

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:

PASSWORD:

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

Logged 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.

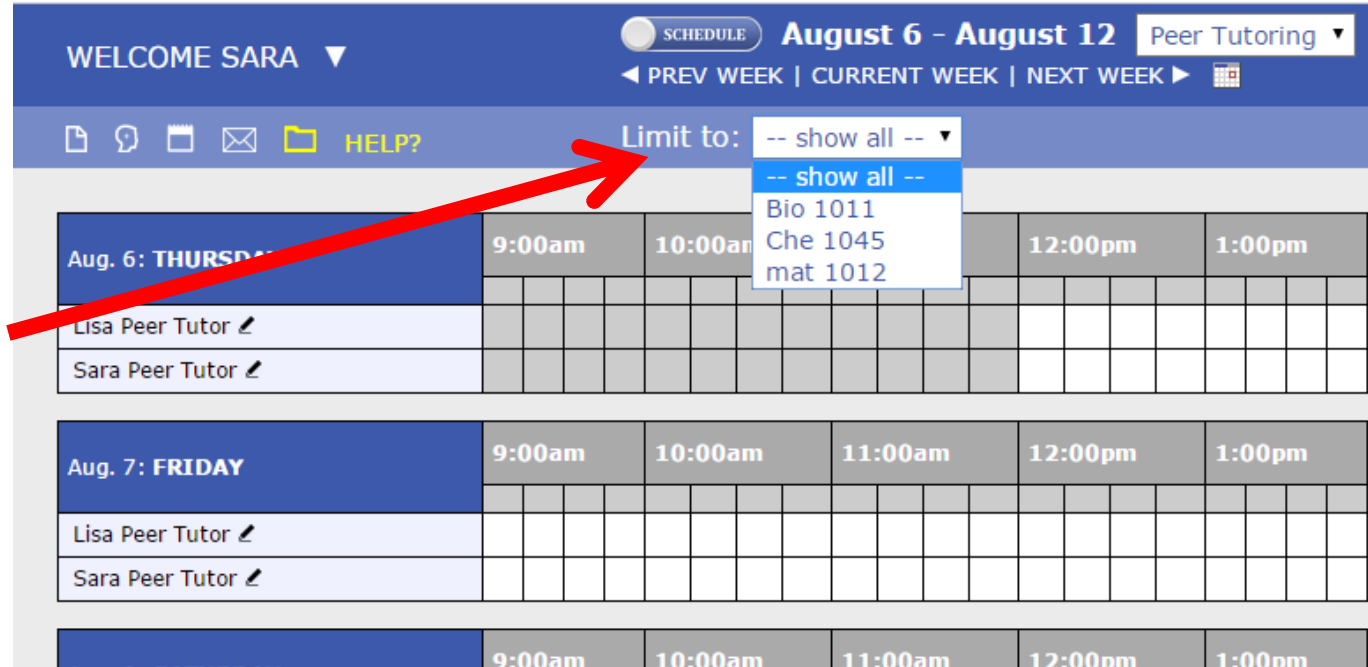


WELCOME SARA ▼		SCHEDULE		August 6 - August 12		Peer Tutoring ▼	
◀ PREV WEEK CURRENT WEEK NEXT WEEK ▶							
📅 🗨 📧 📁 HELP?		Limit to: -- show all -- ▼					
Aug. 6: THURSDAY		9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Lisa Peer Tutor ✎							
Sara Peer Tutor ✎							
Aug. 7: FRIDAY		9:00am	10:00am	11:00am	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" with a dropdown arrow. To the right is a "SCHEDULE" button and the date range "August 6 - August 12". Further right is a "Peer Tutoring" dropdown menu. Below this is a navigation bar with icons for a document, speech bubble, calendar, envelope, and folder, followed by a "HELP?" link. The main content area is a table with columns for days and times. A red arrow points to the "Limit to:" dropdown menu, which is currently open, showing options: "-- show all --", "-- show all --", "Bio 1011", "Che 1045", and "mat 1012". The table below shows the schedule for August 6 (Thursday) and August 7 (Friday), with rows for "Lisa Peer Tutor" and "Sara Peer Tutor".

Aug. 6: THURSDAY		9:00am	10:00am		12:00pm	1:00pm
Lisa Peer Tutor						
Sara Peer Tutor						

Aug. 7: FRIDAY		9:00am	10:00am	11:00am	12:00pm	1:00pm
Lisa Peer Tutor						
Sara Peer Tutor						

		9:00am	10:00am	11:00am	12:00pm	1:00pm

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.

		9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Aug. 13: THURSDAY								
Lisa Peer Tutor								
Sara Peer Tutor								
Aug. 14: FRIDAY								
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 9:00-10:00 AM, or from 1:00-3:00 PM. A client has made an appointment with Lisa from 10:00- 11:00 AM. Lisa is still available to tutor another student between 11:00 AM – 12:00 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)

WELCOME SARA

SCHEDULE

August 13 - August 19

Peer Tutoring

PREV WEEK

CURRENT WEEK

NEXT WEEK

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📁

HELP?

Limit to: -- show all --

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

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 you're appointment and client information

3) E-mail the client to set up a meeting place.

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

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 Wallshein at sara.wallshein@yu.edu