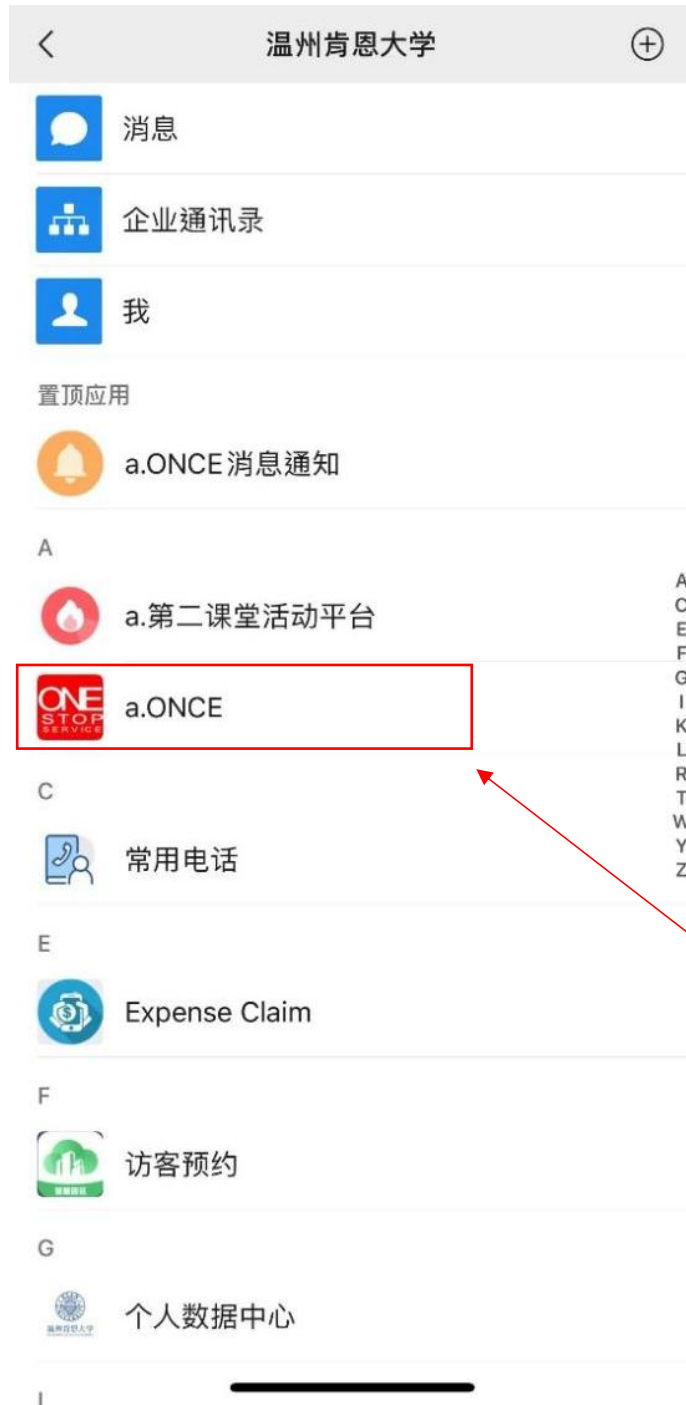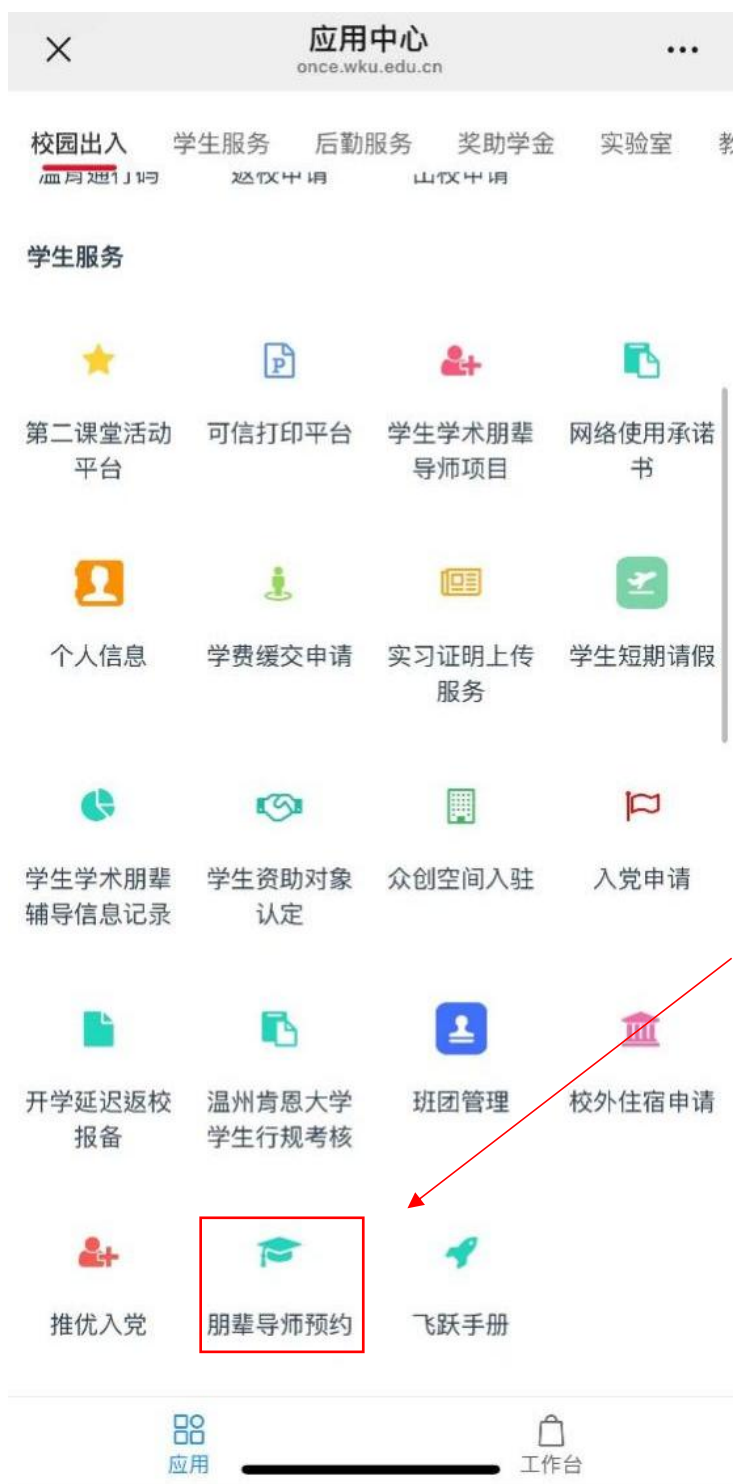# Peer Tutor Appointments Making Tutorial

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

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.

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

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.

Step 10: You are able to view the appointment time and appointed tutoring room in ONCE NOTICE or "Me" in "Peer Tutor Appointments Making".

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.

✕　　　朋辈课程辅导　　　⋯
once.wku.edu.cn

个人中心

⇌ 切换身份

预约记录

EDL5530

预约导师：王豪(Hao Wang)
预约地点：GEH A203
预约时间：12-19 14:00-15:00

▦ 二维码　　评价　　查看详情

预约记录

EDL5530

请扫描二维码

确认

补签　评价　查看详情