

Online Tutoring Instructions

***** Do Not Use Internet Explorer *****

***** Turn off Popup Blockers *****

***** You must register in Moodlerooms,
24 hours in advance *****

If you are not registered, [click here to register](http://www.mtsac.edu/writingcenter/online_tutoring_registration.html).

http://www.mtsac.edu/writingcenter/online_tutoring_registration.html

Instructions For Online Tutoring

On the day of your appointment, follow the instructions below.

1. Go to:

[World Wide Whiteboard \(click here\)](#), and log in with your Mt. SAC MyPortal account.

MT. SAC Mt. San Antonio College

Library myMtSAC Student Support Faculty Support MtSAC Home

Home ► Log in to the site

Log in

Username

Password

☐ Remember username

Log in

[Do you need more help? Click here.](#)

Cookies must be enabled in your browser [?](#)

Trying to log into MtSAC's Moodlerooms?

If you are here, your Myportal and Moodlerooms username and passwords are not synced. Simply log into [Myportal](#) and change your Myportal password. For more information visit [Moodlerooms Support](#) page.

-- the MR Admin Team

Log in using your account on:

[Home - Mahara](#)

Use your Mt. SAC "My Portal" username and password to login.

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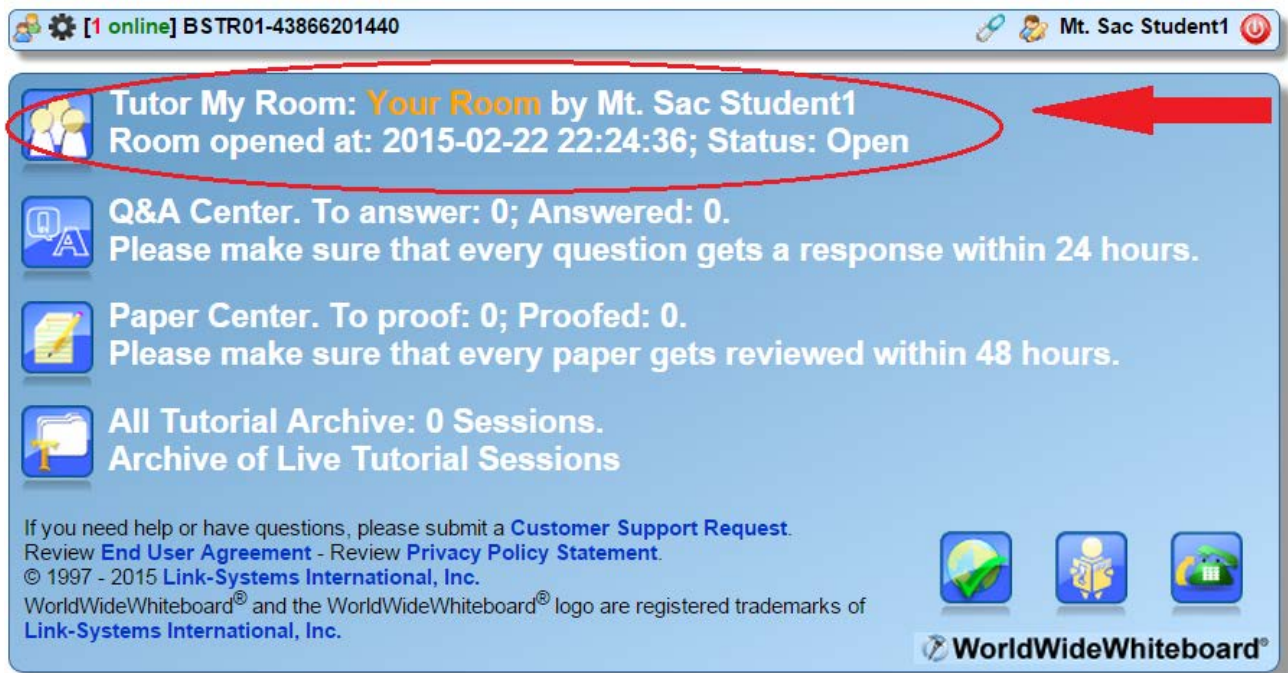
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2. You will now be logged into World Wide Whiteboard.

- a. If it is the first time you are using online tutoring this semester, you will be asked to accept the agreement conditions. Click **"Accept and Continue to WorldWideWhiteboard."**



- b. If it is NOT the first time you used online tutoring this semester, simply click the first option to enter a live tutorial session.

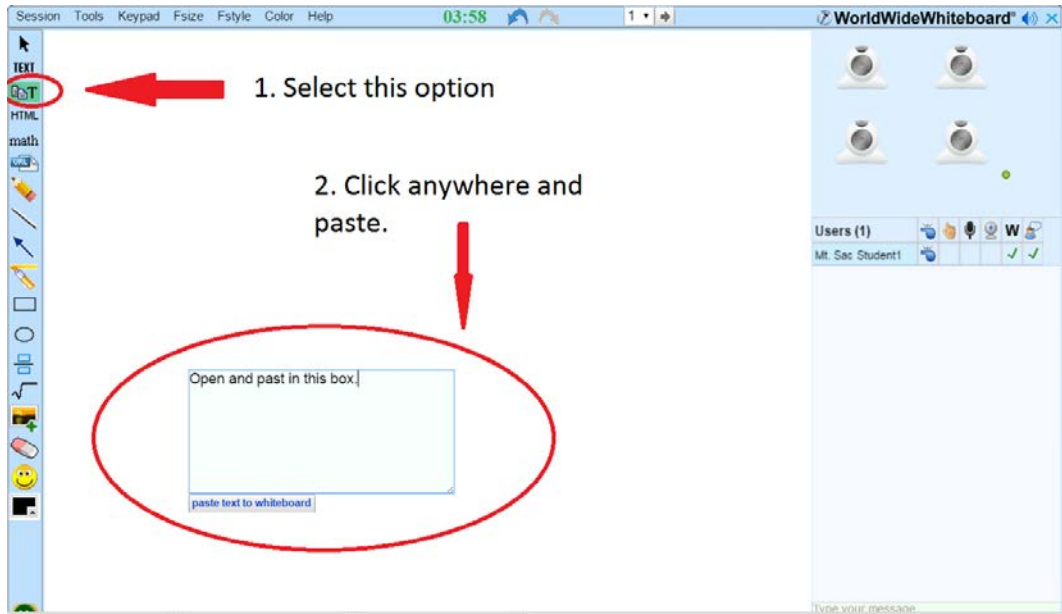


3. Once you are in the “**Whiteboard / Room,**” you have three options.

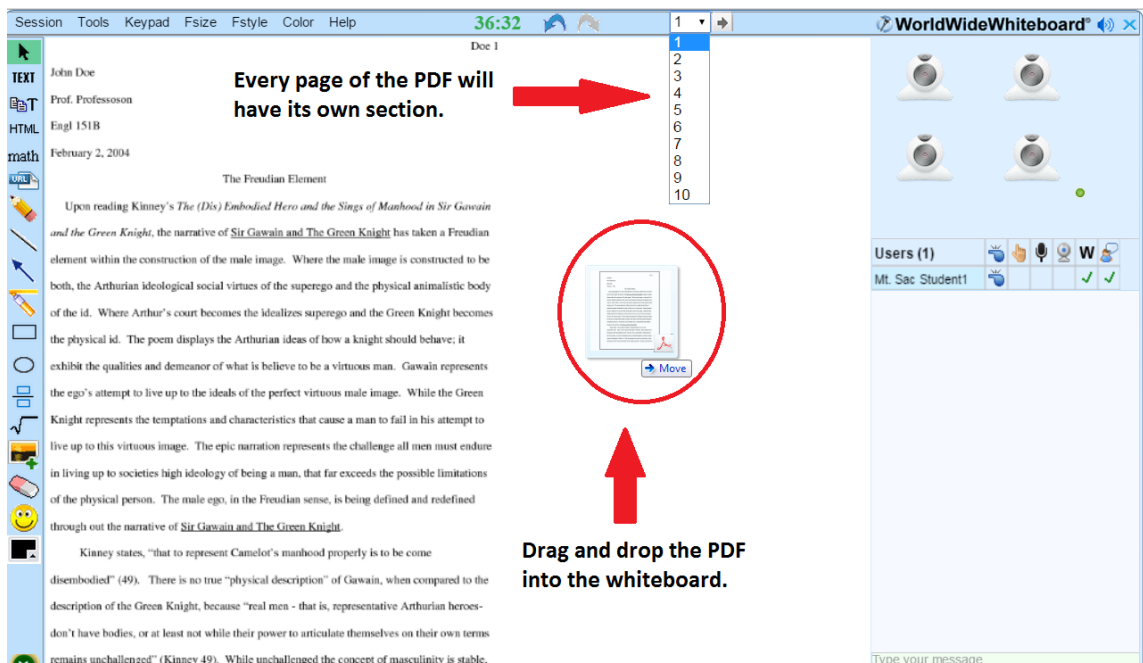
***** All files must be in PDF format *****



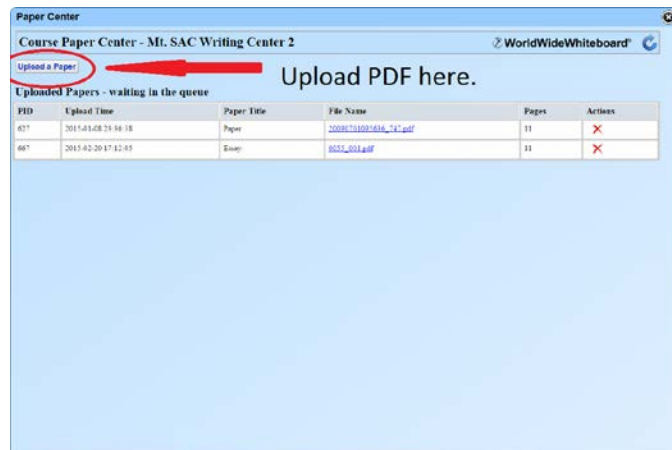
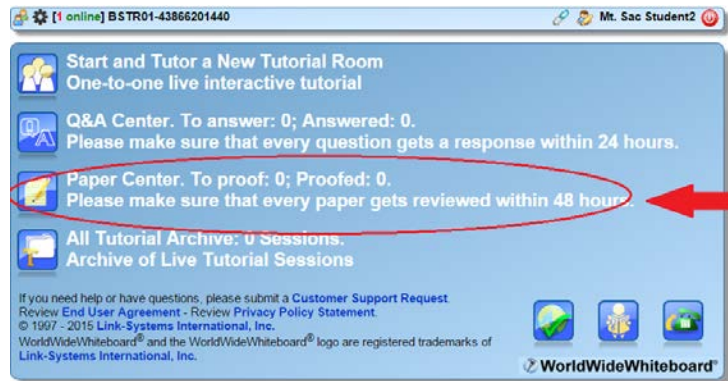
a. Copy and paste text into the whiteboard using



b. Drag and drop the essay (in PDF format) into the whiteboard area.



- c. Upload (in PDF format) your paper into the “Paper Center” for the tutor to see.



Paper Center Submission Form

All fields are required for paper submission. Click Upload when you are ready.

Your Name:

Email:

Have you taken an English course? Paper Style:

Is English your second language? Paper Type:

Due Date:

Describe the assignment and the Writing Goals you would like the tutor to help you with. (no more than 300 Characters)

Required Length:

Choose two areas for specific feedback:

<input type="checkbox"/> Topic Development	<input type="checkbox"/> Sentence Structure
<input type="checkbox"/> Focus/Thesis Statement	<input type="checkbox"/> Sentence Variety
<input type="checkbox"/> Organization	<input type="checkbox"/> Transitions & Fluency
<input type="checkbox"/> Grammar & Mechanics	<input type="checkbox"/> Paper Format
<input type="checkbox"/> Word Choice	<input type="checkbox"/> Citations & References

Paper name:

File in PDF Format: No file chosen

Fill in the form, choose a file, and click upload to submit a PDF into the Paper Center.