

WC ONLINE—“ONLINE” CONSULTATION—SCHEDULE & JOIN
INSTRUCTIONS FOR STUDENTS
FALL 2020

The Writing Center (WC) is offering only Online and eTutoring consultations until further notice. You will need to schedule your consultations, and WC Online is the scheduling system we use. If you don't know how to find WC Online and/or if you haven't registered for an account in WC Online, go to [WC ONLINE—REGISTER FOR ACCOUNT](#).


The “Online” consultation in WC Online is the closest we can get to face-to-face consultations, and we recommend them over eTutoring (written) consultations.

WC Online provides a video and audio link for Online consultations; it works better in Chrome and Safari than in Firefox. If for some reason you and your consultant don't have a good connection, the consultant may be able to switch to a telephone conference or a Zoom meeting with you.

If you're ready to make an appointment and you want a real-time video or phone conference, log in to WC Online and follow the guidance below.

1. To make an appointment, go to the week and day when you want a consultation. Use the calendar or the PREVIOUS WEEK, CURRENT WEEK, and NEXT WEEK buttons near the center top of the screen. Click on a white rectangle in the weekly schedule.

ACCESS TEXT-ONLY & MOBILE



WELCOME, BAYLOR ▾ July 27 - August 2, 2020 Summer 2020
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

🔍 📄 📧 📞 HELP?

Jul. 27: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Baylor								
Rebecca								

WAITING LIST: JULY 27, 2020

Jul. 28: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Baylor								
Rebecca								

WAITING LIST: JULY 28, 2020

- Next, complete your sign-up in the Create New Appointment page. If you want the Online format, then—as you make that appointment—you will need to choose “Yes, Schedule **Online** appointment” in the MEET ONLINE? box. (The program’s default format is eTutoring.)

Create New Appointment

Client

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

Appointment Date
 Tuesday, March 24, 2020: to [Show REPEAT Options](#)

Staff or Resource
 Wilma (Spring 2020)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.
STAFF/RESOURCE EMAIL: wleininonen@methodist.edu
 B.A. Boston State College; M.S.Ed. University of Southern Maine

Wilma earned a B.A. in English and Psychology from Boston State College, and a M.S.Ed. from the University of Southern Maine. Wilma brings the skills of a writing strategist in the public schools to her role of writing consultant. She is expert in working with international students, adult learners, and traditional students at all levels, and enjoys helping writers find and use their unique voices in their writing process.

Meet Online?

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."

- Fill in the requested information.

Create New Appointment

Client

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

Appointment Date
 Monday, July 27, 2020: to [Show REPEAT Options](#)

Staff or Resource
 Baylor (Summer 2020)

APPOINTMENT LIMITS: Appointments must be between 1 hour and 2 hours in length.
STAFF/RESOURCE EMAIL: sbhicks@methodist.edu
 Baylor earned her BA in Anthropology and Psychology from Duke University, and a JD from Stanford University Law School. Her writing interests include but are not limited to all phases of the writing process from brainstorming and outlining to final revision, as well as grammar issues, style formatting (MLA, APA, Chicago/Turabian), and writing in literature, law/criminal justice, business, history, religion, and biological sciences.

Meet Online?

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."

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields—except if those required fields are also tagged as administrator-only questions.)

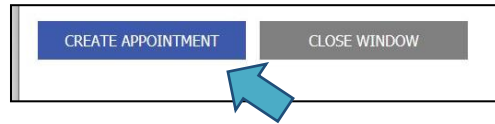
Course title and level (e.g. English 207) *

Instructor (first and last name) *

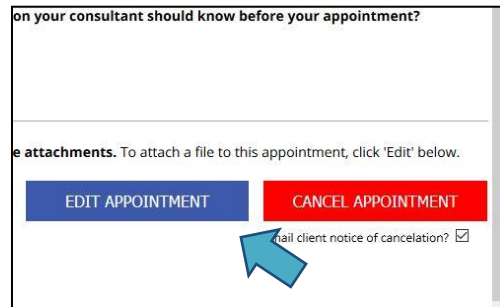
Instructor's email address *

Please provide a clear, detailed summary of your assignment/writing project *

4. When you've provided all the required information—fields marked with a red star—be sure to click **CREATE APPOINTMENT** at the bottom of the page.



5. **If you have an existing appointment** and it's for the eTutoring format, you can change it to Online by clicking on your appointment, going to the bottom of the View Existing Appointment page, and choosing **EDIT APPOINTMENT**. (In fact, you can change most details of your appointment this way.)

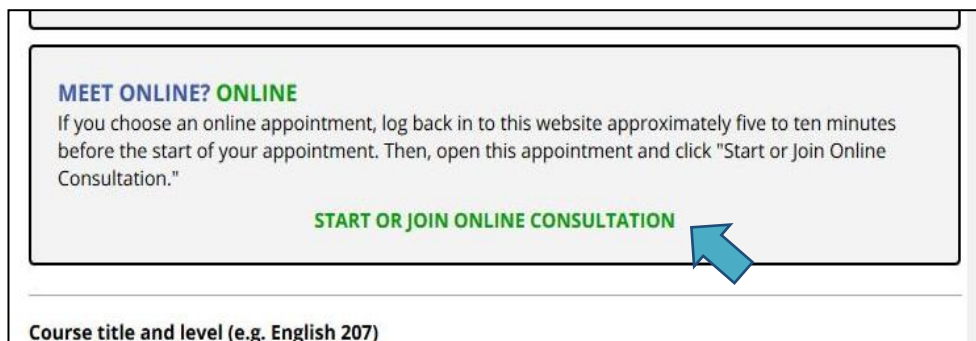


6. This will open the Edit Existing Appointment page, where you will choose **ONLINE** instead of eTUTORING in the MEET ONLINE? box. Before closing the page, be sure to click **SAVE CHANGES** at the bottom of the page.

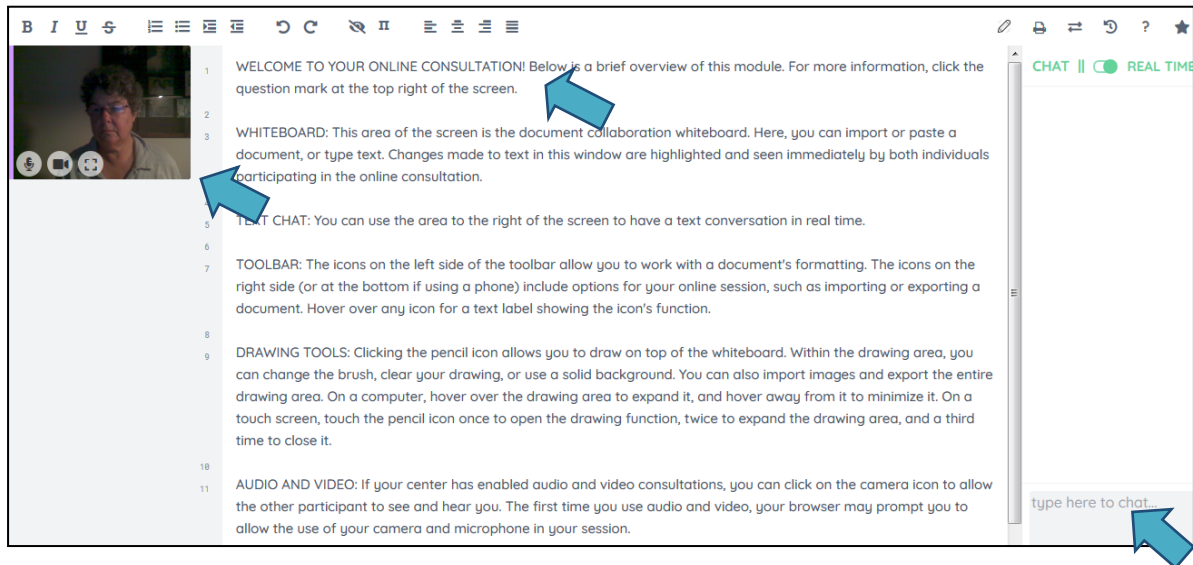


Now, the scheduled time has arrived and you want to connect with your consultant in a video or phone conference. How do you get started?

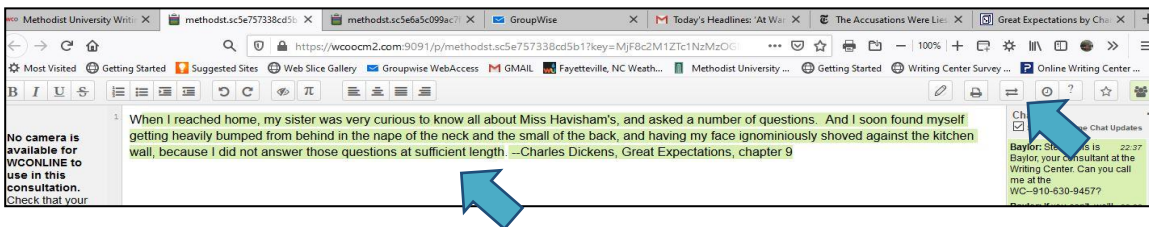
7. **To JOIN an Online consultation with your writing consultant**, open WC Online and click on your appointment to bring up the View Existing Appointment page. In the MEET ONLINE? box, click on the green link to **START OR JOIN ONLINE CONSULTATION**.



8. Your screen will show the WC Online platform for an Online consultation. The video screens appear on the left side of this platform. In the middle is a large “whiteboard” field where you can upload your draft or read the instructions for using the platform. If the video or audio doesn’t work, you can use the chat function, on the right, to set up a phone call or Zoom meeting.



9. It is not necessary to have a draft in order to have an Online consultation. If you do have a draft, you can copy and paste it onto the whiteboard, or upload it using the double arrow button in the upper right. **WARNING:** This isn’t a Word platform; it will strip some formatting from your draft. To avoid that, you can arrange—by email or chat—to email your Word document to your consultant, and then make your revisions to your Word document rather than on WC Online’s whiteboard.



10. You will receive an email from your consultant shortly after the end of your appointment hour(s). This is the “Writing Center Report,” a summary of your consultant’s feedback, which goes to both you and your professor. The email includes a link to a **WC Online Survey**, a short anonymous survey that we ask you to complete; your answers will be helpful to us.

If you have questions, email the Writing Center or call the WC and leave a message. We’ll call you back:

writingcenter@methodist.edu

910-630-7264

910-482-5417