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

② Click on Login to ASC Online Tutoring.
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.

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

⑩ White boxes are available appointments. Click on a white box for the appointment time you want.
Tutoring Center Appointments

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

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 are 50 minutes.
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

**Identify**
- Identify a specific topic to discuss and write it on the appointment form.

**Upload**
- Upload documents to your appointment form: assignment, study guide, or other materials.

**Prepare**
- Prepare specific questions and/or attempt your assignment before the session.

**Join**
- Log in to ASC Online Tutoring and join the Zoom session 5 minutes before start time.
Writing Center Appointments
If you want an appointment next week, click **Next Week**. Appointments can be scheduled up to 10 days in advance.

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

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**.

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<table>
<thead>
<tr>
<th>Course *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor *</td>
<td></td>
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</tbody>
</table>

*What is your instructor's email address? (This is to notify your instructor of your tutoring session).*

*What would you like to work on today? (check all that apply)*

- brainstorming
- organization
- MLA sources
- grammar
- sentence boundaries

If you are submitting an essay for review, please be very specific asking questions or describing your concerns so that you may receive more effective feedback.

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Writing Center appointments are 30 minutes.
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.

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

At your scheduled time, access your appointment at this link: https://zoom.us/j/XXXXXXXXX
Finding your Essay Feedback

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).

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

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.