TUTORING LAB

Wallace State Community College

Student Resource Center

Spring Hours and Location

HOURS OF OPERATION

Monday – Thursday: 8:00 AM – 6:00 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, Science, and Freshman Seminar
- Staff: peer tutors, 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
- Open any time the tutoring lab is open

Tutorial Lab - Oneonta Campus

Open

Monday & Wednesday: 12:30 PM – 4:30 PM

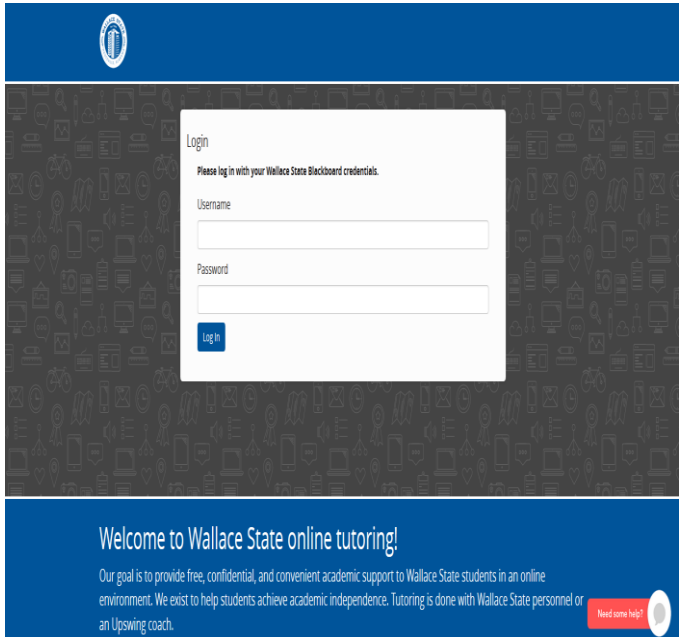
Tuesday & Thursday: 8:00 AM – 4:30 PM

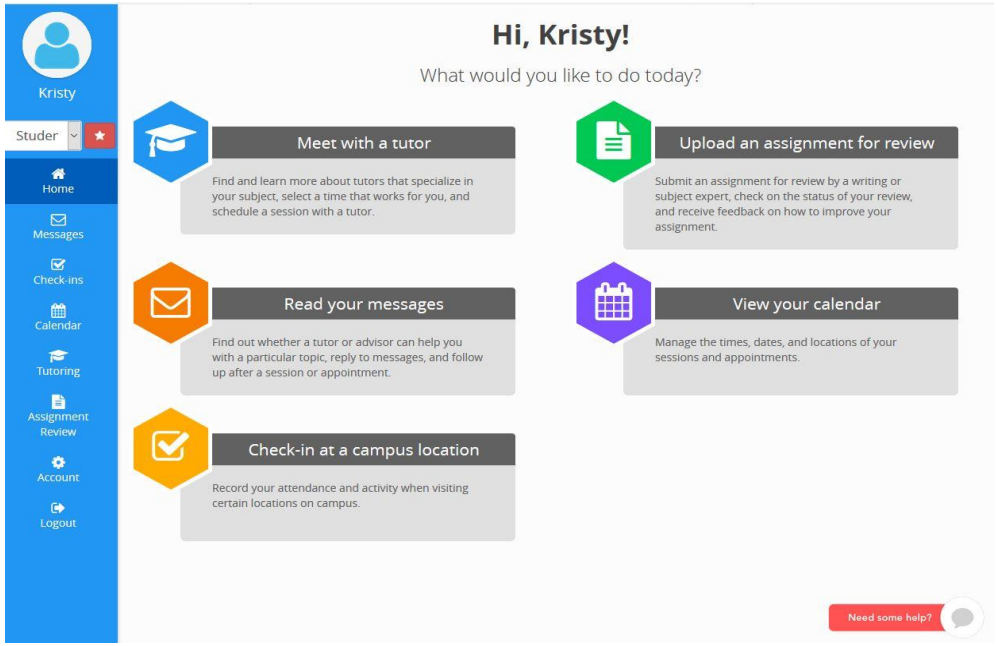
Room #127 in the downtown building

Phone: 205-762-0625

Online Tutoring

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





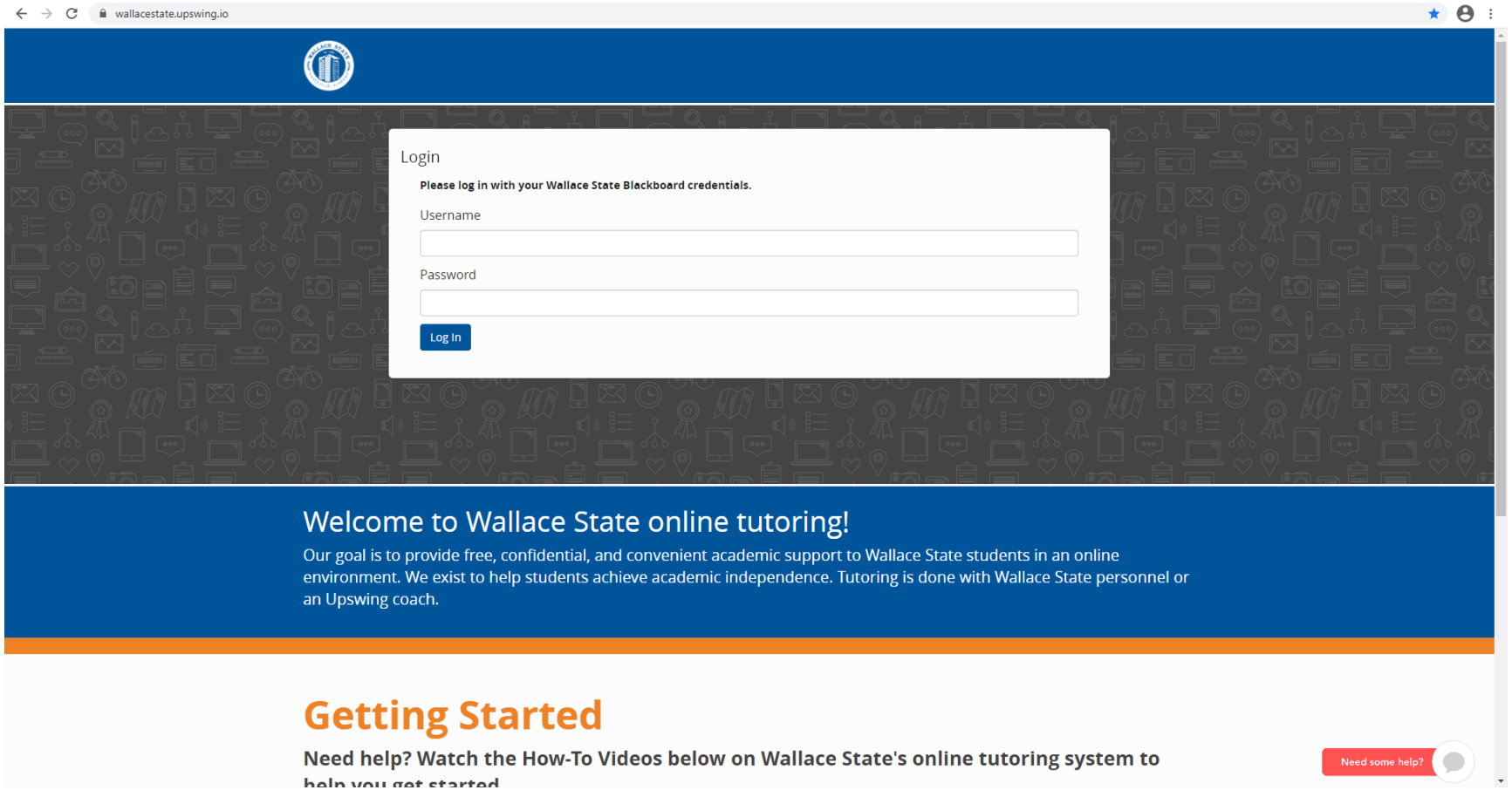
Click these links to log on/get help

https://wallacestate.upswing.io/

Getting Started with Upswing

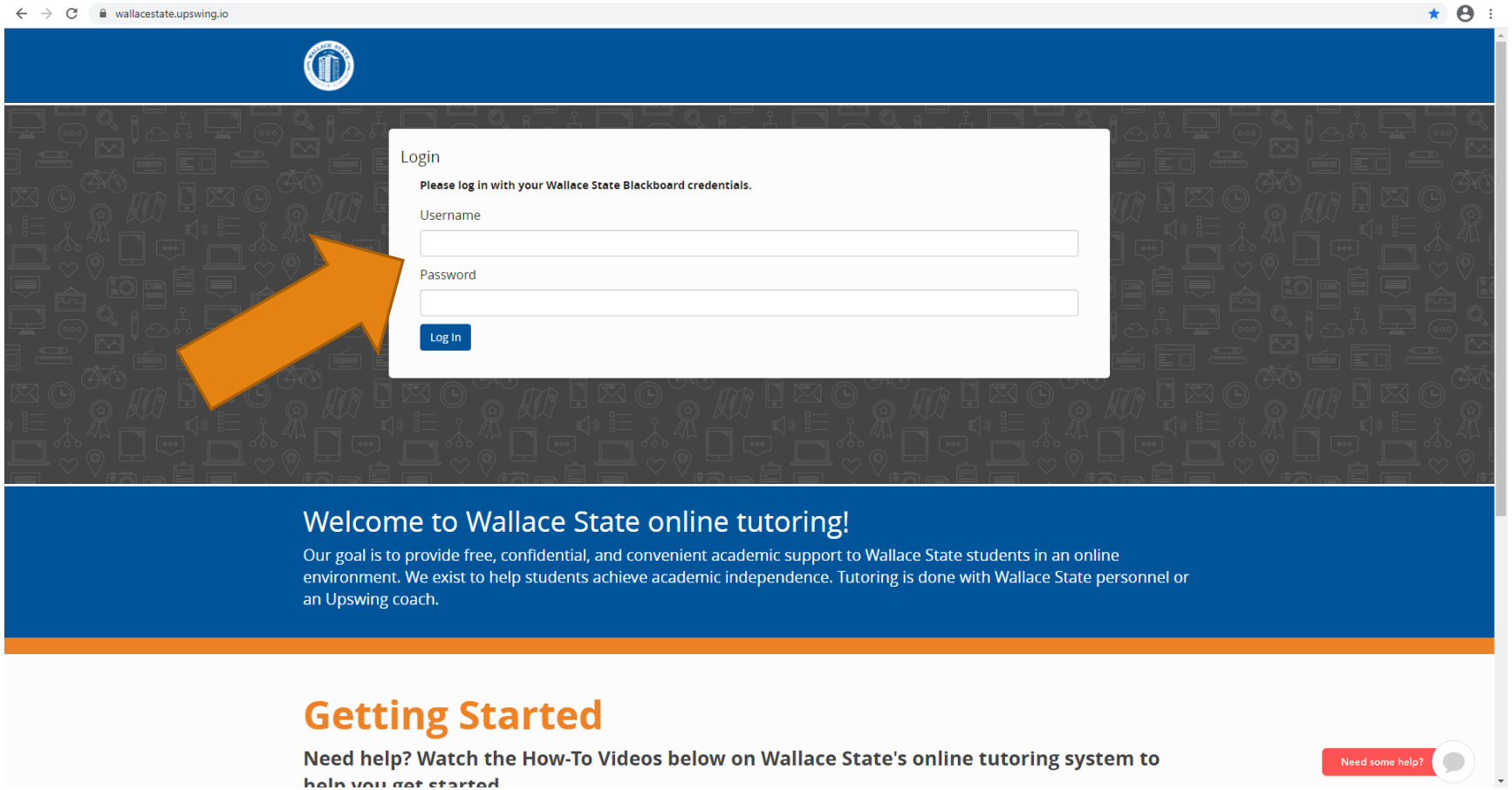
How to Access Upswing

Getting on Upswing



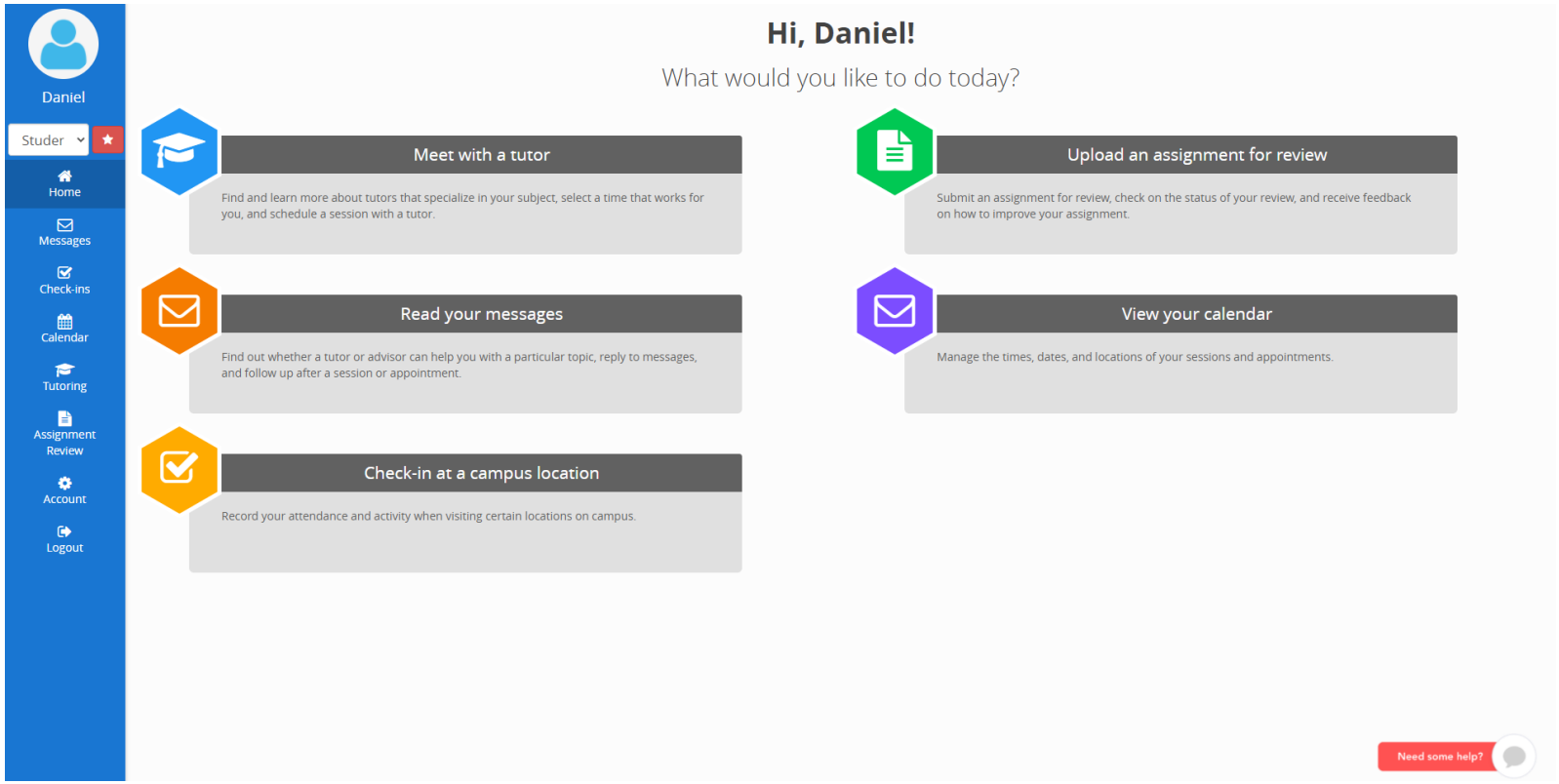
Do a web search for wallacestate.upswing.io

Getting on Upswing



Login using your Blackboard username and password to log in

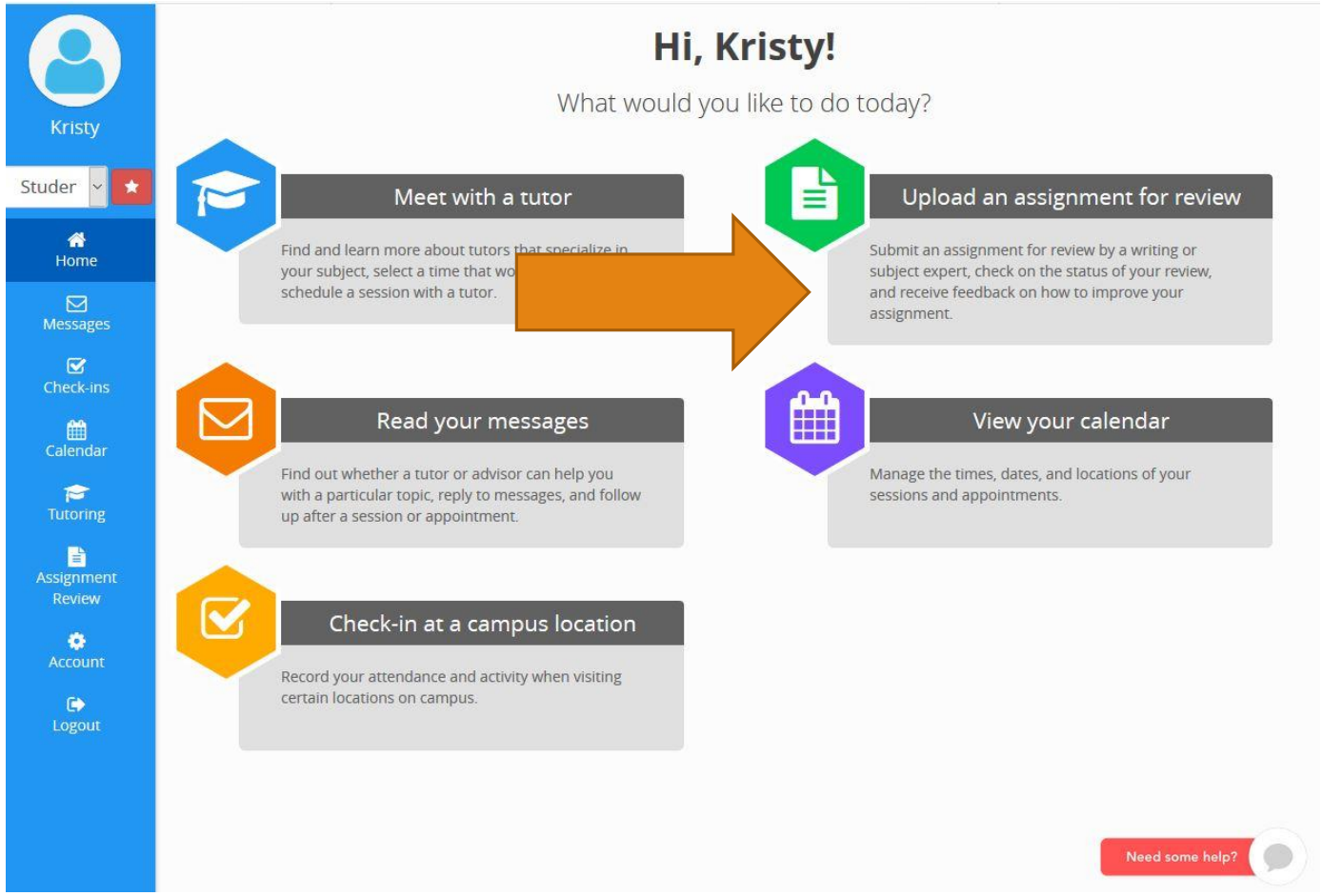
Getting on Upswing



Welcome to Upswing!

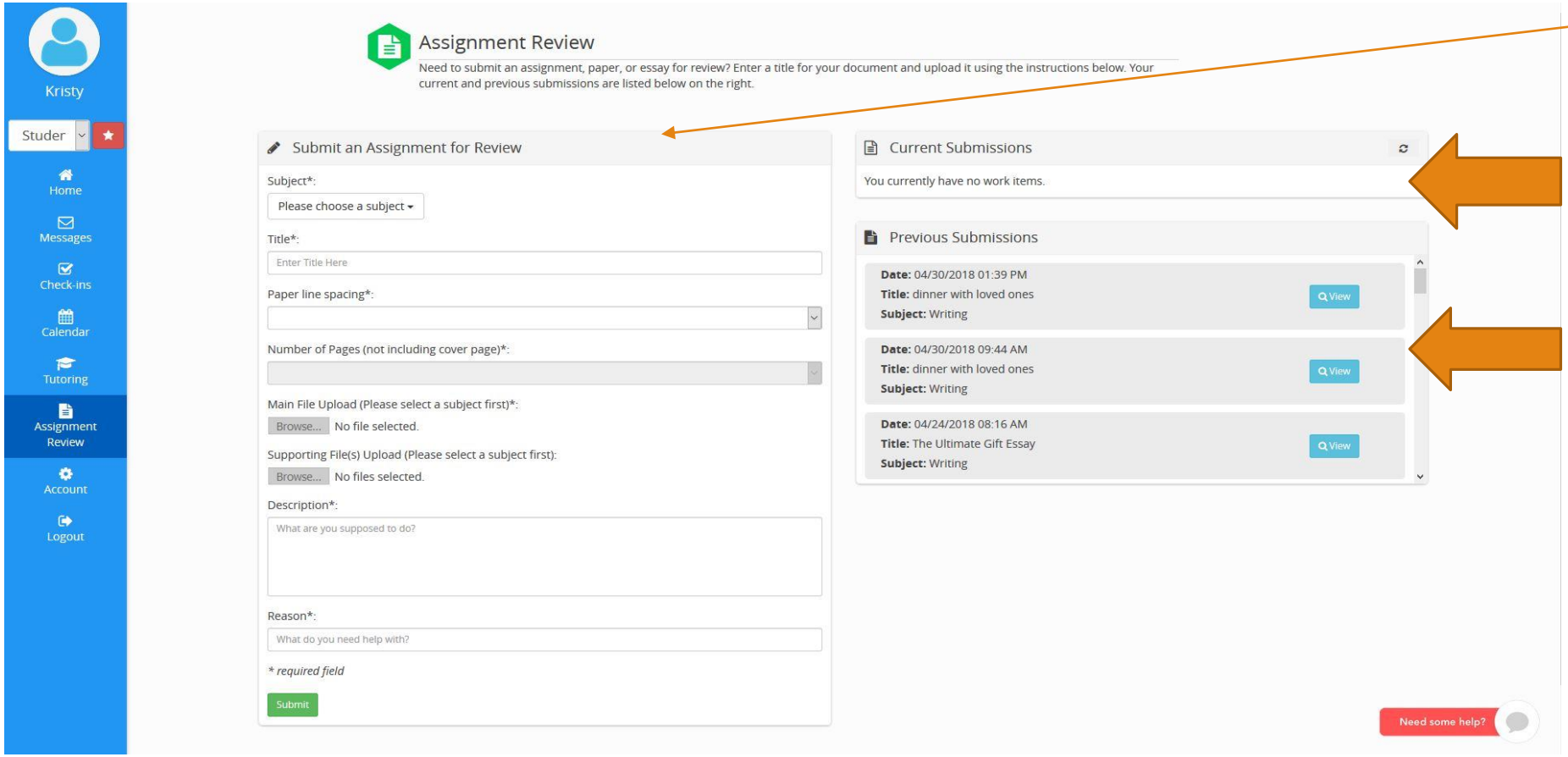
How to get a Paper Reviewed

How to get a Paper Reviewed



On the home page, click **"Upload an assignment for review."**

How to get a Paper Reviewed

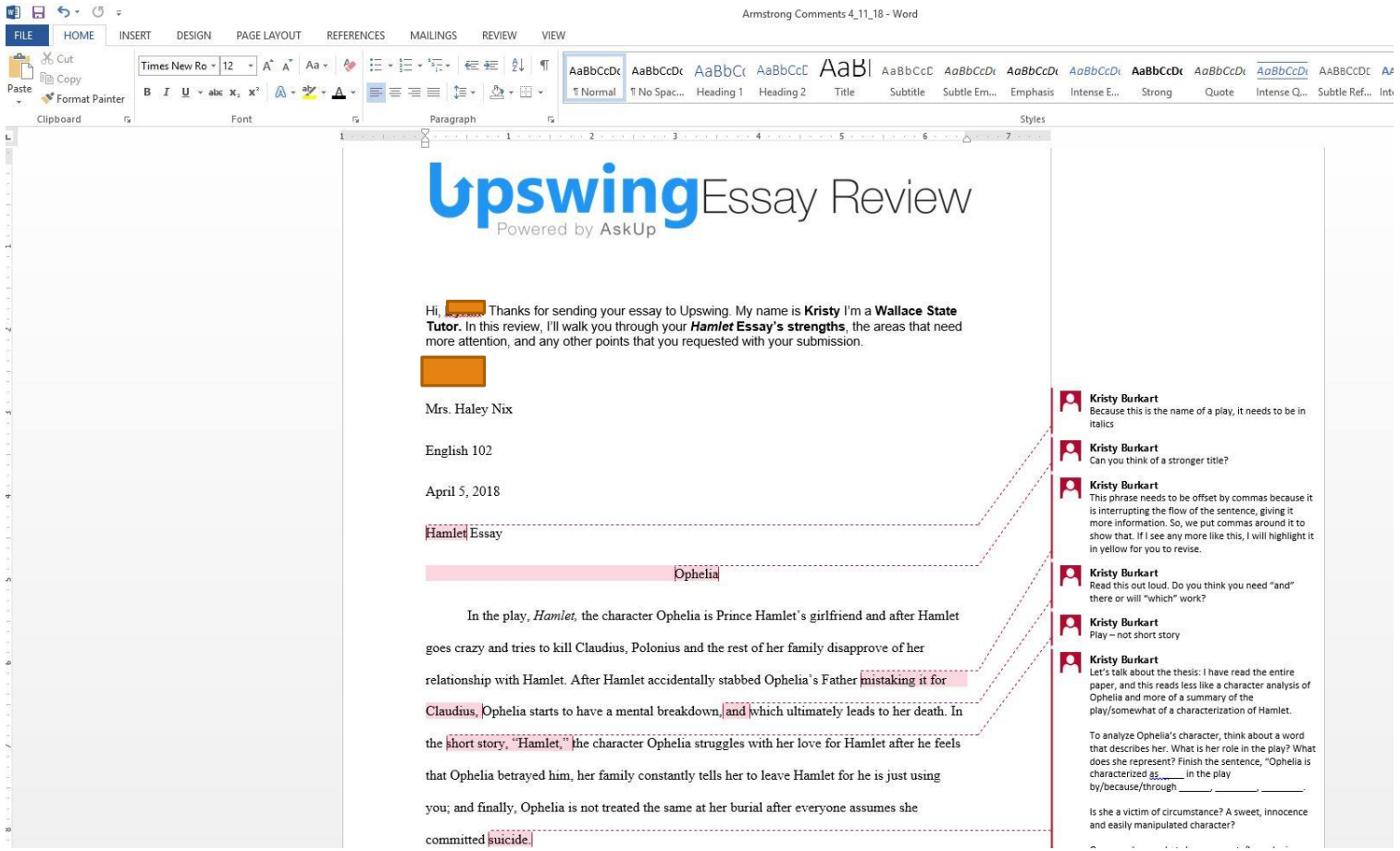


Fill in the appropriate information.

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

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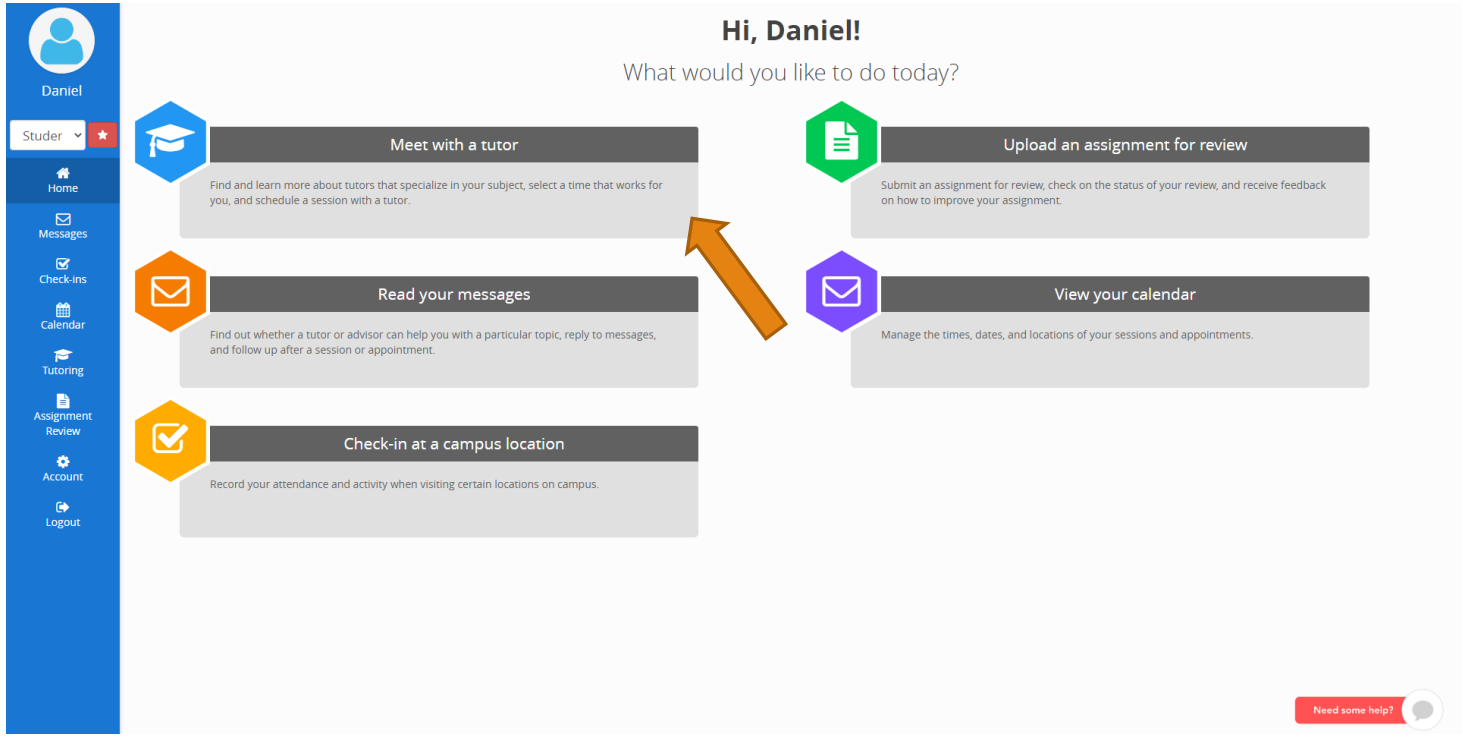

To schedule an appointment to chat with a tutor, click "Meet with a Tutor" on the homepage

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

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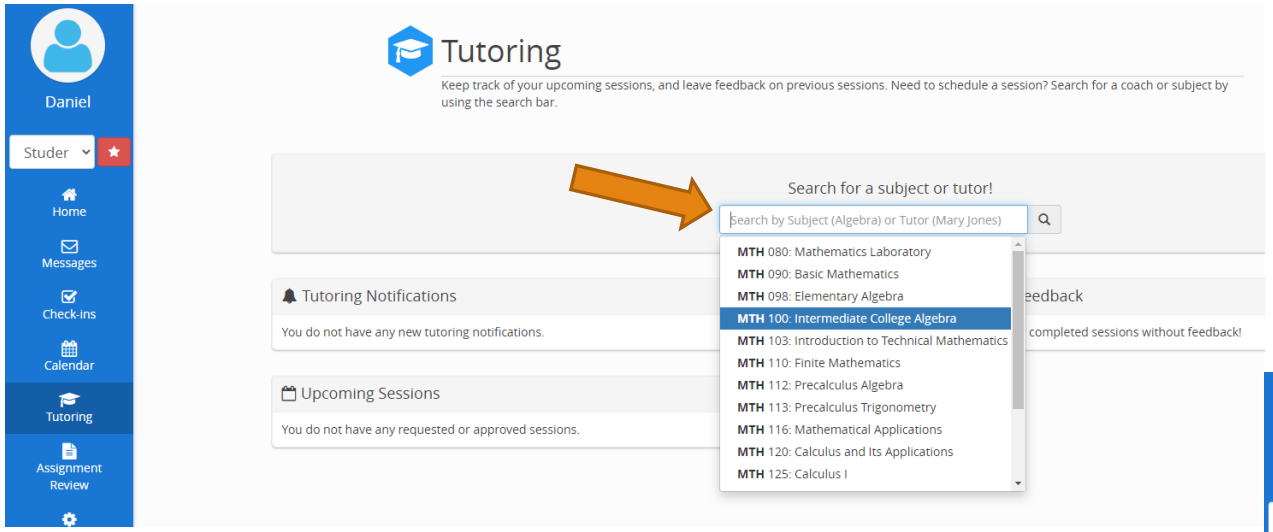
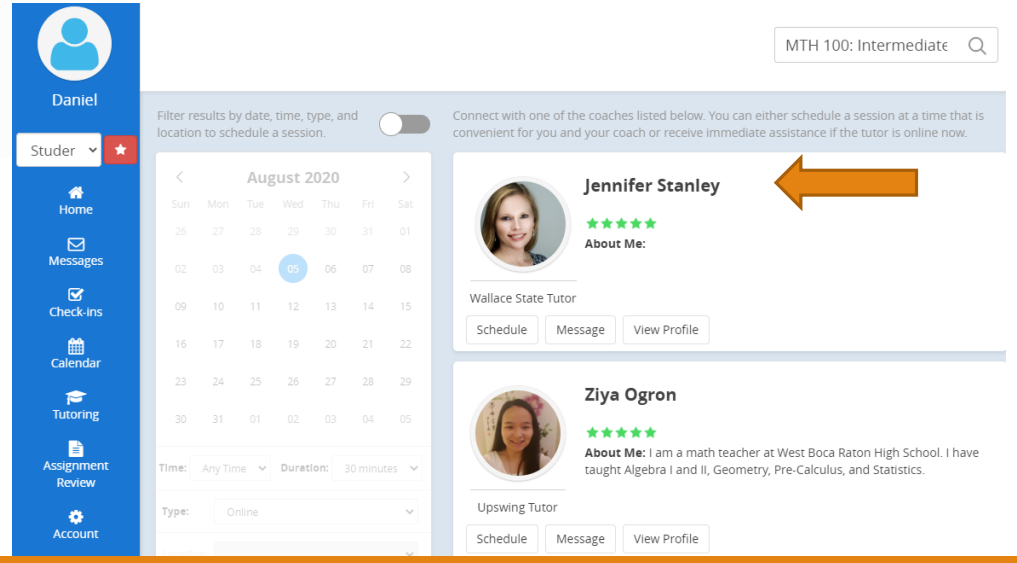


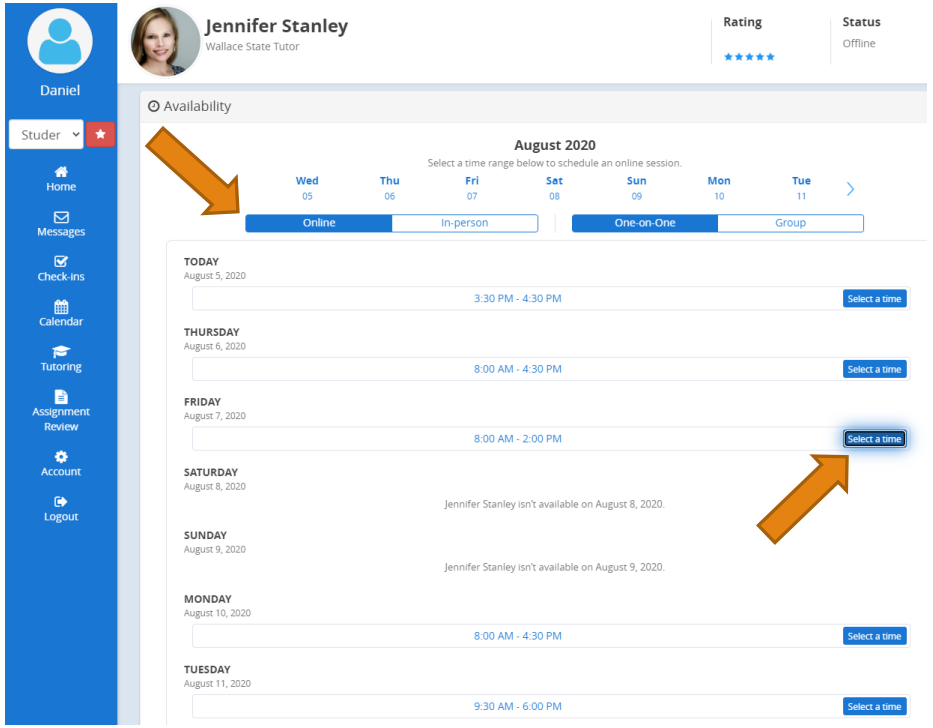
Search for the subject that you are needing help with by using the course abbreviation (e.g. ENG 101)

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

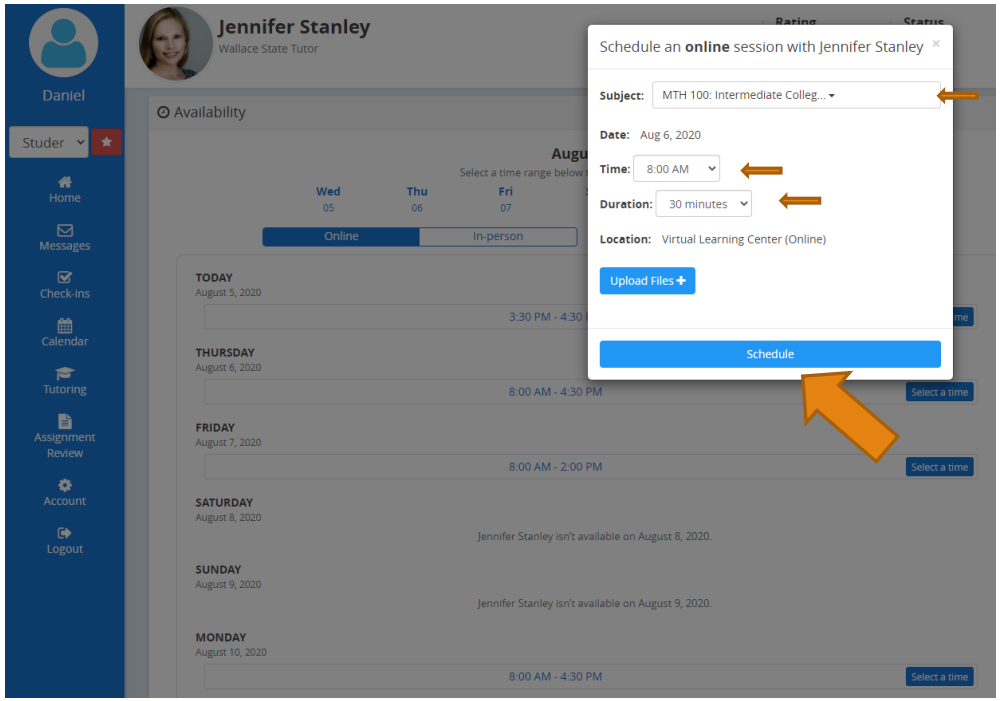


How to Make an Online Appointment

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."



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



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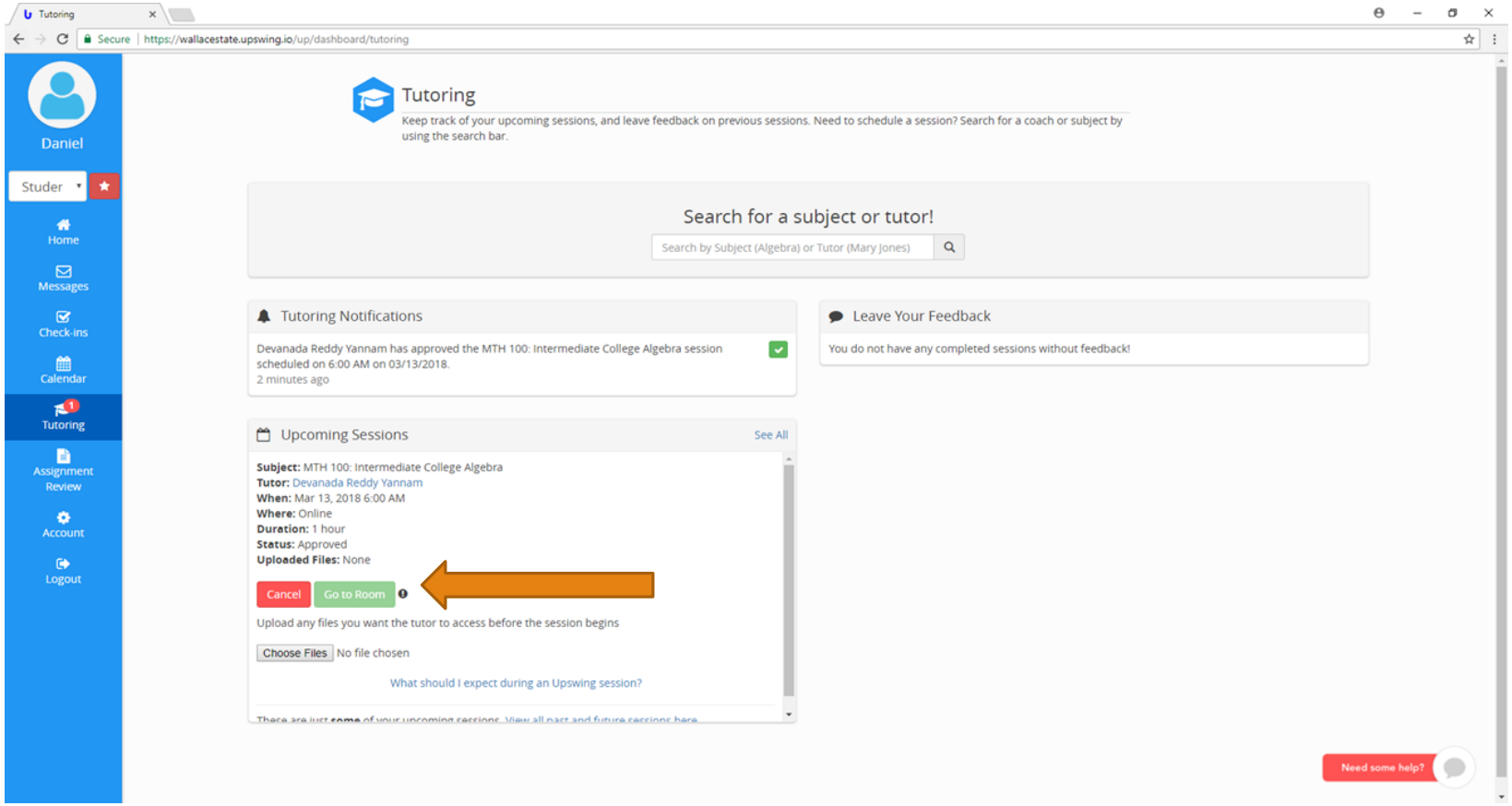

When it is time for your appointment, go back to the "meet with a tutor" section on the homepage.

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

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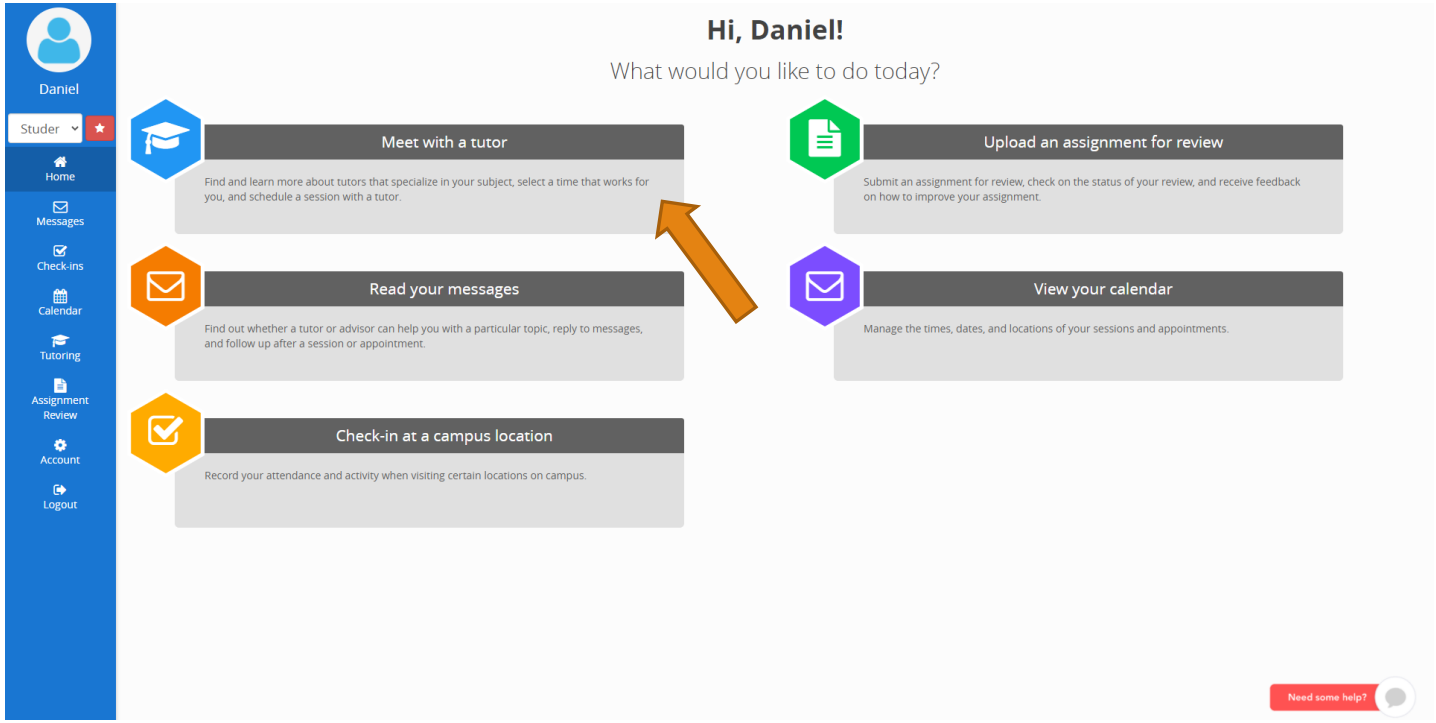
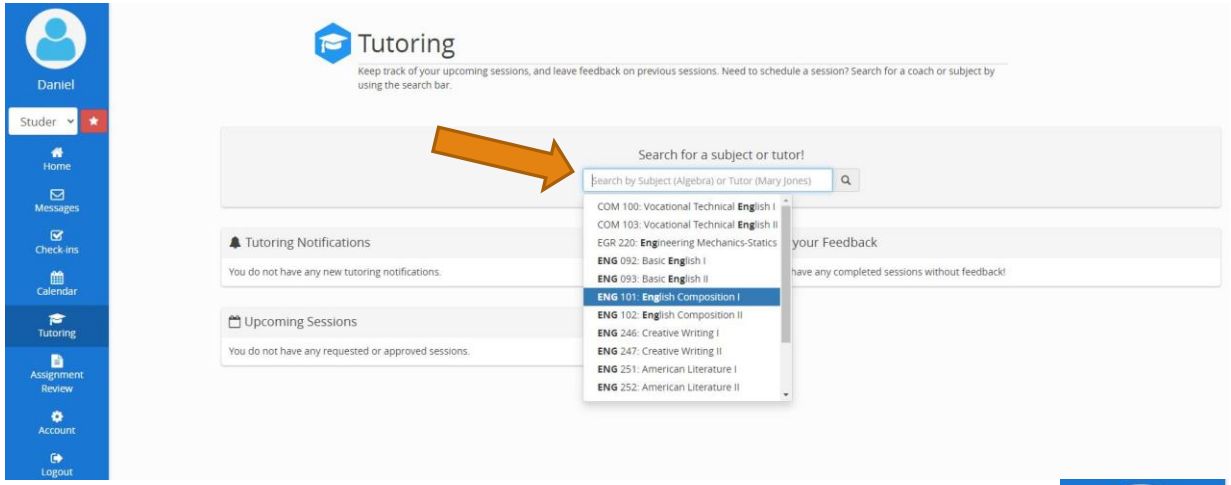


To schedule an in-person appointment with a Wallace State Tutor, click "Meet with a Tutor" on the homepage

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



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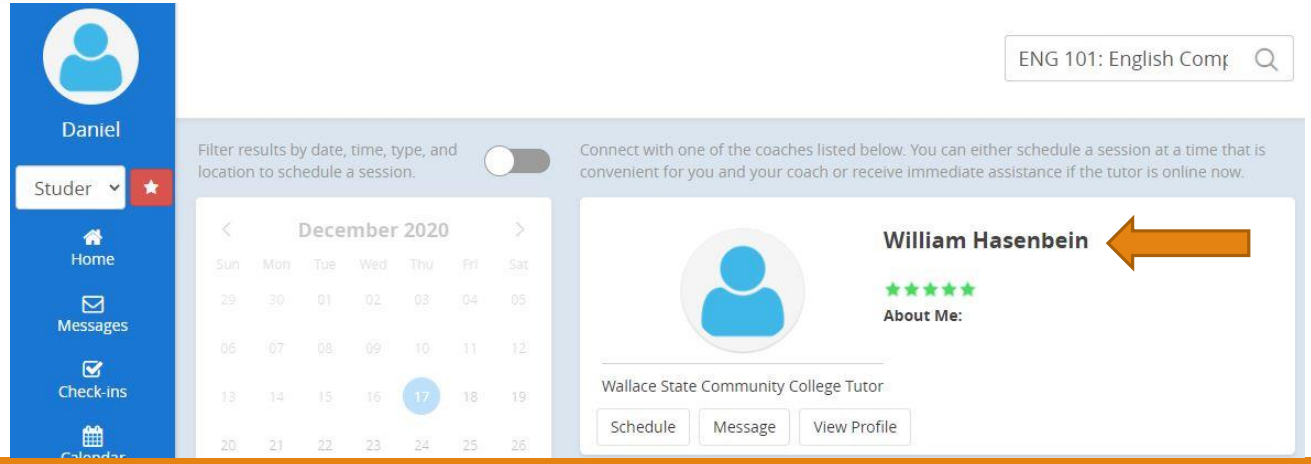
Then, select the Wallace State Tutor that you would like to work with.



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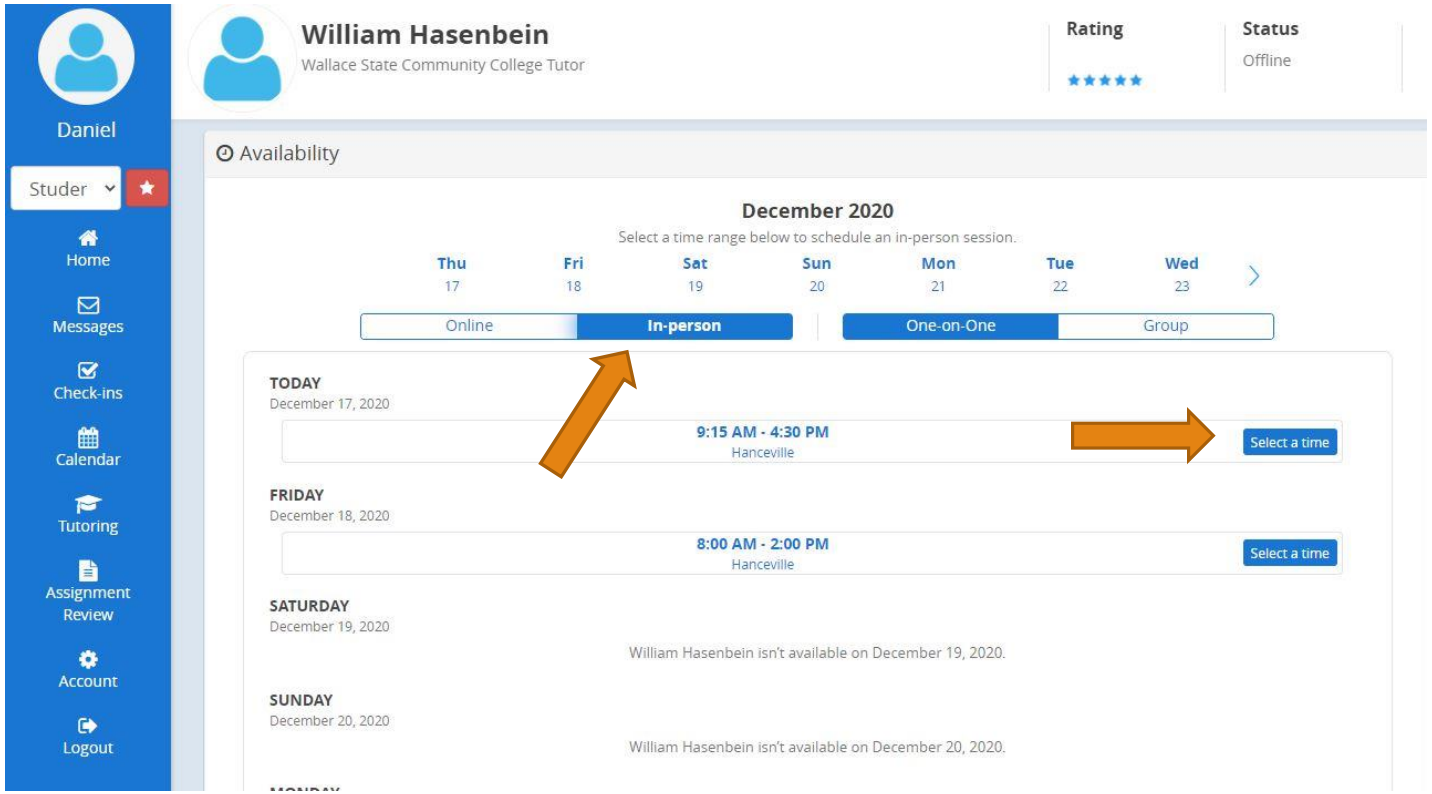

Next, select the In-person option and then choose the "Select a time" option on the day that you would like to meet

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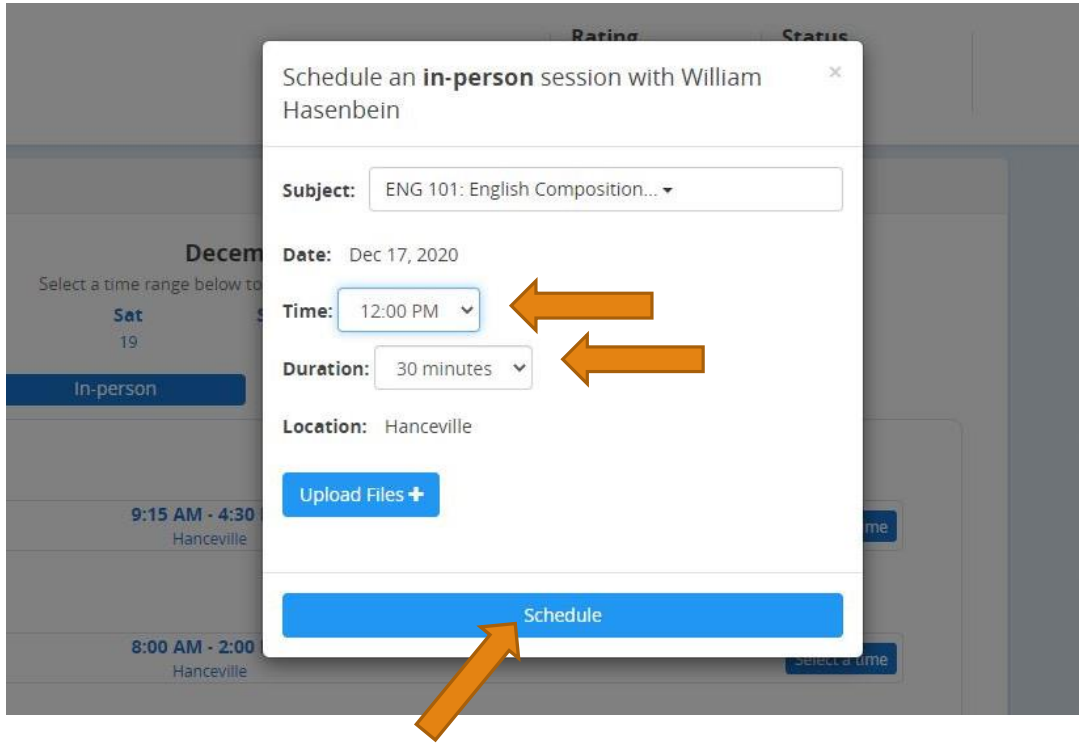

Finally, choose the exact time you would like the appointment to occur and the duration of the appointment. Then, select the "Schedule" option.

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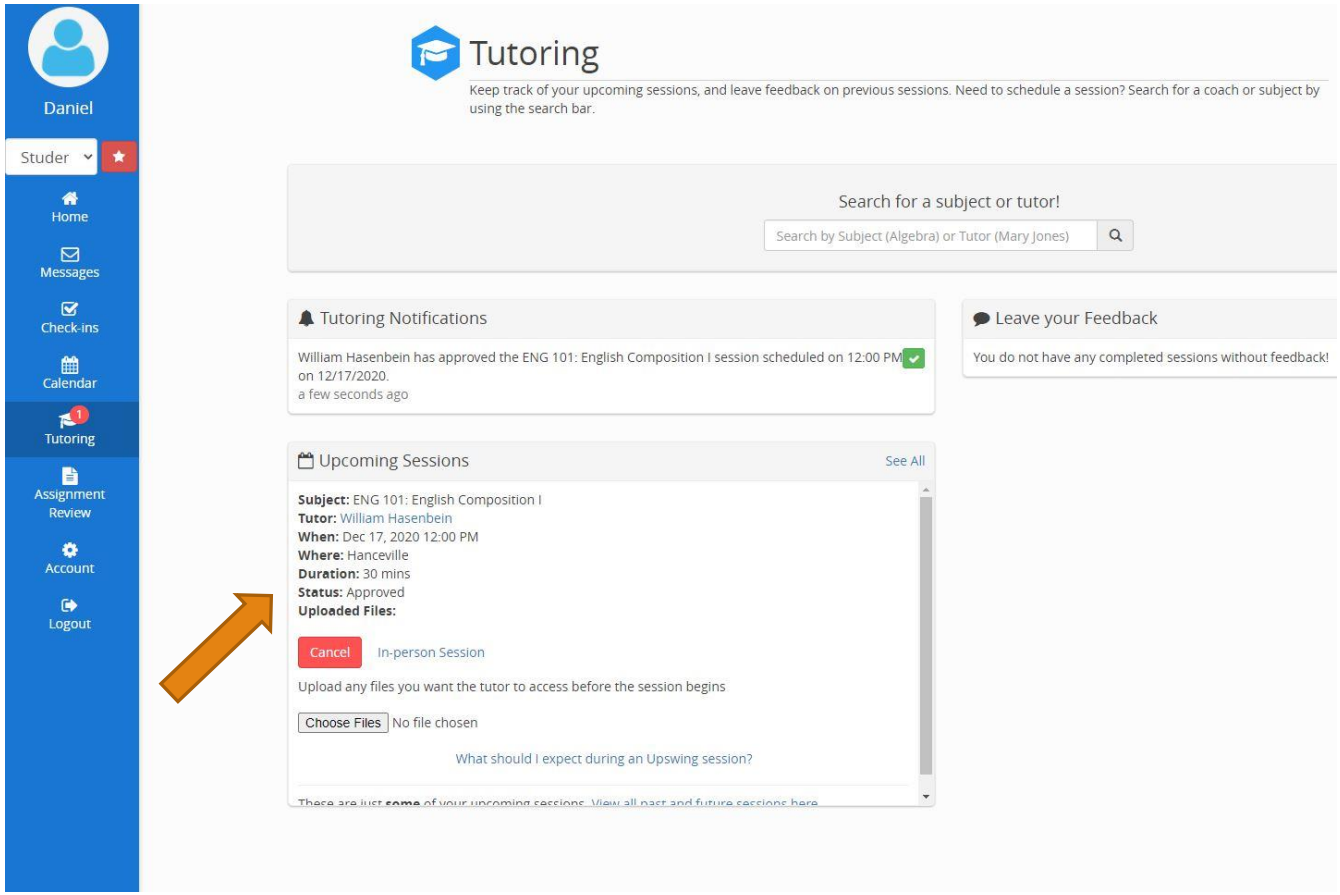

Your appointment will show up under the "Tutoring" tab. You can check whether the tutor has approved the appointment here.

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.

Come See Us Today

We are here for YOU!

Got Questions?

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

Contact William Hasenbein for English Tutoring: william.hasenbein@wallacestate.edu