

# Consulting an Online Writing Tutor

## Making a reservation:

1. Sign in to <http://utsa.mywconline.com>.
2. Select the Online Tutoring calendar from the dropdown box at the top-center area of the calendar.
3. Find the date (listed on the left in blue) and the time (listed across the top) that best fits your needs.
4. White blocks indicate availability, light blue indicates another appointment, and dark blue indicates no availability.
5. Find a tutor with an available slot during your selected time period
6. Again, fill out the required information and “save changes”.
7. Your appointment will now appear as an orange box on the calendar.



## Joining your tutoring session:

1. When it nears the time of your scheduled appointment, sign in to WOnline, once again.
2. Navigate to the Online Tutoring calendar.
3. Find and click on your appointment (the orange box). This will reopen the box where you input information about your appointment.
4. Click the red “**Start or Join Online Consultation**” text. This will take you to the online chat function where our tutor will consult you on your paper.

