Student Guide to Online LARC Services

Online Tutorial Program and Writing Center Tutoring
Online Supplemental Instruction & Stretch Math Learning Communities.
LARC Program Update

*All LARC programs and services will shift to online, mainly through Zoom. Tutoring appointments for the Tutorial Program (subject-specific tutoring) and the Writing Center can still be made through WC Online (mywco.com/ssularc). Students who make appointments will receive a confirmation email with instructions for accessing their online Zoom tutoring session.

If you have Supplemental Instruction or a Learning Community attached to your course, please check your email and Canvas page for announcements about online sessions. Your SI Leader or Learning Community Mentor (LCM) will email you instructions on how to access online sessions.

Questions or Assistance? Contact: larcdeskw@sonoma.edu
This Student Guide to Online LARC Services covers...

Click the links on the side to jump to that section of the guide!

1. Online Subject-specific & Writing Tutoring

2. Online Supplemental Instruction & Stretch Math Learning Communities
Online Subject-specific & Writing Tutoring

How to access and navigate your Zoom tutoring appointments.
In this section, we’ll cover....

Click the links on the side to jump to that slide!

1. Tutorial Program & Writing Center Services
2. How to schedule an appointment through WC Online
3. Getting ready for your Zoom tutoring appointment
4. Zoom Tips & Tricks
The Tutorial Program offers free peer tutoring in over 50 courses each semester, as well as drop-in math tutoring and computer science embedded lab tutoring.

Our peer tutors adjust their tutoring to your learning preferences. They can help you review course content, develop study skills, and increase your confidence as a student.

*Please note that during the suspension of in-person classes, drop-in math tutoring and CS lab tutoring will not be available. HOWEVER, you can still schedule Zoom appointments with our math and CS tutors. More on that in this guide!

The SSU Writing Center strives to be a vibrant, welcoming academic service for all writers at Sonoma State University. Peer Writing Tutors can help you with any writing task at any stage of the writing process.

NOTE about 99T appts & WEPT appts:
- The GWAR requirement has been waived and WEPT exams have been canceled for Spring 2020. WEPT appointments have therefore been cancelled for the remainder of the semester.
- Students enrolled in 99t sessions will be able to meet their requirement through Zoom tutoring appointments and the required number of appointments for credit is being reduced from 12 to 10.
How to schedule a Zoom tutoring appointment through WC Online for the Tutorial Program OR the Writing Center.

The Tutorial Program and the Writing Center will still be using WC Online to schedule Zoom tutoring appointments.

NEW to WC Online?
Go to mywco.com/ssularc
Click on "First visit? Register for an account" Follow the directions, using your sonoma.edu email address
Optional: enter a cell phone number for text notifications regarding appointments

Already have a WC Online account? Follow the steps on the next slides!
How to schedule a Zoom tutoring appointment through WC Online for the Tutorial Program OR the Writing Center.

### Tutorial Program: Make an Appointment

1. Login to your account at mywco.com/ssularc
2. Select "Tutorial Program" from the drop-down menu
3. Select a specific course from the drop-down menu. This will limit the available tutors to those offering help with that subject
4. Click on a white space to make an appointment on a day and at a time that will work for you.
5. Choose the length of your appointment (30-60 minutes)
6. Let the tutor know what you will be working on, and have virtual/online materials ready

### Writing Center: Make an Appointment

1. Login to your account at mywco.com/ssularc
2. Select "Writing Center" from the drop-down menu
3. Click on a white space to make an appointment on a day and at a time that will work for you.
4. Choose the length of your appointment (30-60 minutes)
5. Let the tutor know what you will be working on, and come prepared with your virtual/online materials ready
6. If you plan on using Google Docs to collaborate in your session, please choose to share using a link (enable commenting), and enter that link into the chat feature on Zoom so that your tutor can comment on your paper
How to schedule a Zoom tutoring appointment through WC Online for the Tutorial Program OR the Writing Center.

Helpful Hints:

- Read the tutor profile at the top of the appointment window. This will help you select a tutor that meets your specific needs.
- Make a note of the day, time, and tutor name for your Zoom appointment. You will get an email reminder as well if you select that option when registering for an account (highly recommended).
- **The Zoom meeting link is in your appointment on WC Online.**

I've scheduled my appointment, now what?

Please log into your WC Online account and click on your appointment link 5 minutes before your session: **The Zoom meeting link is in your appointment on WC Online.** For more on how to login to and use your SSU-provided Zoom account, check out the slides in the next section.
Appointment with Zoom Link

Client
Loriann Negri

Appointment Date
Monday, March 23, 2020
11:30 am to 12:00 pm

[MARK MISSED]

Staff or Resource
Gillian E.

Post-Session Client Report Forms
Add New or View Existing

https://SonomaState.zoom.us/j/9100266294
Getting ready for your Zoom tutoring appointment

If you are using a laptop or tablet, you can click the link and join the meeting. If you are using a phone, you will first need to download the Zoom app on your phone, so allow some extra time for this step.
Joining your online session (Zoom meeting)

After you’ve clicked the Zoom link in your WC Online appointment, you should see the window below pop up. If nothing prompts from your browser, select “click here.”
Starting your online session (continued)

Test your speakers & microphone, by clicking the audio settings in the bottom left corner.

Test your video settings, by clicking the “start video” icon in the bottom left corner.
Zoom Tips & Tricks

Turn your video on so your tutor can see you.

Other helpful hints for set up and checking video/sound quality:

● Choose a location with good lighting.
● Choose a location with relatively no to low background noise (if possible).
● Having trouble with the sound? Use the chat feature to communicate with your tutor.
Online Supplemental Instruction & Stretch Math Learning Communities

How to attend Zoom SI or Learning Community Sessions.
In this section, we’ll cover....

1. Courses that have SI Sessions or Math Learning Communities.
2. How to join a Zoom SI/LC Session
3. Zoom Session FAQs & Tips

Click the links on the side to jump to that slide!
Courses supported by SI or Math Learning Communities

Click this [link](#) to view a complete list of supported courses & session time offerings. Zoom session meetings should be the same time as your regularly scheduled SI/LC session, **but please be on the lookout for email and/or Canvas communication from your SI Leader or Learning Community Mentor for online session updates and changes.**

Don’t see your course? Schedule a Zoom tutoring appointment. [See instructions here](#).
How to join a Zoom SI/LC Session

Be on the lookout for a Canvas announcement or Email with an invitation to join the session. Click the URL. If you are using a laptop or tablet, you can click the link and join the meeting. If you are using a phone, you will first need to download the Zoom app on your phone, so allow some extra time for this step.

Your SI Leader/LCM will spend the first few minutes...
Joining your online session (Zoom meeting)

Now, you should see the window below pop up. If nothing prompts from your browser, select “click here.”
Starting your online session (continued)

**Test your speakers & microphone**, by clicking the audio settings in the bottom left corner.

**Test your video settings**, by clicking the “start video” icon in the bottom left corner.
Zoom Tips & Tricks

Turn your video on so other students can see you.

Other helpful hints for set up and checking video/sound quality:

- Choose a location with good lighting.
- Choose a location with relatively no to low background noise (if possible).
- Having trouble with the sound? Use the chat feature to communicate with the SI Leader/LCM.
1. **I can’t access/attend online sessions, can I have a recording of the session?**

   The SI Leader/LCM will provide recordings or session materials whenever possible, please contact your SI Leader/LCM via email.

2. **Will my professor be in the Zoom meeting?**

   No. Zoom sessions are instructor free zones, where you can ask questions and make mistakes in a peer-to-peer environment.

3. **Need help with Zoom?** Your SI Leader/LCM will walk you through how to use various features, you can also check out [Zoom’s website](https://zoom.us).
Questions?

The LARC is here to support you during this challenging time. Please contact the larcdeskw@sonoma.edu with any questions or concerns.