How to: WCOnline

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 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.
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**
Online Consultations vs. eTutoring

• **Online appointments** are real-time conversations between you and a writing consultant. These can be through text-chat or video conferencing.

• **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 or e-tutoring appointment, go to the drop down menu of schedules.

• Select the appropriate schedule:
  • Online Consultations
  • eTutoring Appointments

• Make sure to read the instructions at the top of the page.
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.

White indicates available times.
Making an online appointment

- Make sure you’ve selected the “Online Consultation” schedule, then select an available time.
- 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 one option in the drop down menu: **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 WCOnline.

• 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.
Making an eTutoring appointment:

- In an eTutoring appointment, you will receive email feedback on your submitted material.
- Make sure you’ve selected the “eTutoring Appointment” schedule.
- The Meet Online? section, of the appointment form will be set to Yes – Schedule eTutoring Appointment.
- 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.

To attach a file immediately after scheduling your appointment:
• 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.
• Please attach your file as a Word Document (.doc, .docx).
Attaching a file (continued):

• If you do not attach a file immediately after scheduling your appointment, you can still upload a document.

• First, return to the eTutoring Appointments schedule and **click on the small yellow file icon** under the welcome message.

• In the appointment drop-down menu, you will see your scheduled appointments – select the correct date and time.

• Attach your document, then click on “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.