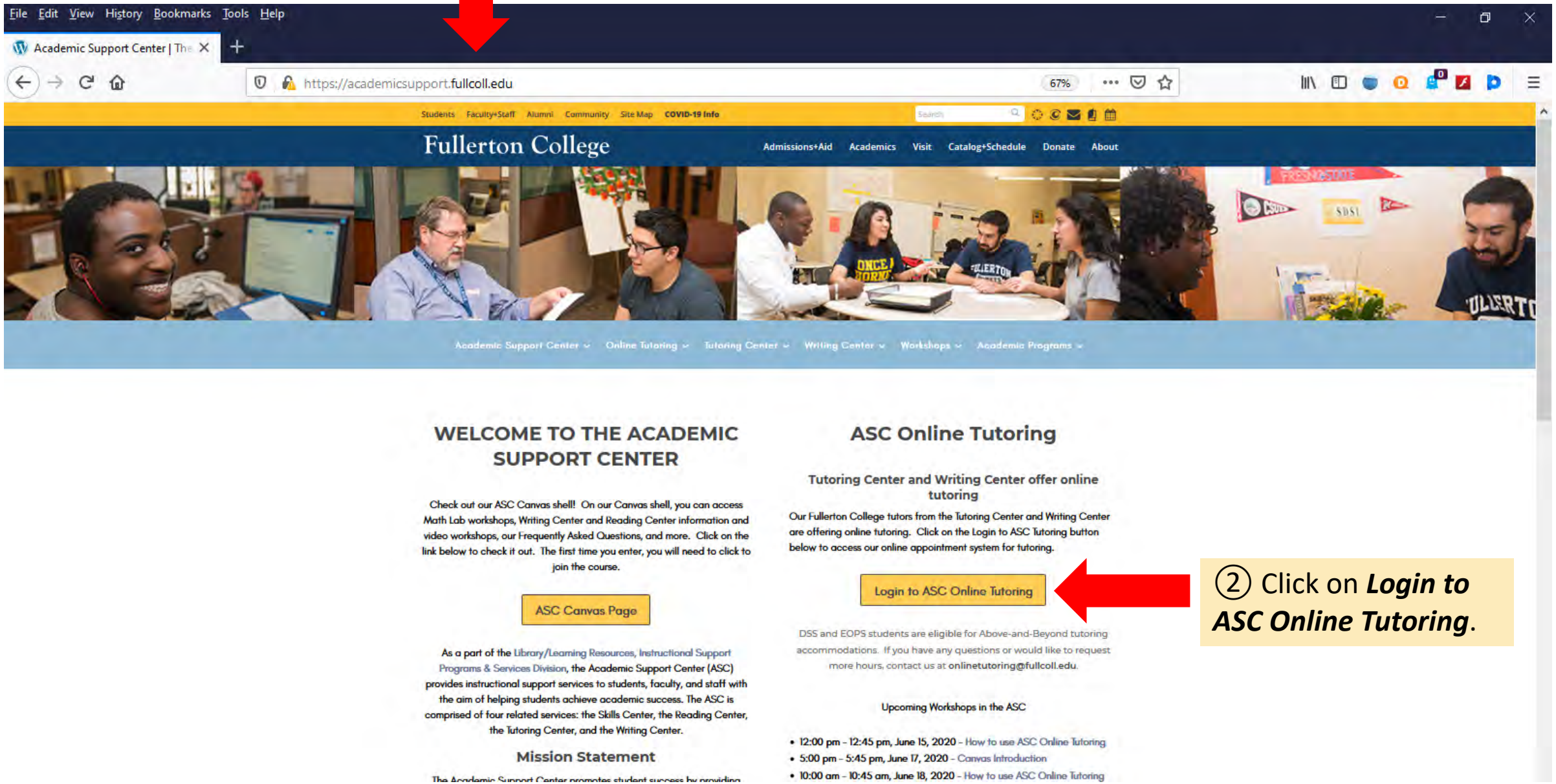
ASC Online Tutoring Instructions

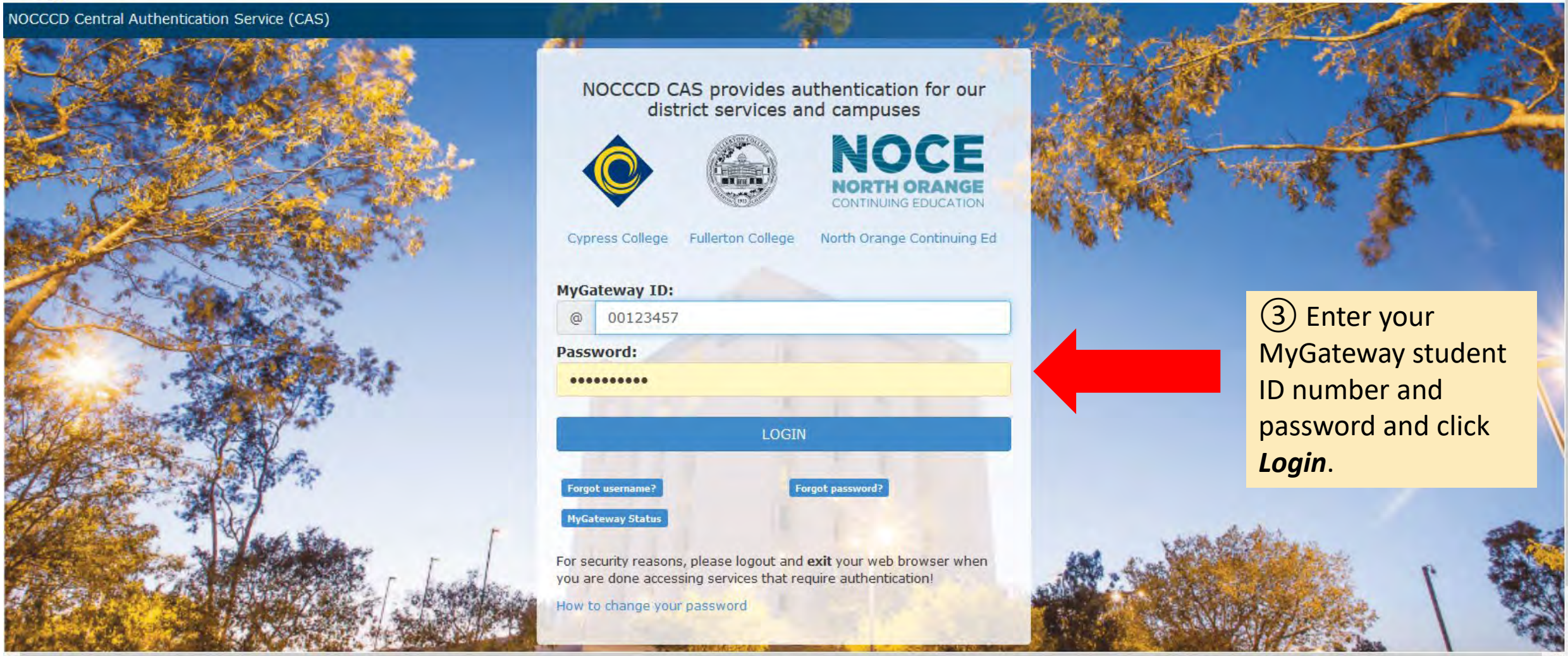
Fullerton College
Academic Support Center

① Start at the ASC home page: academicsupport.fullcoll.edu



② Click on ***Login to ASC Online Tutoring***.

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



③ Enter your MyGateway student ID number and password and click ***Login***.

In order to track usage within Academic Support Center for funding purposes, the ASC requests students accept the enrollment in a non-credit, zero-unit, zero fee Supervised Tutoring course.

Fullerton College Forms Server

ACADEMIC SUPPORT CENTER ONLINE

The Academic Support Center collects usage information for funding via the use of HUM N01 F Supervised Tutoring, a non-credit, no grade course. Is it okay for us to enroll you in this no cost course?

N01 Enrollment Consent *

(●) Yes

( ) No

How were you referred to us? *

By an Instructor

SUBMIT

④ Please answer yes if you accept and choose how you were referred to the ASC services.

ACCESS TEXT-ONLY & MOBILE

Fullerton College

Register for a New Account

Fill out the form below in order to create a new account on this system. Once you've successfully registered, you'll be able to log in to the system immediately. Questions marked with a * are required.

Email Address *
My_Email@yahoo.com

First Name *

Last Name *

Telephone Number

First or Home Language *
-- please select --

Major *

Student ID *

EMAIL PREFERENCES

Send me an email when my appointments are made, modified or canceled: YES or NO
Send me an email with center announcements or other mass mailings: YES or NO
Send me an email to remind me of my upcoming appointments: YES or NO
Include iCal links with appointment confirmation messages? YES or NO

FAKE REGISTRATION PREVENTION

In order to help prevent fake or automated registrations on this system, please complete the captcha form below.

I'm not a robot reCAPTCHA

COMPLETE REGISTRATION CANCEL

The email address that is your preferred email in MyGateway will be pre-filled. This is the email address where you will receive ASC Online Tutoring notifications.

⑤ Fill out the rest of the form.

⑥ Respond to the captcha and click on ***Complete Registration***.

Fullerton College

⑦ Choose desired center.

WELCOME, JULIE ▼

June 25 - July 1, 2020

◄ PREVIOUS WEEK | CURRE

- ✓ Tutoring Center
- Cosmetology Study Hour
- Writing Center

HELP?

Limit to: -- please select --

This is the **Tutoring Center** scheduling page

Click the drop down menu above to find the

Writing Center and the **Cosmetology Study Hour**

Welcome to the Fullerton College Tutoring Center Appointment Calendar!

In the Tutoring Center, tutoring sessions are 50 minutes. To find tutoring for a specific course, see **"Limit to:"** function above for courses drop-down menue. Select a course to find tutors who can help. To meet for a live Zoom session, please select an available white box in a tutor's schedule to make an appointment.

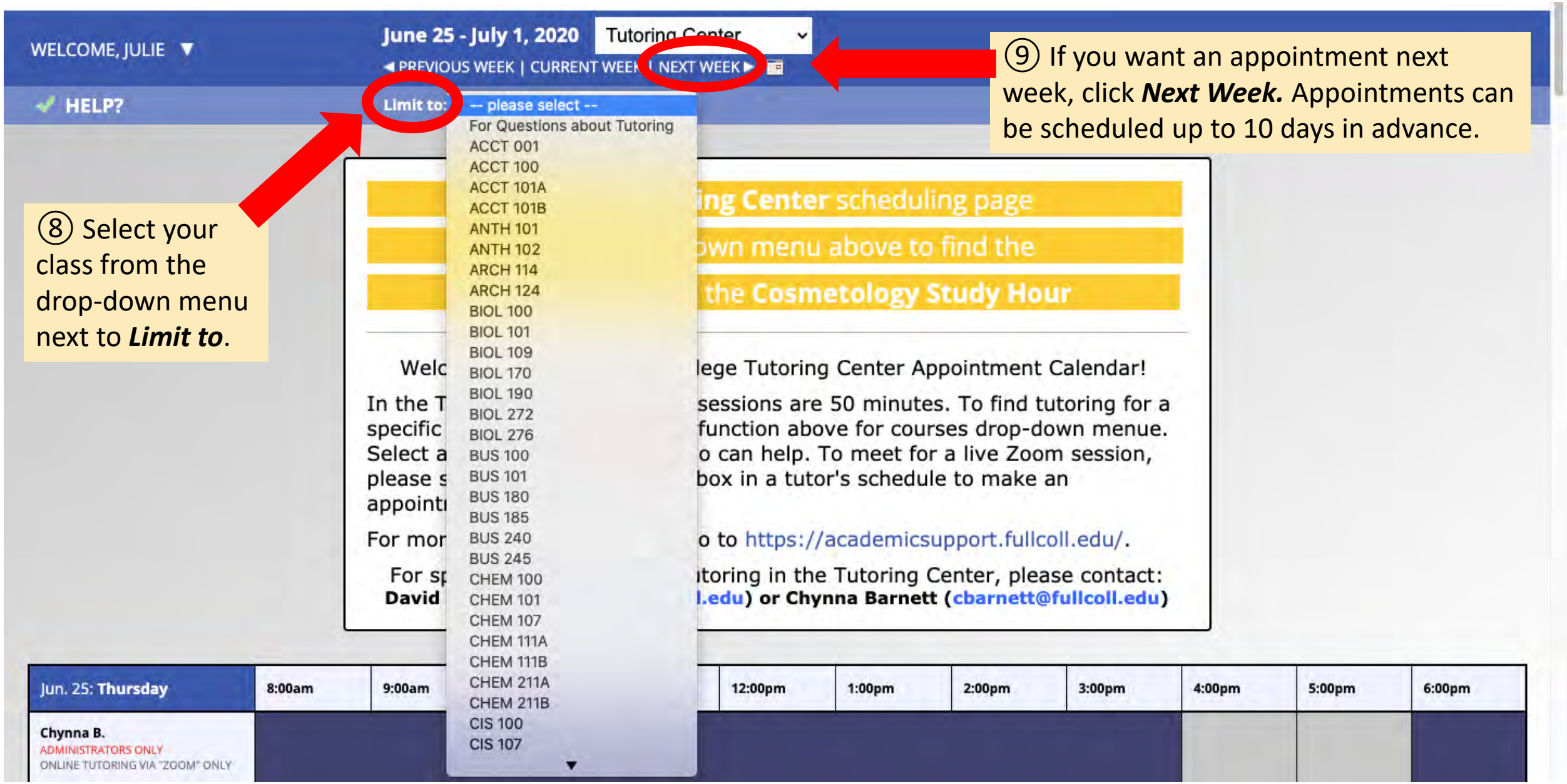
For more detailed information, go to https://academicsupport.fullcoll.edu/.

For specific questions about tutoring in the Tutoring Center, please contact:
David Sarabia (dsarabia@fullcoll.edu) or Chynna Barnett (cbarnett@fullcoll.edu)

Jun. 25: **Thursday**	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Chynna B. ADMINISTRATORS ONLY ONLINE TUTORING VIA "ZOOM" ONLY											
Daniel S.											

Tutoring Center Appointments

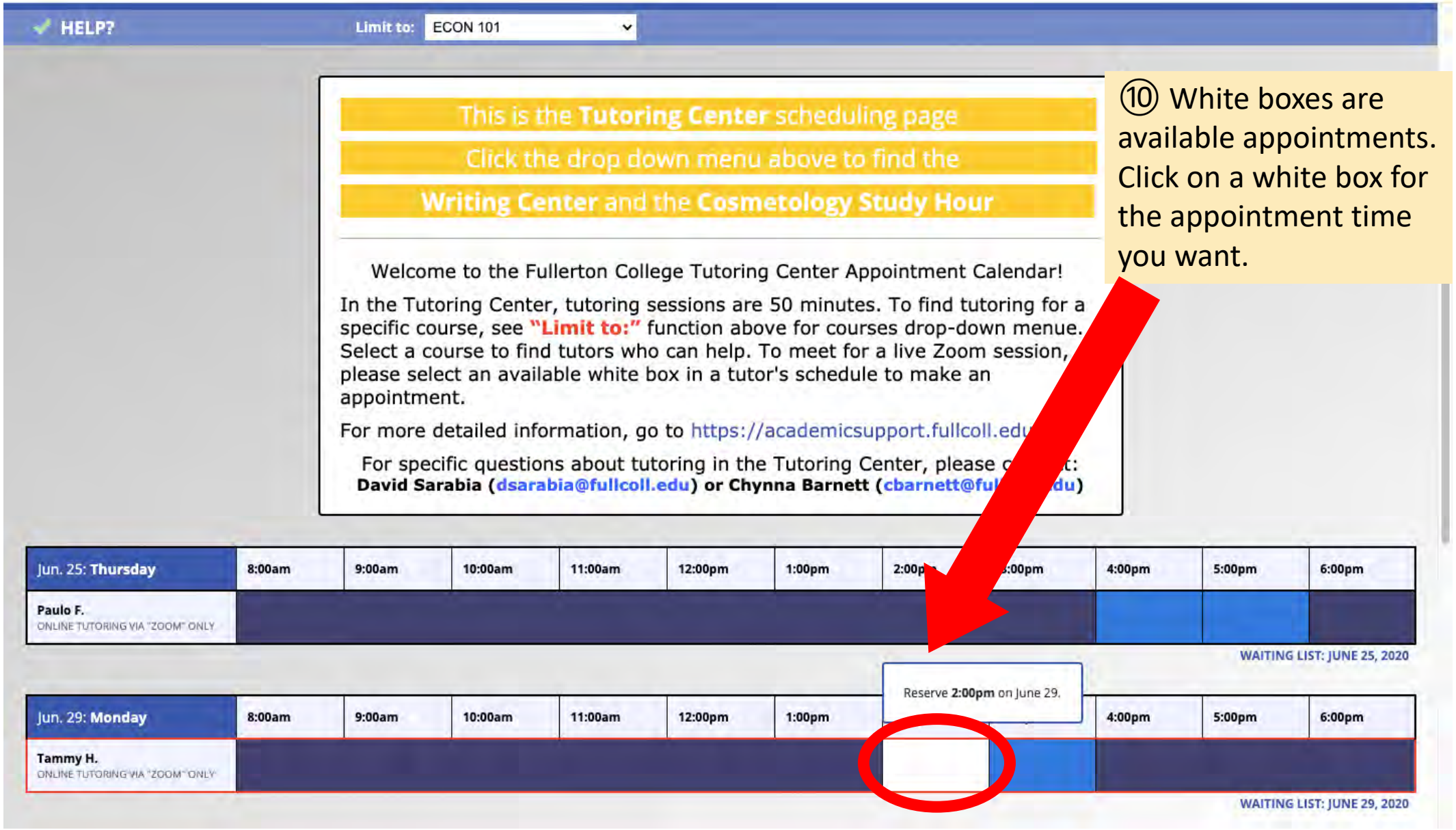
Tutoring Center Appointments



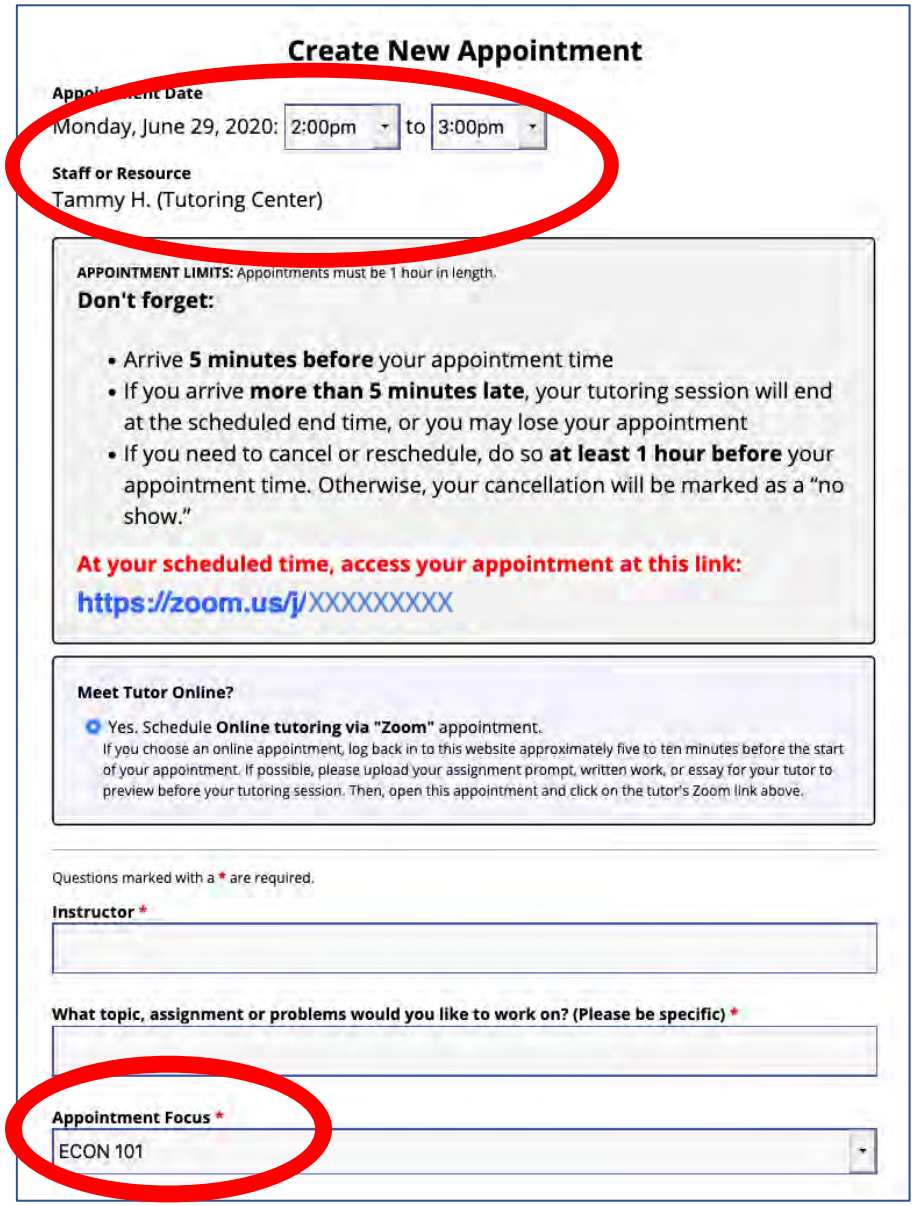
⑧ Select your class from the drop-down menu next to ***Limit to***.

⑨ If you want an appointment next week, click ***Next Week.*** Appointments can be scheduled up to 10 days in advance.

Tutoring Center Appointments

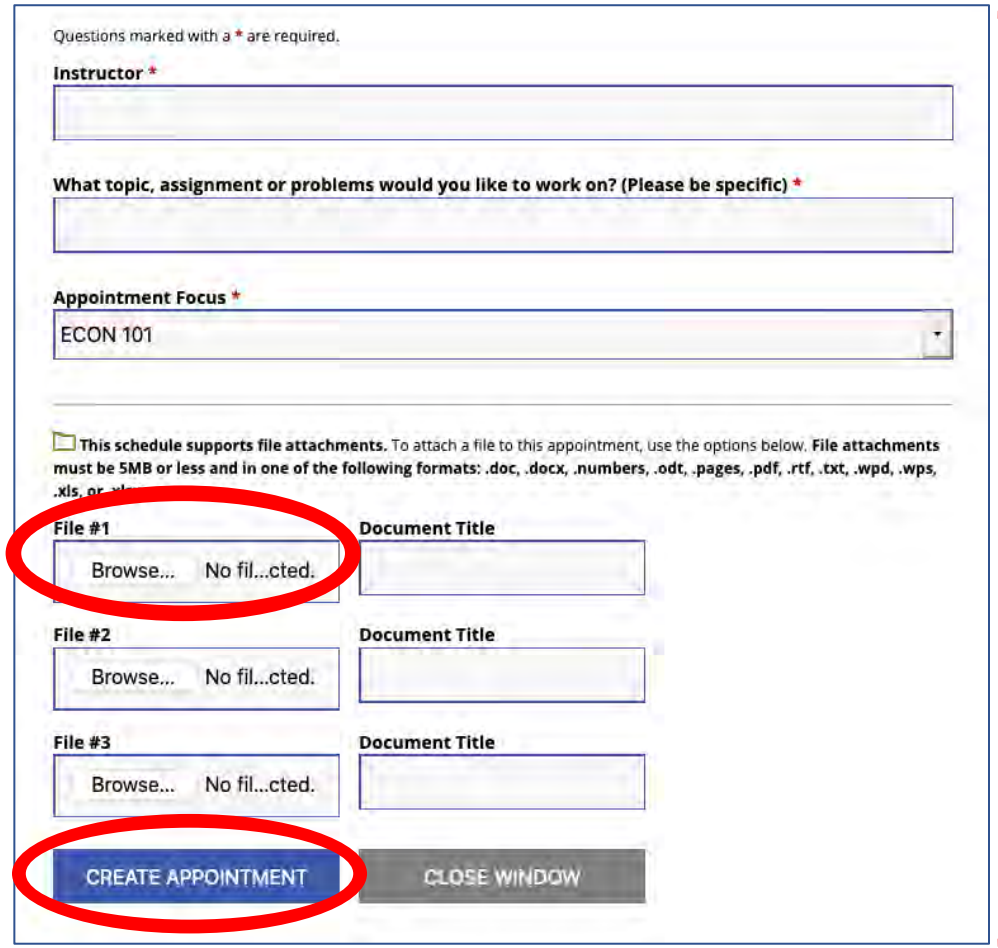


Tutoring Center Appointments



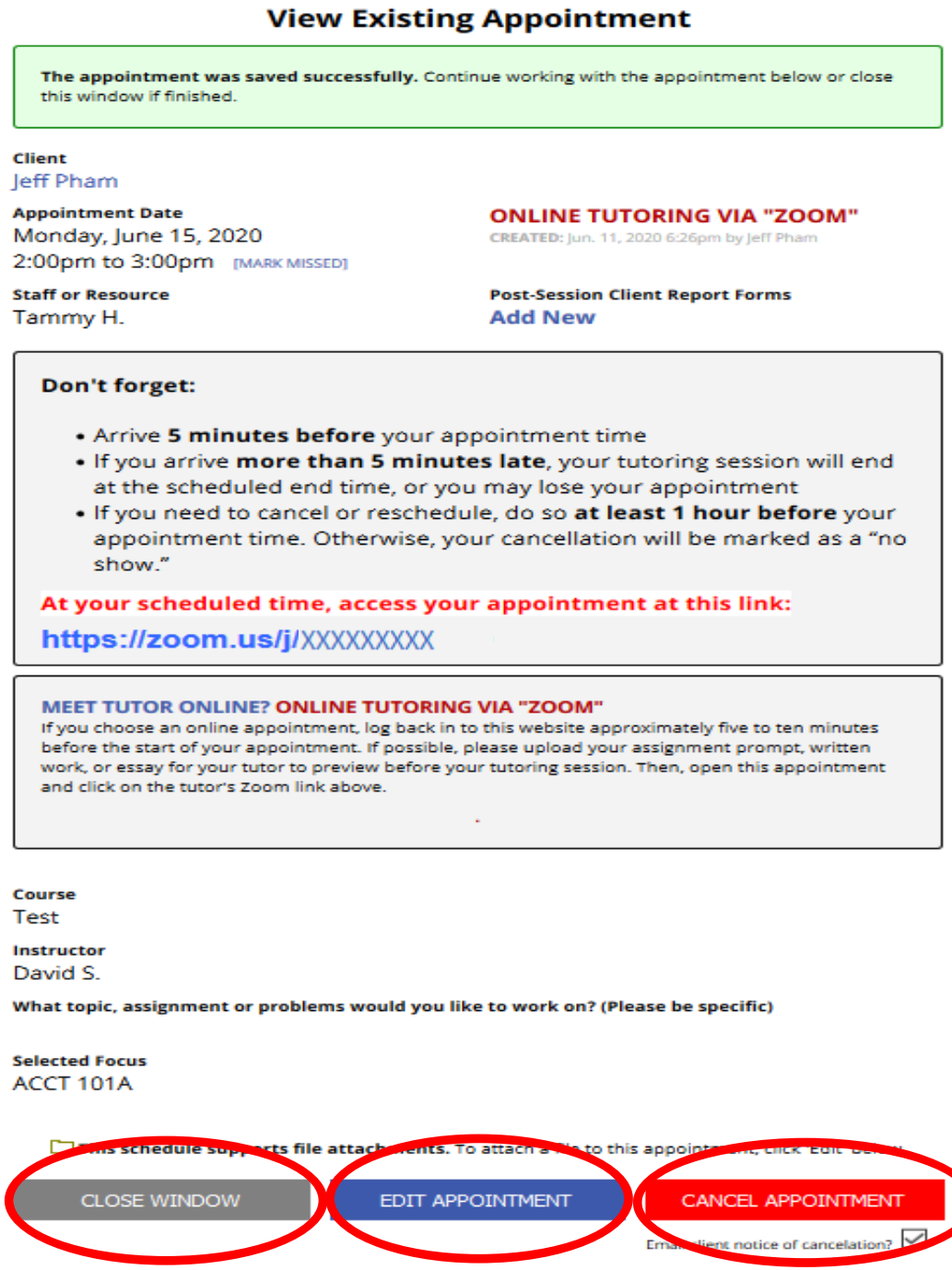
⑪ In the ***Create New Appointment*** pop-up window, verify the selected **date**, **time**, **tutor**, and **course** for your appointment.

Tutoring Center appointments are 50 minutes.



⑫ Fill out the form and describe the **specific** topic you would like to focus on. Upload any files related to your assignment or topic. Then select ***Create Appointment***.

Tutoring Center Appointments

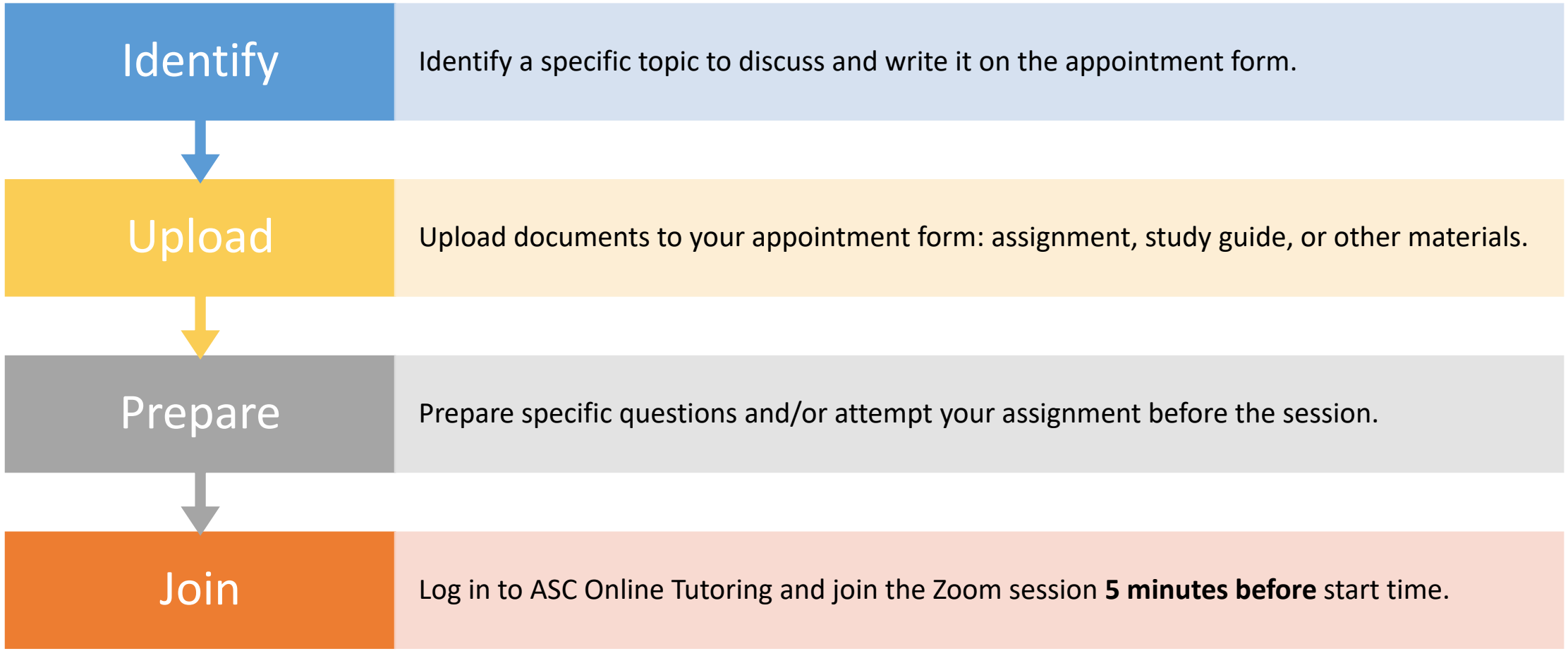


⑬ Review the appointment instructions. You will also receive follow-up emails confirming the appointment.

If anything is incorrect, click on ***Edit Appointment*** to make adjustments. If you need to cancel the appointment, you can always click on the same appointment you made and click ***Cancel Appointment***. When you're done, close this window.

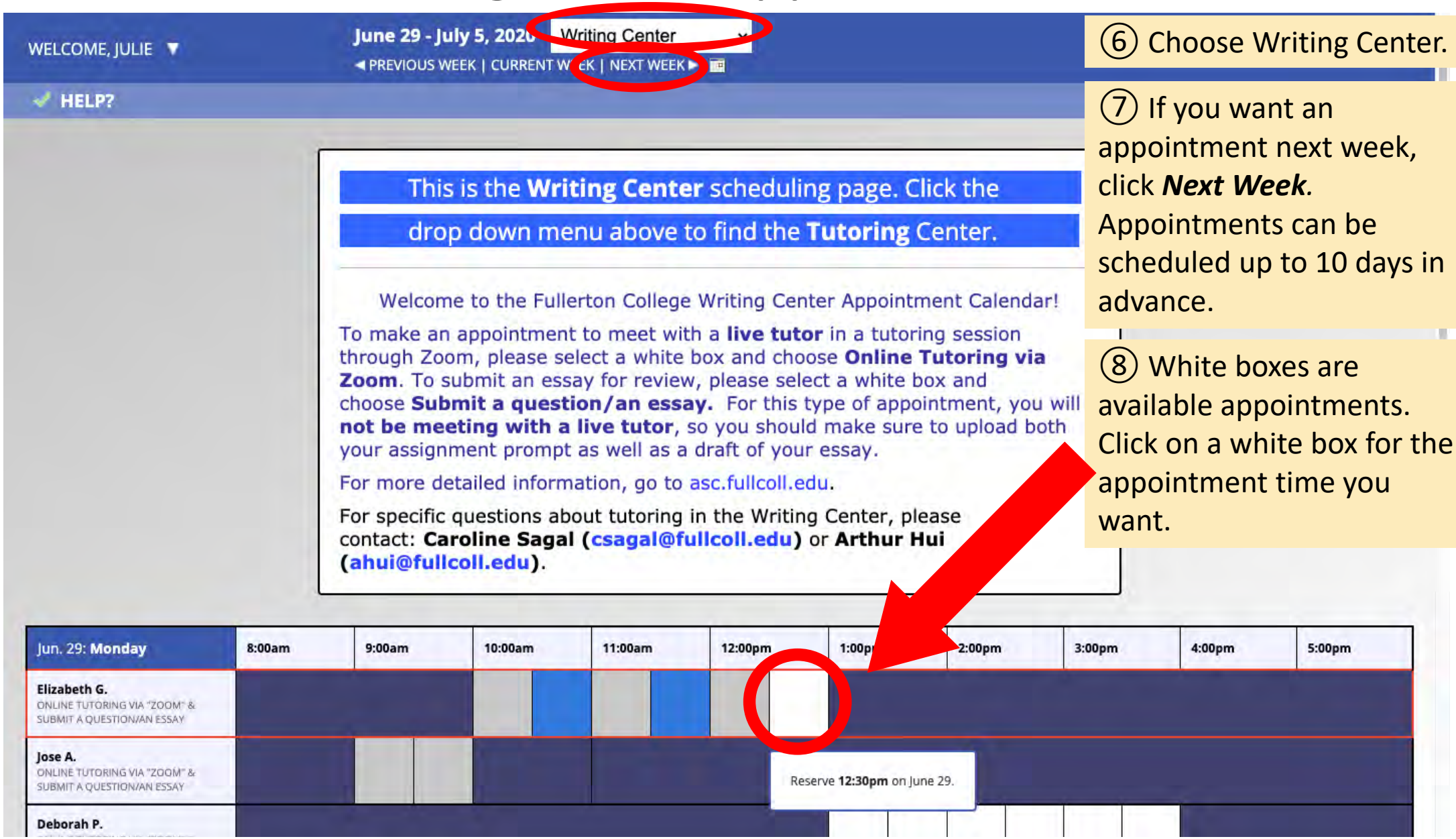
You can come back and edit or cancel your appointment at any time!

How to Prepare for a Tutoring Center Appointment



Writing Center Appointments

Writing Center Appointments

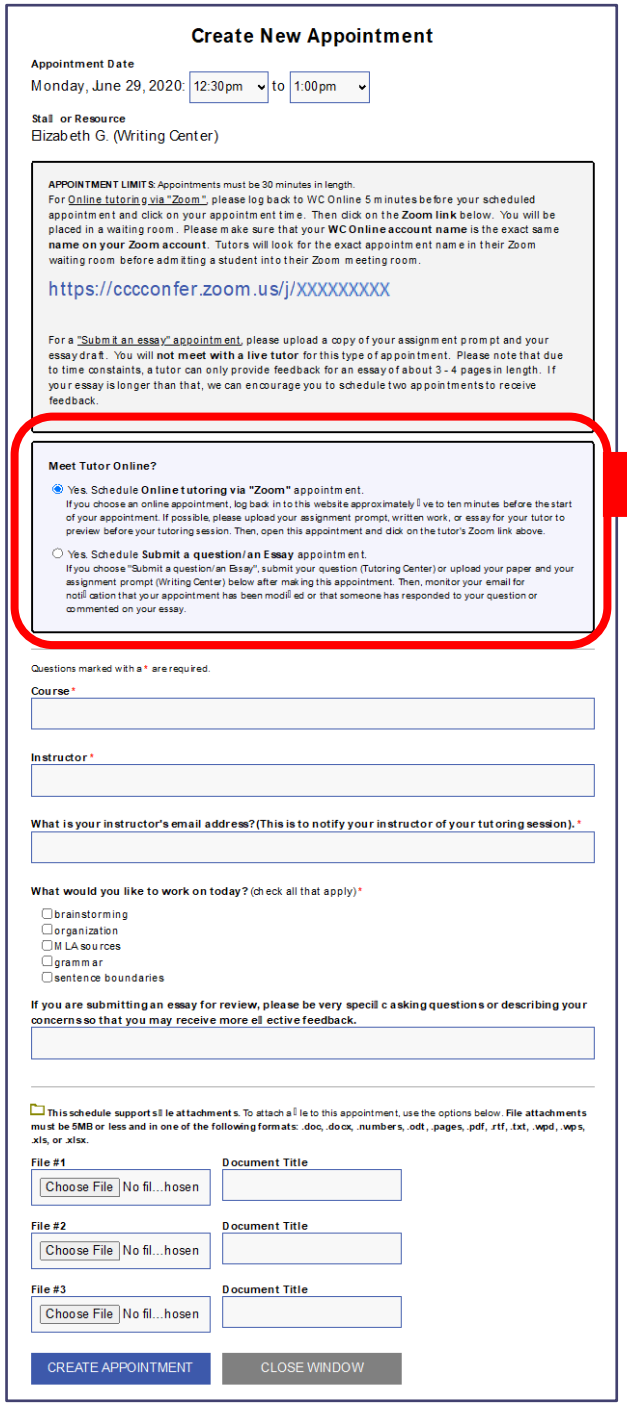


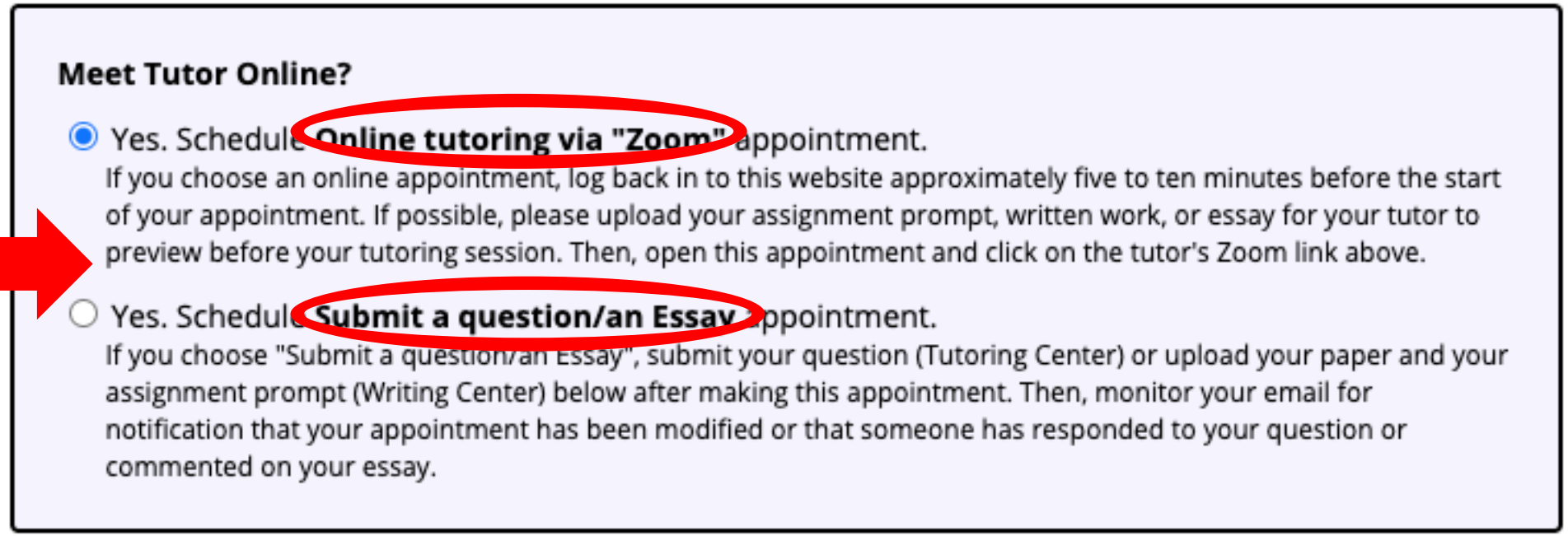
⑥ Choose Writing Center.

⑦ If you want an appointment next week, click ***Next Week***. Appointments can be scheduled up to 10 days in advance.

⑧ White boxes are available appointments. Click on a white box for the appointment time you want.

Writing Center Appointments

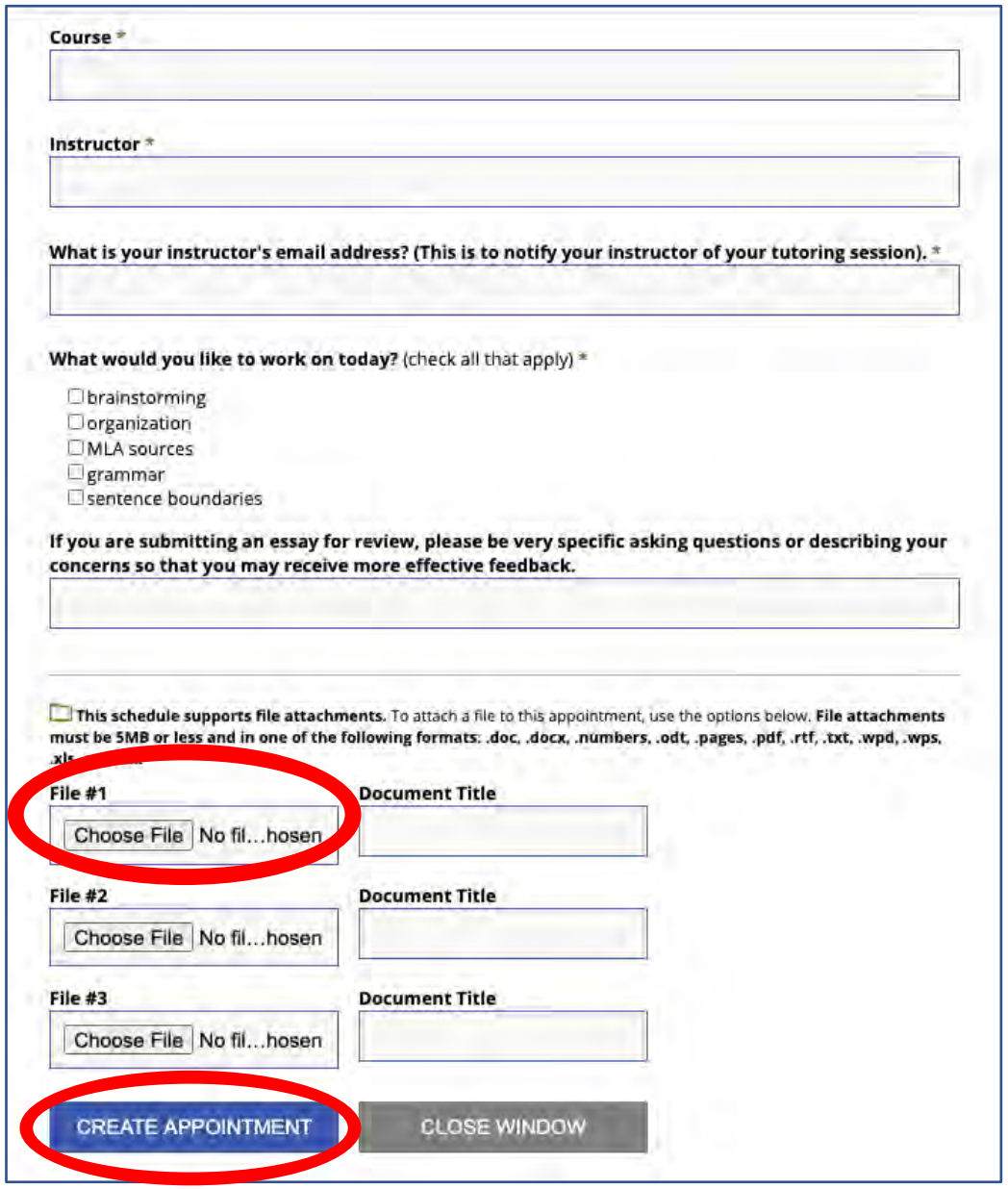




⑨ In the ***Create New Appointment*** pop-up window, choose the type of appointment you want. The Writing Center offers two types of appointments:

- **Online tutoring via "Zoom"** – A live 30-minute tutoring session interacting with a tutor via Zoom.
- **Submit a question/an Essay** – Upload your essay or written assignment for a tutor to review and send you written feedback within 24 hours of the appointment time.

Writing Center Appointments



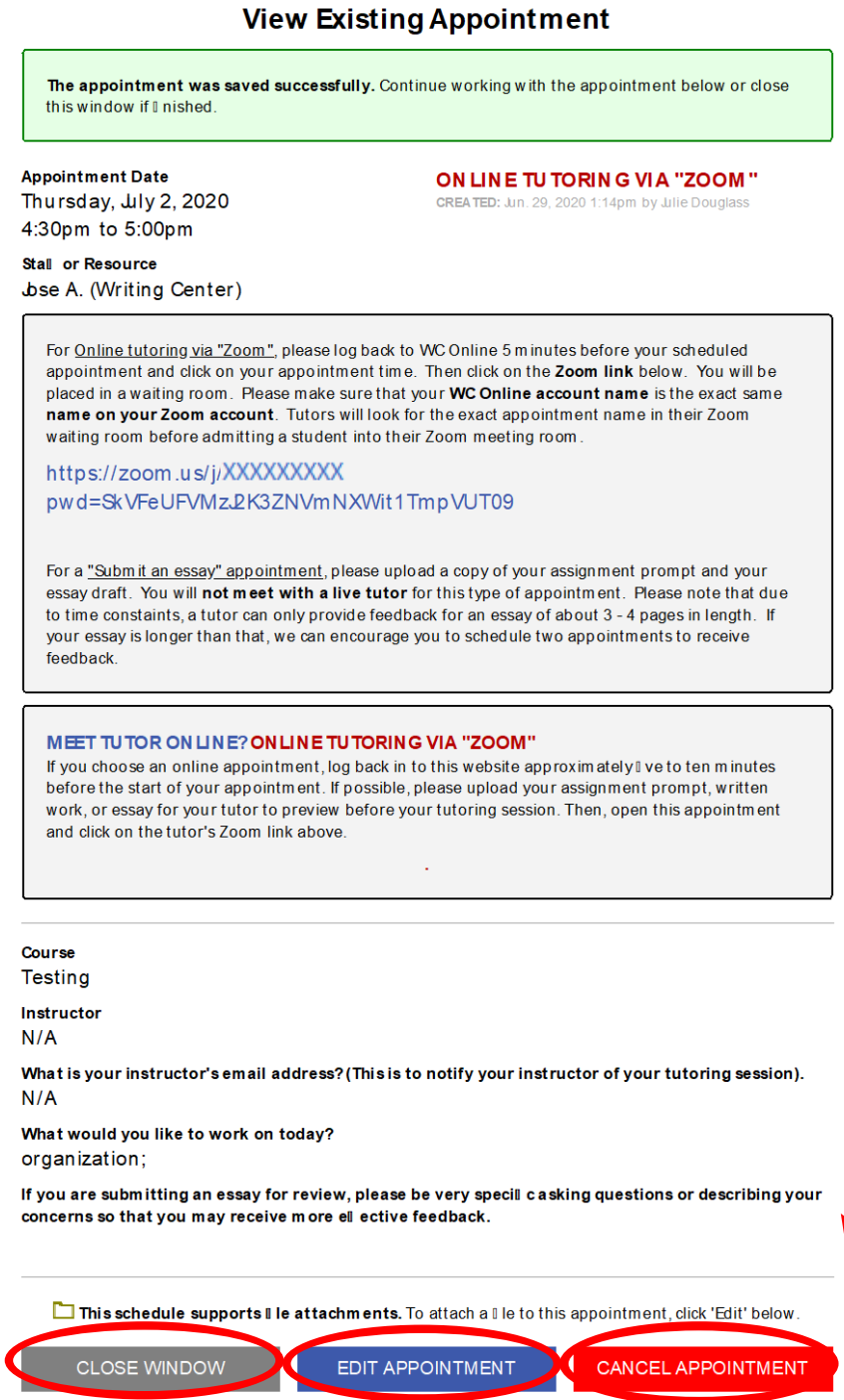
⑩ Fill out the ***Create New Appointment*** form. The instructor's email address will be used for verification of your appointment.

- If you are submitting an essay or written assignment for review, describe your **specific questions or concerns** to get more effective feedback from the tutor.
- Upload any files related to your assignment such as the prompt, a draft of your paper, or related reading for the tutor to see.

Select ***Create Appointment***.

Writing Center appointments are 30 minutes.

Writing Center Appointments



⑪ Review the appointment instructions. You will also receive follow-up emails confirming the appointment.

⑫ If anything is incorrect, click on ***Edit Appointment*** to make adjustments. If you need to cancel the appointment, you can always click on the same appointment you made and click ***Cancel Appointment***. When you're done, close this window.

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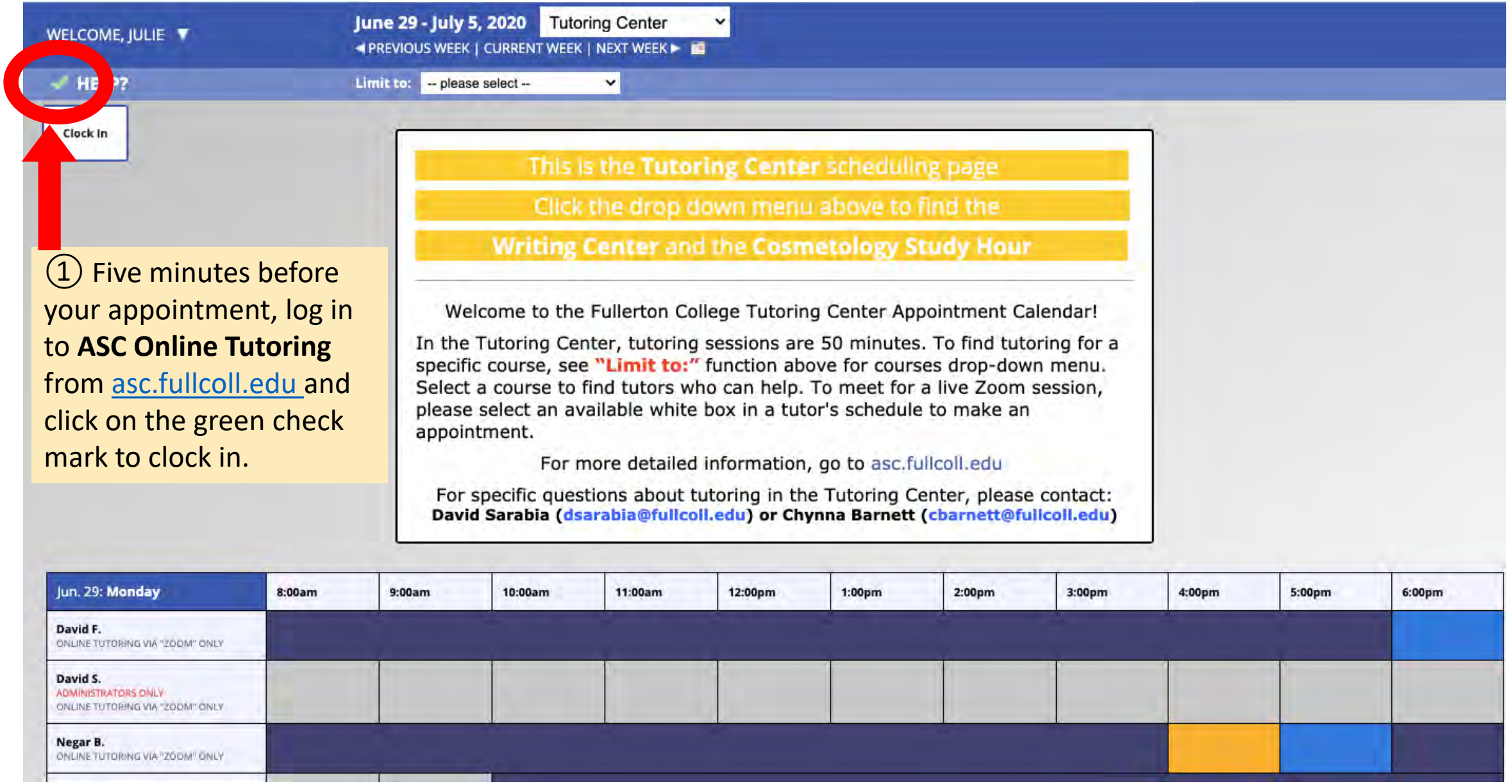
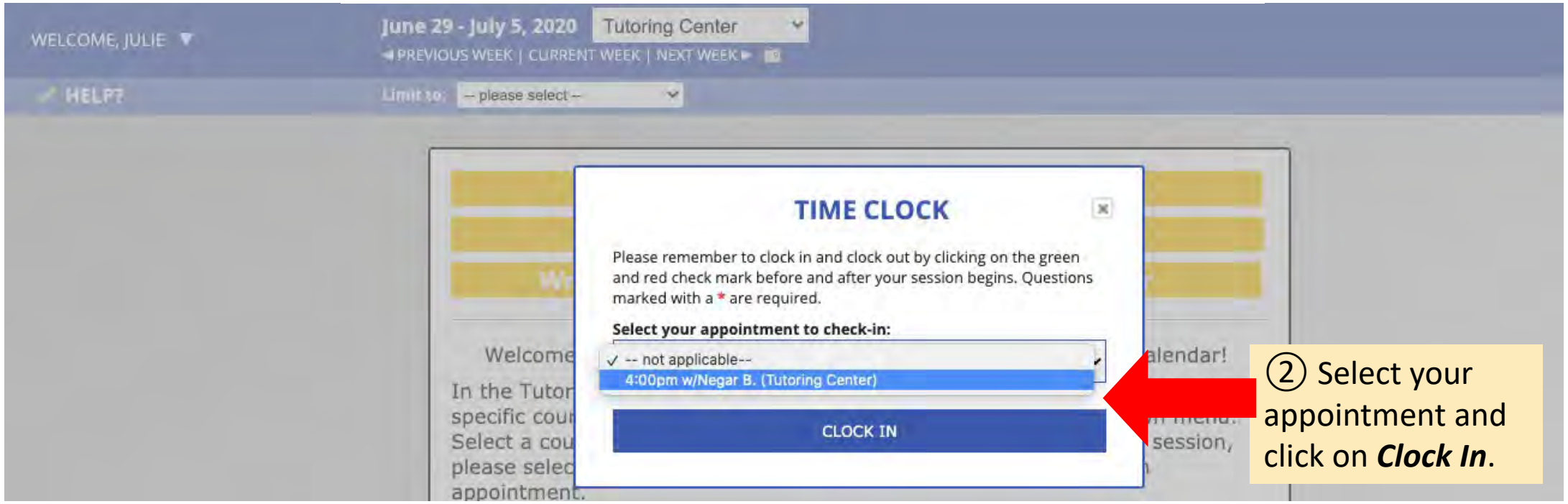
Joining your Tutoring Session & Finding Essay Feedback

Joining your Tutoring Session



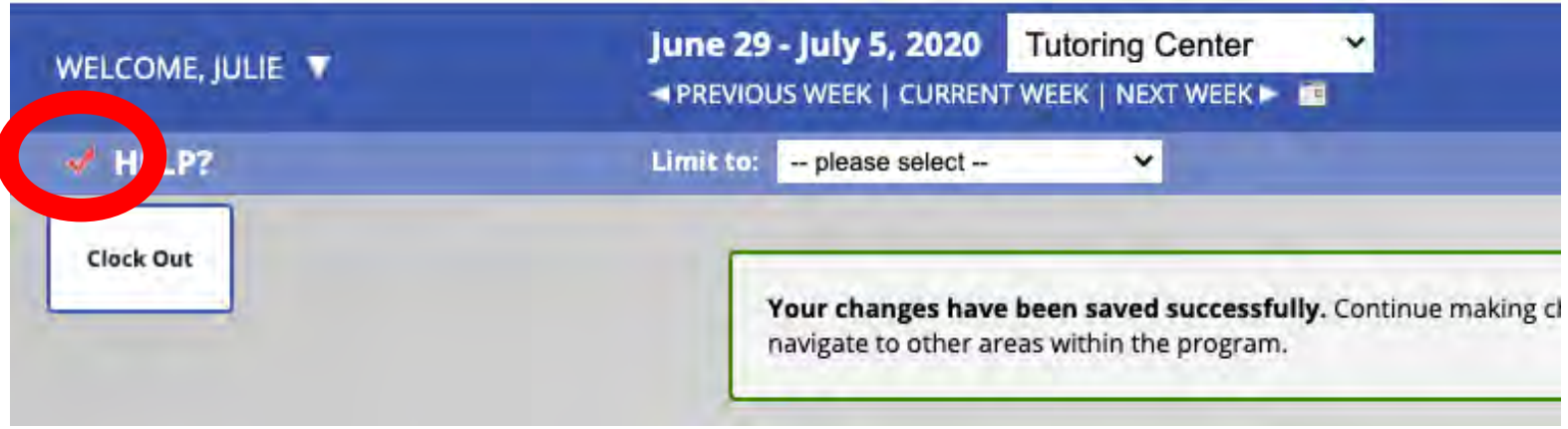
① Five minutes before your appointment, log in to **ASC Online Tutoring** from asc.fullcoll.edu and click on the green check mark to clock in.

Joining your Tutoring Session

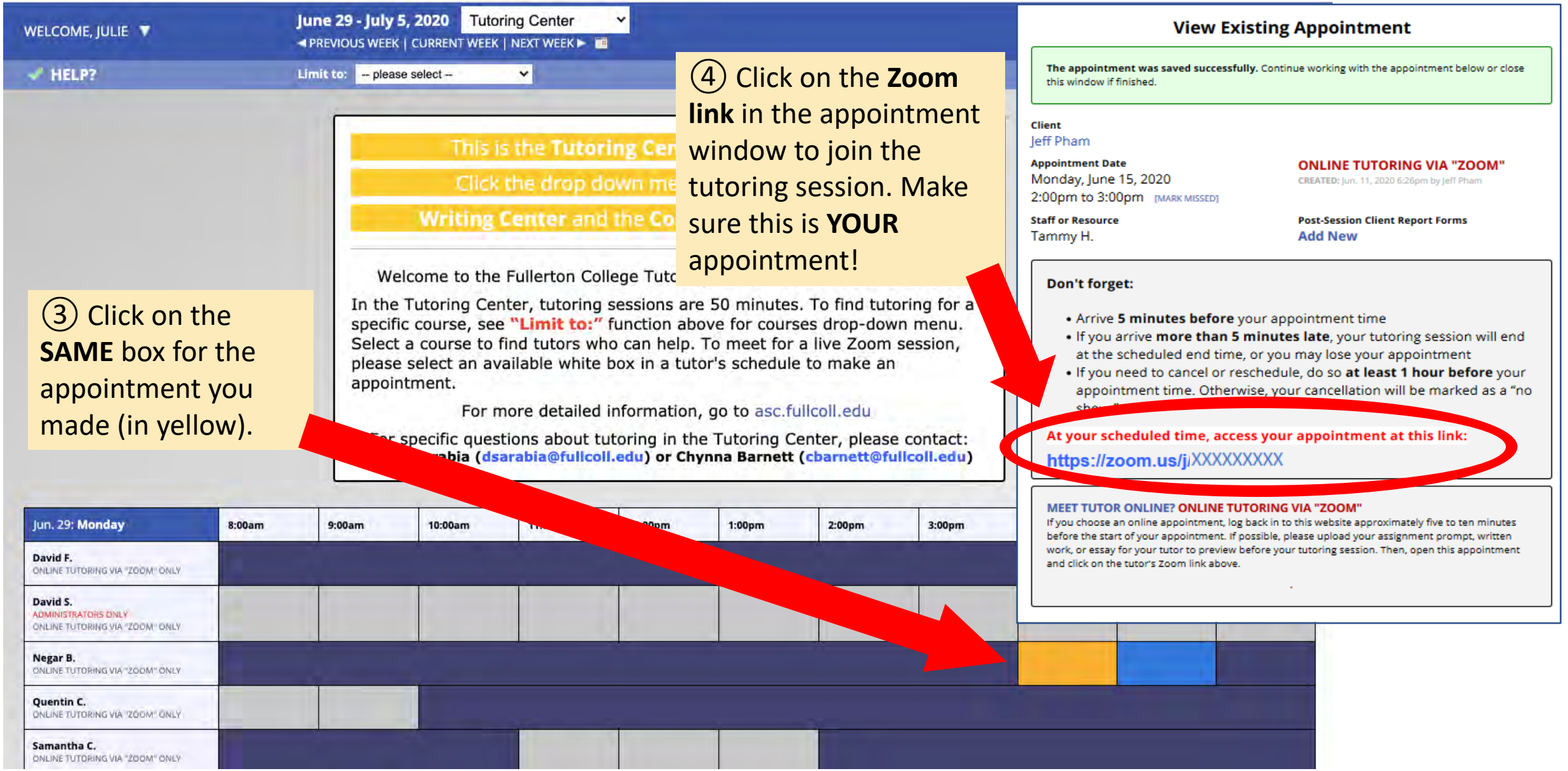


② Select your appointment and click on ***Clock In***.

When you have successfully clocked in, the green check mark turns red. When you have finished with your tutoring session, click on the red check mark to clock out.



Joining your Tutoring Session



③ Click on the **SAME** box for the appointment you made (in yellow).

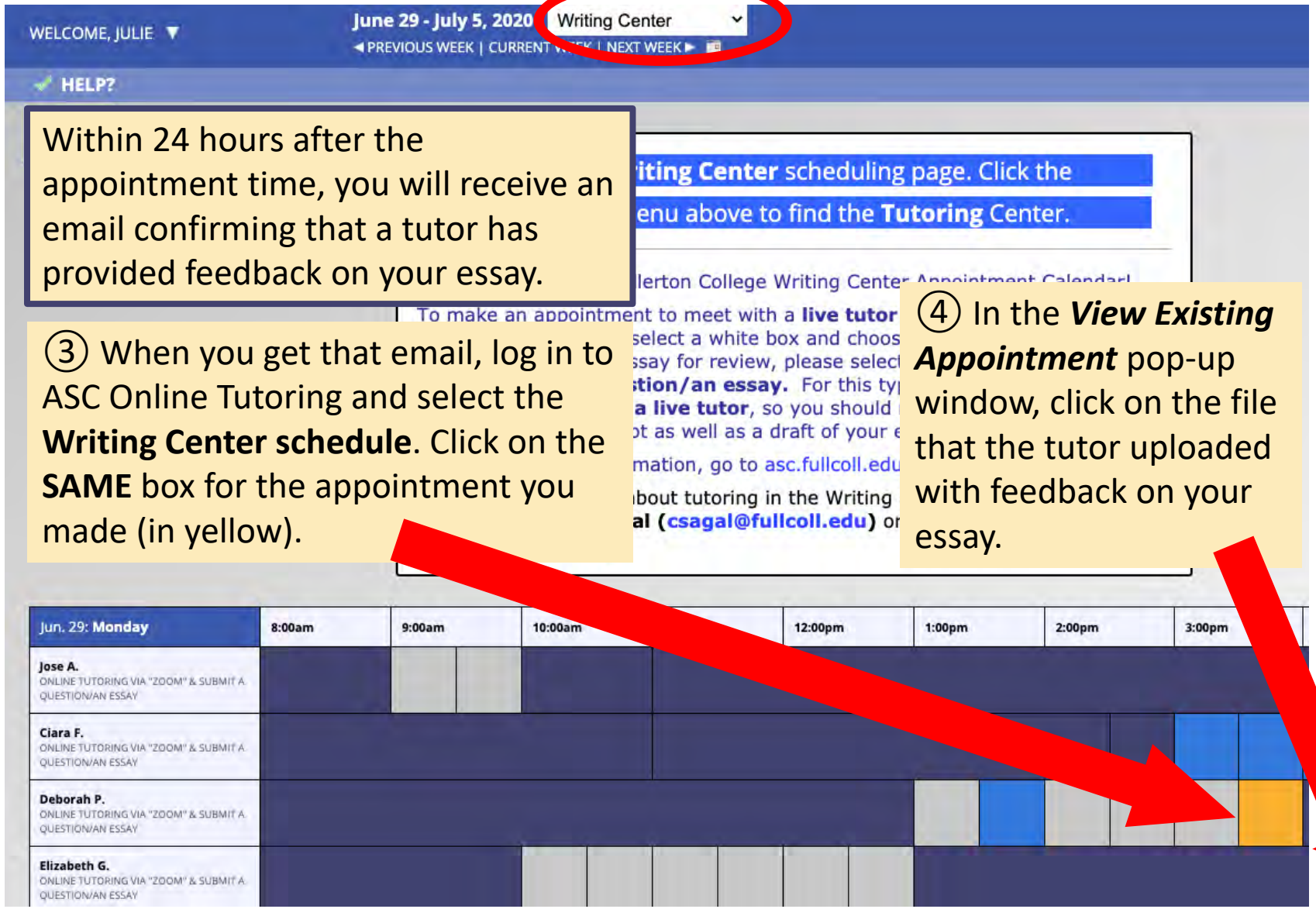
④ Click on the **Zoom link** in the appointment window to join the tutoring session. Make sure this is **YOUR** appointment!

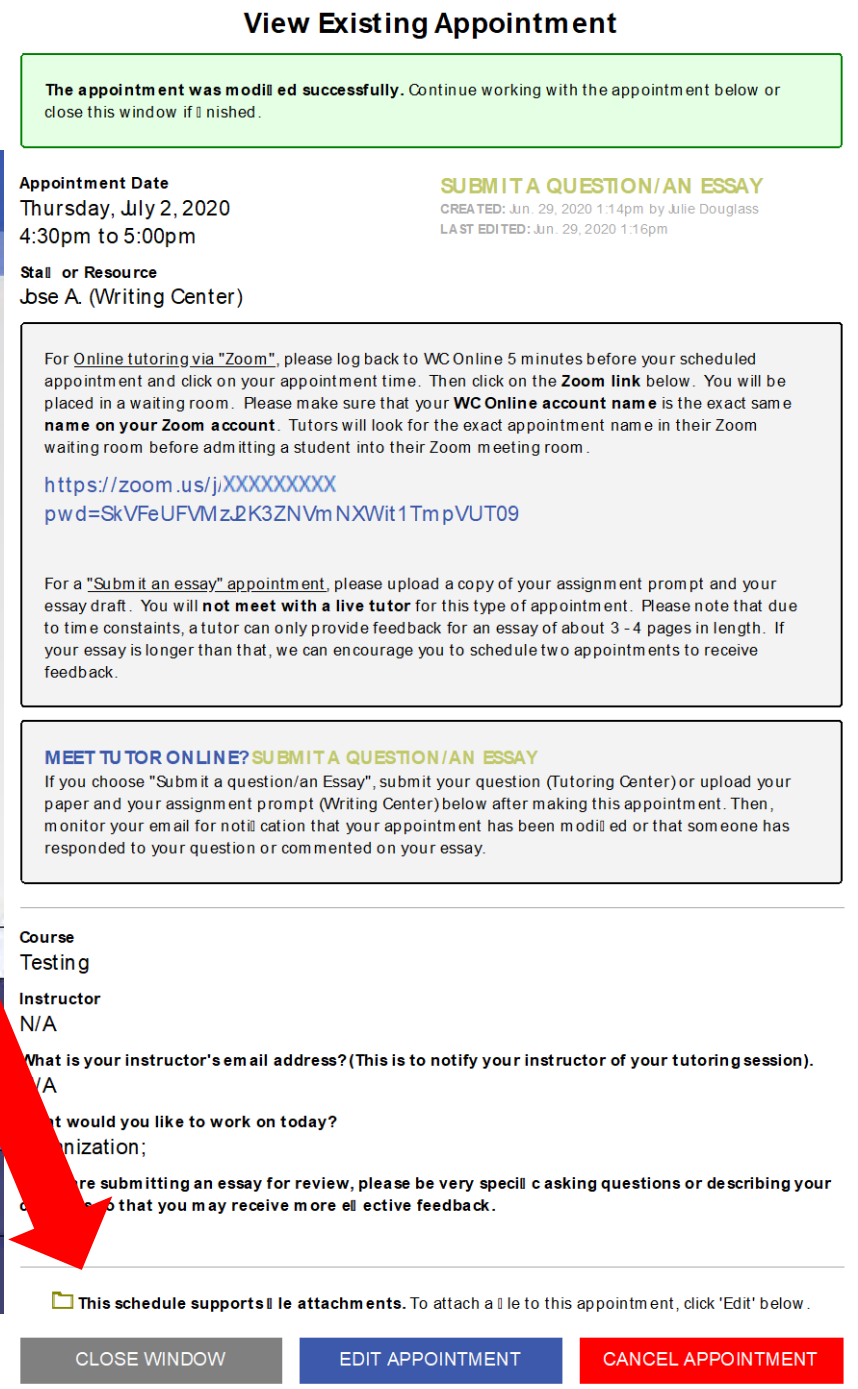
Finding your Essay Feedback

Within 24 hours after the appointment time, you will receive an email confirming that a tutor has provided feedback on your essay.

③ When you get that email, log in to ASC Online Tutoring and select the **Writing Center schedule**. Click on the **SAME** box for the appointment you made (in yellow).

④ In the ***View Existing Appointment*** pop-up window, click on the file that the tutor uploaded with feedback on your essay.





Questions?

Get instant answers from our ASC staff on our live chat at asc.fullcoll.edu.

Send us an email at academicsupport@fullcoll.edu.