**Support from the CWLT**

We can support departments with the move from drop-in to scheduled appointments using our appointment booking system, WCONLINE.

**We need…**

* Send us your tutoring schedules!
	+ Name of student
	+ Position (what subjects/classes can they tutor?)
	+ Weekly schedule in PDT

**We will…**

* Build a tutoring schedule in our booking system
* Publish or link to your tutoring schedule on our website
* Allow students to submit appointment requests on our website
* Coordinate the booking of all tutoring appointments, including sending confirmation emails to tutors and tutees, and reminder emails 24 hours in advance.

**You will…**

* Communicate with students about how to tutor online. Set expectations and provide additional training.
* Track your students’ hours and ensure appointments are happening, as planned. Ask tutors to cc you on their confirmation emails to students with their Google Meet links.
* Organize a system to collect client reports. Read client reports and follow up with students about issues of concern.
* Meet with students one-on-one for a check-in to troubleshoot issues.

For questions, or to indicate your interest, contact CWLT Interim Director Rachael Shelden at rshelden@pugetsound.edu.