

User Guide to WC Online

WELCOME CLAIRE ▾	February 2 - February 8 Tutoring - Spring 2015 ▾												
✉ 📁 HELP? Limit to: -- show all -- ▾													
🕒 Feb. 2: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
BIOL 2006 Alison J.													
CHEM 1404 Sarah K. <small>Allows 2 member groups</small>													
CHEM 3444 Mark B.													
MATH 1201 Michael K.													
PHYS 1202 Ben Z.													
🕒 Feb. 3: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
CHEM 1404 Chen W. <small>Allows 2 member groups</small>													
ECON 1105 Kyle R.													
PHYS 1202 Ben Z.													
PHYS 1402 Gabriela W. <small>Allows 2 member groups</small>													
🕒 Feb. 4: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
CHEM 1404 Sarah K. <small>Allows 2 member groups</small>													
MATH 1101 Amy L.													
MATH 1201 Michael K.													
PHYS 1202 Ben Z.													
🕒 Feb. 5: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
BIOL 2006 Allison J.													
ECON 1105 John S.													
ECON 1105 Kyle R.													

- Available appointments will appear in **white**. Click on these to make an appointment.
- Dark blue boxes indicate there are no appointments at that time.
- Yellow boxes indicate that you have signed up for an appointment at that time. If you need to cancel (at least 6 hours before the appointment begins), simply click on the appointment time and select "cancel" when prompted. If less than 6 hours before you must reach out to csatutoring@columbia.edu.
- Light blue boxes indicate that another student has signed up for an appointment at that time.

1. TUTORING ONLY - Search appointments by course number

Day	9:00am	10:00am	11:00am	12:00pm	1:00pm
Feb. 2: MONDAY					
BIOL 2006 Alison J.					
CHEM 3444 Mark B.					
MATH 1201 Michael K.					
PHYS 1202 Ben Z.					
Feb. 3: TUESDAY					
CHEM 1404 Chen W.					
PHYS 1202 Ben Z.					
PHYS 1402 Gabriela W.					
Feb. 4: WEDNESDAY					

2. Select appointment (white boxes only). Click on a white box to:

- A) Make an appointment
- B) Join an existing appointment (TUTORING ONLY)
- C) Join the waitlist for a particular appointment

Day	9:00am	10:00am	11:00am
Feb. 3: TUESDAY			
CHEM 1404 Chen W.			
PHYS 1202 Ben Z.			
PHYS 1402 Gabriela W.			
Feb. 4: WEDNESDAY			
MATH 1101 Amy L.			
MATH 1201 Michael K.			
PHYS 1202 Ben Z.			

E.g. Join an existing appointment

3. Fill out registration form

The screenshot shows a web browser window titled "CSA Tutoring - Google Chrome" displaying the registration form for "CHEM 1404 Chen W.". The URL is <https://columbiacsa.mywconline.com/reserve.php?type=r&ts=1423198800&resid=&machid=sc>. The form includes the following fields and instructions:

- Location:** 318 Hamilton (An arrow points to this field with the note: "Note: Location of session")
- Appointment Limits:** Appointments must be 1 hour in length.
- Time:** Friday, February 06: 10:30am to 11:30am
- Instructor:** (Required field, marked with a red asterisk. An arrow points to it with the note: "Fill out required fields")
- What would you like to work on today?** (Required field, marked with a red asterisk. An arrow points to it with the note: "Fill out required fields")
- Appointment Focus:** CHEM 1404 (Required field, marked with a red asterisk. An arrow points to it with the note: "SAVE appointment")

At the bottom of the form are two buttons: "SAVE APPOINTMENT" and "CLOSE WINDOW".

The screenshot shows a web browser window titled "CSA Tutoring - Google Chrome" displaying a success message. The URL is https://columbiacsa.mywconline.com/reserve.php?is_blackout=. The message reads:

Success!

Your appointment was successfully added on the following date: February 03, 2015.

If you would like to **attach a file** to this appointment, [click here.](#) (An arrow points to this link with the note: "Optional: Attach syllabus, lecture notes, lecture slides, or course material for the tutor. DO NOT attach assigned homework.")

At the bottom of the message is a button: "CLOSE WINDOW".

Optional: Attach syllabus, lecture notes, lecture slides, or course material for the tutor. DO NOT attach assigned homework.