

WOnline Instructions for Tutors - SBTC

1. Log in to WOnline: <https://trincoll.mywconline.com/>
 - Single sign-on using Trinity credentials



The screenshot shows the Trinity College WOnline interface. At the top, there is a navigation bar with the Trinity College logo and the text "Welcome, Bridget", "Schedules", "Clock In", and "Log Out". Below this, the main heading is "Subject-Based Tutoring Center Fall 2024" with the dates "September 19 - 25, 2024". There are links for "Previous Week", "Current Week", and "Next Week". The central content area features a stylized atom logo and the text "Subject-Based Tutoring Center". Below the logo, it says "Opens Monday, Sept. 16" and "The Subject-Based Tutoring Center is located at 115 Vernon, Room 108 (click here to see map)". At the bottom, it provides an email address: "If you have any questions, email Bridget Abbott at bridget.abbott@trincoll.edu".

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.



The screenshot shows the "Existing Appointment" page. At the top, there is a heading "Existing Appointment" and a button "Appointment Tools". Below the heading, it says "Face-to-Face" and "CREATED: Sep. 18, 2024 9:13 pm by Abigail Walsh". The main content area is a box containing the student's name "Abigail Walsh" and "Graduation Year: 2028". Below this, it shows the appointment details: "Sunday, September 22, 2024 | 7:00 pm to 8:00 pm" and "Diarra S - BIO 182, CHEM 111, ENVS 112 | Subject-Based Tutoring Center Fall 2024". Below the box, there is a section titled "Appointment Details" with the following information: "What would you like to work on? bio 182", "Please include a description of the assignment. exam prep", "Course (by prefix, number, and name) Bio 182", and "Professor/ Instructor Abigail Malley". At the bottom, there are five buttons: "Attach File", "Edit Appointment", "Cancel Appointment", "Print", and "Close".

- (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

Existing Appointment

Face-to-Face

CREATED: Sep. 18, 2024 9:13 pm by Abigail Walsh

Abigail Walsh

Graduation Year: 2028

Sunday, September 22, 2024 | 7:00 pm to 8:00 pm

Diarra S - BIO 182, CHEM 111, ENVS 112 | Subject-Based Tutoring Center

Appointment Tools ▾

Mark as a No-Show

Manage Client Account

Email Client

Repeat Appointment

CLIENT REPORT FORMS

Add New Report

Appointment Details

What would you like to work on?

bio 182

Please include a description of the assignment.

exam prep

Course (by prefix, number, and name)

Bio 182

Professor/ Instructor

Abigail Malley

Attach File

Edit Appointment

Cancel Appointment

Print

Close

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

Add New Client Report Form

Abigail Walsh

Wednesday, September 18, 2024 | 7:00 pm to 8:00 pm | Subject-Based Tutoring Center Fall 2024

Client Report Details

Questions marked with a * are required.

Staff or Resource *

Diarra S - BIO 182, CHEM 111, ENVS 112

Actual Appointment Length *

60 minutes

Location of appointment * (check all that apply)

- Aetna Quantitative Center
- Blume Language and Culture Learning Center
- The Writing Center
- Subject-Based Tutoring Center

What did you work on in the session? *

System Font | B I U A | 12pt

What suggestions do you have? *

System Font | B I U A | 12pt

Was the student required to use the Center? * (check all that apply)

- Yes
- No

Would the student like confirmation of the visit emailed to someone? * (check all that apply)

- Yes
- No

Email Options

Email the client report form to the Client, Staff or Resource, Center Email, and/or

Other Email Addresses (each separated with a comma).

File Attachment

To attach a file to this client report form, use the options below. **File attachment can only be added when initially adding a client report form.** Additionally, the file must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File

Choose File

No file chosen

Visibility

Administrators Only

Save Report

Return to Overview

Close