

Creating a Virtual Appointment with the Writing Center

Starting March 23, the Writing Center will facilitate two types of virtual writing appointments: online-appointments and e-tutoring appointments.

What's the difference?

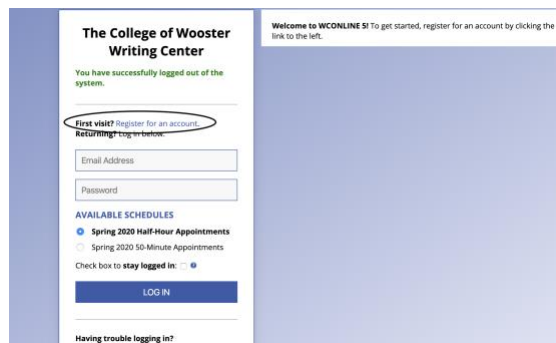
For an **Online Appointment**, you will have a video and/or chat virtual meeting with a writing consultant. The appointment itself will work much the same way as if you were working in the Writing Center. You will simply log into wooster.mywconline.com just before your appointment time and start a video chat or text with your consultant. You will be both be able to see any documents you want to discuss. You do not need any additional software for this option.

For an **E-tutoring Appointment**, you will upload your draft and a list of questions to wooster.mywconline.com prior to your appointment time. During your scheduled appointment time, a consultant will read your draft and write a response to you outlining answers to your questions and any comments they have on the draft or suggestions for revision. *Note that the consultant will only spend the scheduled appointment time on your draft and may not be able to read the entire draft if they run out of time. Also note that the consultant will not make any edits or changes to your draft.*

How to make a virtual appointment?

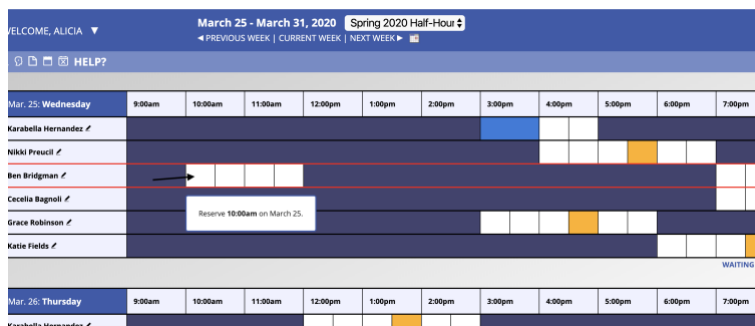
Step 1: Log in to MyWConline

On your laptop, go to wooster.mywconline.com and log in with your Wooster email and your WConline password if you already have an account with us. If you do not have an account, you will need to create one.



Step 2: Create an Appointment

To make an appointment, click on an open (white) slot on the schedule.



Then, in the appointment screen, fill out the required information about your draft and assignment, and indicate the type of appointment you would like: online or e-tutoring.

Create New Appointment

Client
 Brazeau, Alicia (abrazeau@wooster.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
 Wednesday, March 25, 2020: 10:00am to 10:30am Show REPEAT Options

Staff or Resource
 Ben Bridgman (Spring 2020 Half-Hour Appointments)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Meet Online?

- No. Meet **face-to-face** at the center.
- Yes. Schedule **eTutoring** appointment.
 If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.
- Yes. Schedule **Online** appointment.
 If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Note: if you have selected an E-Tutoring (email) appointment, please consider the following:

Your consultant will spend exactly the scheduled appointment time reading and responding to your draft. During the scheduled appointment time, your consultant will need to download the files, read through the assignment instructions, compose a response to you with advice and answers, and re-upload that feedback to you: this takes time! In general, a consultant can read and respond to a 1-2 page draft in a 30-minute appointment and a 4-5 page draft in a 60-minute appointment. Keep this in mind when scheduling an E-Tutoring appointment.

Step 3A: Logging in for your Online Appointment (skip if you selected e-tutoring)

1. We recommend that you log in to wooster.mywconline.com a few minutes prior to your appointment so that you are ready to go.
2. To join the appointment, click on your appointment box on the schedule (your appointment should always appear in yellow).

Mar. 25: Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Ben Bridgman ✓ FACE-TO-FACE, ONLINE & ETUTORING						
Nikki Preucil ✓						
Katie Fields ✓		Alicia Brazeau No Client Report Form				
Grace Robinson ✓						
Karabella Hernandez ✓						
Cecelia Bagnoli ✓						

- When you pull up the appointment screen, you will see an option to click a link to “start or join online consultation.” Click this link.

View Existing Appointment

Client
Alicia Brazeau

Appointment Date
Wednesday, March 25, 2020
10:30am to 11:00am [MARK MISSED]

Staff or Resource
Ben Bridgman

ONLINE
CREATED: Mar. 12, 2020 10:06am by Alicia Brazeau

Post-Session Client Report Forms
[Add New](#) or [View Existing](#)

MEET ONLINE? ONLINE

If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click “Start or Join Online Consultation.”

[START OR JOIN ONLINE CONSULTATION](#)

Course

Instructor

Department

What will you be bringing with you?

- This will automatically pull up a screen that looks like this. This screen will contain information about how to upload or copy and paste your document into a shared space, and information about how to participate in the chat or video/audio discussion. Your consultant will be able to chat with you and walk you through any difficulties.

The screenshot shows a web-based interface for an online consultation. At the top is a rich text toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, insert image, and a question mark. Below the toolbar is a video feed of a woman on the left. The main content area contains a list of instructions:

- 1 WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.
- 2
- 3 WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.
- 4
- 5 TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.
- 6
- 7 TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.
- 8
- 9 DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.
- 10
- 11 AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.
- 12
- 13 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

On the right side, there is a chat window titled "Chat" with a checked option "Send Real Time Chat Updates" and a text input field labeled "type here to chat..."

Step 3B: Managing your E-Tutoring Appointment (skip if you selected online)

- Gather your materials for upload. Obviously, you will want to upload your draft. However, in order for the consultant to give you good feedback, they will need to know about your assignment and your questions and concerns about your draft.

- a. Please make sure that your draft and any documents are in Word or PDF form. Word is preferred as it will better enable us to make comments in-text.
 - b. Upload a copy of your assignment if you have it. Otherwise, please include all assignment information you have either at the top of your draft or in a separate Word or pdf document.
 - c. Make a list of questions, concerns, or issues you would like the consultant to consider when they read.
2. Before the start of your appointment, upload your documents to your appointment. You can do this either when you make your appointment, or anytime thereafter. To start uploading documents, simply click on your appointment box in the schedule (wooster.mywconline.com). Note that your appointment should appear in yellow.

Mar. 25: Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Ben Bridgman						
Nikki Preucil	Alicia Brazeau No Client Report Form					
Katie Fields						
Grace Robinson						
Karabella Hernandez						
Cecelia Bagnoli						

Then, in the appointment screen, scroll down to “edit appointment.”

Appointment Date
 Wednesday, March 25, 2020
 10:00am to 10:30am [MARK MISSED]

Staff or Resource
 Ben Bridgman

eTUTORING
CREATED: Mar. 12, 2020 10:04am by Alicia Brazeau

Post-Session Client Report Forms
[Add New](#) or [View Existing](#)

MEET ONLINE? eTUTORING
 If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

Course

Instructor

Department

What will you be bringing with you?

Do you have any specific concerns you would like to address?


This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW
EDIT APPOINTMENT
CANCEL APPOINTMENT

Email client notice of cancellation?

From there, scroll down to the section where you can upload multiple documents.

Do you have any specific concerns you would like to address?

 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. To view attached files, click the 'view appointment' button to return to the appointment overview. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1 Choose File No file chosen	Document Title <input type="text"/>	Notify Client? ⓘ No
File #2 Choose File No file chosen	Document Title <input type="text"/>	Notify Client? ⓘ No
File #3 Choose File No file chosen	Document Title <input type="text"/>	Notify Client? ⓘ No

ADMINISTRATIVE OPTIONS

Walk-In/Drop-In | Missed | Placeholder ⓘ | Email Client? ⓘ | [MOVE APPT](#) ⓘ

[SAVE CHANGES](#) [CLOSE WINDOW](#) [RETURN TO OVERVIEW](#)

Once you have uploaded all the files you need, simply click “save changes.”

3. Access your feedback. When the consultant has finished reading and responding to your draft, they will upload it to your appointment.

WOnline will send you an email with the document attached. You can also find this document if you log in to wooster.mywconline.com and pull up your appointment. You will see this at the bottom:

responded to your paper.

Course

Instructor


Department

What will you be bringing with you?

Do you have any specific concerns you would like to address?

File Attachment

[Download Random SOP](#) | Uploaded: March 12, 2020 10:50am by Channler Twyman [X]

 **This schedule supports file attachments.** To attach a file to this appointment, click 'Edit' below.

[CLOSE WINDOW](#) [EDIT APPOINTMENT](#) [CANCEL APPOINTMENT](#)

Email client notice of cancelation?