

Guide for Students

TLC Tutoring Platform (WCO)

New Version – Main Changes

Have you used our booking/tutoring platform WCO before? If so, catch up on a few improvements in our tutoring platform.

The key change is that now you have two options to find, book, review, and join your appointments: either via the Calendar View (same as before) or the Standard Display (NEW).

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Register for an account

Fill in the registration form by answering the questions.

Set up your password.

NEW Select your communication and system preferences: choose which email communication you would like to receive).

See the image below. You can always return to this section to update your preferences.

Image: Communication and System Preferences

Communication & System Preferences

Email Options

- Send me an email when my appointments are made, modified or canceled.
- Send me an email with center announcements or other mass mailings.
- Send me an email to remind me of my upcoming appointments.

System Preferences

- Open appointments in a new browser tab (instead of in a modal within the same tab).

Find and make an appointment

There are **two options** to find an appointment.

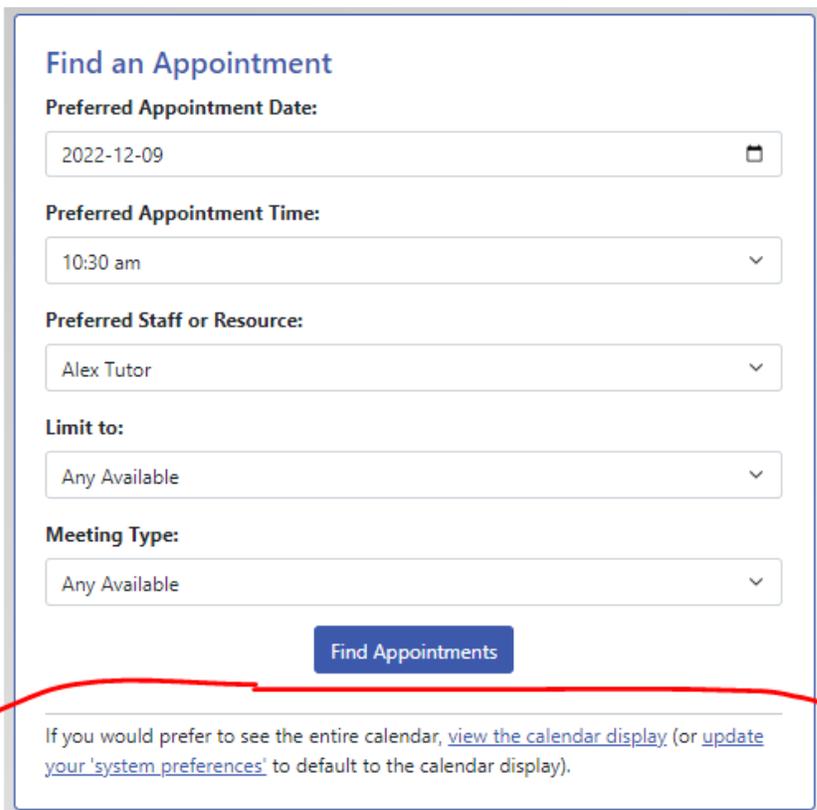
NEW Option A: You can select your preferences related to the day, time, tutor, session type, etc.

Option B: You can view the calendar showing all available appointments.

To switch to the Calendar View, click on the link at the bottom of this page.

If you prefer to always use the Calendar View, you may select this system option by clicking on the second link below. See the image below.

Image: Find an Appointment window



Find an Appointment

Preferred Appointment Date:
2022-12-09

Preferred Appointment Time:
10:30 am

Preferred Staff or Resource:
Alex Tutor

Limit to:
Any Available

Meeting Type:
Any Available

Find Appointments

If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your 'system preferences'](#) to default to the calendar display).

If you're in the Calendar View and prefer to go back to Appointment Search View with the selection of preferences, click on the "Appointment Search" button in the top right corner. See the image below.

Option A

Once you have selected your preferences and clicked "Find Appointment", you will see a few options to choose from.

Click the "Reserve" button either in the "Perfect Match" option or in a "Close Match" option.

See the image below.

Image: Appointment Options: Perfect Match and Close Matches

Friday December 9, 2022

Perfect Match
1:00 pm
Mac Tutor
Reserve

The following openings are close, but not exact, matches to your inquiry. Review the options below to see if one of them meets your needs or [start your search over with different parameters](#).

1:30 pm
Close Match
Mac Tutor
This opening meets all of your search criteria except for appointment time.
Reserve

2:00 pm
Close Match
John Tutor
This opening meets all of your search criteria except for appointment time.
Reserve

2:30 pm
Close Match
Mac Tutor
This opening meets all of your search criteria except for appointment time.
Reserve

Close Match
Mac Tutor
This opening meets all of your search criteria except for appointment time.
Reserve

Option B

In the Calendar View, you may narrow down your selection of appointments through the Display Options. From the drop-down menu, you may select a Tutor, a Schedule, and a Meeting Type, e.g. “face to face only” or “online only”. See the image below.

Image: Calendar View – Display Options

December 8 - 14, 2022
[Previous Week](#) | [Current Week](#) | [Next Week](#) | 📅

Display Options

Show All Staff & Resources | Show All 'Limit to:' Options | Show All Meeting Types

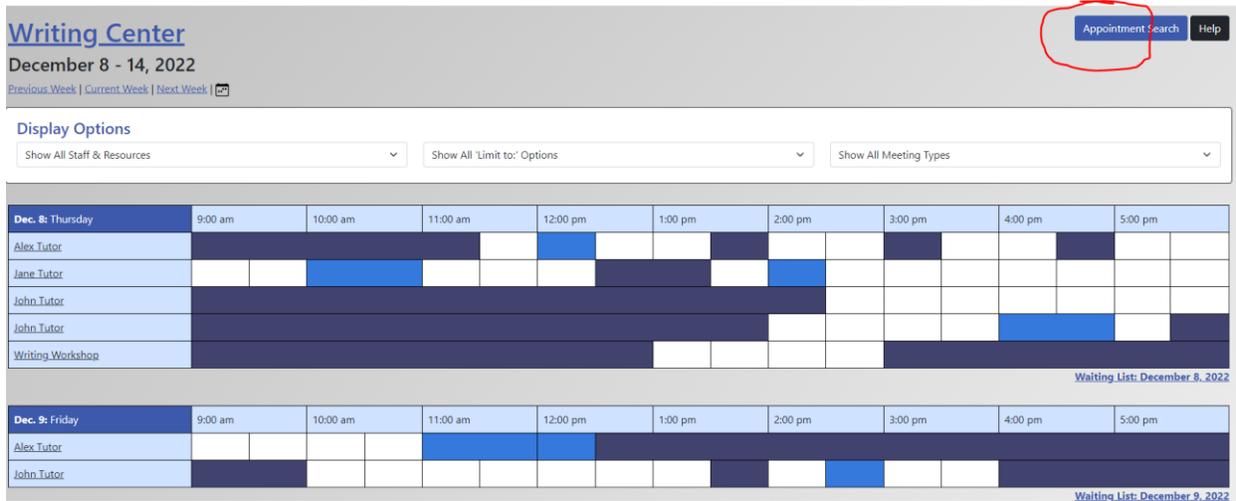
Dec. 8: Thursday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Alex Tutor									
Jane Tutor									
John Tutor									
John Tutor									
Writing Workshop									

Waiting List: December 8, 2022

Dec. 9: Friday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Alex Tutor									
John Tutor									

If you prefer to go back to Option A, you can click on the “Appointment Search” button in the top right corner of the Calendar View. See the image below.

Image: Appointment Search button in Calendar View



Create a New Appointment

Once you have opened the Appointment Booking window, follow the instructions to fill in the appointment details.

At the top, be sure to select the duration of your appointment. The default is 30 minutes, but you can change the appointment to 60 minutes.

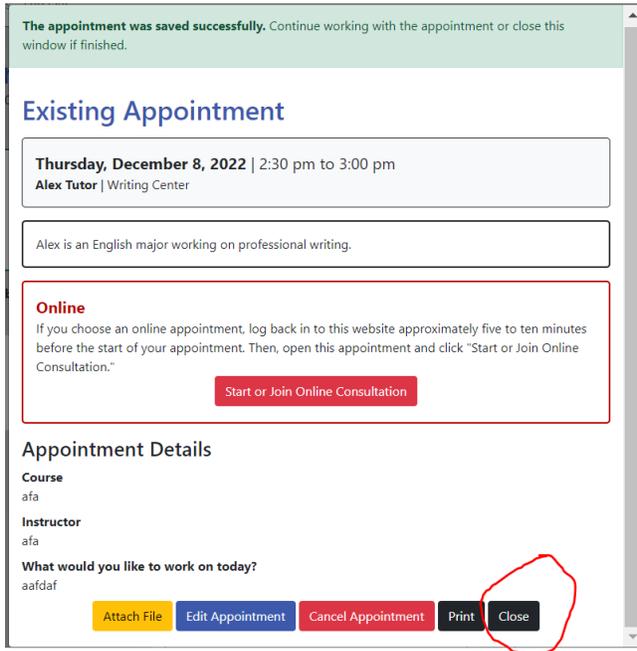
Click the “Create Appointment” button.

In the image below, the appointment created is an online appointment, so it displays the link to your online session that you would use when it’s time to start your appointment.

Once the appointment was saved successfully, you can “Close” the appointment booking window or “Cancel” the appointment if you’ve changed your mind.

See the image below.

Image: Create a New Appointment



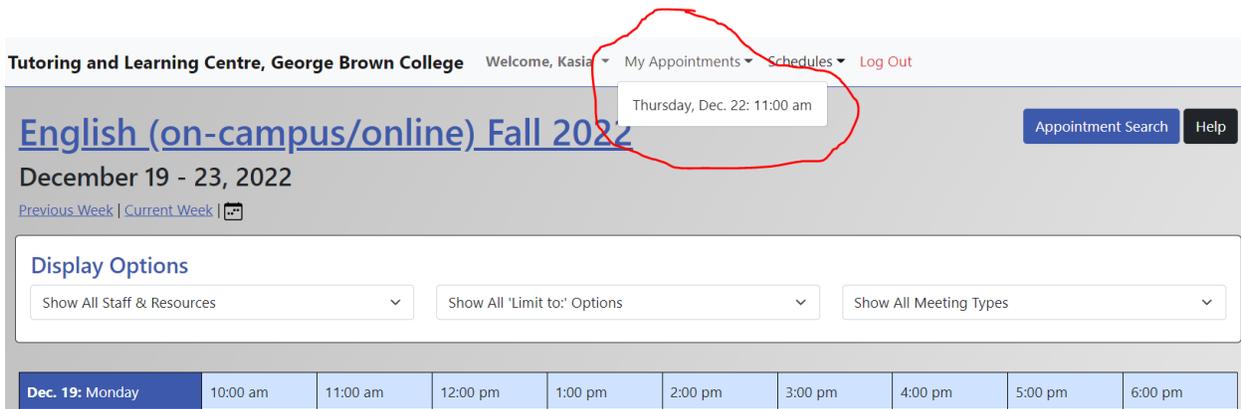
Review your upcoming appointments

There are **two options** to see your upcoming appointments.

Option A

NEW In the menu at the top of the screen, click on "My Appointments" to show any upcoming appointments from any schedule (e.g. English and Accounting).

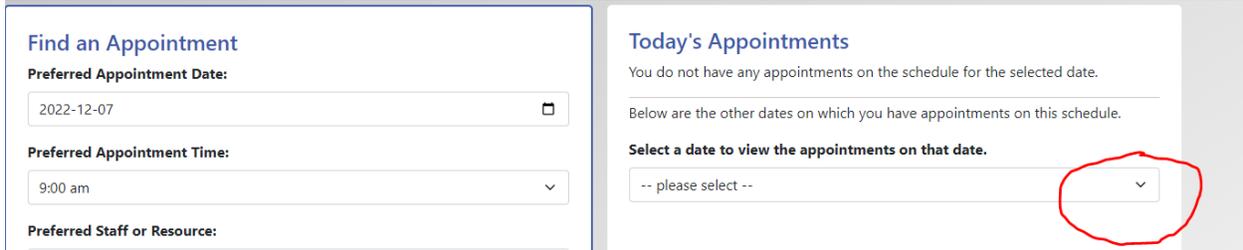
Image: "My Upcoming Appointments"



NEW Another way to see your appointments is via the home page. In the “Today’s Appointments” section, you will see a list of your appointments today.

To display your future appointments, click on the down arrow to show the details of your upcoming appointments.

Image: Today’s Appointments Preview



To display your appointment details or to join your online session, click the “Open Appointment” link. See the image below.

Image: Open Upcoming Appointment

Future Appointments

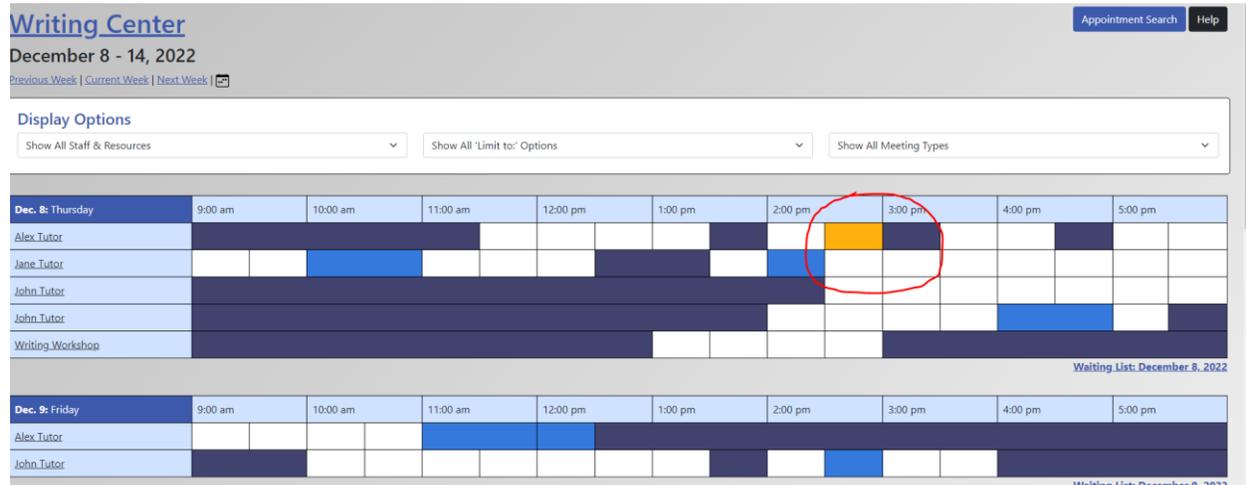
Below are all of your appointments on this schedule for December 9, 2022.

- December 9, 2022
Tentative: 1:00 pm - 1:30 pm
John Tutor
[Open Appointment](#)
- December 9, 2022
Tentative: 2:00 pm - 2:30 pm
John Tutor
[Open Appointment](#)

Option B

In the Calendar View, your upcoming appointments show in yellow. See the image below.

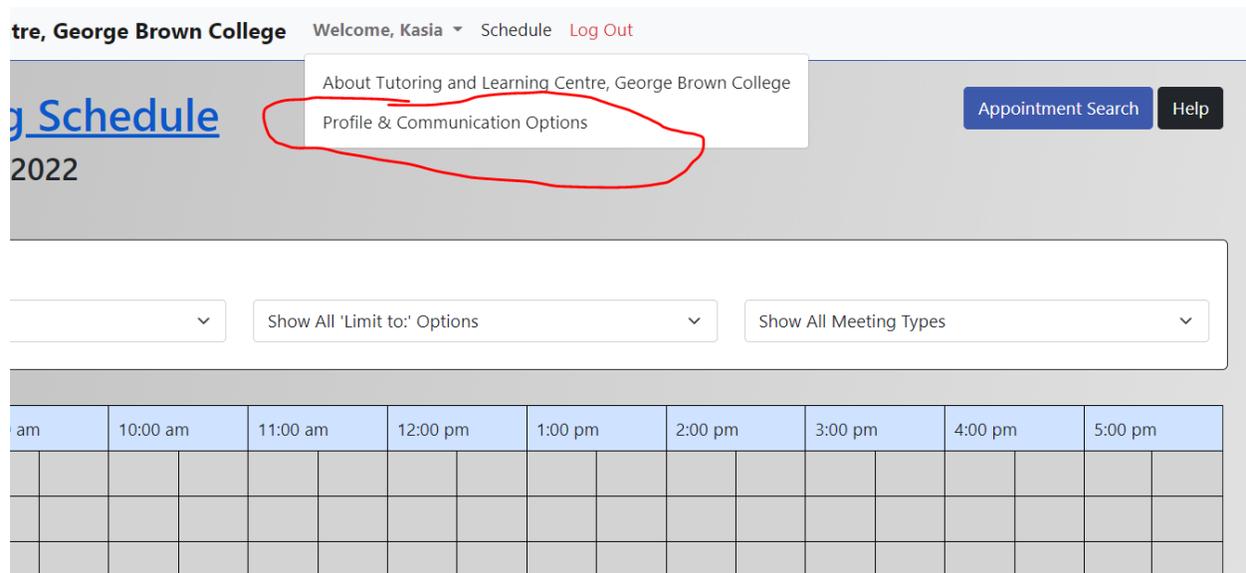
Image: Your Booked Appointment shows yellow in the Calendar View



Set Calendar View as your default setting

On your homepage, go to your Menu at the top of the page and click on “Welcome (your name)” to open the drop down menu. Select Profile and Communication Options. See the image below.

Image: Profile and Communication Options



In your Profile and Communication Options, scroll down to the “System Preferences” page at the bottom of the page and click “Default to the calendar view” option. Save the change. See the image below.

Image: Update your Profile and Communication Options.

Update Your Profile and Communication Options
Fill out the form below in order to update your registration information and communication preferences. Fields marked with * are required.

Welcome to the WCONLINE 8 demo!

To log in as a student, fill in the registration form below and then use your email address and password to access the system. If you would prefer to access the system as an administrator, return to the log in page and then log in using the credentials supplied in the announcement. Email: demo@25bc.com - Password: demopassword

Have questions or need help? Always feel free to reach out to us at support@25bc.com

First Name * Kate **Last Name *** Is

Name Pronunciation **Email Address *** kmderol@gmail.com

Telephone Number

Standing * Freshman

Graduation Year * 2023

First or Home Language * Other

Major * xfacd

Student ID * xfacd

Password

To change your existing password, enter a new password in both fields below. If you do not want to change your password, leave the following two fields empty. Passwords must be ten or more characters long.

Password **Re-enter Password**

Communication & System Preferences

Email Options

- Send me an email when my appointments are made, modified or canceled.
- Send me an email with center announcements or other mass mailings.
- Send me an email to remind me of my upcoming appointments.

System Preferences

- Open appointments in a new browser tab instead of in a modal within the same tab.
- Default to the schedule calendar view instead of the standard "appointment search" display.

Save Changes **Cancel**

Join your online appointment

There are **two options** to join your online appointment.

Option A

On your Appointment Search page, open your upcoming appointment, as in the “Review your Upcoming Appointments” section above.

Click the “Start or Join your Online Consultation” button. See the image below.

Image: Start or Join Online Consultation

Existing Appointment

Thursday, December 8, 2022 | 2:30 pm to 3:00 pm
Alex Tutor | Writing Center

Alex is an English major working on professional writing.

Online
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click “Start or Join Online Consultation.”

Start or Join Online Consultation

Appointment Details
Course
afa
Instructor
afa
What would you like to work on today?
aafdaf

Attach File Edit Appointment Cancel Appointment Print Close

Option B

In your Calendar View, click on your booked appointment (it will show in yellow) and click on the “Start or Join Online Consultation” button. See the images below.

Image: Your Booked Appointment shows yellow in your Calendar View

Writing Center Appointment Search Help

December 8 - 14, 2022
[Previous Week](#) | [Current Week](#) | [Next Week](#) | 📅

Display Options
Show All Staff & Resources Show All 'Limit to:' Options Show All Meeting Types

Dec. 8: Thursday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Alex Tutor							Booked		
Jane Tutor									
John Tutor									
John Tutor									
Writing Workshop									

Waiting List: December 8, 2022

Dec. 9: Friday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Alex Tutor									
John Tutor									

Waiting List: December 9, 2022

Image: Start or Join Online Consultation

Existing Appointment

Thursday, December 8, 2022 | 2:30 pm to 3:00 pm
Alex Tutor | Writing Center

Alex is an English major working on professional writing.

Online
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

[Start or Join Online Consultation](#)

Appointment Details

Course
afa

Instructor
afa

What would you like to work on today?
aafdaf

[Attach File](#) [Edit Appointment](#) [Cancel Appointment](#) [Print](#) [Close](#)

Cancel your Appointment

Option A

Follow the step of "Reviewing your Upcoming Appointments", as above.

Click the "Cancel Appointment" button at the bottom of the page. See the image below.

Image: Cancel your Appointment

Existing Appointment

Thursday, December 8, 2022 | 2:30 pm to 3:00 pm
Alex Tutor | Writing Center

Alex is an English major working on professional writing.

Online
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

[Start or Join Online Consultation](#)

Appointment Details

Course
afa

Instructor
afa

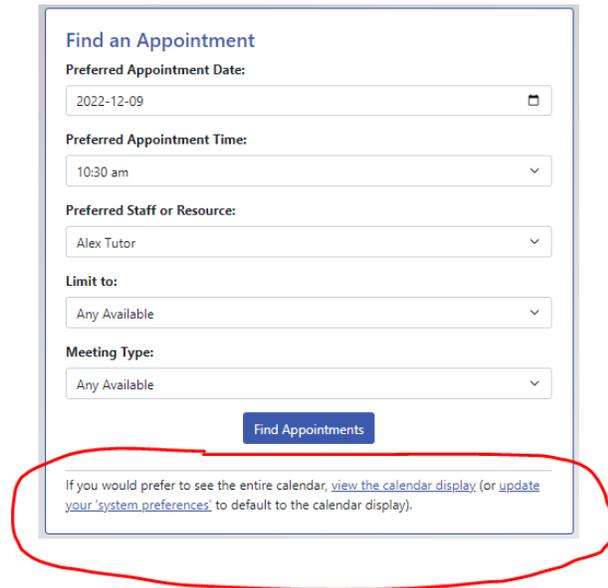
What would you like to work on today?
aafdaf

[Attach File](#) [Edit Appointment](#) [Cancel Appointment](#) [Print](#) [Close](#)

Option B

To cancel your appointment via the Calendar View, from your homepage, click the “Calendar Display” below. See the image below.

Image: Find an Appointment Window with link to “Calendar View”



Find an Appointment

Preferred Appointment Date: 2022-12-09

Preferred Appointment Time: 10:30 am

Preferred Staff or Resource: Alex Tutor

Limit to: Any Available

Meeting Type: Any Available

Find Appointments

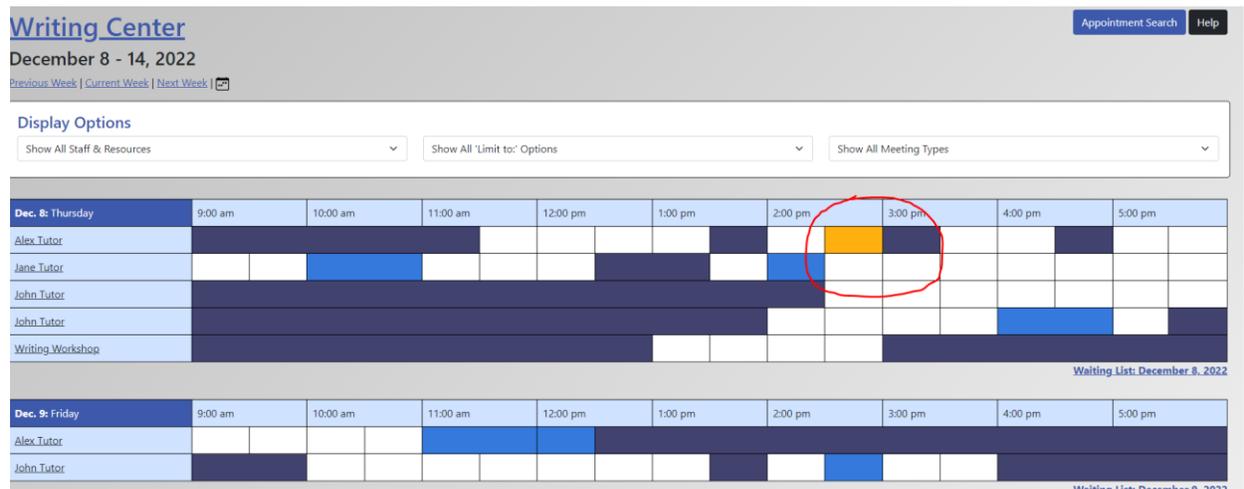
If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your system preferences](#) to default to the calendar display).

Find the appointment you would like to cancel. The appointment will show in yellow.

Click on the appointment and then click the “Cancel Appointment” Button.

See images below

Image: Your Booked Appointment shows yellow in your Calendar View



Writing Center Appointment Search Help

December 8 - 14, 2022

Previous Week | Current Week | Next Week

Display Options: Show All Staff & Resources | Show All 'Limit to:' Options | Show All Meeting Types

Day	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Dec. 8: Thursday									
Alex Tutor							Yellow		
Jane Tutor									
John Tutor									
John Tutor									
Writing Workshop									
Waiting List: December 8, 2022									
Dec. 9: Friday									
Alex Tutor									
John Tutor									
Waiting List: December 9, 2022									

Image: Cancel your Appointment

Existing Appointment

Thursday, December 8, 2022 | 2:30 pm to 3:00 pm
Alex Tutor | Writing Center

Alex is an English major working on professional writing.

Online
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

[Start or Join Online Consultation](#)

Appointment Details

Course
afa

Instructor
afa

What would you like to work on today?
aafdaf

[Attach File](#) [Edit Appointment](#) [Cancel Appointment](#) [Print](#) [Close](#)

Join Waitlist

Option A

NEW If you would like to be notified of an opening on a given day, in the Find Appointment window click Find Appointment, and then click on the "Waiting List" button in the top right corner. Select your preferences and click "Join the waiting list". If there is an opening for that day, you will be notified through email.

Image: Join the Waiting List (Find Appointment View)

Tutoring and Learning Centre, George Brown College | Welcome, Kasia | Schedule | Log Out

WCO Training Schedule

December 19, 2022 to January 13, 2023

Wednesday December 21, 2022

The following openings are close, but not exact, matches to your inquiry. Review the options below to see if one of them meets your needs or [start your search over with different parameters](#).

[Waiting List](#) [Start Over](#)

10:00 am	10:30 am	11:00 am
Close Match Accounting Tutor 02 <small>This opening meets all of your search criteria</small>	Close Match Accounting Tutor 02 <small>This opening meets all of your search criteria</small>	Close Match Accounting Tutor 02 <small>This opening meets all of your search criteria</small>

Option B

If you would like to be notified of an opening on a given day, click on the “Waiting List” link below a **given day**’s appointment schedule. Note the waiting list is specific to a day, not the entire week. See the image below.

Image: Calendar View and Link to Waiting List

Dec. 8: Thursday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Alex Tutor									
Jane Tutor									
John Tutor									
Writing Workshop									

In the Waiting List form, use the drop-down menus to enter your preferences and click the “Join Waiting List” button. See the image below.

Image: Waiting List Window

Waiting List: Dec. 8

The waiting list allows you to be notified of an opening in the schedule for appointments on Thursday, December 8, 2022. To join the list, fill out the form below.

Limit to a specific staff or resource?

Any Available

Limit to a specific focus?

Any Available

Limit to a specific time range?

Any Starting Time

Any Ending Time

[Join Waiting List](#) [Close Window](#)

Update Communication and System Preferences

At the top of the page, go to “Welcome (your name)” and click on the drop down menu. From the menu, select “Profile and Communication Options”. This action will open your registration

form so you can update it, including your communication and system preferences. You'll find your preferences at the bottom of the page.

See the image below.

Image: Profile and Communication Options

