

## WOnline Quick Guide for Students

### Where to Find Student Success Center Information

1. On Lanier Technical College's homepage, click on the "Quick Links" drop-down menu and then click on "My LTC – Students".
2. Click on the handshake icon with the words "Student Success Center Tutoring Face-to-Face & Online" beneath it.

### How to Register for Tutoring

1. On Lanier Technical College's homepage, click on the "Quick Links" drop-down menu and then click on "Laker Login Portal". Log in to your Okta using your full LTC email address and LTC email password.
2. Scroll through your apps and select the tile that says "LTC Student Success Center". WOnline will open in a new tab. You will be prompted to enter in information including your student ID number which can be found in Bannerweb (another app in your Okta).
3. Scroll down to the bottom of the page and save any changes.

### How to Log In

1. On Lanier Technical College's homepage, click on the "Quick Links" drop-down menu and then click on "Laker Login Portal". Log in to your Okta using your full LTC email address and LTC email password.
2. Scroll through your apps and select the tile that says "LTC Student Success Center". WOnline will open in a new tab. Log in by entering your full LTC email address and your password you used to register with WOnline. This password *is not* the same as your LTC email/Okta password.

### How to Switch Between the Schedule Displays

WOnline defaults to showing everyone the "Standard Display" page which has two boxes ("Today's Appointments" and "Find an Appointment"). To see all of the available tutors on all campuses, you may set WOnline to load the "Calendar Display" by default when you log in:

1. Click on "Welcome, [Student's First Name]" at the top of the page.
2. Select "Profile & Communication Options" in the drop-down menu.
3. Scroll down to the very bottom of the page and select the "Default to the schedule calendar view instead of the standard 'appointment search' display" toggle in the "System Preferences" section.
4. Click the "Save Changes" button.
5. Log out of WOnline and log back in again. Once you log in again, WOnline will automatically load up the "Calendar Display".

## How to Make an Appointment

Before you save your appointment, make sure you've chosen the correct subject, location, time, and date. Appointments may be for online or face-to-face. You may cancel and reschedule if you are unable to attend your scheduled appointment, but if you schedule an appointment and don't attend, you will be marked as a No-Show. After being marked a No-Show three times, you will lose the ability to make appointments until you meet with QEP Director Susan Baker ([sbaker2@laniertech.edu](mailto:sbaker2@laniertech.edu)).

In the "Standard Display" view...

1. Log in to WCOOnline and select your preferences in the drop-down menus under the "Find an Appointment" box.
2. Look through the suggested appointment blocks and click "Reserve" on the desired appointment block.
3. Fill out the appropriate information in the pop-up window.
4. Scroll down to the bottom of the pop-up window and click "Create Appointment".

In the "Calendar Display" view...

1. Log in to WCOOnline and use the drop-down menus to limit your search to the desired subject and location.
2. Click on a white block, and fill out the appropriate information in the pop-up window.
3. Scroll down to the bottom of the pop-up window and click "Create Appointment".

## How to Attach Work to an Appointment

Reading through a paper and coming up with the best advice takes time, so it's best to give the writing tutors the most prep time they can get so they can provide you with the most effective advice they can give. **Only upload PDFs or .doc files. Export Google Docs files as PDFs or .doc files.** If a tutor cannot open your document, then they cannot read it or take notes on it.

To attach work to an appointment:

1. Scroll down to the bottom of the appointment pop-up window and attach any work (any progress on an essay) and/or assignment sheet.
2. Click on "Choose File".
3. Select your file in the new pop-up window and click "Open".
4. Click "Create Appointment" (if you're still making your appointment) or click "Save Changes" (if your appointment is already made, and you're adding documents).

## How to Enter an Online Appointment

1. Log in to WCOOnline.
  - a. In the "Standard Display" view, click on "Open Appointment" under "Today's Appointments".
  - b. In the "Calendar Display" view, click on your orange block on the calendar.
2. In the pop-up window, click "Start or Join Online Consultation". Your online appointment will open in a new tab. Be sure to allow the website to use your microphone so the tutor can hear you.