

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!

- Using your **Obirin email**, make your appointment here:

<https://calendar.app.google/owC3j4K5EDB9i5Hy8>

【Before the Session】 Pre-session Preparation

- Please complete Step ① **15 minutes before your session.**

① Email your written composition to wsc_e@s.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 [Join the session]: Enter the Zoom room through the Virtual Campus.

<https://elearning.obirin.ac.jp/mod/book/view.php?id=246799>

③ 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: wsc_e@s.obirin.ac.jp

【After the Session】

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

<https://docs.google.com/forms/d/1GZG3JQCWhGVMbuVQ7hvhYKeDmfXIS6wY8S3n-V4iIU/edit>