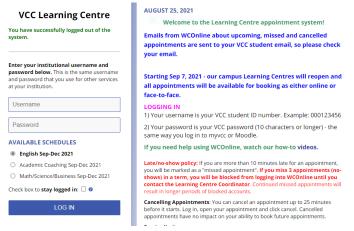
How To Make and Attend an Appointment with the VCC Learning Centre

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: <u>vcc.mywconline.com</u> (see picture below).

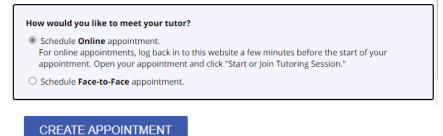


- Enter your VCC student number as your Username.
 Enter your VCC password.
 Then click "Log In."
- 3. If it's your first time, fill out the registration form. Once you register, you will be taken back to the login screen. Enter your student number and password again.
- Choose the subject you want from 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									
Allar - Downtown 2 FACEN SFACE & ONLINE									
Kari - Broadway 2 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."



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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.



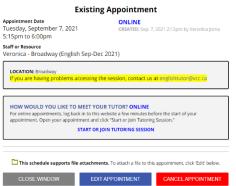
When you close that window, your appointment will appear yellow in the schedule.

Sep. 13: Monday	9.00am	9:45am	10:30am	11:15am	12:00pm	12:45pm	1:30pm	2:15pm	3:00pm
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Allan - Downtown 2 FACE-TO FACE & ONLINE									
Kari - Broadway Z FACE-TO-FACE & ONLINE									

- 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 <u>vcc.mywconline.com</u> 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 WCOnline and click on your appointment. Click the "Start or Join Tutoring Session" link (see picture).



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 <u>How to Videos</u> or visit our <u>website</u>!