

# eTutoring Primer



## Spring 2020

### Introduction

Welcome to your eTutoring guide!

Moving from face-to-face tutoring to eTutoring is very easy. You will login to MyWCOnline to book your appointments, you will upload your assignment and prompt in Word format, and you will receive a response within 38-48 hours!

With the absence of the tutor's presence, you may want to include on the first page of your assignment the questions that you have for the tutor concerning your assignment.

Follow our handy dandy instructional guide to eTutoring to help you through. You can also watch a short video tutorial here:

<https://www.youtube.com/watch?v=DZHLFeOqrYM&t=8s>

**Remember: Tutors will not edit or revise your work. Tutors will give feedback that will help you to craft a stronger assignment.**

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**Step 1: Log in to [hostos.mywconline.com](https://www.hostos.mywconline.com).** Click on an available appointment slot. Under the tab titled "File Attachments," upload 2 documents—your assignment and your directions handout.

**\*\*If you have any trouble, email all of your documents to [WritingCenterHostos@gmail.com](mailto:WritingCenterHostos@gmail.com). Include your name, appointment time slot, and tutor's name.**

### **Step 2: Download your "Revised Student Essay" from mywconline.**

**\*\*If you have emailed your documents to [WritingCenterHostos@gmail.com](mailto:WritingCenterHostos@gmail.com), you will receive an email informing you when the Revised Student Essay is ready for viewing on Google Drive.**

### **Step 3: Success!**

If for any reason you have issues with the program or you have questions please feel free to contact your Admin Team:

#### **Admin Team Contact List**

- ★ Shaneka Crossman: [SCROSSMAN@hostos.cuny.edu](mailto:SCROSSMAN@hostos.cuny.edu)
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