

Warc



Handbook

# Looking Up Sessions

Log In

Go to [warc.auca.kg/login](http://warc.auca.kg/login) and log in with your credentials

Preview

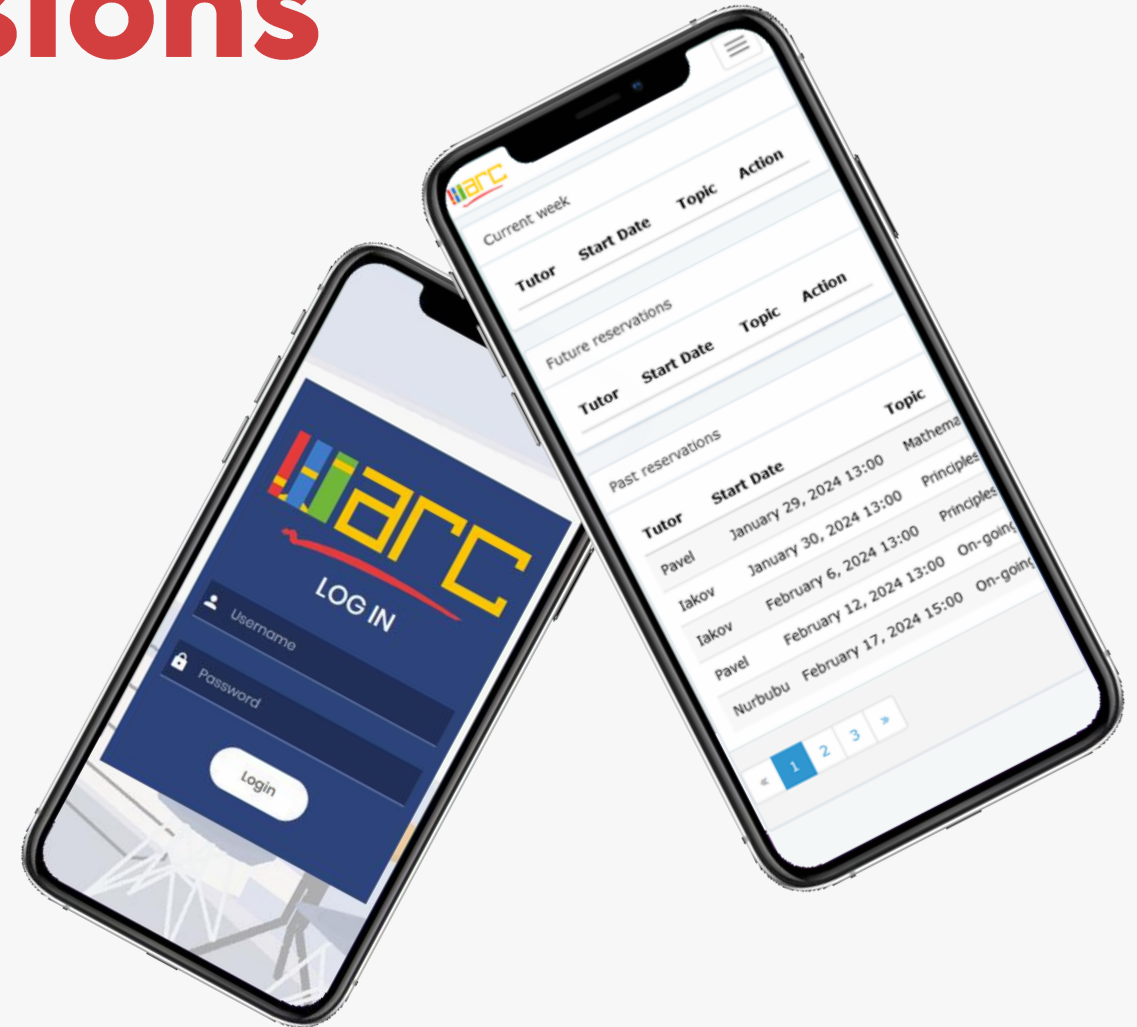
Select **Subjects** to quickly preview which of your sessions are booked

Examine

Go to the “Tutoring schedule” tab for expanded information

Warc

Contact tutees, check in, and mark absences



10:00

Mon-Sat

16:00

In-person [#228]

18:00 Mon-Fri 21:00

Online [Google Meet]

# Checking In

Checking In

If you missed the check-in

You must check in for every session, even if it is not booked.  
You can check in 15 minutes before and after the session starts



via RIFD reader  
beside the Check-In Computer

Check In

on the Website  
via the Check In button

At :05, You and the WARC Staff will receive a **Reminder to Check In** via gmail  
If you have not checked in by :15, you will receive **Missed Check-in** email and should write an email explaining why you didn't check in:

To [warc@auca.kg](mailto:warc@auca.kg)

To [md12366@auca.kg](mailto:md12366@auca.kg)  
Cc [warc@auca.kg](mailto:warc@auca.kg)

*\*And Cc your tutee if a session was conducted*

10:00

Mon-Sat

16:00

In-person [#228]

18:00 Mon-Fri 21:00

Online [Google Meet]

# Online Sessions

Online [Google Meet]

18:00 Mon-Fri 21:00

## Arrange

Use Google Meet [[tutorial](#)] (or Zoom) to set up a meeting

Before the session, send your tutee an invite using [this template](#) as-is or replicate it in your own words.

For more information on online sessions, watch our [video guide](#).



## Techlist



Send meeting link



Use a computer with a stable internet connection, audio and (optional) video

Prepare materials and start the meeting

If you received no notice from the tutee until :45, mark them as

Absent

in the system

## Walk-in Policy

Any student can sign up for an open session [at 14:00] at any point until it ends [14:59].

Moreover, students are allowed to come in and receive tutoring if a tutor is available at that time without a reservation.

For this reason, you must be present in 228 (or at the computer during online hours) for the full duration of the session, even if you don't have a booking, and check in for every session.

Please monitor your email for potential last-minute booking alerts until :45

## Post-session

Tutor

Complete a *Tutor Report form* for every\* session held

Writing Languages Accounting Economics Math Programming SPSS Report Form

Tutee

Ask your tutee to fill out a Tutee Report Form by providing or pointing to the QR code

# Student Absences

## Excuses

If the tutee informed you of their absence, but did not **cancel** their session, they are still considered **absent** and should be marked as such.

In response to the tutee's email, please explain to them that all cancellations must go through the system, and therefore must happen at least 12 hours in advance, with [this template](#).

## Blacklist

When a student **misses two sessions**, they are **blacklisted**—that means, *they can't make reservations and all their future sessions are cancelled*.

If a student complains to you about being on the **blacklist**, do not try to explain—politely refer them to the WARC Management Team, who will deal with the student directly



Our Instagram



**Your assignment. Our help.**