

How To Make and Attend an Appointment with the VCC Learning Centre

learningcentre.vcc.ca

HOW TO MAKE A LEARNING CENTRE ONLINE OR FACE-TO-FACE APPOINTMENT AT THE BROADWAY or DOWNTOWN LEARNING CENTRE

1. Go to the Learning Centre appointment page: vcc.mywconline.com (see picture below).

VCC Learning Centre
You have successfully logged out of the system.

Enter your institutional username and password below. This is the same username and password that you use for other services at your institution.

Username
Password

AVAILABLE SCHEDULES

- English Sep-Dec 2021
- Academic Coaching Sep-Dec 2021
- Math/Science/Business Sep-Dec 2021

Check box to stay logged in:

LOG IN

AUGUST 25, 2021
Welcome to the Learning Centre appointment system!
Emails from WOnline about upcoming, missed and cancelled appointments are sent to your VCC student email, so please check your email.

Starting Sep 7, 2021 - our campus Learning Centres will reopen and all appointments will be available for booking as either online or face-to-face.

LOGGING IN

- 1) Your username is your VCC student ID number. Example: 000123456
- 2) Your password is your VCC password (10 characters or longer) - the same way you log in to myvcc or Moodle.

If you need help using WOnline, watch our how-to videos.

Late/no-show policy: If you are more than 10 minutes late for an appointment, you will be marked as a "missed appointment". If you miss 3 appointments (no-shows) in a term, you will be blocked from logging into WOnline until you contact the Learning Centre Coordinator. Continued missed appointments will result in longer periods of blocked accounts.

Cancelling Appointments: You can cancel an appointment up to 25 minutes before it starts. Log in, open your appointment and click cancel. Cancelled appointments have no impact on your ability to book future appointments.

2. Enter your VCC student number as your Username.
Enter your VCC password.
Then click "Log In."
3. If it's your first time, fill out the registration form. Once you register, you will be taken back to the login screen. Enter your student number and password again.
4. Choose the subject you want from the drop-down menu at the top (English, Math/Science/ Business, or Academic Coaching).
The schedule lists tutor names, availability for face-to-face and online, campus location, and time slots for the next 5 business days.

Sep. 13: Monday	9:00am	9:45am	10:30am	11:15am	12:00pm	12:45pm	1:30pm	2:15pm	3:00pm
Alex - Broadway FACE-TO-FACE & ONLINE									
Alla - Downtown FACE-TO-FACE & ONLINE									
Kari - Broadway FACE-TO-FACE & ONLINE									

5. To make an appointment, click on any white space in the schedule. A new pop-up window opens to show the date and time of your appointment. Select whether you want to meet online or face-to-face (in person) with the tutor. You can also attach a file to your appointment to share with the tutor. Click "Create appointment."

How would you like to meet your tutor?

- Schedule **Online** appointment.
For online appointments, log back in to this website a few minutes before the start of your appointment. Open your appointment and click "Start or Join Tutoring Session."
- Schedule **Face-to-Face** appointment.

CREATE APPOINTMENT

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6. You should see a green box, confirming your appointment. See picture below for a FACE-TO-FACE appointment with LOCATION. If you booked an ONLINE appointment, see picture and instructions in HOW TO JOIN AN ONLINE TUTORING SESSION.

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

Client
Orlando Bloom

Appointment Date
Monday, September 13, 2021
10:30am to 11:15am [MARK MISSED]

FACE-TO-FACE
CREATED: Sep. 1, 2021 4:46pm by Veronica Jorna

Staff or Resource
Allan - Downtown

Post-Session Client Report Forms
[Add New](#)

LOCATION: Downtown
If you are having problems accessing the session, contact us at englishtutor@vcc.ca

When you close that window, your appointment will appear yellow in the schedule.

Sep. 13, Monday	9:00am	9:45am	10:30am	11:15am	12:00pm	12:45pm	1:30pm	2:15pm	3:00pm
Alex - Broadway									
Allan - Downtown									
Kari - Broadway									

7. If there are no available appointments, join the Waiting List. Click on the words “Waiting List” at the bottom right of the day you want. You will receive a text or email notification if an appointment becomes available.
8. If you made an appointment but would like to change online to face-to-face or vice versa or can no longer attend, log in to vcc.mywconline.com to edit or cancel it. You can cancel up to 30 minutes before the appointment starts. If you do *not* cancel an appointment and miss it, this is a “no-show.” **If you have three “no-show” appointments, your account is deactivated -- you won’t be able to log in - until you contact the Learning Centre coordinator.**

HOW TO JOIN AN ONLINE TUTORING OR ACADEMIC COACHING SESSION

9. Log in to WOnline and click on your appointment. Click the “Start or Join Tutoring Session” link (see picture).

Existing Appointment

Appointment Date
Tuesday, September 7, 2021
5:15pm to 6:00pm

ONLINE
CREATED: Sep. 7, 2021 2:12pm by Veronica Jorna

Staff or Resource
Veronica - Broadway (English Sep-Dec 2021)

LOCATION: Broadway
If you are having problems accessing the session, contact us at englishtutor@vcc.ca

HOW WOULD YOU LIKE TO MEET YOUR TUTOR? ONLINE
For online appointments, log back in to this website a few minutes before the start of your appointment. Open your appointment and click “Start or Join Tutoring Session.”

[START OR JOIN TUTORING SESSION](#)

This schedule supports file attachments. To attach a file to this appointment, click ‘Edit’ below.

CLOSE WINDOW
EDIT APPOINTMENT
CANCEL APPOINTMENT

10. A Zoom meeting room will launch. The first time you use audio and video, your browser may ask you to allow the use of your camera and microphone in your session.

Note: All appointment confirmations, reminders and waiting list notifications will go to your VCC student email address.

For more help, see the [How to Videos](#) or visit our [website](#)!