

Services

The Center offers a variety of services and resources to enhance your educational experience.
Here is a list of a few:

- Continuous satellite broadcasting of international programming. A list of stations and languages are available at the reception desk.
- A global theater equipped with video conferencing and digital and analog output for video and DVD viewing.
- A lounge area for study and relaxation.
- Individual bistro-style rooms for tutor help.
- 15 PC stations on LAN, with Internet access.
- Online audio practice for French, Spanish, and Italian via the CLIC Multi-lingual Jukebox.
- Extensive interactive, instructional language software,
- A modest video and DVD collection.
- A lending library of analog audiocassettes to accompany textbooks (also available in streaming audio through the online Multilingual Jukebox).
- A library of bilingual dictionaries and language textbooks.
- Online Tutor Scheduling.

Websites

<http://www.bentley.edu/clic/>

The Online Tutor Scheduler

All students enrolled in a Modern Language course at Bentley College must complete a number of conversations with a peer tutor in the Center as part of their course requirement. To facilitate the appointment process, CLIC has designed an online tutor appointment scheduler. The information and step-by-step guide below will help you learn how to navigate the site. You should also attend one of several orientations offered in September by the CLIC staff. See the sign-up sheets on the entrance of the Center.


Where to find the Online Tutor Scheduler

You can access the online scheduler two different ways. Please use Internet Explorer (IE) as your browser. You can go through the www.bentley.edu site: Look underneath **Academic Resources**. Select Center for Languages and International Collaboration. Then select **Tutoring Appointments**. You can also bookmark: <http://bentley.mywconline.com/> and select **Tutor appointments**.

Registering as an ML student for the first time.

[Please note that all continuing ML students must re-register for this semester.
In addition, if you are enrolled in two different language classes for the current semester, you will have to complete the registration twice, creating two different accounts for the two different language courses.]


(Welcome page to Online scheduler-page 1)



Bentley College Modern Language Lab

<p>First visit? Click here to register. Returning? Log in below.</p> <p>Email Address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Choose a schedule: Spring 2012 ▼</p> <p>Check box to stay logged in: <input type="checkbox"/> ?</p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p>Having trouble logging in? Click here to reset your password.</p> <p>Using screen reader software? Click here for the text-only scheduler.</p>	<h3>Announcements</h3> <p>Welcome to WCONLINE 5! To get started, register for an account by clicking the link to the left.</p>
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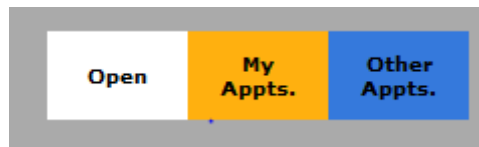
If this is your first entry to the site, you need to register so “click here to register”. The following message will appear.



Register

Email Address:	<input type="text"/>	REQUIRED
First Name:	<input type="text"/>	REQUIRED
Last Name:	<input type="text"/>	REQUIRED
Telephone #:	<input type="text"/>	REQUIRED
Standing:	-- please select -- ▼	REQUIRED
The language you are learning:	-- please select -- ▼	REQUIRED
ML Course you are taking:	-- please select -- ▼	REQUIRED
Student ID #:	<input type="text"/>	REQUIRED
Password:	<input type="password"/>	REQUIRED
Re-Enter Password:	<input type="password"/>	REQUIRED

The calendar is divided into many squares in different colors. The meaning of each color is described on the page:



To book a session, simply click on any white square that matches the time when both you and the tutor are available. You will see the following page:

Italian - Yoko Boschetti Sacco

Appt. Limits: Appointments must be 20 minutes in length.

Time: February 02, 2012
11:20am to 11:40am

Name: John Smith

What do you want to work on?: -- please select -- **REQUIRED**

[Save Appointment](#) [Close Window](#)

From the drop down menu select what you want to work on during your visit. **Make sure you select the right tutor session number.** And click "Save Appointment". You will receive a confirmation slip and an email will be sent to your registered email address.

Success!

Your appointment was successfully added for the following date: February 02, 2012.
You will receive an email shortly confirming this.

If you would like to **attach a file** to this appointment, [click here](#).

[Close Window](#)

Now the white square becomes an orange one, which means your reservation has been made.

The screenshot shows the Bentley WCONLINE interface. At the top, there is a logo for Bentley and the URL www.bentley.edu. Below the logo, there are navigation links: Log Out, Control Panel, and a folder icon. A message reads: "Click a white box to make an appointment. Click on an existing appointment to modify or cancel. Click the folder symbol above to attach a file to your appointment." The current schedule is set to Spring 2012, with a limit to show all appointments from 02/02/2012 to 02/08/2012. There are buttons for Open, My Appts., and Other Appts. Below this, there is a link to sign up for a waiting list. The main part of the page is a calendar grid for Thursday, 02/02. The grid shows time slots from 10:00am to 8:00pm. A reservation is made for the Italian - Yoko Boschetti Sacco class at 11:00am, indicated by an orange square. A black circle highlights this orange square.

The other way to view your appointments is to go to control panel from the upper left corner:

This screenshot is similar to the previous one, but the "Control Panel" link in the upper left corner is circled in black. The rest of the interface, including the calendar grid and reservation, is the same as in the previous screenshot.

And your reservation will appear under “My Appointments”.

The screenshot shows the Bentley WCONLINE Control Panel. At the top, there is a logo for Bentley and the URL www.bentley.edu. Below the logo, there are navigation links: Log Out, View Schedule, and Control Panel. The main content area is divided into two columns. The left column contains a "Welcome John!" message with links to "Update My Profile & Password" and "Manage My Email Preferences". Below these links is a link to "My Appointments" which is circled in black. The right column contains an "Announcements" section with a message: "Welcome to WCONLINE 5! To get started, register for an account by clicking the link to the left."

Canceling an Appointment

Keep in mind that you can only cancel your appointment until midnight of the day preceding your appointment. For example, if you want to cancel a scheduled appointment on Monday, November 18, you must cancel your appointment by 11:59 p.m. on Sunday, November 17. Anytime, after this deadline, you will need to call the Center (ext. 2019) to have a tutor cancel the appointment. A tutor will not cancel the appointment online for you prior to the deadline.

To CANCEL an appointment online, go to the Schedule click on your appointment which is in the orange square and click on “Cancel this Appointment”.

The screenshot shows a web interface for managing an appointment. At the top, a blue header displays the title "Italian - Yoko Boschetti Sacco". Below this, a section labeled "Appt. Limits:" states "Appointments must be 20 minutes in length." The "Time:" section shows the date "February 02, 2012" and a time range from "11:20am" to "11:40am". The "Name:" field contains "John Smith". A dropdown menu for "What do you want to work on?:" is set to "Tutor sheet 1" with a red "REQUIRED" label. At the bottom, three buttons are visible: "Save Changes", "Cancel this Appointment" (circled in black), and "Close Window".

Once you clicked on “Cancel the Appointment” you will receive a confirmation slip. An email will also be sent to your registered email address as well.

The screenshot shows a confirmation message on a blue background. The text reads "Success!" in large white letters. Below it, in a white box, it says "Your appointment was successfully deleted. You will receive an email shortly confirming this." At the bottom, there is a single button labeled "Close Window".

Changing your password

To change your password, go to “control panel” and click on “Update my profile & password”, and do so according to the instruction on the screen.

The screenshot shows a user's "Control Panel" with a grey header. On the left, there are "Log Out" and "View Schedule" buttons. The main content area is divided into two columns. The left column contains a "Welcome John!" message, a list of links including "Update My Profile & Password" (circled in black) and "Manage My Email Preferences", and a "My Appointments" section. The right column contains an "Announcements" section with a welcome message and a link to register for an account.

If you have difficulty navigating through the website, please visit the Center during their regular hours of operation. If you find bugs or problems in the program, please contact the director at ext. 2017.