



Instructions for Online Tutoring

Accessing the Moodle Course University Tutorial Center Online

Part 1—To Enroll

01. Go to the University Tutorial Center website at <http://www.calstatela.edu/tutorialcenter>.
02. Click on “Tutoring” in the left-hand menu.
03. Click on “Online Tutoring.”
04. Where you see “First Time Enrollment,” click on “Student Information Survey.” [Note: Please complete this form again even if you have already done so.]
05. Complete the Survey and click on “Submit.”
06. You will immediately receive an email with an enrollment key that will allow you to self-enroll in the Moodle course “University Tutorial Center Online.”

Part 2—To Access

01. Go to MyCalStateLA portal and sign in.
02. Click on the purple Moodle 2015-2016 (Version 2.8) icon on the left-hand side of the page.
03. You will be at your Moodle Home page.
04. Any Moodle courses you are currently enrolled in will be listed.
05. Scroll down to the bottom of the page and in the “Search courses” box, type in “university tutorial center online” and click on “Go.”
06. When you locate “University Tutorial Center Online” course, self-enroll in the course by typing in the enrollment key sent to you in the email and click on “Enroll.”
07. You are now enrolled in the Moodle course “University Tutorial Center Online.”
08. Click on “NetTutor” (to work with a tutor in the evening and on weekends when the University Tutorial Center is closed—see the posted schedule for subjects, days, and times). Note: The “WorldWideWhiteboard” (to work with a Center’s tutor during the hours the Center is open is currently not available.