

J.F. Oberlin • WSC • Online Session Guide

- **WSC (Writing Support Center) online sessions take place via JFO's Virtual Campus on Zoom**
- **This guide will explain the steps:**
Making an appointment → Before the session → After the session



【Reservation】 : Making an appointment is necessary!

- Appointments are made through the J.F. Oberlin website:

https://www.supersaas.jp/schedule/J_F_Oberlin_WSC/WSC_AY2024_English

- ★ Follow these links for more detailed explanations of the following:

Registration System • Making an Appointment • Changing Reservation • Cancellation

★ https://youtu.be/_dMBu9KsPZ4

★ <https://youtu.be/ZFNWUg0rid8>

※ Cancellations or changes can be made up to 15 minutes before the scheduled appointment.

※ If it is within 15 minutes of your scheduled appointment, you cannot make changes yourself. In this case, please email writing@obirin.ac.jp with your requested changes. In the email subject, please include your name and the date.

【Before the Session】 Pre-session Preparation

- Please complete the following steps ① and ② at least **15 minutes before your session.**

① Email your written composition to writing@obirin.ac.jp

• Subject : Please write your name and the date of your appointment

• Attached : File containing your written composition

Documents File must include your name and student ID number

【Example】 A student named Ourin (student number 200G0001) has a reservation for 6/8

Email Subject ⇒ 0608 Ourin

File Name ⇒ 200G0001 Ourin

② Submit the two forms included in your reservation confirmation email

◆ Complete the "Today's Session" Survey: Describe the subject / theme / goals of your session
<https://forms.gle/NAg8DT55ZxLp4Poc8>

◆ If this is your first time joining an online session, please also answer the "Welcome to the Writing Support Center" survey:

<https://forms.gle/8H1aoMCbJnJnKZjU9>

● Please complete the following steps ③ and ④ at least **5 minutes before your session.**

③ Enter 「DG419」 **Virtual room** on the e-Learning website.

Before your appointment, you will enter the Virtual room where your session will take place. Find the link to 「DG419」 in the GAKUJI-kan of Machida campus.

④ Confirm your microphone and camera connection.

※ If you are more than 10 minutes late to your scheduled appointment, the session will be cancelled and you will not be able to join. If necessary, please reschedule for another time.

※ If your tutor has not joined the classroom by 5 minutes past your scheduled session, please contact the WSC office by email: writing@obirin.ac.jp

【After the Session】

① Please answer the "Evaluation of Today's Session" survey:

https://docs.google.com/forms/d/e/1FAIpQLSeH4RBmKro7yMpwEYhg9AKr30gl---dai337OWP9kZQVEGLyQ/viewform?usp=sf_link

② Please exit the classroom by clicking the "exit" button on Zoom.