

## STEPS TO REGISTER/BOOK APPOINTMENT FOR THE PEER TUTORING ONLINE SCHEDULING SYSTEM (WC ONLINE)

**Step 1.** Logging on:

To Log on visit our website (<http://www.mohawkcollege.ca/studentsservices/peertutoring.html>) and click on “Book and Appointment”

OR

In your address bar type: <http://mohawk2.mywconline.com/index.php>

**Step 2.** To register, click on “[Click here](#)”



### Mohawk College Peer Tutor Centre

<p>First visit? <a href="#">Click here</a> to register. Returning? Log in below.</p> <p>Email Address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Choose a schedule: <input type="text" value="School of Business (Fennell)"/></p> <p>Check box to <b>stay logged in:</b> <input type="checkbox"/></p> <p><input type="button" value="Log In"/></p> <p>Having trouble logging in? <a href="#">Click here</a> to reset your password.</p>	<h3>Announcements</h3> <p>Welcome to WOnline 5.0! To get started, register for an account by clicking the link to the left.</p>
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### Step 3. Fill out all “REQUIRED” information

Your e-mail address should be your Mohawk College address:  
username@mohawkcollege.ca (i.e. john.smith@mohawkcollege.ca)

- a. When selecting your program choose **EITHER Dayschool (Full-time) OR MCACES/CE/Distance Education. You DO NOT need to select programs for both.**

Semester:	<input type="text" value="-- please select --"/>	REQUIRED
Program of Study (Dayschool):	<input type="text" value="-- please select --"/>	
Program of Study (MCACES/CE/Distance Education):	<input type="text" value="-- please select --"/>	

- b. When you get to the questions regarding services and programs you may be accessing, please use the following guide to help decide if you part of one or more of the following: *(\*The following information is kept confidential. The Peer Tutor Program at Mohawk College is a joint venture with several areas of Student Development and your information helps us provide the best services possible)*

- **First Generation Student:**

You are a First Generation Student if your parents did not attend post-secondary education.

- **Second Career Student:**

This means you have met the requirements for this Government funded program and your education is being funded by the Government as a result **(does not include OSAP).**

- **WSIB Sponsored Student:**

This means the Workplace Safety and Insurance Board (WSIB) is funding your education.

- **Student with First Nations Status:**

You are an Aboriginal (First Nations) Student.

- **New Immigrant:**

You are a newcomer to Canada and are not yet a Canadian Citizen.

- **Student Using Accessible Learning Services:**

Student accessing Mohawk College's Counseling and Disability Services.

**Step 4.** Click Register

You will then receive an e-mail on your Mocomotion account with a link to this website and your log-on information.

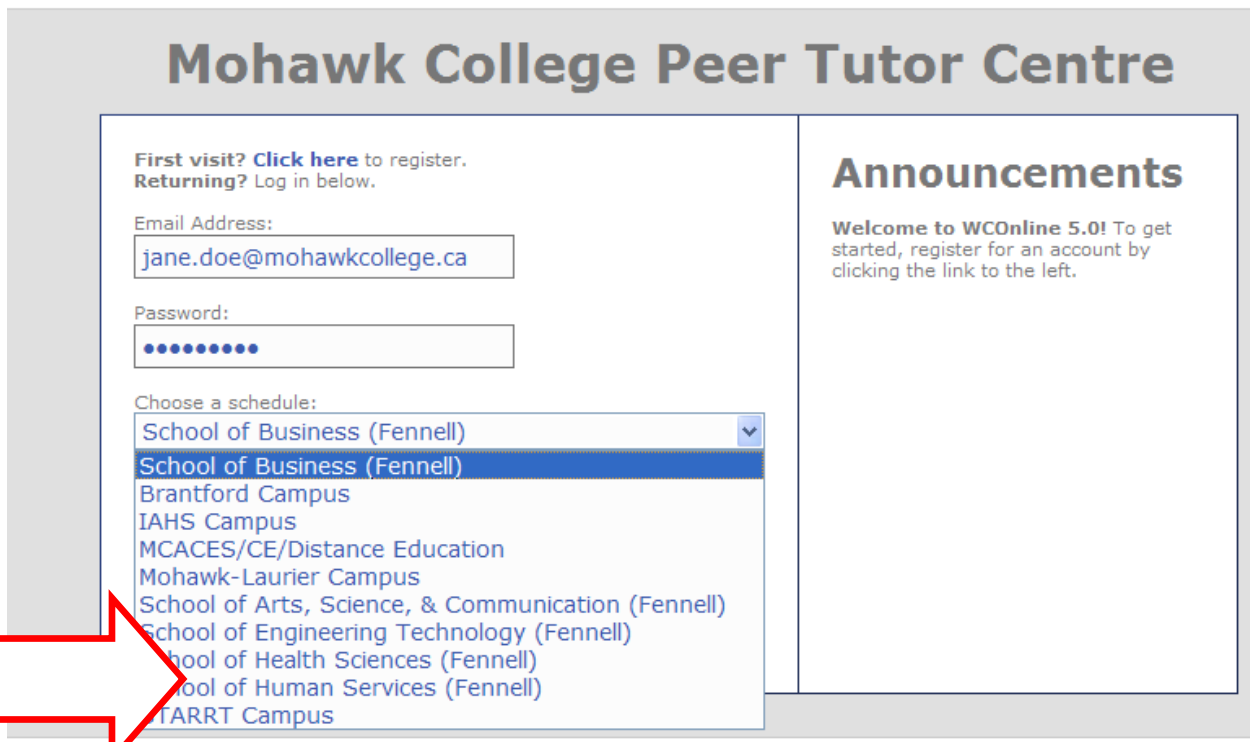
***Now you're ready to book an appointment!***

***Proceed to the next page to view the steps for scheduling an appointment!***

# How to Book a Peer Tutor Appointment

## Step 1.

Log in with your Mohawk College e-mail and password used during registration, **UNDER CHOOSE A SCHEDULE CHOOSE THE SCHOOL OF YOUR PROGRAM OR IF YOU ARE AT AN OUTLYING CAMPUS CHOOSE THE SCHEDULE FOR THAT CAMPUS.** (i.e. If you are a Student in the Child and Youth Worker program at Fennell you would choose the School of Human Services Schedule, however, if you are in the same program at Mohawk-Laurier Campus, you would choose the Mohawk-Laurier Schedule).



## Mohawk College Peer Tutor Centre

First visit? [Click here](#) to register.  
Returning? Log in below.

Email Address:

Password:

Choose a schedule:  
  
School of Business (Fennell)  
Brantford Campus  
IAHS Campus  
MCACES/CE/Distance Education  
Mohawk-Laurier Campus  
School of Arts, Science, & Communication (Fennell)  
School of Engineering Technology (Fennell)  
School of Health Sciences (Fennell)  
School of Human Services (Fennell)  
TARRT Campus

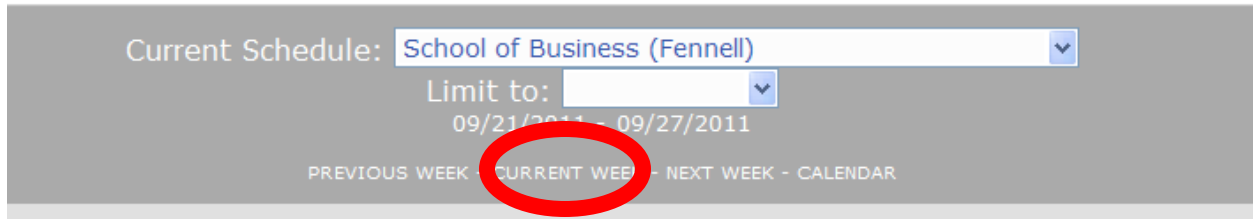
### Announcements

Welcome to WOnline 5.0! To get started, register for an account by clicking the link to the left.

## Step 2.

The current weeks schedule will show up **(you must 3 days in advance).**

**CLICK NEXT WEEK** to view the next week's open time slots.

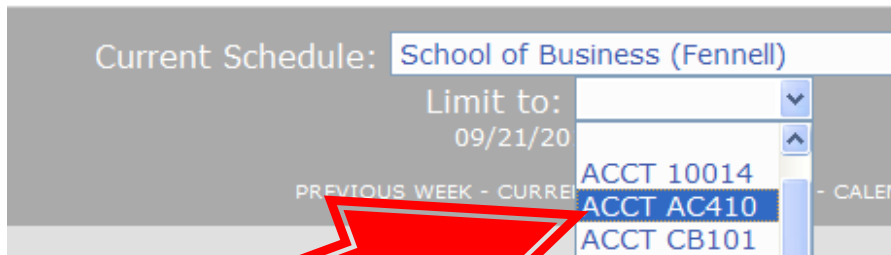


## Step 3.

**\*IMPORTANT\*** Using the Drop Down menu under **CURRENT SCHEDULE** in the top-middle of the screen, choose the school for your program (if you have not already done so).

## Step 4.

Once your school is chosen you must use the **LIMIT TO** drop down list to limit the classes in which you will need help with. (You will need to know the **COURSE CODE** of the class you need help with.)



### Tip

Scroll through course codes to get the **EXACT** course you need help in.

**By doing so you will get the correct tutor to help you best!**

## Step 5.

Click any free white space for the day and time you are able to attend.

**(BLUE SPACES ARE UNAVAILABLE)**

09/21: WEDNESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm
Diana R.						
09/22: THURSDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm
Diana R.						
Kristen C.						
09/23: FRIDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm
Diana R.						
Kristen C.						

**This is open** (arrow pointing to 11:00am on Wednesday)

**This is unavailable** (arrow pointing to 11:00am on Thursday)

## Step 6.

A new window will appear:

The screenshot shows a web browser window with the URL <http://mohawk2.mywconline.com/?type=r&machid=sc14e6f8e9e3c5e2&ts=1316584824&resid=...>. The page title is "Diana R".

**Location:** Fennell Campus

**Tutor Bio:** Diana is a 3rd semester Office Administration - Medical student.

**Appt. Limits:** Appointments must be between 1 hour and 2 hours in length.

**Time:** September 21, 2011  
11:30am to 12:30pm

**Admin Only:** Repeat every: 1 Never Repeat Until: Choose Date

**Course:** FINC 10009  
Limit to: FINC 10009  
09/21/2011 - 09/27/2011

**What would you like to work on today?:**  
You can type ANYTHING here.  
REQUIRED

Navigation: PREVIOUS WEEK - CURRENT WEEK - NEXT WEEK - CALENDAR

Buttons: Save Appointment, Close Window


Annotations:  
- A red circle highlights the date and time selection.  
- A red arrow points to the time selection with the text: "Must be at least 1 hour Maximum 2 hours".  
- An orange arrow points to the course selection with the text: "THESE MUST MATCH!".

\*\*\*Once you click save appointment, you AND your tutor will get a confirmation e-mail.\*\*\*

## Step 7.

To attach a file for your peer tutor session (any electronic documents i.e. excel spreadsheets, etc that you would like to work on during your session) USE THE YELLOW FOLDER LOCATED BY THE LOG OUT BUTTON ON THE TOP LEFT CORNER OF THE SCHEDULE SCREEN:

MOHAWK COLLEGE


Log Out 

Current Schedule: School of Business (Fennell)  
Limit to: FINC 10009  
09/21/2011 - 09/27/2011

PREVIOUS WEEK - CURRENT WEEK - NEXT WEEK - CALENDAR

Day	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
09/21: WEDNESDAY										
Diana R.										
09/22: THURSDAY										
Diana R.										
Kristen C.										
09/23: FRIDAY										
Diana R.										
Kristen C.										
09/24: SATURDAY										

- i. Click the Yellow Folder (beside Log Out)
- ii. Choose your appointment
- iii. Click browse
- iv. Locate your file
- v. Click Open
- vi. Click Attach File

Log Out 

Click a white box to make an appointment. Click on an existing appointment to modify or cancel. Click the folder symbol above to attach a file to your appointment.

## Step 8.

To cancel an appointment select the appointment you wish to cancel and double click. An appointment window will open and at the bottom you can select "Cancel This Appointment" (must be 24 hours in advance).

Course:  REQUIRED

What would you like to work on today?:  REQUIRED

Admin Only: Walk-In/Drop-In:  | Missed:  | Placeholder (not counted in stats):   
Add New or View Existing Client Report Forms

Save Changes Cancel this Appointment

## Step 9.

Meet your Tutor at the following Locations:

**Fennell Campus:** Learning Support Centre, room C122. Sign the sign in sheet located at the Booking Desk (or on the door for after hours appointments) and wait for your tutor at the waiting table across from the desk or at the doors (after hours).

**Brantford:** Student Engagement Office, room B101. Sign the sign in sheet located at the Front Desk (or on the door for after hours appointments) and wait for you tutor in the office or at the door (after hours).

**IAHS:** Student Engagement Office, room 105. Sign the sign in sheet located at the Front Desk (or on the door for after hours appointments) and wait for you tutor in the office or at the door (after hours).

**Mohawk-Laurier:** Student Administration Office, Mohawk-Laurier Centre, room 104. Sign the sign in sheet located at the Front Desk (or on the door for after hours appointments) and wait for you tutor in the office or at the door (after hours).

**STARRT:** Student Engagement Office, room A121. Sign the sign in sheet located at the Front Desk (or on the door for after hours appointments) and wait for you tutor in the office or at the door (after hours).

If you have any questions, please contact us at:

905.575.1212 x 3279

[peer.tutor@mohawkcollege.ca](mailto:peer.tutor@mohawkcollege.ca)