

How To Use the Scheduling System as a Peer Tutor?



Step 1

1) Go to
<https://yuacad.mywconline.com>

2) Enter e-mail address and
password

3) Under “Choose a Schedule” select
Peer Tutoring

4) Click “Log In”

Yeshiva University Academic Advising

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:
sara.wallshein@yu.edu

PASSWORD:
.....

CHOOSE A SCHEDULE:
Spring 2015 ▼
Spring 2015
Fall 2014
Peer Tutoring

Logged in: ?

LOG IN

Having trouble logging in?
[Click here to reset your password.](#)

Using screen reader software?
[Click here for the text-only scheduler.](#)

Step 2

- All Peer Tutors are listed on the left hand side.

WELCOME SARA ▾ SCHEDULE August 6 - August 12 Peer Tutoring ▾
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

📄 🗨️ 📅 ✉️ 📁 HELP? Limit to: -- show all -- ▾

Aug. 6: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎						
Sara Peer Tutor ✎						
Aug. 7: FRIDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎						
Sara Peer Tutor ✎						
Aug. 8: SATURDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎						
Sara Peer Tutor ✎						
Aug. 9: SUNDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎						
Sara Peer Tutor ✎						
Aug. 10: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎						

Step 3

To find your name more easily, or to sort the tutors by subject, go to the “Limit to:” drop down menu and select the subject.

The list of Peer Tutors will automatically filter to the subject you selected.

The screenshot shows a web interface for a peer tutoring schedule. At the top, it says 'WELCOME SARA' and 'SCHEDULE August 6 - August 12 Peer Tutoring'. Below this are navigation links for 'PREV WEEK', 'CURRENT WEEK', and 'NEXT WEEK'. A 'Limit to:' dropdown menu is open, showing options: '-- show all --', 'Bio 1011', 'Che 1045', and 'mat 1012'. A red arrow points to the 'Limit to:' label. The main content is a grid showing dates (Aug. 6: THURSDAY, Aug. 7: FRIDAY) and time slots (9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm). Under each date, there are rows for 'Lisa Peer Tutor' and 'Sara Peer Tutor' with empty cells for scheduling.

Throughout the Schedule, you will see...

Grey/Blue Boxes:

(unavailable time) Time slots in which you are unavailable for tutoring services.

WHITE boxes: *(Open times)*

These appointments are still open

Bright Blue boxes:

(Reserved times) If shaded bright blue, a student has made an appointment with you during that time slot.

WELCOME SARA		SCHEDULE August 13 - August 19		Peer Tutoring				
PREV WEEK CURRENT WEEK NEXT WEEK		Limit to: -- show all --						
Aug. 13: THURSDAY		9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Lisa Peer Tutor								
Sara Peer Tutor								
Aug. 14: FRIDAY		9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Lisa Peer Tutor								
Sara Peer Tutor								

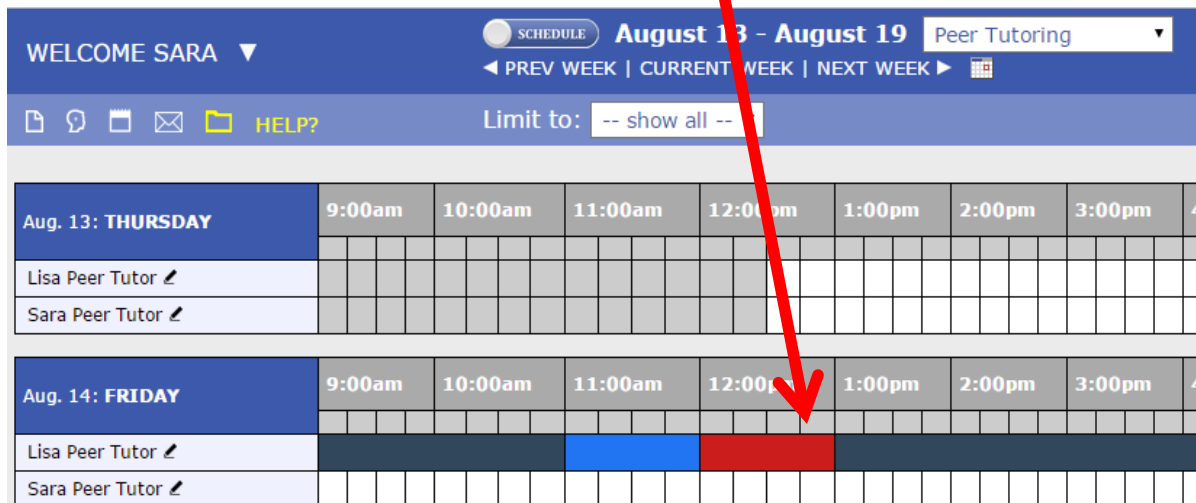
NOTE: Slide your cursor over the Bright Blue box to see client's name.

In this example, you will see that Lisa is not available for tutoring services on Friday between 9:00-11:00 AM, or from 1:00-3:00 PM. A client has made an appointment with Lisa from 11:00- 12:00 AM. Lisa is still available to tutor another student between 12:00 AM – 1:00 PM.

When to Make an Appointment With Yourself

- Why?

- Every once in a while, you might not be able to tutor during times you are normally available. In this case, click on the appropriate time slot and simply make an appointment with yourself.
- This time slot will be shaded in **RED**, and therefore unavailable for student appointments. (See below)



The screenshot shows a peer tutoring schedule interface. At the top, it says "WELCOME SARA" and "SCHEDULE August 13 - August 19 Peer Tutoring". Below this, there are navigation links for "PREV WEEK", "CURRENT WEEK", and "NEXT WEEK". A search bar contains "Limit to: -- show all --". The main part of the interface is a calendar grid. The first row is for "Aug. 13: THURSDAY" with time slots from 9:00am to 4:00pm. The second row is for "Aug. 14: FRIDAY" with time slots from 9:00am to 4:00pm. In the Friday row, the 12:00pm slot is shaded red, indicating it is unavailable for student appointments. A red arrow points to this red-shaded slot. The interface also shows "Lisa Peer Tutor" and "Sara Peer Tutor" as available tutors for the slots.

Day	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Aug. 13: THURSDAY								
Lisa Peer Tutor								
Sara Peer Tutor								
Aug. 14: FRIDAY				Red				
Lisa Peer Tutor				Red				
Sara Peer Tutor				Red				

To Get Information About Your Client...

1) Double click on the **booked appointment**.

2) A separate window will appear (as seen to the right), containing your appointment and client information

3) E-mail the client to set up a meeting place if meeting in person. If meeting virtually email them an appointment link from the platform of your choice (Zoom or Microsoft Teams)

4) As you can see, you can always “Cancel This Appointment” by clicking here.

The screenshot shows a web interface for managing an appointment for 'Lisa Peer Tutor'. At the top, it says 'Use the form below to modify, view, or cancel this appointment. Questions marked with a * are required.' Below this are several sections: 'Email: sara.wallshein@yu.edu', 'Location: email directly for meeting location', 'Bio/Information: Lisa is a YC Peer Tutor', and 'Appointment Limits: Appointments must be between 1 hour and 1 hour and 30 minutes in length.' The 'Time' section shows 'Friday, August 14:' with a dropdown for '11:00am' and another for '12:00pm', and a note 'Created: Aug. 13, 2015 (11:53 am) by Debbie Beaudreau.' The 'Client' section shows 'Debbie Beaudreau' with email 'beaudrea@yu.edu'. The 'Admin Options' section includes checkboxes for 'Walk-In/Drop-In', 'Missed', and 'Placeholder', and a checked checkbox for 'Email Client?'. There are also links for 'MOVE APPT.', 'ATTACH A FILE', and 'Add New Client Report Form.'. At the bottom, there are three buttons: 'SAVE CHANGES', 'CANCEL THIS APPOINTMENT', and 'CLOSE WINDOW'. Two red arrows point from the text on the left to the 'Client' section and the 'CANCEL THIS APPOINTMENT' button.

Lisa Peer Tutor

Use the form below to modify, view, or cancel this appointment. Questions marked with a * are required.

Email: sara.wallshein@yu.edu

Location: email directly for meeting location

Bio/Information: Lisa is a YC Peer Tutor

Appointment Limits: Appointments must be between 1 hour and 1 hour and 30 minutes in length.

Time: Friday, August 14: 11:00am to 12:00pm

Created: Aug. 13, 2015 (11:53 am) by Debbie Beaudreau.

Client: Debbie Beaudreau
beaudrea@yu.edu

Admin Options: Walk-In/Drop-In: | Missed: | Placeholder: ? | Email Client? ?

MOVE APPT. **ATTACH A FILE** **Add New** Client Report Form.

SAVE CHANGES **CANCEL THIS APPOINTMENT** **CLOSE WINDOW**



- If a tutoring session is not scheduled with this system, you will NOT get paid.
- It is **your** responsibility to make sure that **your** client has booked their appointment on the scheduling system. If it is not booked through the system, **you will not get paid.**
- If you have any questions or concerns, please e-mail Sara Schwartz at Sara.Schwartz@yu.edu