>
  - Single sign-on using Trinity credentials

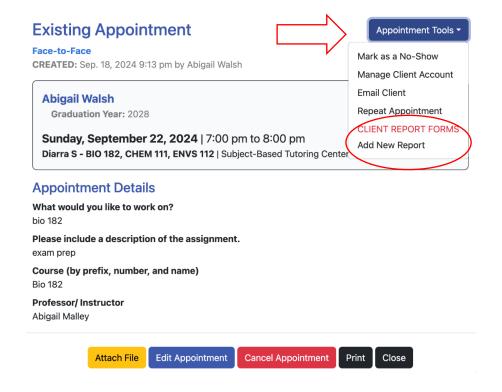


## 2. Click on Subject-Based Tutoring Center (Located Under "Schedules")

- (a) Here you will see the schedule starting with current day going forward a week
- (b) If anyone has already signed up to meet with you, you will see a link on the top ribbon that says "My Appointments" This is near the Clock In/Out button that we do not use 😂
- (c) When meeting with a student you can pull up their Appointment Details by clicking on their names You can see their course, professor, and any comments written.



- (d) Once you are done meeting with them, you will need to fill out the Client Report Form
  - i. Open their Appointment Details. Click on Appointment Tools, then Add New Report



- ii. Answer questions on Client Report Form the best you can
- A. Staff/Resource is the tutor and is autofilled unless you switch
- B. Actual Appointment length Try to be as accurate as possible how long the student stayed
- C. Location Check Subject-Based Tutoring Center
- D. Next two questions can be brief or detailed, up to you
- E. Ask the student the last two questions Were they required to attend and would they want someone to get a copy of this form
- F. If they want someone to get a copy (besides them) they need to provide you with the email address.
- G. Save Report

