

## **Making an appointment at the Writing Center for Face-to-Face and Online Synchronous Sessions:**

1. Go to <https://waterbury.mywconline.com/>
2. If this is your first time using WOnline, you need to create an account before you may schedule an appointment. You create an account only one time, and it takes about a minute. Click on “Register for an account” at the top of the log in box and follow the instructions, using your UConn email address. Your password must be at least 10 characters.
  - a. You will receive an email confirming your registration.
3. Back on the Log in screen, enter your UConn email address and the password you created.
4. Once logged in, you will be directed to WOnline’s Appointment Scheduler. Here, you can enter your preferred meeting time and search for available appointments.
  - a. After clicking “find appointments,” you will be brought to a screen displaying appointments that exactly match your criteria, as well as appointments that are close to your preferences.
  - b. As a client, you can book one hour of time per day with an available tutor. All tutors are trained to work with all kinds of writing assignments. Tutors will be available for both face-to-face and online sessions Monday-Thursday, while Friday appointments are online only.
  - c. To book a session, click on the “reserve” button under the appointment of your choosing.
  - d. A popup window will open. Answer the questions in the boxes provided (all questions with an asterisk \* require an answer).
  - e. When applicable, make sure you select whether you wish to meet face-to-face or online.
  - f. If you have a writing prompt, please upload it using the available file attachments at the bottom of the screen. You may upload your rough draft, though this can also be shared during your online session.
  - g. When you are satisfied with your selections/answers, verify the time at the top of the popup window, and once ready, click the blue “Create Appointment” button at the very bottom of the screen.
5. While in the Appointment Scheduler, you can also see the Writing Center’s full weekly tutoring schedule by clicking “view calendar display,” which will take you to a weekly calendar. Here, you can also book your session by clicking on any open white box.
  - a. Writing Center tutors will appear under each day.
  - b. As a client, you can book one hour of time per day with an available tutor. All tutors are trained to work with all kinds of writing assignments. Tutors will be available for both face-to-face and online sessions Monday-Thursday, while Friday appointments are online only.
  - c. To book a session, click on any of the empty white boxes to the right of your chosen tutor’s name. (Note: Dark blue boxes indicate times when the tutor is unavailable. Red boxes indicate time already booked by another client.)
  - d. A popup window will open. Answer the questions in the boxes provided (all questions with an asterisk \* require an answer).
  - e. Make sure you select whether you wish to meet face-to-face or online.

- f. If you have a writing prompt, please upload it using the available file attachments at the bottom of the screen. You may upload your rough draft, though this can also be shared during your online session.
  - g. When you are satisfied with your selections/answers, verify the time at the top of the popup window, and once ready, click the blue “Create Appointment” button at the very bottom of the screen.
  - h. You will know your appointment was created three different ways: the popup registration screen will now say “View Existing Appointment” and confirm your selection; on the main schedule screen, your selected time will now appear yellow; and finally, you will receive a confirmation email in your UConn inbox.
  - i. Note: If you are making an appointment for a date that does not appear on the main schedule page, you can navigate to later weeks by clicking “Next Week” or the calendar icon at the top of the scheduling screen.
6. Once you finish making your appointment, you can close all open windows or log out at the top of the screen.

### **Joining your Face-to-Face Session:**

1. All you need to do is come to the Writing Center on the 2<sup>nd</sup> floor of the library at your selected meeting time.
2. Make sure you bring whatever work you want to discuss during your session.

### **Joining your Online Synchronous Session:**

1. Visit <https://waterbury.mywconline.com/> and enter your UConn email and chosen password.
2. Once logged in, on the welcome screen, direct your attention to the “My Appointments” drop-down menu.
3. Click on the appropriate session. The “Existing Appointment” popup screen will appear. You will see a box which contains the red link “Start or Join Online Consultation.” Click this link.
4. A new tab/window will open. If this is your first appointment, your computer will ask permission to use both your web camera and microphone. Click yes at each prompt.
5. In this new tab, you will see a whiteboard space with basic instructions on how to best use the tools at your disposal. Your video feed will appear to the left of the whiteboard. When the tutor logs in, their face will appear in this space, as well.
6. To the right of the whiteboard, you can access a chat box, which gives you a second mode of communication during the tutoring session.

### **Editing or canceling an appointment:**

1. Visit <https://waterbury.mywconline.com/> and enter your UConn email and chosen password.
2. Once logged in, on the welcome screen, click on the “My Appointments” drop-down menu and select the appointment you’d like to edit or cancel.

3. The “Existing Appointment” popup screen will appear. At the bottom, click either the blue “Edit Appointment” or the red “Cancel Appointment” button.
  - a. If you click “Edit Appointment,” you will be able to modify answers, upload documents, change appointment time, etc. Once satisfied, click “Save Changes.”
  - b. If you click “Cancel Appointment,” you will be asked to confirm you want to cancel the appointment. Click “OK” to cancel the appointment.