## Peer Tutor Appointments Making Tutorial

Step 1: Open ONCE in "Workspace" - Corporate WeChat or "Wenzhou-Kean University"- "Contacts"-WeChat.

<	温州肯恩大学		$\oplus$
	消息		
<sub>m</sub>	企业通讯录		
1	我		
置顶应	用		
0	a.ONCE消息通知		
А			
0	a.第二课堂活动平台		A C E F
	a.ONCE		G I K
С			R
2	常用电话		W Y Z
E			
Ó	Expense Claim		
F			
	访客预约		
G			
HRIDELAP	个人数据中心		
1		-	



## Step 2: After entering ONCE, please select "Peer Tutor Appointments Making".

Step 3: Based on your current registered courses, please select "Undergraduate Courses Tutoring" or "Graduate Courses Tutoring" to make appointments.



Step 4: Select one "Section Name" under your current courses.

×	<b>朋辈课程辅导</b> once.wku.edu.cn	
<	选择课程	
Q、请输入	入搜索关键词	
EDL5530		>
EDL5551		>
EDL5813		>

Step 5: Choose one Peer Tutor under your selected "Section Name" and click "Appointment".

×	朋辈课程辅导 once.wku.edu.cn		
<	EDL5530 -		
朋辈导师	ī数:1		
	<b>王豪 (Hao Wang)</b> 预约人数: 1	预约	
	简介:教育领导学博士生		

Step 6: Select one available time slot (one-hour standardized) in your preferred date. Please kindly note that you shall make appointments 48 hours in advance but within the seven-day limit.



Step 7: Click "Submission".





Step 8: "Confirm" the application and wait for approval.

## Step 9: The application result will be sent to your WKU email and ONCE NOTICE.

提交的本科生朋 辈辅导预约申请,已审批完成/The app...

您好! , 您于 12/19/2024 09:35:31提交的本科生朋辈辅导预约申请,已审批 完成。/Hello , the application you submitted at 12/19/2024 09:35:31 has been approved. Step 10: You are able to view the appointment time and appointed tutoring room in ONCE NOTICE or "Me" in "Peer Tutor Appointments Making".

×	本科生朋辈辅导预约申请 once.wku.edu.cn	·				
→ 本科生朋辈辅导预约申请 -						
基本信息		^				
*朋辈导师	王豪(Hao Wang)					
*课程名称	EDL5530					
教室名称	GEH A203					
自定义场地						
预约时间	12-19 14:00-15:00					
审批记录		^				
提交预约申	提交	1小时前				
朋辈导师确 全	认 豪(Hao Wang)   同意 的	1小时前				
今 ▲ 完	成完成	1小时前				

Step 11: Before the start of the peer tutoring session, you shall remind the Tutor to scan the Sign-in QR code. At the end, you shall also remind the Tutor to scan the Sign-off QR code. You are welcome to select comments for the session.

