



Using the Online Tutoring Center

Before you meet with a consultant one-on-one, you will need to be properly connected to your Southwestern College email account. All email correspondence with the Online Tutoring Center is done through your Southwestern College email account.

1. Go to the Office 365 site: <https://login.microsoftonline.com/>
2. Login with your Southwestern College email account (e.g. your.name@sckans.edu)

Getting Started

Writing consultations are available Tuesday-Saturday and math consultations are available Wednesday-Saturday. Late in the week appointments fill quickly, so we recommend reserving an appointment early in the week!

1. **Register for an account** – Access the [Southwestern College Online Tutoring Center](#) to register
2. **Book an appointment** - Once you are registered, log in. In the scheduling window, select the preferred date, click on an available time, fill in the form, and submit.
 - The consultations are set up in 30-minute blocks – you will have a total of 25 minutes to meet with the consultant. Please book appointments early to assure that you will meet any course dictated due date.
 - Appointments must be booked no less than 24 hours prior to the appointment time.
3. **Complete your questionnaire** - As part of the appointment process you will complete a questionnaire about your writing or math consultation.
 - Meetings will occur via Zoom. Please indicate if there is any reason you are unable to meet in this online forum.
4. **Submit your work** - To your appointment within the scheduling system, please attach the document or assignment you wish to discuss with the consultant no later than 24 hours prior to your appointment.
 - Please submit the work to be reviewed in a format compatible with Microsoft Office.
 - Please also attach the assignment instructions and grading rubric, whenever possible.



- Documents can be attached when creating your appointment or after the appointment is made but no later than 24 hours prior.
- If work is not submitted, the appointment will be canceled by the consultant and you will need to reschedule, causing you delay (and possibly a loss of points on an assignment).
- If you are not able to attach the writing within the Online Tutoring Center due a technical issue, you may email your document to [PSTutoring@sckans.edu](mailto: PSTutoring@sckans.edu) no more than 24 hours of the appointment. Please specify the name of the consultant you are meeting with.

5. **Confirm your appointment** - You will receive an automated email at your sckans.edu account from the Online Tutoring Center appointment system to confirm your appointment and provide instruction on how to connect to the appointment.

6. **Attend your consultation** - On the day of your appointment, gain access through the Online Tutoring Center schedule software by clicking on your appointment (yellow box in schedule) and then clicking "*Start or Join Online Consultation.*"

- We will share the screen and discuss the relevant writing or math issues that will help you to be a more confident student.

If you need to cancel or reschedule an appointment, please do so as soon as possible through the Online Tutoring Center appointment system so the appointment time can be available for other students who need or want a consultation.

If you have any questions, please email [PSTutoring@sckans.edu](mailto: PSTutoring@sckans.edu). The Online Tutoring Center looks forward to serving you!