

SANTA MONICA COLLEGE

# TUTORING SERVICES



# Making ESL Tutoring Appointments

# 1. Log into Corsair Connect

## 2. Click on "Tutoring"

**Account Overview**

Fees Owed	Enrollment Status	My Enrollment Date
Fall 2023 Payment Deadline: FEES POSTPONED 08 PM Fri Nov 03, 2023 at 11:59 p.m. Current Term: \$2,390.50 All Terms: \$2,390.50 <a href="#">Pay Fees</a>	3 units <a href="#">Add Classes</a>	On or After MAY-09-23 08:00 am
Financial Aid	Residency	SMC Promise
Not Submitted <a href="#">Check Status</a>	Domestic Nonresident <a href="#">Learn More</a>	Not Eligible <a href="#">Learn More</a>

**Upcoming Dates & Deadlines**

Date	Event
10 SEP 23	Refund Deadline: ART 10A
24 SEP 23	Avoid W Deadline: ART 10A
10 NOV 23	Holiday: Veterans' Day (Campus Closed)
19 NOV 23	Drop Deadline: ART 10A
23 NOV 23	Holiday: Thanksgiving Day (Campus Closed)
24 NOV 23	Holiday: Native American Day (Campus Closed)
19 DEC 23	P/NP Deadline: ART 10A

**Make a New Appointment**

[Counseling](#) **[Tutoring](#)** [Join Class Line](#)

**Profile Overview**

Student Name: Aaron Ag  
Student ID: 1  
Username: corsair\_pearl  
SMC Email: corsair\_pearl@student.smc.edu  
Major: Administration of Justice  
Education Goal: AA Degree - Voc. No transfer  
Area of Interest: People And Society

[View/Edit Profile](#)  
[View Transcript](#)

**Success Steps (4 of 8 completed)**

- Apply
- Placement
- Financial Aid
- MyEdPlan
- Orientation
- Enroll

**Semester Schedule (use top dropdown to change terms)**

Section	Course	Units	Meeting Time	Days	Begin-End Date/ Weeks	*Modality/Location	Instructor	Refund Deadline	Avoid W Deadline	Drop Deadline	P/NP Deadline
877	<a href="#">ART 10A</a>	3	08:00AM-11:00AM	-1--	08/28 - 12/19 1-17	Hybrid Main Campus A 220	<a href="#">ARJIANCL</a>	10-SEP-23	24-SEP-23	19-NOV-23	19-DEC-23
			ARRANGE-2:55HS	---	08/28 - 12/19 1-17	Hybrid Online N/A ONLINE	<a href="#">ARJIANCL</a>	10-SEP-23	24-SEP-23	19-NOV-23	19-DEC-23

[Learn more about Modalities, Locations, Dates & Deadlines](#)

# Making an Appointment

To make an ESL tutoring appointment, first select the ESL tutoring center from the drop down menu. Select **ESL – Spring 2025**



SMC Tutoring Appointment System   Welcome,   **Schedules**   Log Out

[Please choose a tutoring center...](#)   Area Tools

January 3, 2023  
[Previous Day](#) | [Current Day](#) | [Next Day](#) | 🗓️

**Welcome!**

**Please choose a tutoring center from the drop-down list above.**

- **Important to note:** each center conducts tutoring sessions differently and has different hours, so make sure to follow scheduling directions for the specific subject and center you have chosen.

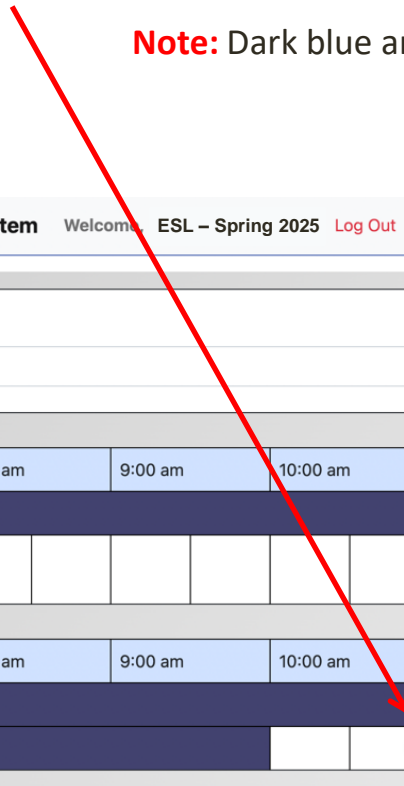
<b>Jan. 3: Tuesday</b>	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
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[Previous Day](#) | [Current Day](#) | [Next Day](#) | 🗓️

# Making an Appointment

Choose the day, time, and tutor you would like to meet with by clicking on an empty white box on the schedule.

**Note:** Dark blue and light blue boxes mean no tutoring is available at that time.



**SMC Tutoring Appointment System** Welcome **ESL – Spring 2025** [Log Out](#)

**Display Options**

Show All Staff & Resources  Show All Meeting Types

Day	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	
<b>Jan. 9: Monday</b>										
<a href="#">Marilyn</a> <input checked="" type="checkbox"/>	Dark Blue					White	White	Dark Blue		
Tom (On-ground / In-person Tutoring) <input checked="" type="checkbox"/>	White					Dark Blue				
<b>Jan. 10: Tuesday</b>										
<a href="#">Marilyn</a> <input checked="" type="checkbox"/>	Dark Blue					White	White	White	White	White
<a href="#">Tom</a> <input checked="" type="checkbox"/>	Dark Blue		White	White	Dark Blue	Dark Blue				
<b>Jan. 11: Wednesday</b>										
<a href="#">Marilyn</a> <input checked="" type="checkbox"/>	Dark Blue	White	White	White	White	Dark Blue				
<b>Jan. 12: Thursday</b>										
<a href="#">Tom</a> <input checked="" type="checkbox"/>	Dark Blue				White	White	White	White	White	Dark Blue

[Next Week](#)

# Making an Appointment

After you click on the day and time you want, you must fill out the reservation form.

Your name will automatically appear here.



This message indicates that your tutoring appointment will be online.



Write the name of the course you would like to receive tutoring in.



Write a short description of what you want to work on.



Write the name of your professor here.



## Create New Appointment

Client <sup>?</sup>

Tuesday, Jan. 10, 2023 | 11:00 am to 11:30 am <sup>?</sup> [Repeating Options](#)

Tom | ESL - Winter 2023  
Location: Online ESL Tutoring

**APPOINTMENT LIMITS:** Appointments must be 30 minutes in length.

### Which type of session would you like?

Yes. Schedule **Online (Virtual Synchronous Meeting)** appointment.  
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

### 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.)

Course \*

What topic would you like to work on? \*

Professor's name \*

### File Attachments

# Making an 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.)

Course \*

What topic would you like to work on? \*

## 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

Choose File No file chosen

Document Title

File

Choose File No file chosen

Document Title

File

Choose File No file chosen

Document Title

## Administrative Options

- Walk-In / Drop-In
- No-Show / Missed

- Placeholder ?
- Notify Client ?

Create Appointment

Close

Upload a file (such as a writing assignment) that you want to review with a tutor.

(This is optional.)

Don't forget to press "CREATE APPOINTMENT" when you are finished.

# Logging into an Online Appointment

SMC Tutoring Appointment System Welcome,

ESL – Spring 2025 [Log Out](#)

**Appointments on Mondays with Tom are in-person in room 106 of the ESL building.**

**All other appointments are online (remote).**

## Display Options

Show All Staff & Resources

Show All Meeting Types

Jan. 9: 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	
Marilyn <input checked="" type="checkbox"/>										
Tom (On-ground / In-person Tutoring) <input checked="" type="checkbox"/>										
Jan. 10: 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	
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Tom <input checked="" type="checkbox"/>										

[Next Week](#) | 

Approximately 5 minutes before your scheduled online tutoring appointment, log into the tutoring system via Corsair Connect.

Next, click on the specific day and time of your scheduled appointment with the appropriate tutor. Your appointment color will appear gold or yellow. **For example, this appointment is with Tom and starts at 11:00 am on Tuesday, January 10<sup>th</sup>.**

# Logging into an Online Appointment

## Existing Appointment

Appointment Tools ▾

### First Visit

CREATED: Jan. 3, 2023 5:34 pm by

**Tuesday, January 10, 2023 | 11:00 am to 11:30 am**

**Tom | ESL - Winter 2023**

Location: Online ESL Tutoring

### Online (Virtual Synchronous Meeting)

If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Start or Join Online Consultation

Click on the link that says  
**"START OR JOIN ONLINE  
CONSULTATION"** to start  
your tutoring session.

## Appointment Details

### Course

ESL 19A

### What topic would you like to work on?

Adjective Clauses

Attach File

Edit Appointment

Cancel Appointment

Print

Close



# Online Tutoring Room

1 WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

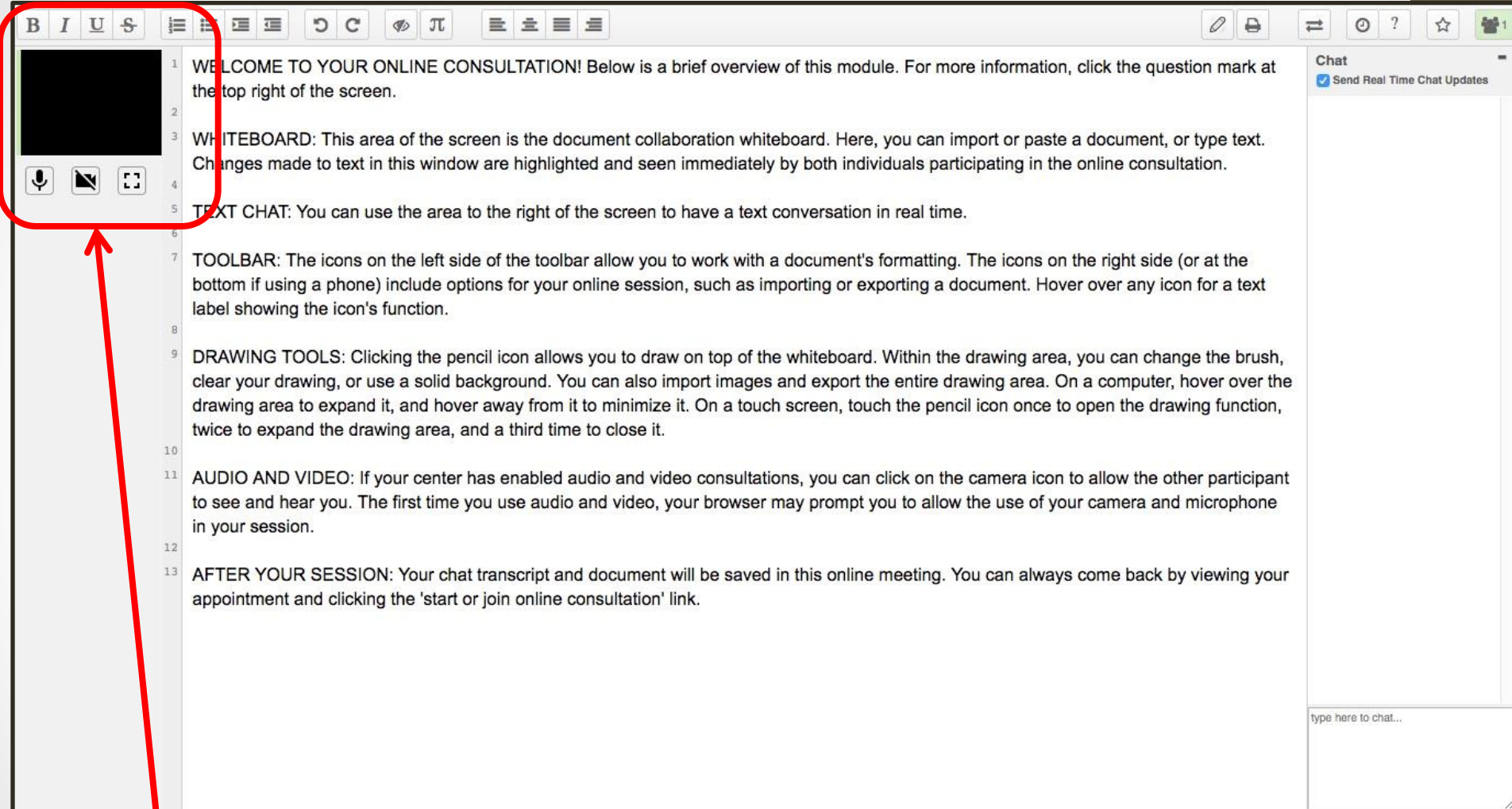
AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Chat  
Send Real Time Chat Updates

type here to chat...

A “white board” with instructions on it will appear. Please read the instructions. They will explain how to use the different tools in the online tutoring room. After reading the instructions, you can delete them. **Note: Your tutor will also be in the tutoring room and will be able to write on the white board and talk with you.**

# Online Tutoring Room



The screenshot shows a web-based interface for an online tutoring session. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), list creation, undo, redo, and drawing tools. Below the toolbar is a large whiteboard area with a black background. To the right of the whiteboard is a chat window with a 'Send Real Time Chat Updates' checkbox. In the upper-left corner of the whiteboard area, there are three icons: a microphone, a camera, and a square with a diagonal line. These icons are enclosed in a red rectangular box, and a red arrow points from this box down to the explanatory text below the screenshot.

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3 WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

4

5 TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

6

7 TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

8

9 DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

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11 AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

12

13 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

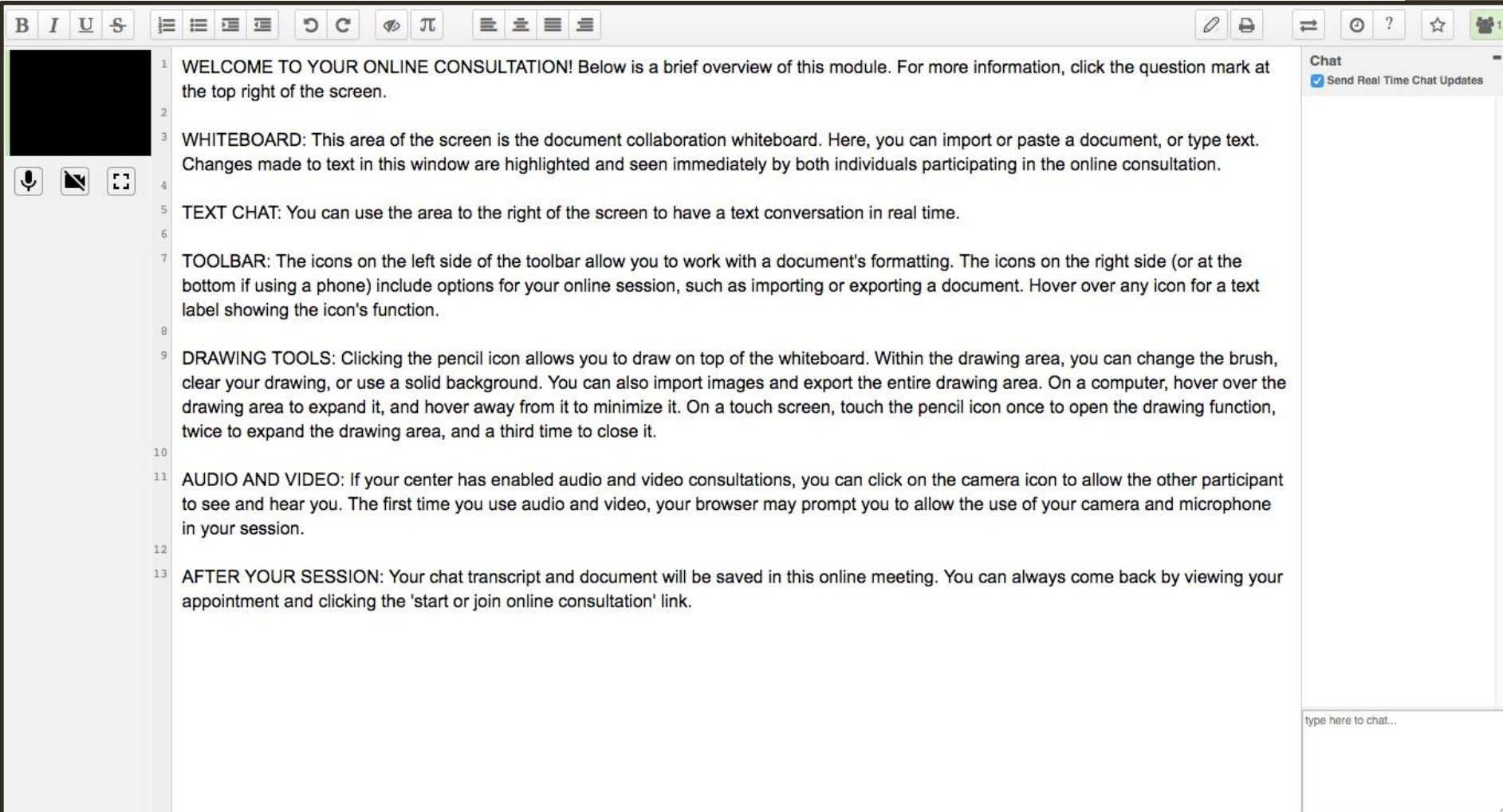
Chat

Send Real Time Chat Updates

type here to chat...

**In the upper-left corner, there are options to turn your camera and/or microphone on or off. You can turn your camera off if you want, but please make sure your microphone is turned on so that you can talk to the tutor.**

# Online Tutoring Room



The screenshot displays an online tutoring room interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), list creation, undo, redo, eraser, and drawing tools. Below the toolbar is a whiteboard area with a list of instructions. To the right, there is a chat window with a 'Send Real Time Chat Updates' checkbox and a text input field.

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13 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Chat

Send Real Time Chat Updates

type here to chat...

**There are many other tools available in the online tutoring room. Your tutor will explain them to you.**

# Additional Tutoring Information

1. **Your online tutoring sessions are saved. To review previous tutoring sessions, click on the day and time of your appointment in the reservation system.**
2. **When you first begin your online tutoring session, make sure both your camera and microphone are enabled.**  
**Note:** You can turn your camera off once the tutoring session begins.
3. **On-ground appointments on Main Campus are located in Drescher 315.**
4. **On-ground appointments on Bundy Campus are located in Bundy 415.**
5. **If you have any questions, please contact Judy Marasco at:**

[Marasco\\_Judith@smc.edu](mailto:Marasco_Judith@smc.edu)