

WC ONLINE—“ONLINE WALK-IN” CONSULTATION—SCHEDULE & JOIN
INSTRUCTIONS FOR UNDERGRADUATE STUDENTS ONLY
FALL 2020

So ... you’ve just realized that you want some help with your writing project and you want it right away. But the Writing Center’s scheduling system, WC Online, has no openings today or tomorrow!! 🤔 However, at about 9 a.m. tomorrow, you can open WC Online and, as if by magic, several unclaimed (white) blocks will be waiting for you! Click on a time when you can be available at your computer for a video conference, and book an appointment for an Online consultation that very day. Help is at hand!

An “Online Walk-in” consultation follows the Online format but has a couple of special features. First, it is made available in WC Online—that is, it appears on the schedule—**only on the day it is offered**. OK, despite the fact that it’s called “walk-in,” you **will** need to schedule an appointment: At present you cannot literally walk in to the Writing Center and sit down to a writing consultation, so this is the closest we can get to an immediate, unscheduled face-to-face consultation.

The second special feature of “Online Walk-in” consultations is that they are offered only by our student consultants. The WC’s student consultants are undergraduate students who are excellent writers, have taken a semester-long internship class to train as writing consultants, and have demonstrated the knowledge and practical skill we expect of our consultants.


Because the consultants are undergraduate students, the Online Walk-in consultations are **only for undergraduates**. Graduate students should set up their consultations with a professional consultant or faculty guest consultant.

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 don’t know how to find WC Online and/or if you haven’t registered for an account in WC Online, go to these instructions: [WC ONLINE—REGISTER FOR ACCOUNT](#). If you’re ready to make an appointment, log in to WC Online and follow the guidance below.

1. Make an appointment by, first, clicking on a white rectangle.

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
Anna—Student consultant ONLINE			⬇️					
Rebecca ✎ ONLINE & ETUTORING								

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 ✎ ONLINE & ETUTORING								
Rebecca ✎ ONLINE & ETUTORING								

WAITING LIST: JULY 28, 2020

2. Next, complete your sign-up in the Create New Appointment page. If you're signing up with a student consultant, the Online format is the only consultation format available to you. Fill in the required information marked with a red asterisk (star) and, if you wish, 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
 Anna—Student consultant

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 **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 *

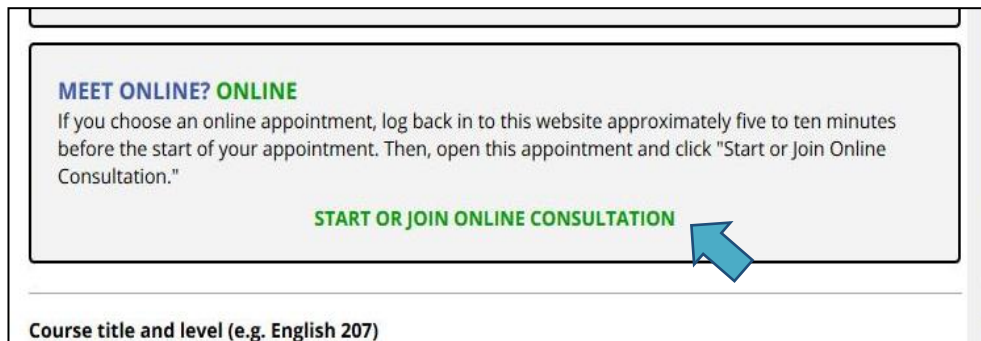
Please provide a clear, detailed summary of your assignment/writing project *

- When you've filled in the fields, be sure to click **CREATE APPOINTMENT** at the bottom of the Create New Appointment page.

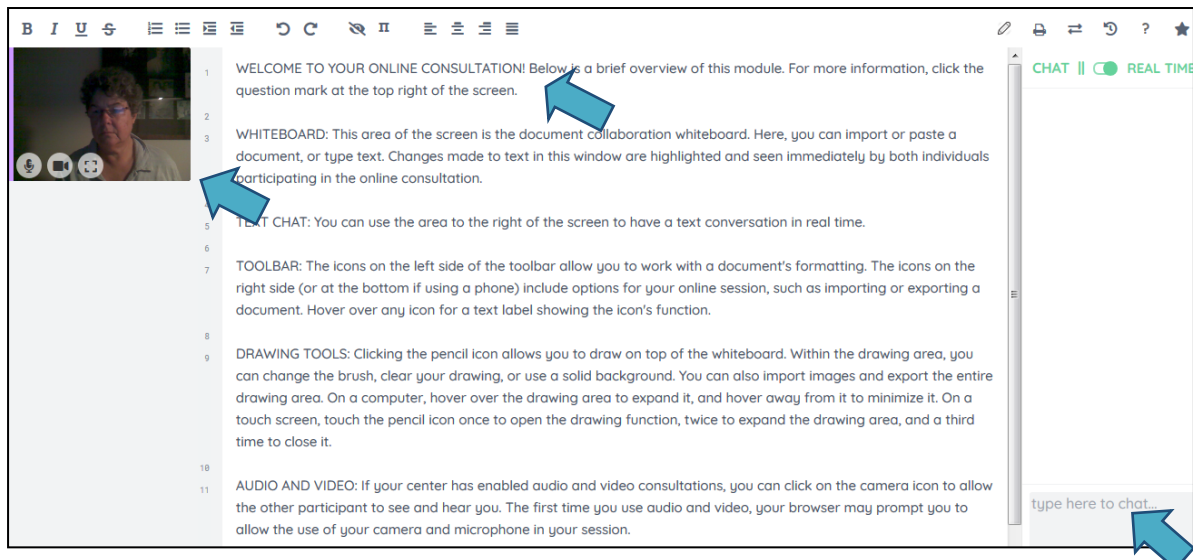


Now, the scheduled time has arrived and you want to connect with your consultant in a video or phone conference. How do you get started?

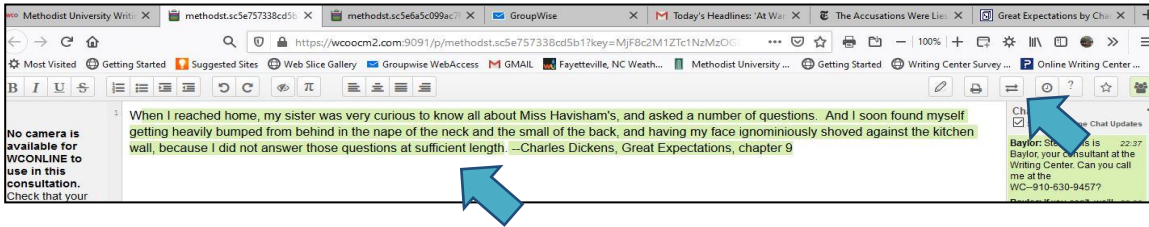
- To JOIN an Online consultation with your writing consultant**, open WC Online and click on your appointment to bring up the View Existing Appointment page. In the MEET ONLINE? box, click on the green link to **START OR JOIN ONLINE CONSULTATION**.



- 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.



- 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.



- 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