ASC Online Tutoring Instructions

Fullerton College
Academic Support Center

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

NOCCCD CAS provides authentication for our district services and campuses

Cypress College   Fullerton College   North Orange Continuing Ed

MyGateway ID:

@   00123457

Password:

••••••••••

LOGIN

Forgot username?   Forgot password?

MyGateway Status

For security reasons, please logout and **exit** your web browser when you are done accessing services that require authentication!

How to change your password

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

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

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 | ⌄ |

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

SUBMIT

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
Privacy - Terms

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.

Writing Center

January 23 - 29, 2023

Next Week | 🗓

Appointment Search   Help

Schedules dropdown:
- Writing Center
- Tutoring Center
- Cosmetology Tutoring
- ESL Conversation Partners (Spring 2023)
- Student Success Workshops (Spring 2023)

Welcome to the Writing Center Appointment Calendar!

Students may make three appointments per week, if tutoring is available

Three missed appointments will temporarily disable a student's ASC Online account

Writing Center sessions are 30 minutes each. Select an open appointment time and then **select your preferred appointment type (in-person, Zoom, or Submit-an-Essay for asynchronous feedback).**

For immediate assistance with a problem text **(714) 316-7256** or click **here** to access the ASC chat. For all other questions, email us at **writingcenter@fullcoll.edu**

The ASC staff are ready to help and answer your questions during our spring hours: Monday-Thursday from 8 a.m. - 9 p.m., Friday from 8 a.m. - 4 p.m., and Saturday from 10 a.m. - 2 p.m.

Tutoring Center Appointments

Tutoring Center

January 16 - 22, 2023

Previous Week | Current Week | Next Week | 📅

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

Welcome to the Tutoring ... **alendar!**

Sp ... **23**

Students ... s available

Three miss ... ne account

... tutoring sessions are 50 minute... course, select an available ...

... with a problem text **(714) 316-**... ASC staff

Monday-Thursday from ...

e" for a course drop-down menu. Find a tutor for your **e (in-person or Zoom).**

... questions, email us at **tutoringcenter@fullcoll.edu.** The ... fall hours:

... y from 10 a.m. - 2 p.m.

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

Show All 'Select course:' Options
ACCT 001 Only
ACCT 100 Only
ACCT 101A Only
ACCT 101B Only
ACCT 107 Only
ACCT 201B Only
ANAT 231 Only
ANAT 240 Only
ANTH 101 Only
ANTH 102 Only
ANTH 103 Only
ANTH 107 Only
ART 112 Only
BIOL 100 Only
BIOL 101 Only
BIOL 102 Only
BIOL 109 Only
BIOL 170 Only
BIOL 190 Only

Display Options

| Show All Staff & Resources ⌄ | Show All 'Select course:' Options ⌄ | Show All Meeting Types ⌄ |

Jan. 16: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Jan. 17: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm

Area Tools ▾

Tutoring Center Appointments

Welcome to the Tutoring Center Appointment Calendar!

Spring tutoring begins Monday, Jan. 30, 2023

Students may make <u>two appointments</u> per week, per class, if tutoring is available

<u>Three missed appointments</u> will temporarily disable a student's ASC Online accour

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

In the Tutoring Center, tutoring sessions are 50 minutes. To find tutoring for a specific course, see **"select course"** for a course   ur course, sele
an available time, and then **select your preferred appointment type (in-person or**

For immediate assistance with a problem text **(714) 316-7256** or click here to access the **ASC chat**. For all other questions, email us at **tutoringcenter@fullcoll.edu**. The ASC staff
are ready to help and answer your questions during our fall hours:

Monday-Thursday from 8 a.m. - 9 p.m., Friday from 8 a   4 p.m., and Saturday from 10 a.m. - 2 p.m.

Display Options

Show All Staff & Resources ⌄	Show All 'Select course:' O ⌄	Show All Meeting Types

Dec. 5: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Brandon S. (In person or Zoom)													
Cameron A. (In person or Zoom)													

Tutoring Center Appointments

Create New Appointment

Appointment Date
Wednesday, September 28, 2022: 1:00pm to 2:00pm

Staff or Resource
_____ (In person or Zoom) (Tutoring Center)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.

Don't forget:

- Arrive **5 minutes before** your appointment time.
- If you need to cancel or reschedule, do so **at least 1 hour before** your appointment time. Otherwise, your cancellation will be marked "missed"

At your scheduled time, access your appointment at this link:

https://zoom.us/ XXXXXXXXX

Please select one of the following:

- ● Schedule **In-person tutoring on campus, 800 Building** appointment.
- ○ Schedule **Zoom Tutoring** appointment.
  Directions: Zoom appointments, log back in to ASC Online Tutoring 5 minutes before the start of your appointment. Then, open your appointment to find your tutor's Zoom link.

Questions marked with a * are required.

Course *
-- please select --

Other

Instructor *

What topic, assignment or problems would you like to work on today? (Please be specific) *

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

---

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.

Questions marked with a * are required.

Instructor *

What topic, assignment or problems would you like to work on? (Please be specific) *

Appointment Focus *

ECON 101

📁 This schedule supports file attachments. To attach a file to this appointment, use the options below. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1   **Document Title**
Browse...   No fil...cted.

File #2   **Document Title**
Browse...   No fil...cted.

File #3   **Document Title**
Browse...   No fil...cted.

CREATE APPOINTMENT   CLOSE WINDOW

---

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

View Existing Appointment

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

Client

Appointment Date
Monday, June 15,
2:00pm to 3:00pm [MARK MISSED]

ONLINE TUTORING VIA "ZOOM"
CREATED: Jun. 11, 2020 6:26pm by Jeff Pham

Staff or Resource
Tammy H.

Post-Session Client Report Forms
Add New

Don't forget:

- Arrive **5 minutes before** your appointment time
- If you arrive **more than 5 minutes late**, your tutoring session will end at the scheduled end time, or you may lose your appointment
- If you need to cancel or reschedule, do so **at least 1 hour before** your appointment time. Otherwise, your cancellation will be marked as a "no show."

At your scheduled time, access your appointment at this link:
https://zoom.us XXXXXXXX

MEET TUTOR ONLINE? ONLINE TUTORING VIA "ZOOM"
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. If possible, please upload your assignment prompt, written work, or essay for your tutor to preview before your tutoring session. Then, open this appointment and click on the tutor's Zoom link above.

Course
Test

Instructor
David S.

What topic, assignment or problems would you like to work on? (Please be specific)

Selected Focus
ACCT 101A

This schedule supports file attachments. To attach a file to this appointment, click "Edit" below.

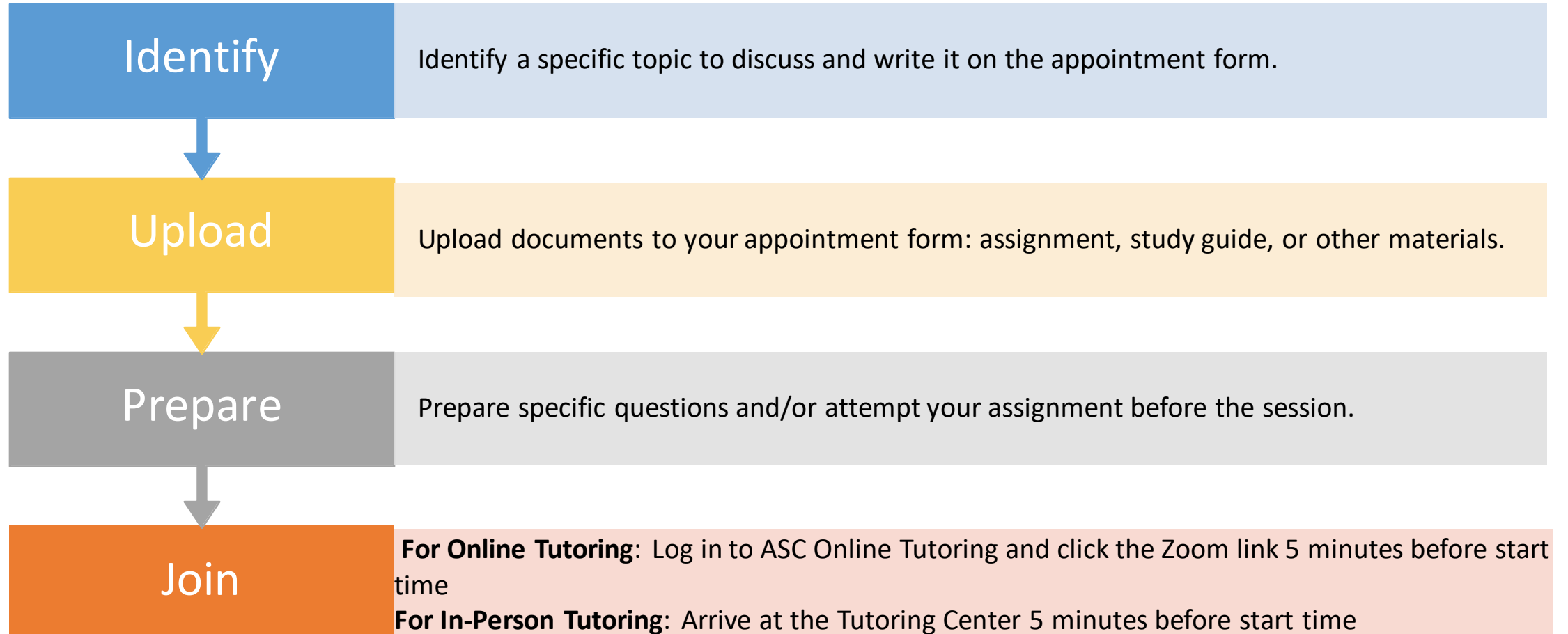CLOSE WINDOW   EDIT APPOINTMENT   CANCEL APPOINTMENT
Email client notice of cancelation?

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	**For Online Tutoring**: Log in to ASC Online Tutoring and click the Zoom link 5 minutes before start time **For In-Person Tutoring**: Arrive at the Tutoring Center 5 minutes before start time

Writing Center Appointments

Writing Center Appointments

fullcoll.mywconline.com/schedule2.php?scheduleid=sc6397ac477fa20

Student Dashboard... · wco Fullerton College W...

Welcome to the Writing Center Appointment Calendar!

Students may make three appointments per week, if tutoring is available

Three missed appointments will temporarily disable a student's ASC Online account

Writing Center sessions are 30 minutes each. Select an open appointment time and then **select your preferred appointment type (** asynchronous feedback).

For immediate assistance with a problem text **(714) 316-7256** or click **here** to access the ASC chat. For all other questions, email us at writingcenter@fullcoll.edu

The ASC staff are ready to help and answer your questions during our spring hours: Monday-Thursday from 8 a.m. - 9 p.m., Friday from 8 a.m. - 4 p.m., and Saturday from 10 a.m. - 2 p.m.

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.

Display Options

Show All Staff & Resources

Show All M... types

Jan. 23: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Ashley P.													
Heidi G.													
Daniel S.													

Waiting List: January 23, 2023

Writing Center Appointments

Create New Appointment

Tuesday, Jan. 24, 2023 | 11:00 am to 11:30 am
Arthur H. | Writing Center

APPOINTMENT LIMITS: Appointments must be 30 minutes in length.

For In-Person Appointments:
- Please arrive to the Writing center (Room 808) 5 minutes before your appointment time

For Zoom Tutoring Appointments:
- Please log back into ASC Online Tutoring 5 minutes before your scheduled appointment and click on the **Zoom link** below.

https://fullcoll-edu.zoom.us/ XXXXXXXXX

Please select one of the following:
- Schedule In-person tutoring on campus, 800 Building appointment.
- Schedule **Zoom Tutoring** appointment.
  Directions: Zoom appointments, log back in to ASC Online Tutoring 5 minutes before the start of your appointment. Then, open your appointment to find your tutor's Zoom link.
- Schedule **Submit-an-Essay** appointment.
  Directions: For Submit-an-Essay appointments, please upload both an essay AND assignment prompt. Upload your document(s) in the "file attachment" section below. You will NOT meet with a tutor for this kind of appointment.

Appointment Details
Questions marked with a * are required.

Course *
-- please select --

Other

Instructor *

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

If you are submitting an essay for review, what questions would you like to ask the tutor about your essay?

What would you like to work on today? * (check all that apply)
- brainstorming
- organization
- thesis/topic sentences
- evidence/support
- MLA sources

When is your writing assignment due? *

File Attachments
To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx..

File   **Document Title**
Choose File   No file chosen

File   **Document Title**
Choose File   No file chosen

File   **Document Title**
Choose File   No file chosen

Create Appointment   Close

Please select one of the following:

- ● Schedule **In-person tutoring on campus, 800 Building** appointment.

- ○ Schedule **Zoom Tutoring** appointment.
  Directions: Zoom appointments, log back in to ASC Online Tutoring 5 minutes before the start of your appointment. Then, open your appointment to find your tutor's Zoom link.

- ○ Schedule **Submit-an-Essay** appointment.
  Directions: For Submit-an-Essay appointments, please upload both an essay and assignment prompt. Upload your document(s) in the "file attachment" section below. You will not meet with a tutor for this kind of appointment.

---

⑨ In the **Create New Appointment** pop-up window, choose the type of appointment you want. The Writing Center offers three types of appointments:
- **In Person tutoring on campus, 800 building** – A live 30-minute session that is face-to-face in the Writing Center
- **Zoom Tutoring** – A live 30-minute tutoring session interacting with a tutor via Zoom.
- **Submit an Essay** – Upload your essay or written assignment and prompt for a tutor to review and send you written feedback within 4 hours of the appointment time.

Writing Center Appointments

Course *

ENGL 100-10123

Other

Instructor *

H. Guss

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

hguss@fullcoll.edu

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

☐ brainstorming
☑ organization
☑ thesis/topic sentences
☐ evidence/support
☐ MLA sources
☐ grammar

~~If~~ you are submitting an essa~~y~~ for review, what questions would you like to ask the tutor about your essay?

When is your writing assignment due? *

9/26

📁 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt,** ~~.wpd~~ ~~~~ **.xlsx.**

File #1	Document Title	Notify Client? ❓
Choose File No fil...hosen		No

File #2	Document Title	Notify Client? ❓
Choose File No fil...hosen		No

File #3	Document Title	Notify Client? ❓
Choose File No fil...hosen		No

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

The appointment was saved successfully. Continue working with the appointment or close this window if finished.

Existing Appointment

Monday, January 23, 2023 | 11:00 am to 11:30 am
Heidi G. | Writing Center

For In-Person Appointments:

- Please arrive to the Writing center (Room 808) 5 minutes before your appointment time

For Zoom Tutoring Appointments:

- Please log back into ASC Online Tutoring 5 minutes before your scheduled appointment and click on the **Zoom link** below.

https://fullcoll-edu.zoom. XXXXXXXX

Appointment Details

Course
Other please specify below.

Instructor
Tester

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

What would you like to work on today?
brainstorming; organization;

When is your writing assignment due?
Test

Attach File | Edit Appointment | Cancel Appointment | Print | Close

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!

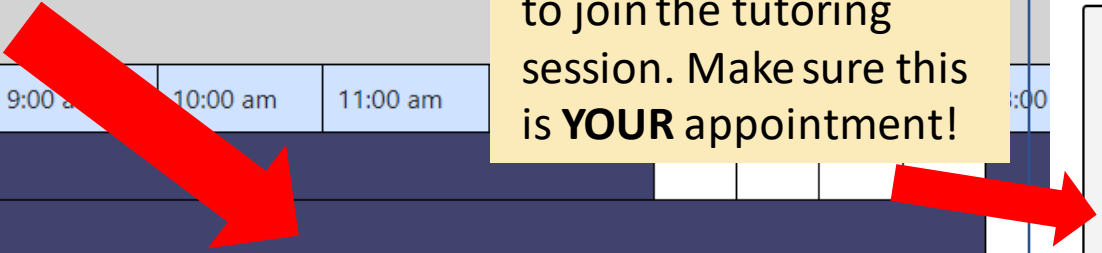# Joining your Online Tutoring Session & Finding Essay Feedback

Joining your Online Tutoring Session

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

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

Existing Appointment

Client

Appointment Date
Saturday, September 24, 2022
12:30pm to 1:00pm [MARK MISSED]

ZOOM TUTORING

Staff or Resource
Laura E. (Remote)

Post-Session Client Report Forms
Add New

For Zoom Tutoring Appointments:

- Please log back into ASC Online Tutoring 5 minutes before your scheduled appointment and click on the **Zoom link** below.

https://fullcoll-edu.zoom.us/j/ xxxxxx

PLEASE SELECT ONE OF THE FOLLOWING: ZOOM TUTORING
Directions: Zoom appointments, log back in to ASC Online Tutoring 5 minutes before the start of your appointment. Then, open your appointment to find your tutor's Zoom link.

Course
English 100F
Other

Instructor
H. Guss

Finding your Essay Feedback

Wednesday, January 25, 2023 | 11:00 am to 11:30 am
Heidi G. | Writing Center

For In-Person Appointments:

- Please arrive to the Writing center (Room 808) 5 minutes before your appointment time

For Zoom Tutoring Appointments:

- Please log back into ASC Online Tutoring 5 minutes before your scheduled appointment and click on the **Zoom link** below.

https://fullcoll-edu.zoom. XXXXXXXXX

Directions: For Submit-an-Essay appointments, please upload both an essay AND assignment prompt. Upload your document(s) in the "file attachment" section below. You will NOT meet with a tutor for this kind of appointment.

Jan. 24: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
Michael S.								
Stephanie P.								
S								
A								

> Within 4 hours after the appointment time, you will receive an email confirming that a tutor has provided feedback on your essay.

Jan. 25: Wednesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	4

> 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.

Appointment Details

Course
Other please specify below.

Instructor
H. Guss

What is your instructor's email address? (This is to notify your instructor of your tutoring session).
hguss@fullcoll.edu

If you are submitting an essay for review, what questions would you like to ask the tutor about your essay?
How does my thesis look?

What would you like to work on today?
thesis/topic sentences;

When is your writing assignment due?
Next Thursday

Jan. 26: Thursday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2	3:00 pm	4
Michael S.									
Stephanie P.									
Sarah G.									
Arthur H.									

Attached Files

- **Essay #1 Rough Draft** - Jan. 23, 2023 1:31 pm by
- **Feedback** - Jan. 23, 2023 1:31 pm by

Attach File | Edit Appointment | Cancel Appointment | Print | Close

Questions?

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

Send us an email at academicsupport@fullcoll.edu.