

WOnline Instructions for Scheduling Appointments - SBTC

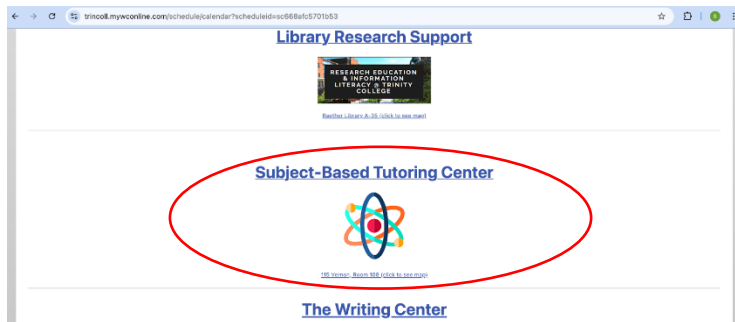
1. Log in to WOnline: <https://trincoll.mywonline.com/>

- Single sign-on using Trinity credentials

2. Arrive at WOnline homepage:



3. Scroll down to find the Subject-Based Tutoring Center icon, or click 'Schedules' at the top of the page.



4. Once you click on the Subject-Based Tutoring Center, you will see our tutor schedule:

[To request a new subject, please fill out this form!](#)
[To apply to become a Subject-Based Peer Tutor, click here!](#)

Day	Time	Tutor
Display Options		
Show All Staff & Resources		Show All 'Limit to:' Options
Sep. 24: Tuesday	7:00 pm	8:00 pm
Kamilla V - BIO 182		
Bachel F - CHEM 111		
Sep. 25: Wednesday	7:00 pm	8:00 pm
Ava L - CHEM 111, CHEM 211		
Diara S - BIO 182, CHEM 111, ENVIS 112		
Marina F - BIO 182, BIO 217, CHEM 111, CHEM 211		

5. To book a timeslot with a tutor, hover over the white box that you want to schedule in and click.

Display Options

Show All Staff & Resources Show All Limit to: Options

Sep. 24: Tuesday	7:00 pm	8:00 pm
Kamilla V - BIO 182 ✓		
Rachel F - CHEM 111 ✓		

Select to reserve 7:00 pm on September 24 with Kamilla V - BIO 182.

Sep. 25: Wednesday	7:00 pm	8:00 pm
Ava L - CHEM 111, CHEM 211 ✓		
Diana S - BIO 182, CHEM 111, ENVIS 112 ✓		
Marina F - BIO 182, BIO 317, CHEM 111, CHEM 211 ✓		

6. Once you click on the white scheduling box, an 'Appointment Details' survey should pop up.

- Please answer all required questions as thoroughly as possible, as this is the information your tutor will receive about the appointment.

Appointment Details

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

What would you like to work on? *

Please include a description of the assignment.

Course (by prefix, number, and name) *

Professor/ Instructor *

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.. If making a repeating appointment, files will only be attached to the first (this) appointment.

File	Document Title
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

7. Lastly, after filling out your appointment details, click the "Create Appointment" button at the bottom of the page.