



TUTORING LAB

Wallace State Community College

Student Resource Center

Spring Hours and Location

HOURS OF OPERATION

Monday – Wednesday: 8:00 AM – 6:00 PM

Thursday: 8:00 AM – 4:30 PM

Friday: 8:00 AM – 2:00 PM



LOCATION & CONTACT INFORMATION

- We are located on the 8th floor of the James C. Bailey Center
- Front Desk Number: 256-352-7821



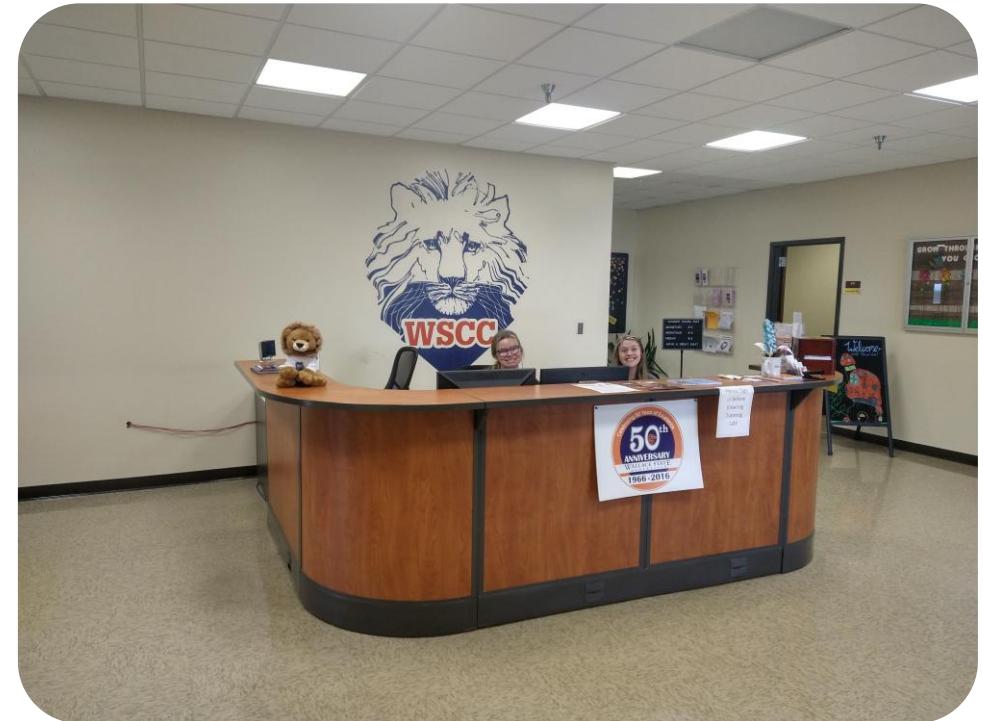
Who Are We?

- Free tutoring service that is open to **ALL** Wallace State students
- Provide tutoring in English, History, Math, Psychology, Science, and Speech
- Staff: peer tutors, mentor tutor, full-time tutor coordinators, and the director



What Students Can Expect

- No appointment necessary – come by anytime we are open
- Once you arrive, you will be greeted by our front desk personnel who will sign you in and assign you a tutor
- No time limits



Services Provided

Explain
Assignments

Assist with
Homework

Teach Study
Skills

Review
Assignments

Clarify
Unfamiliar
Concepts

Help Understand
Instructor
Feedback

Help Revise
Papers and
Projects

Review for Exams,
Midterms,
and Finals

Other Services

- Computer Courtyard
- Students can use computers to do online work, type assignments, or get help in computer-based classes



Tutorial Lab - Oneonta Campus

Hours of Operation:

Monday & Wednesday: 8:00 AM – 12:30 PM

Friday: By Appointment Only *

Location:

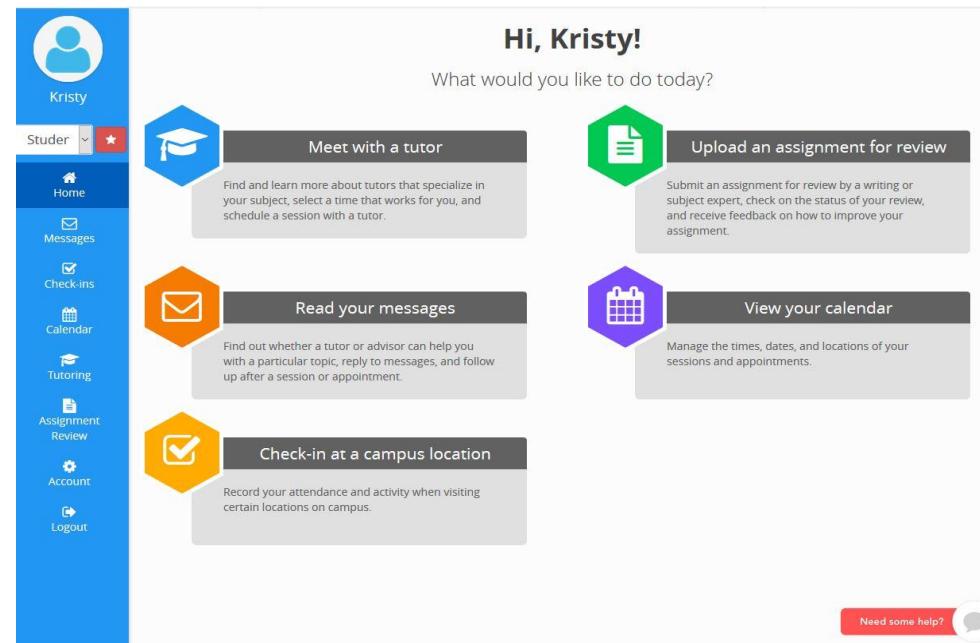
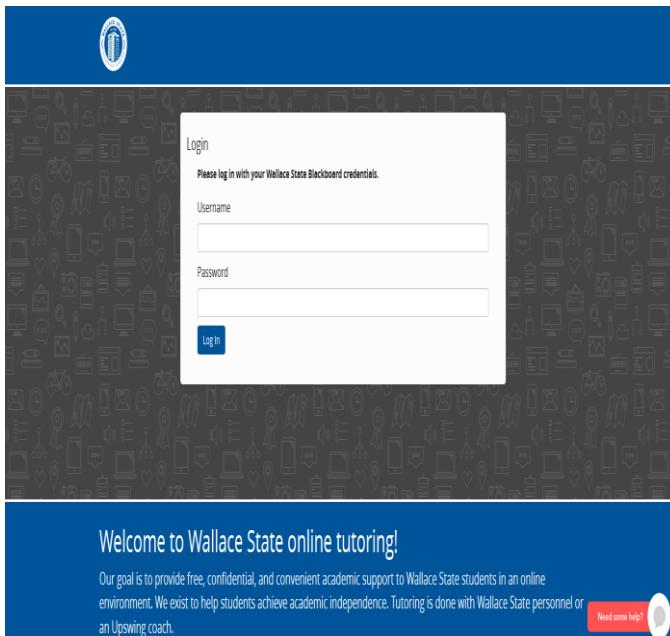
Room #112 in the downtown building



* Appointments must be scheduled at least two days in advance

Online Tutoring

We offer both asynchronous (drop off a paper for review) and synchronous (live tutoring/chatting) tutoring.



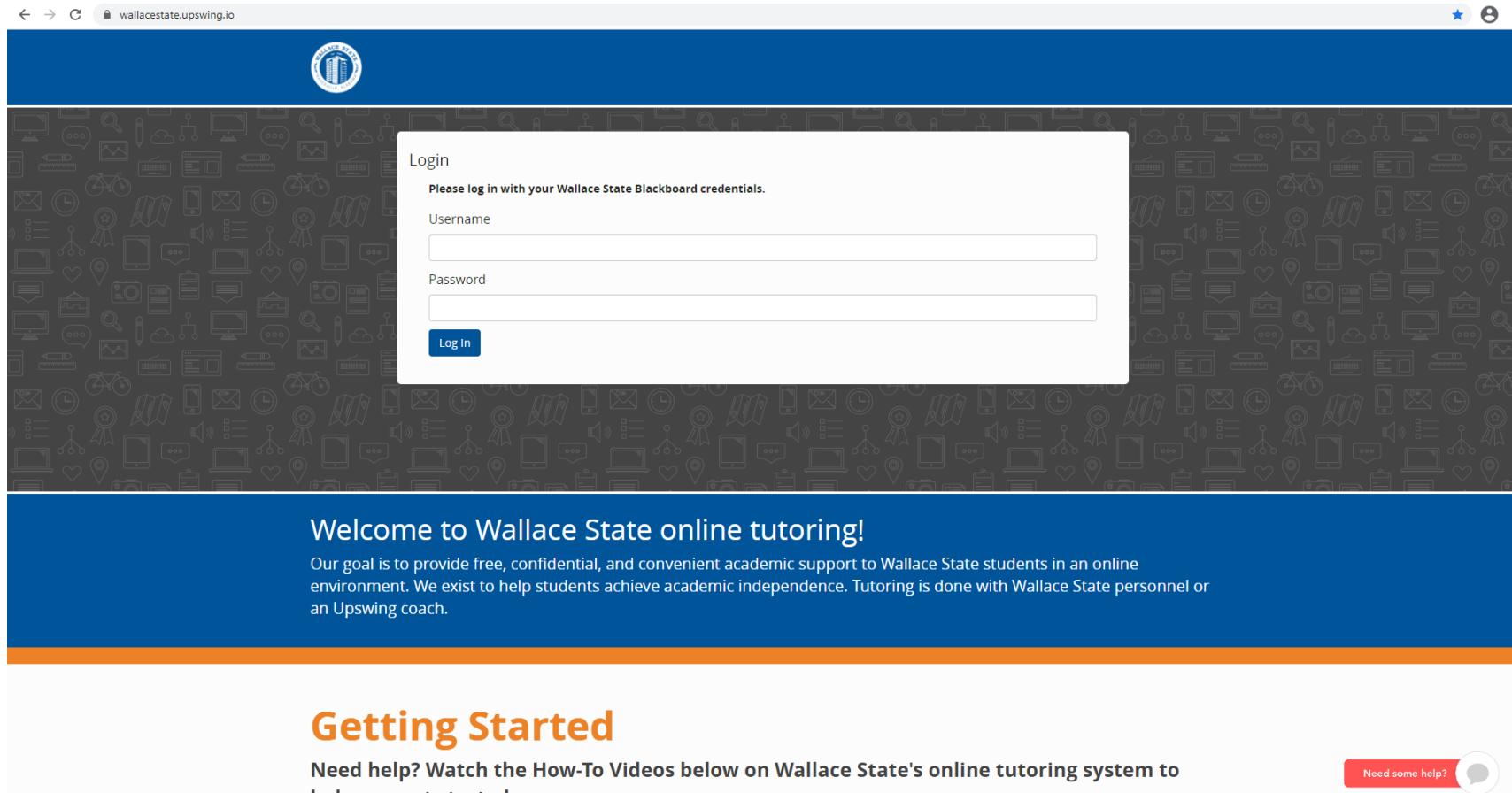
Click these links to log on/get help

<https://wallacestate.upswing.io/>

[Getting Started with Upswing](#)

How to Access Upswing

Getting on Upswing



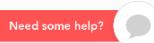
The screenshot shows a web browser window with the URL wallacestate.upswing.io in the address bar. The page has a blue header with the Wallace State logo. Below the header is a login form with a background pattern of various icons related to education and technology. The login form contains fields for 'Username' and 'Password', and a 'Log In' button. A welcome message at the bottom of the page reads: 'Welcome to Wallace State online tutoring! Our goal is to provide free, confidential, and convenient academic support to Wallace State students in an online environment. We exist to help students achieve academic independence. Tutoring is done with Wallace State personnel or an Upswing coach.'

Welcome to Wallace State online tutoring!

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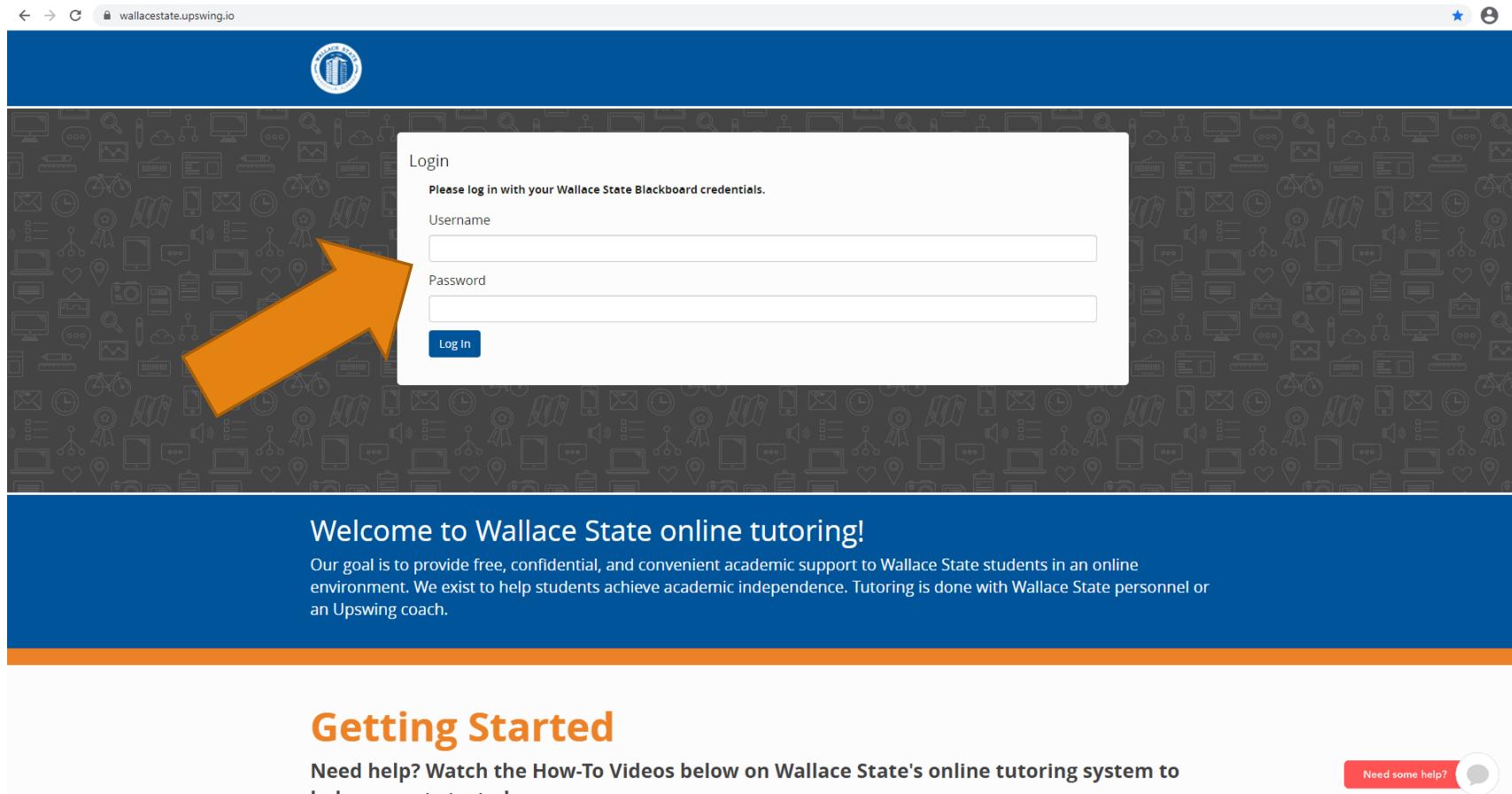
Getting Started

Need help? Watch the How-To Videos below on Wallace State's online tutoring system to help you get started.

Need some help? 

Do a web search for
wallacestate.upswing.io

Getting on Upswing



wallacestate.upswing.io

WALLACE STATE

Login

Please log in with your Wallace State Blackboard credentials.

Username

Password

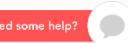
Log In

Welcome to Wallace State online tutoring!

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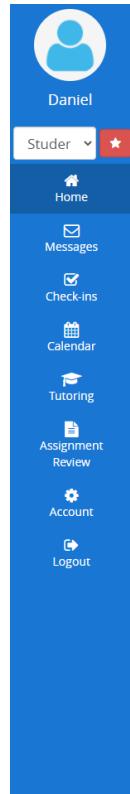
Getting Started

Need help? Watch the How-To Videos below on Wallace State's online tutoring system to help you get started.

Need some help? 

Use your A# and
Blackboard
password to login

Getting on Upswing



Hi, Daniel!

What would you like to do today?

- Meet with a tutor**
Find and learn more about tutors that specialize in your subject, select a time that works for you, and schedule a session with a tutor.
- Read your messages**
Find out whether a tutor or advisor can help you with a particular topic, reply to messages, and follow up after a session or appointment.
- Check-in at a campus location**
Record your attendance and activity when visiting certain locations on campus.

- Upload an assignment for review**
Submit an assignment for review, check on the status of your review, and receive feedback on how to improve your assignment.
- View your calendar**
Manage the times, dates, and locations of your sessions and appointments.



**Welcome to
Upswing!**

How to get a Paper Reviewed

How to get a Paper Reviewed

Kristy

Studer

Home

Messages

Check-ins

Calendar

Tutoring

Assignment Review

Account

Logout

Hi, Kristy!

What would you like to do today?

Meet with a tutor

Find and learn more about tutors that specialize in your subject, select a time that works, and schedule a session with a tutor.

Upload an assignment for review

Submit an assignment for review by a writing or subject expert, check on the status of your review, and receive feedback on how to improve your assignment.

Read your messages

Find out whether a tutor or advisor can help you with a particular topic, reply to messages, and follow up after a session or appointment.

View your calendar

Manage the times, dates, and locations of your sessions and appointments.

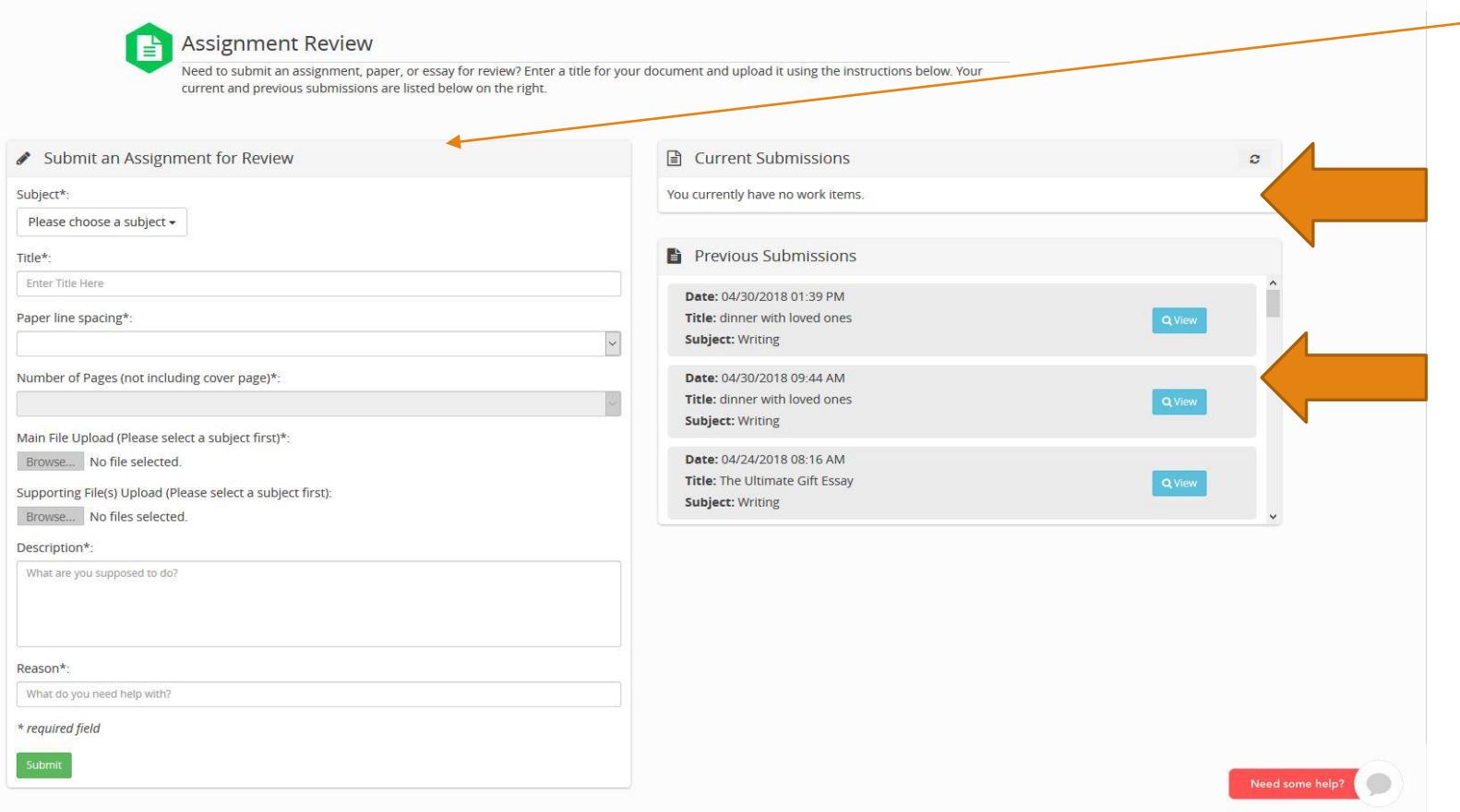
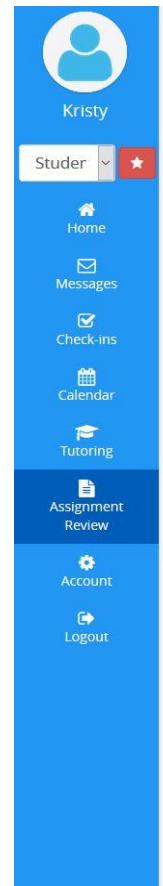
Check-in at a campus location

Record your attendance and activity when visiting certain locations on campus.

Need some help?

On the home page, click “Upload an assignment for review.”

How to get a Paper Reviewed



The image shows the Assignment Review interface. On the left, a form titled "Submit an Assignment for Review" contains fields for Subject*, Title*, Paper line spacing*, Number of Pages, Main File Upload, Supporting File(s) Upload, Description, and Reason. A "Submit" button is at the bottom. On the right, there are two sections: "Current Submissions" (empty) and "Previous Submissions" (listing three previous submissions with "View" buttons). Three orange arrows point from the text in the adjacent columns to the "Assignment Review" header, the "Current Submissions" section, and the "Previous Submissions" section respectively.

Assignment Review

Need to submit an assignment, paper, or essay for review? Enter a title for your document and upload it using the instructions below. Your current and previous submissions are listed below on the right.

Submit an Assignment for Review

Subject*: Please choose a subject*

Title*: Enter Title Here

Paper line spacing*:

Number of Pages (not including cover page)*:

Main File Upload (Please select a subject first)*: No file selected.

Supporting File(s) Upload (Please select a subject first): No files selected.

Description*:

Reason*:

* required field

Submit

Current Submissions

You currently have no work items.

Previous Submissions

Date	Title	Subject
04/30/2018 01:39 PM	dinner with loved ones	Writing
04/30/2018 09:44 AM	dinner with loved ones	Writing
04/24/2018 08:16 AM	The Ultimate Gift Essay	Writing

Need some help? 

Fill in the appropriate information.

Once you hit submit, it will go in the **“current work”** folder.

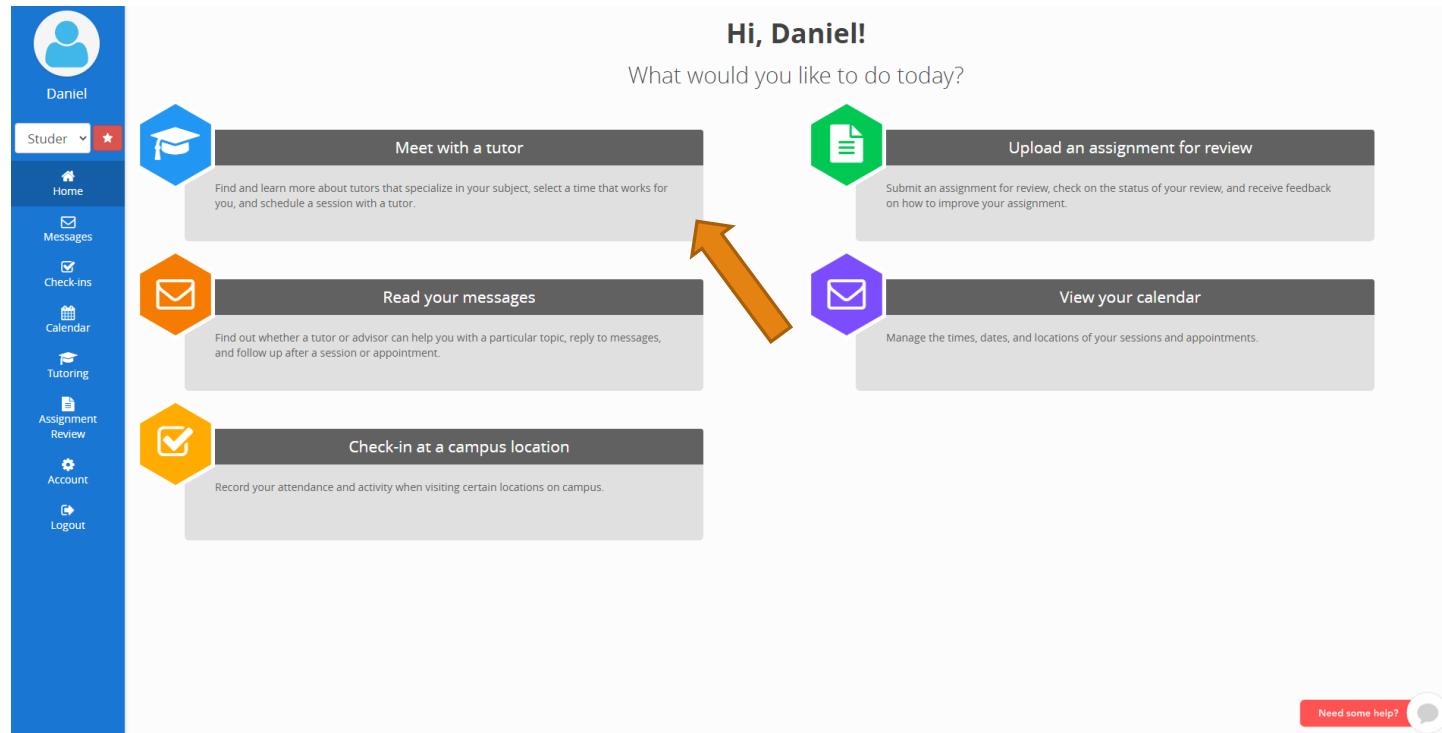
In **72 hours or less**, it will be reviewed and returned. The paper will appear in the **“Previous Submissions”** folder when it is finished.

How to get a Paper Reviewed

Once your paper is completed, **download the attachment** by clicking “**activity**” in submission information to see the tutor’s comments.

How to Make an Online Appointment

How to Make an Online Appointment



The screenshot shows the Studer platform homepage for a user named Daniel. The left sidebar includes links for Home, Messages, Check-ins, Calendar, Tutoring, Assignment Review, Account, and Logout. The main content area greets Daniel and asks what he would like to do today. It features four main options: "Meet with a tutor" (highlighted with an orange arrow), "Upload an assignment for review", "Read your messages", and "View your calendar". Each option has a description and a small icon. A "Need some help?" button is located at the bottom right.

Hi, Daniel!

What would you like to do today?

Meet with a tutor
Find and learn more about tutors that specialize in your subject, select a time that works for you, and schedule a session with a tutor.

Upload an assignment for review
Submit an assignment for review, check on the status of your review, and receive feedback on how to improve your assignment.

Read your messages
Find out whether a tutor or advisor can help you with a particular topic, reply to messages, and follow up after a session or appointment.

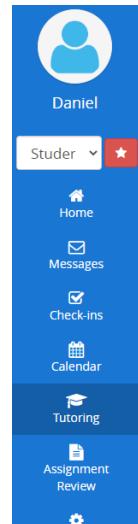
View your calendar
Manage the times, dates, and locations of your sessions and appointments.

Need some help?

To schedule an appointment to chat with a tutor, click “Meet with a Tutor” on the homepage

Please try to **schedule appointments an hour or two in advance!** This ensures a much better chance of you getting time with a tutor.

How to Make an Online Appointment



Keep track of your upcoming sessions, and leave feedback on previous sessions. Need to schedule a session? Search for a coach or subject by using the search bar.

Search for a subject or tutor!

MTH 080: Mathematics Laboratory
MTH 090: Basic Mathematics
MTH 098: Elementary Algebra
MTH 100: Intermediate College Algebra
MTH 103: Introduction to Technical Mathematics
MTH 110: Finite Mathematics
MTH 112: Precalculus Algebra
MTH 113: Precalculus Trigonometry
MTH 116: Mathematical Applications
MTH 120: Calculus and Its Applications
MTH 125: Calculus I

Then, select the Tutor that you would like to work with.

Search for the subject that you are needing help with by using the course abbreviation (e.g. ENG 101)

MTH 100: Intermediate

Filter results by date, time, type, and location to schedule a session.

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Jennifer Stanley

Wallace State Tutor

Schedule Message View Profile

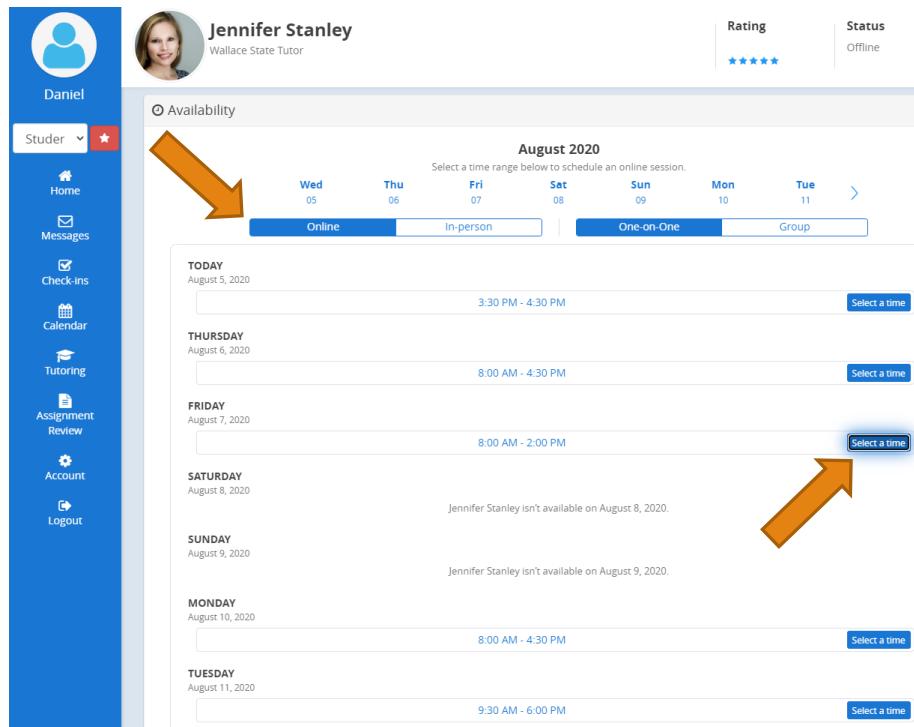
Ziya Ogron

Upswing Tutor

Schedule Message View Profile

How to Make an Online Appointment

The current week will then pop up and online location will be selected by default. Choose the day you wish to make an appointment on by clicking “select a time.”



Jennifer Stanley
Wallace State Tutor

Rating: 5 stars | Status: Offline

Availability: August 2020

Wednesday, August 5: Online, In-person, One-on-One, Group

Thursday, August 6: Online, In-person, One-on-One, Group

Friday, August 7: Online, In-person, One-on-One, Group (highlighted)

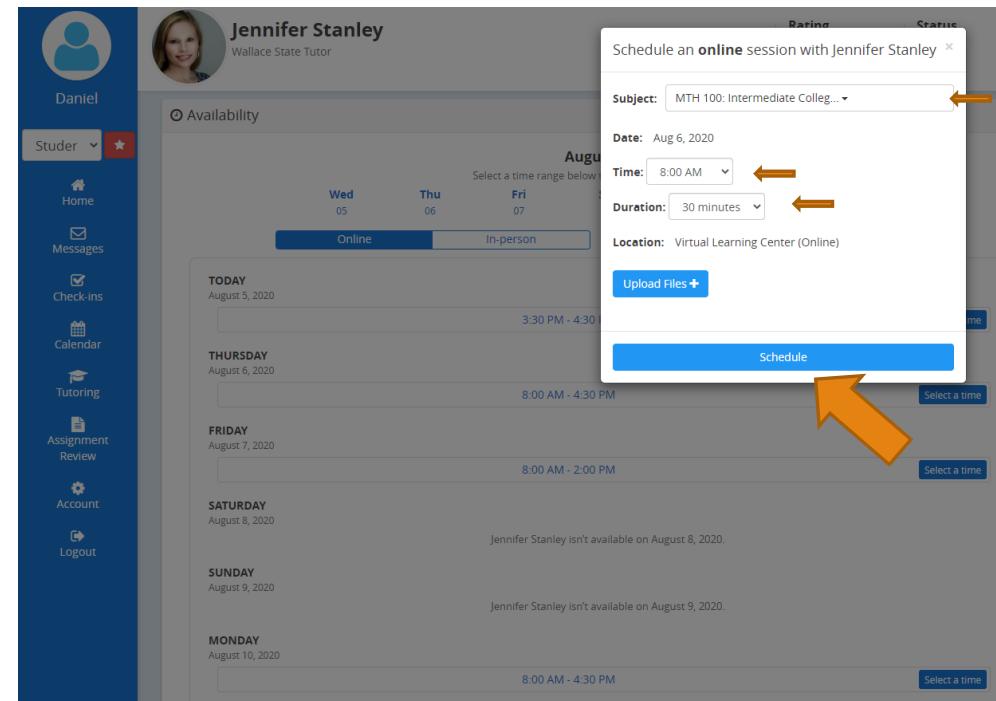
Saturday, August 8: Jennifer Stanley isn't available on August 8, 2020.

Sunday, August 9: Jennifer Stanley isn't available on August 9, 2020.

Monday, August 10: Online, In-person, One-on-One, Group

Tuesday, August 11: 9:30 AM - 6:00 PM, Select a time

Choose the subject, time, duration (30 minutes or hour), and upload the assignment sheet (if you have one).



Schedule an online session with Jennifer Stanley

Subject: MTH 100: Intermediate Colleg...

Date: Aug 6, 2020

Time: 8:00 AM

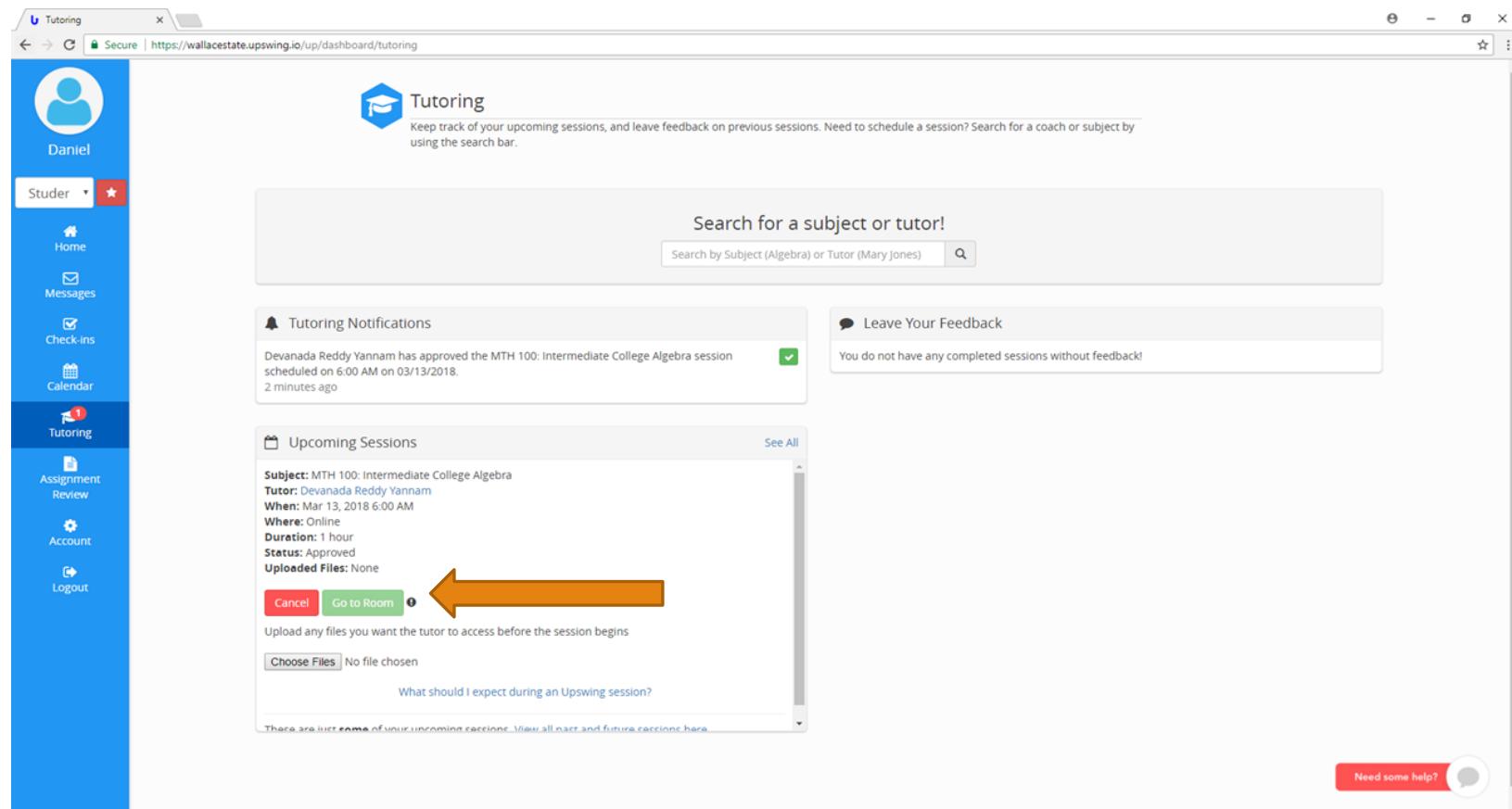
Duration: 30 minutes

Location: Virtual Learning Center (Online)

Upload Files +

Schedule

How to Make an Online Appointment



The screenshot shows the Upswing Tutoring dashboard. On the left, a sidebar menu includes options like Home, Messages, Check-ins, Calendar, Tutoring (which is selected and shows a red notification badge), Assignment Review, Account, and Logout. The main content area has a header 'Tutoring' with a sub-instruction: 'Keep track of your upcoming sessions, and leave feedback on previous sessions. Need to schedule a session? Search for a coach or subject by using the search bar.' Below this is a search bar with placeholder 'Search for a subject or tutor!' and a button 'Search by Subject (Algebra) or Tutor (Mary Jones)'. There are two notifications: one about a tutoring approval and another about leave feedback. The 'Upcoming Sessions' section lists a session for 'MTH 100: Intermediate College Algebra' on 'Mar 13, 2018 6:00 AM'. The session details are: Subject: MTH 100: Intermediate College Algebra, Tutor: Devanada Reddy Yannam, When: Mar 13, 2018 6:00 AM, Where: Online, Duration: 1 hour, Status: Approved, Uploaded Files: None. At the bottom of this section are 'Cancel' and 'Go to Room' buttons, with the 'Go to Room' button highlighted by a large orange arrow. Below these buttons is a file upload section and a feedback question.

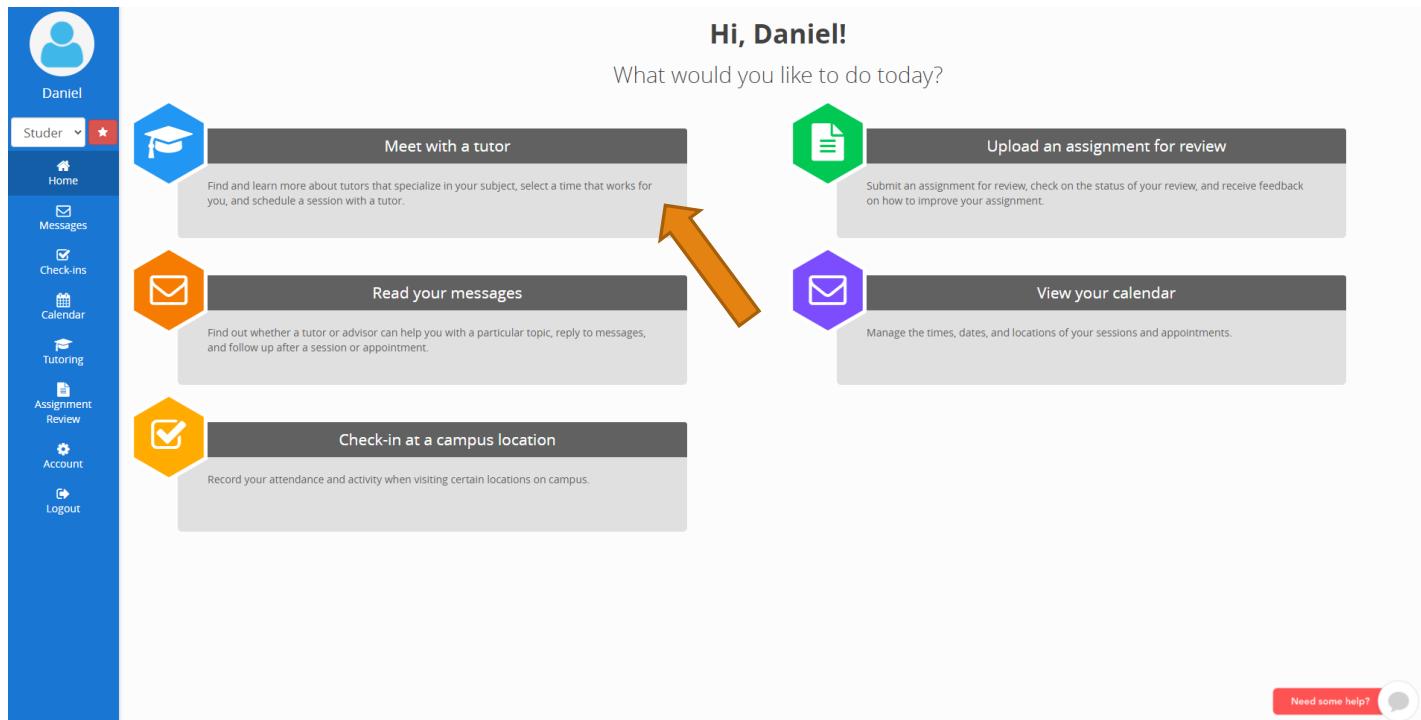
When it is time for your appointment, go back to the “meet with a tutor” section on the homepage.

At the appointment time, a **“Go to the Room”** button will appear. Click on this to enter the appointment.

To cancel the appointment, click “cancel.”

How to Make an In-Person Appointment

How to Make an In-Person Appointment



The image shows the Studer app's homepage for user Daniel. The interface is clean with a white background and a blue sidebar on the left. The sidebar contains icons for Home, Messages, Check-ins, Calendar, Tutoring, Assignment Review, Account, and Logout. The main content area starts with a greeting, "Hi, Daniel!", followed by the question, "What would you like to do today?". There are five main options, each with an icon and a brief description:

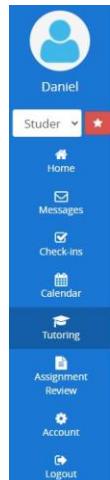
- Meet with a tutor** (blue icon): Find and learn more about tutors that specialize in your subject, select a time that works for you, and schedule a session with a tutor.
- Read your messages** (orange icon): Find out whether a tutor or advisor can help you with a particular topic, reply to messages, and follow up after a session or appointment.
- Check-in at a campus location** (yellow icon): Record your attendance and activity when visiting certain locations on campus.
- Upload an assignment for review** (green icon): Submit an assignment for review, check on the status of your review, and receive feedback on how to improve your assignment.
- View your calendar** (purple icon): Manage the times, dates, and locations of your sessions and appointments.

An orange arrow points to the "Meet with a tutor" option. At the bottom right of the main content area, there is a small red button with the text "Need some help?" and a speech bubble icon.

To schedule an in-person appointment with a Wallace State Tutor, click “Meet with a Tutor” on the homepage

Please try to **schedule appointments an hour or two in advance!** This ensures a much better chance of you getting time with a tutor.

How to Make an In-Person Appointment



Tutoring

Keep track of your upcoming sessions, and leave feedback on previous sessions. Need to schedule a session? Search for a coach or subject by using the search bar.

Search for a subject or tutor!

Search by Subject (Algebra) or Tutor (Mary Jones)

Tutoring Notifications

You do not have any new tutoring notifications.

Upcoming Sessions

You do not have any requested or approved sessions.

your Feedback

have any completed sessions without feedback!

COM 100: Vocational Technical English I
COM 103: Vocational Technical English II
EGR 220: Engineering Mechanics-Statics
ENG 092: Basic English I
ENG 093: Basic English II
ENG 101: English Composition I
ENG 102: English Composition II
ENG 246: Creative Writing I
ENG 247: Creative Writing II
ENG 251: American Literature I
ENG 252: American Literature II

Then, select the Wallace State Tutor that you would like to work with.

Search for the subject that you are needing help with by using the course abbreviation (e.g. ENG 101)

ENG 101: English Comp

Filter results by date, time, type, and location to schedule a session.

December 2020

Sun Mon Tue Wed Thu Fri Sat

29 30 01 02 03 04 05

06 07 08 09 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

William Hasenbein

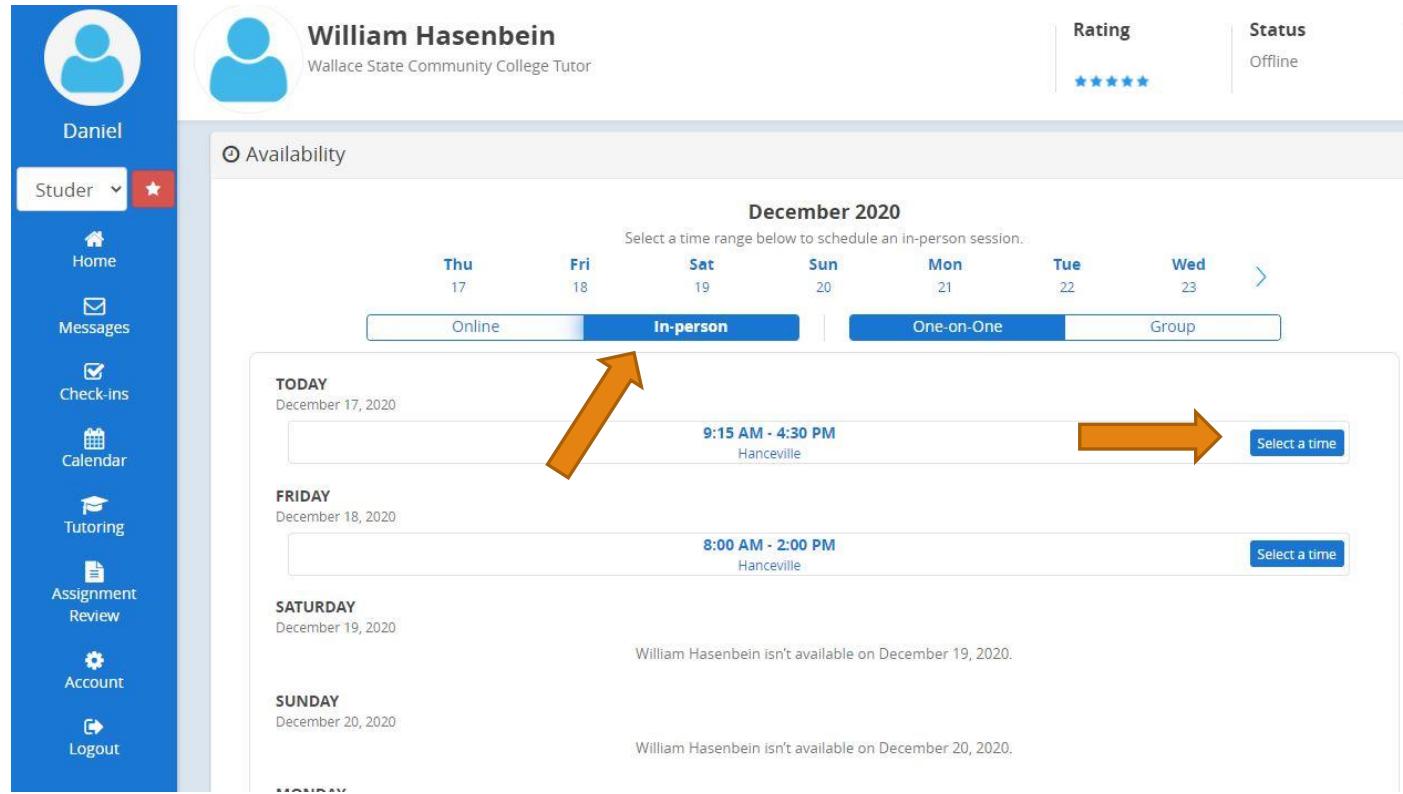
★★★★★

About Me:

Wallace State Community College Tutor

Schedule Message View Profile

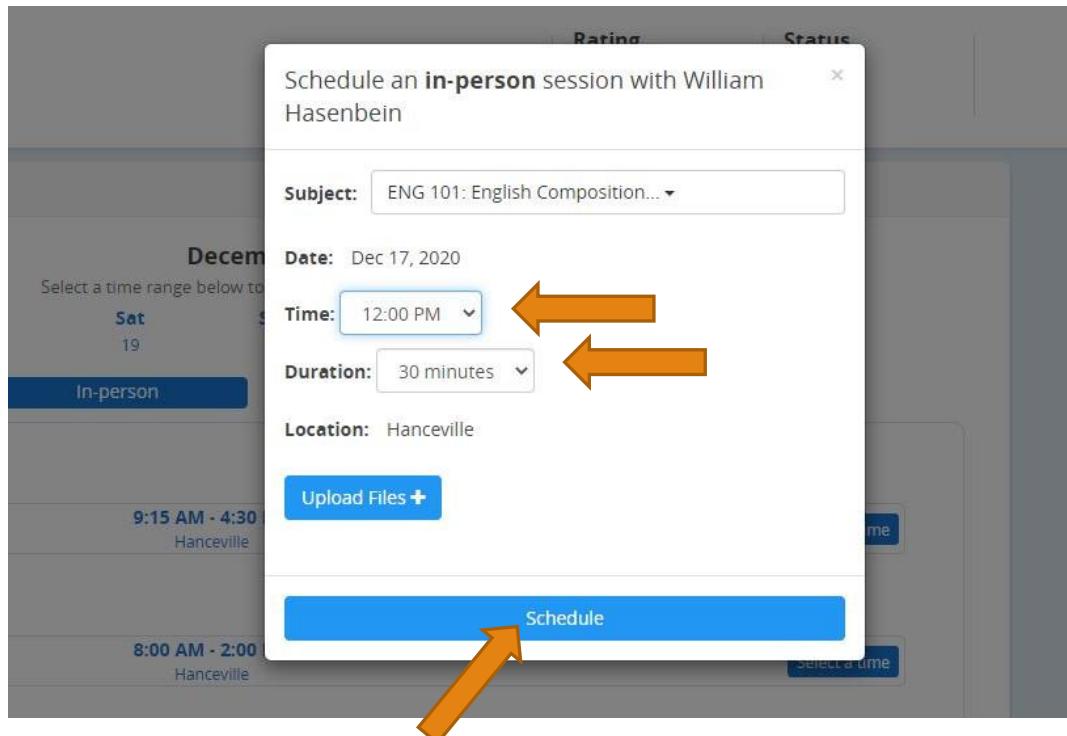
How to Make an In-Person Appointment



The screenshot shows the Studer app interface. On the left is a vertical sidebar with icons for Home, Messages, Check-ins, Calendar, Tutoring, Assignment Review, Account, and Logout. The main area displays a profile for William Hasenbein, a Wallace State Community College Tutor, with a blue user icon, a 5-star rating, and an Offline status. Below this is a section titled "Availability" for December 2020. The calendar shows days from Thursday, December 17, to Wednesday, December 23. A horizontal tab bar at the top of the calendar allows switching between "Online", "In-person" (which is selected and highlighted in blue), "One-on-One", and "Group". For "TODAY" (December 17, 2020), the availability is "9:15 AM - 4:30 PM Hanceville" with a "Select a time" button. For "FRIDAY" (December 18, 2020), the availability is "8:00 AM - 2:00 PM Hanceville" with a "Select a time" button. For "SATURDAY" (December 19, 2020), a message states "William Hasenbein isn't available on December 19, 2020." For "SUNDAY" (December 20, 2020), a message states "William Hasenbein isn't available on December 20, 2020." Two orange arrows point to the "In-person" tab and the "Select a time" button on the Friday row.

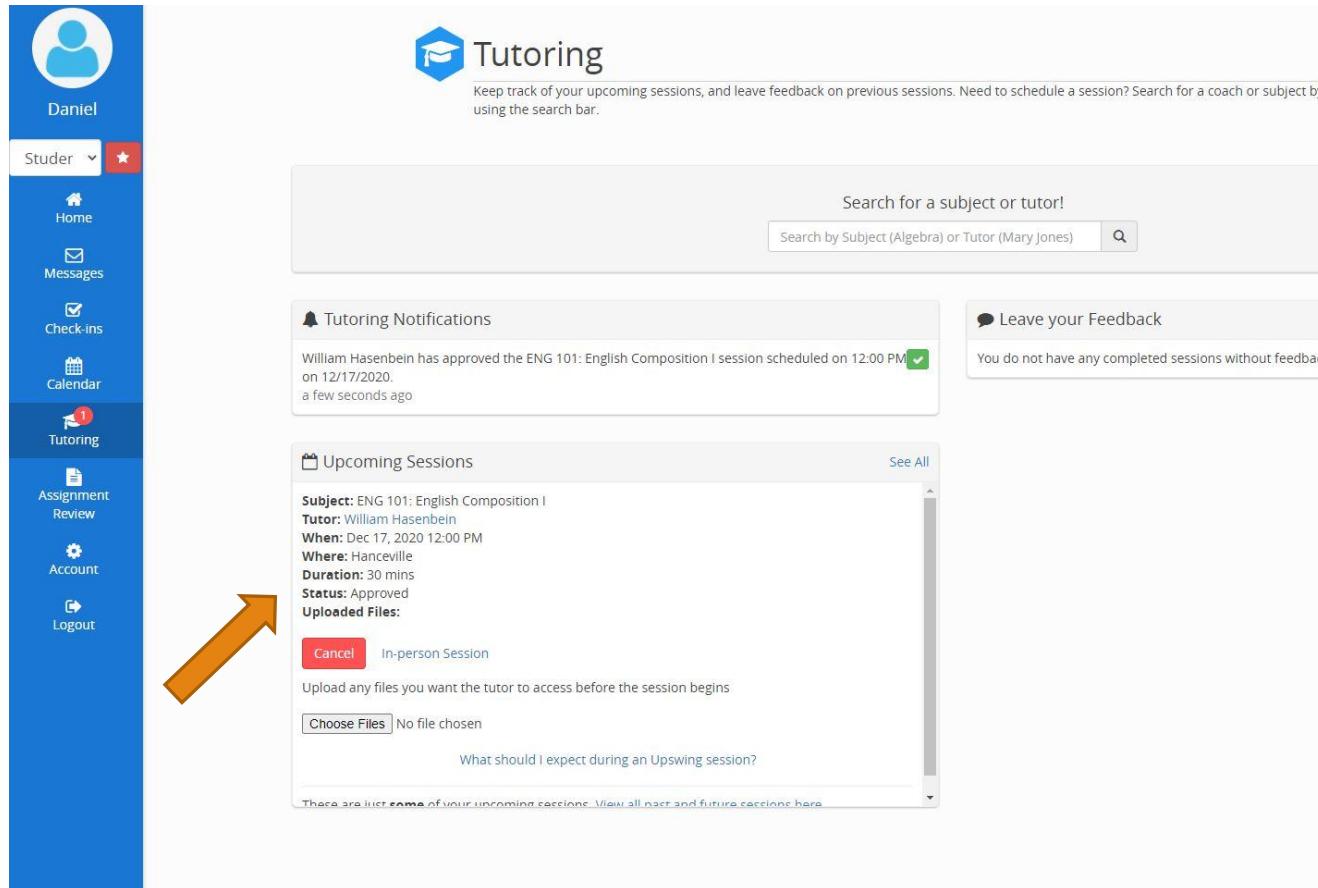
Next, select the In-person option and then choose the “Select a time” option on the day that you would like to meet

How to Make an In-Person Appointment



Finally, choose the exact time you would like the appointment to occur and the duration of the appointment. Then, select the “Schedule” option.

How to Make an In-Person Appointment



The screenshot shows the Studer platform interface. The left sidebar is blue and includes icons for Home, Messages, Check-ins, Calendar, Tutoring (which is highlighted with a red notification badge), Assignment Review, and Account. The main content area has a white background. At the top, there's a 'Tutoring' section with a graduation cap icon, a search bar, and a message about notifications. Below this is a 'Tutoring Notifications' box showing a recent approval. The main focus is the 'Upcoming Sessions' section, which displays a new appointment for 'ENG 101: English Composition I' on 'Dec 17, 2020 12:00 PM'. The appointment details include the subject, tutor, when, where, duration, status (Approved), and uploaded files. A red 'In-person Session' button is visible. At the bottom of this section, there's a file upload field and a question about expectations for the session.

Your appointment will show up under the “Tutoring” tab. You can check whether the tutor has approved the appointment here.

Once your appointment has been approved, your next step will be to arrive at the tutorial lab about 5 minutes before your scheduled appointment time!

How to Make an Appointment

**You can also give us a call at 256-352-7821
to schedule an appointment.**

Got Questions?

Contact Natalie Freeman for English Tutoring: natalie.freeman@wallacestate.edu

Contact Ian Wisener for Math Tutoring: ian.wisener@wallacestate.edu

Contact Daniel Young for Science Tutoring: daniel.young@wallacestate.edu

