

# How to: WCOonline

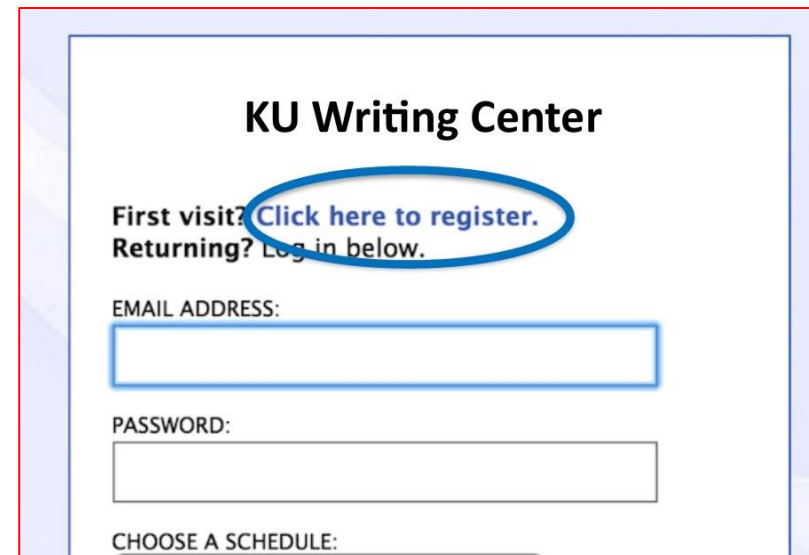
Making an Online Consultation/eTutoring Appointment



# New User Registration

1. You will be asked to sign in with your KU ID.
2. If you are not prompted to enter your KU ID and are instead see a similar box such as to the right, select “Click here to register.”
3. After completing either 1 or 2, you will be taken to the “Create a New Account” screen.

**You will only need to do this once as a first time user.**



**KU Writing Center**

First visit? [Click here to register.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

# Creating a New Account

- Make sure to use a **valid email address**. *Important information will be sent to that address regarding your appointment(s).*
- Fill out all of the required information, denoted by red asterisks.
- Choose when you would like the Writing Center to email you regarding appointments or announcements.
- You can receive text message reminders, but this is **not required**.
- Review your information.
- Click **Register**

**KU**

### Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:

First Name:  \*

Last Name:  \*

Email Address:  \*

KU Username (usually an 8-digit alphanumeric):  \*

Preferred Name:  \*

Preferred Pronouns:

What is your first or home language?  \*

Send an Email:

When I make an appointment.

When I modify an appointment.

When I delete an appointment.

To remind me of my upcoming appointment.

When an announcement or mass email is sent.

Include iCal Link?

Text Message Options:

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone.** You are agreeing to be responsible for such charges by using this optional feature.

CELL PHONE NUMBER (TEN DIGITS, NUMBERS ONLY):

CELL PHONE CARRIER:

# Online Consultations vs. eTutoring

- **Online appointments** are real-time conversations between you and a writing consultant. These can be through text-chat or videoconferencing.
- **eTutoring** is email feedback. You upload your draft and receive an email with feedback.

**We'll go through what you need to do to make and attend these appointments.**

# Making an online/e-tutoring appointment:

- To make an online/e-tutoring appointment, go to the drop down menu of schedules.
- Select **Online Consultations & Email Feedback**.
- Make sure to read the instructions at the top of the page.

WELCOME CHELSEA ▼ October 7 - October 13 PREV WEEK | CURRENT WEEK | NEXT WEEK Online Consultations & Email Feedback ▼

Undergrad Students: Anschutz (Lawrence) Edwards Campus (Overland Park, KS)  
Graduate Students: Watson Lib (Lawrence)  
Online Consultations & Email Feedback  
Undergrad Students: Watson (Lawrence)

**MAKE SURE TO READ THESE INSTRUCTIONS for ONLINE APPOINTMENTS:**

**Online and eTutoring appointments are available.**  
Online appointments are real-time conversation by text chat or videoconference. With eTutoring, you upload your draft and receive written feedback by email.

**For online appointments:**  
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."

**For eTutoring appointments:**  
If you choose an eTutoring appointment, schedule an Online Appointment, choose "Schedule eTutoring," and save your appointment. Then **upload your paper after making this appointment.** Shortly after your eTutoring appointment time ends, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

Oct. 7: WEDNESDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Emily V. <small>Online or eTutoring</small>													
Brittany H. <small>Online or eTutoring</small>													
Sarahanne Y. <small>Online or eTutoring</small>													

Oct. 8: THURSDAY	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Megan L. <small>Online or eTutoring</small>													

# Online/eTutoring Appointments

Double left click on a white box at the time that works best for you.

Bear in mind that you will need to have access to a computer at the time if choosing an Online Appointment in which you Meet Online.

**WELCOME CHELSEA** | October 7 - October 13 | Online Consultations & Email Feedback

PREV WEEK | CURRENT WEEK | NEXT WEEK

Limit to: [dropdown]

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Megan L. Online or eTutoring													

White indicates available times.

# Making an online appointment

**Brittany H.**

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 0 hours and 1 hour in length.

**Time:** REPEAT APPT. **Wednesday, September 02:** 11:00am to 12:00pm

**Client:** [REDACTED]

**Meet Online?** Yes - Meet Online

**Online and eTutoring appointments are available.** 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." 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.

Is this for a class? If so, please specify. If not, please describe your writing project.: \*

Who is your course instructor? \*

Here's where I am in the writing process: -- please select -- \*

During this appointment, I want help with: \*

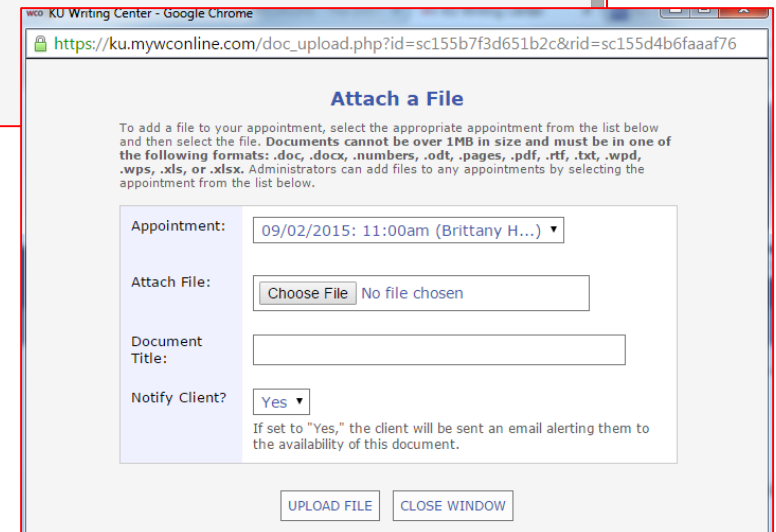
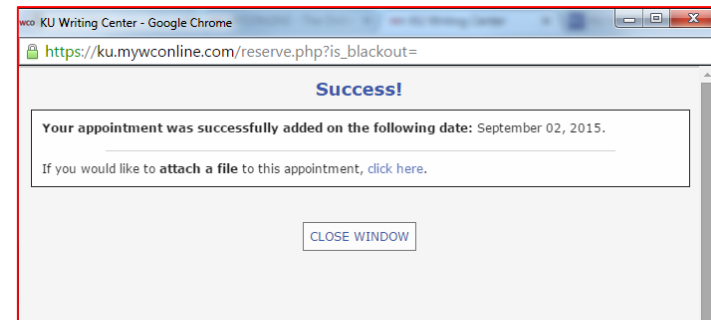
[REDACTED]

SAVE APPOINTMENT CLOSE WINDOW

- When a time is selected, a new window will open.
- Fill in the required information, as noted by red asterisks.
- In the **Meet Online?** section, you will see two options in the drop-down menu.
  - Yes - Meet Online
  - Yes – Schedule eTutoring Appointment
- Select **Yes – Meet Online.**
- Check over the information, then click **Save Appointment.**

# Attaching a file

- Once you save the appointment, you will see a prompt to **attach a file**.
- This is **not required for Online Appointments**, but you may choose to do so if you wish.
- If you choose to do so, select **click here** in the Success! window.
- Another window will open in which you can attach a file. Follow the prompts, then click **Upload File**.





# Attending your Online Appointment

- Five to ten minutes before the start of your appointment time, sign back into WCOOnline.
- Find your appointment time. (It will be yellow.)
- Double right click on your appointment time.
- In the new window, click **Start or Join Online Consultation.**

The screenshot shows a web browser window titled "KU Writing Center - Google Chrome" with the URL "https://ku.mywconline.com/reserve.php?type=m&resid=sc155d4bd69badd6". The page is for a user named "Brittany H." and contains a form for managing an appointment. The form includes the following sections:

- Appointment Limits:** Appointments must be between 0 hours and 1 hour in length.
- Time:** Wednesday, September 02: 11:00am to 12:00pm. A note below indicates it was created on Aug. 19, 2015 by Chelsea Murdock.
- Client:** Chelsea Murdock, c572m906@ku.edu.
- Meet Online?:** Yes - Meet Online. A red box highlights the "Start or Join Online Consultation" link below this section.
- Is this for a class? If so, please specify. If not, please describe your writing project.:** test \*
- Who is your course instructor?:** test \*
- Here's where I am in the writing process.:** I have not started writing. \*
- During this appointment, I want help with.:** Organize my draft. \*
- Admin Options:** Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client? . Includes links for "MOVE APPT.", "ATTACH A FILE", and "Add New Client Report Form."

# Making an eTutoring appointment:

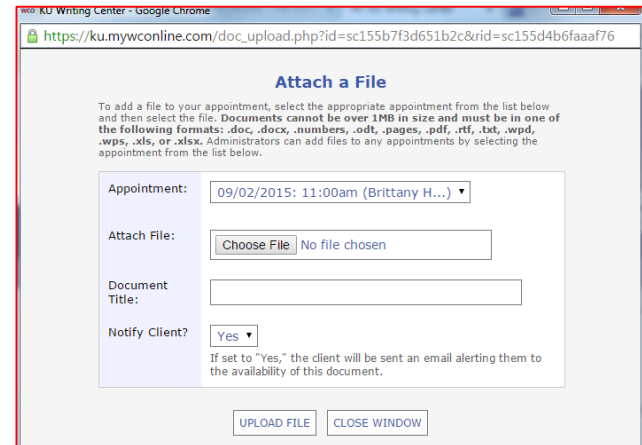
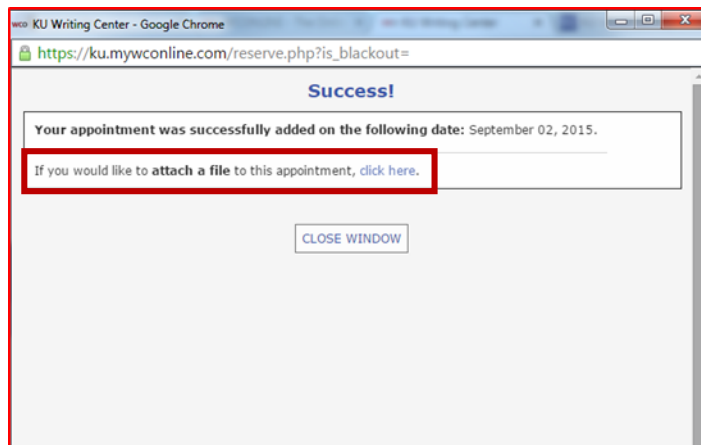
The screenshot shows a web browser window titled "KU Writing Center - Google Chrome" with the URL "https://ku.mywconline.com/reserve.php?type=r&ts=1441170000&resid=&machid=sc55c23e37". The page is for user "Brittany H." and contains the following sections:

- Appointment Limits:** Appointments must be between 0 hours and 1 hour in length.
- Time:** Wednesday, September 02: 11:00am to 12:00pm. A "REPEAT APPT." link is visible.
- Client:** A redacted dropdown menu.
- Meet Online?:** A dropdown menu with "Yes - Schedule eTutoring Appointment" selected. Below it is a paragraph of instructions: "Online and eTutoring appointments are available. 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.' 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."
- Is this for a class? If so, please specify. If not, please describe your writing project.:** A text input field with a red asterisk.
- Who is your course instructor?:** A text input field with a red asterisk.
- Here's where I am in the writing process::** A dropdown menu with "-- please select --" and a red asterisk.
- During this appointment, I want help with: :** A dropdown menu with "-- please select --" and a red asterisk.

- In an **eTutoring appointment**, you will receive email feedback on your submitted material.
- Follow the same steps as described in previous slides.
- In the **Meet Online?** section, select **Yes – Schedule eTutoring Appointment** from the drop-down menu.
- Fill out the required information, noted by red asterisks.
- Check over your information.
- Click **Save Appointment**.

# Attaching a file:

- For eTutoring appointments, you must attach a file.



- Select **click here** in the Success! window.
- Another window will open in which you can **attach a file**. Follow the prompts, then click **Upload File**.

# eTutoring appointment feedback

- Check your email shortly after your chosen time.
- An email containing a link and instructions will arrive.
- You will need to sign into WCOnline to access the file containing feedback.
- Once signed into WCOnline, go to the specified appointment time.
- A window will be opened after you open the appointment.
- Scroll to the bottom of that window and download the attached file/feedback.