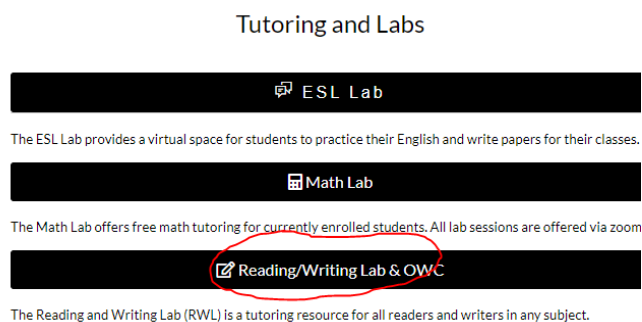


Student instructions for scheduling an appointment on the Virtual RWL

Students in any class at COM can schedule an online, real-time tutoring appointment with an instructor from the Reading and Writing Lab. Each appointment is 20 minutes long. You may work with the instructor on any part of the writing process. Students can make up to (but not more than) two appointments with an instructor per week.

1. Log in to Canvas and click on the **Student Support icon** on the main navigation menu.
(You can also schedule appointments directly from your MyCOM portal. Click on the Students tab and then click on the “Reading and Writing Lab” link.)
2. Click on the **“Reading/Writing Lab & OWC”** link.



3. Click on the **Enroll in RWL/OWC** link.
4. Click on the **“Make an Appointment”** button. (If you have already made an appointment, you can view or cancel your appointment on this page, too.)

COLLEGE OF MARIN

Reading and Writing Lab

Schedule Appointments Online

Students in any class at College of Marin can schedule an online, real-time tutoring appointment with an instructor from the Reading and Writing Lab. Each appointment is 20 minutes long. You may work with the instructor on any part of the writing process, including:

- Brainstorming
- Outlining
- Essay and paragraph organization
- Developing paragraphs
- Introductions and conclusions
- Learning to edit and proofread

Click on “Make Appointment” below to sign up for a 20-minute appointment with an instructor. Before your appointment, please email your rough draft to the instructor’s e-mail address so that the instructor will have a copy of your work during the appointment. For information on Zoom [click here](#).

If you are unable to attend your scheduled appointment, you must cancel or reschedule using this online scheduling system or contact Beth Sheofsky, the Reading and Writing Lab Coordinator, at least 24 hours prior to your appointment, at esheofsky@marin.edu.

Make Appointment

View or Cancel Appointments

View Appt. History

Logout

5. On the “Search for Appointments” page, you can search for an appointment by time and day or by instructor. To select an appointment with a particular instructor, choose “All” under Day of the Week, choose an instructor’s name, and click on “Find Appointments.”

Search for Appointments

Please select the name, day of the week and time of day you prefer.

Day of week	Start Time	End Time	Name
All	7:30 AM	5:30 PM	Alisa Klinger
Monday	8:00 AM	6:00 PM	Blaze Woodlief
Tuesday	8:30 AM	6:30 PM	Cara Kreit
Wednesday	9:00 AM	7:00 PM	Jamie Tipton
Thursday	9:30 AM	7:30 PM	Karen Koenig
Friday	10:00 AM	8:00 PM	Lori Nelson

6. Once you've found an appointment time that works for you, click on "Select."
7. On the next page, select "Tutoring" and fill out the fields on the form. Click on "Continue."

Reason Selection

Please select a reason then Click on Continue

You may select more than one reason.

Please verify your phone number, change as needed.

Phone Number Extension

eMail Address

Confirm eMail Address

8. You have now scheduled an appointment. You will receive a confirmation e-mail immediately after scheduling, as well as a reminder e-mail the day before your appointment.

On the day of your appointment: To join the tutoring session by Zoom or phone:

1. Click on the link in the confirmation or reminder e-mail into your web browser or copy it into your web browser. If you are joining by phone, the phone number is in the e-mail. For information about how to use Zoom, see this url:
<https://marin.instructure.com/courses/3731/pages/joining-a-conferzoom-meeting>
2. Click on "Join with computer audio."
3. You should now be connected to the instructor on Zoom. To share your rough draft with the instructor, have the rough draft open on your computer. Click on "Share" icon at the bottom of the Zoom screen. Note: The instructor may ask to control your screen if he/she wants to discuss a particular section.
4. If you are unable to share your screen with the instructor, or if you are joining by phone, you may e-mail your rough draft to the instructor.

Do you need to show proof of your tutoring session to your instructor?

If your instructor requires you to provide him/her with proof of your tutoring session, please let the tutor/instructor know this during your appointment, and let the tutor know who your instructor is. The tutor will then e-mail your instructor the confirmation e-mail for the appointment with the note "Attended."