

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

The Writing Center (WC) is offering only Online and eTutoring consultations until further notice. These instructions will help you set up an eTutoring consultation, which gives you **written** feedback. Only the professional consultants and our faculty guest consultants offer eTutoring consultations; the student consultants provide only Online (“Online Walk-in”) consultations.

An Online consultation is more effective for the student because consultant and student are communicating in real time, and the consultant can better tailor the feedback to the student’s needs. However, if you cannot be available for an Online consultation, go with eTutoring.

If you’re ready to make an appointment and you just want written feedback, log in to WC Online and follow the guidance below. If you don’t know how to reach the website or if you haven’t registered for an account, go back to the Writing Center’s [CONSULTATION HOW-TOs](#) webpage and read the instructions for [WC ONLINE—REGISTER FOR ACCOUNT](#).

1. To make an appointment, go to the week and day when you want a writing 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

METHODIST UNIVERSITY

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 ONLINE & ETUTORING	Dark Blue	Dark Blue	White	Dark Blue				
Rebecca ONLINE & ETUTORING	Dark Blue	Dark Blue	White	Dark Blue	White	Green	Dark Blue	Dark Blue

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	Dark Blue	Green	Dark Blue	Dark Blue				
Rebecca ONLINE & ETUTORING	Dark Blue							

WAITING LIST: JULY 28, 2020

2. Next, complete your sign-up in the Create New Appointment page. The red asterisk (star) indicates a required field.

Create New Appointment

Client

Hicks, Baylor (sbhicks@methodist.edu)

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 *

Due date *

Please mark up to 3 areas with which you'd like help (check all that apply) *

3. If you are making a **new** appointment and you want the eTutoring format, you do **not** need to make a choice in the MEET ONLINE? box in the Create New Appointment page. The program's default format is eTutoring.

Create New Appointment

Client
Hicks, Baylor (sbhicks@methodist.edu)
To select a different client, begin typing a name or email above and then select from the results.

Appointment Date
Tuesday, March 24, 2020: 4:00pm to 5:00pm Show RE

Staff or Resource
Wilma (Spring 2020)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.
STAFF/RESOURCE EMAIL: wleinsonen@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. in Education from the University of Southern Maine. Wilma brings the skills of a former classroom teacher and a writing strategist in the public schools to her role of writing consultant. She is experienced in working with international students, adult learners, and traditional students at all levels, and she enjoys helping writers find and use their unique voices in the writing process.

Meet Online?

Yes. Schedule **eTutoring** appointment.
If you choose an eTutoring appointment, upload your paper after making this appointment. You will receive a notification that your appointment has been modified or that someone has canceled your appointment.

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."

4. Fill in the rest of the required information and be sure to click **CREATE APPOINTMENT** at the bottom of the Create New Appointment page.

CREATE APPOINTMENT CLOSE WINDOW

5. If you have an existing appointment and it's for the Online format, you can change it to eTutoring by clicking on your appointment in WC Online, 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.) Make the desired change and click **SAVE CHANGES** at the bottom of the appointment window.

on your consultant should know before your appointment?

Attachments. To attach a file to this appointment, click 'Edit' below.

EDIT APPOINTMENT
CANCEL APPOINTMENT

Mail client notice of cancellation?

You will need to give us your draft before the scheduled hour of your appointment. The best way to do this is to attach it to your WC Online appointment. (If you just email the draft to your consultant or to the Writing Center, especially if you do so right before your scheduled consultation, she or he may not see the email.)

6. If you are making a new eTutoring appointment and you have your draft ready, in the Create Appointment page scroll down until you see **This schedule supports file attachments** and the Browse buttons below. Click on a **Browse** button and follow the instructions to attach your draft.

This schedule supports file attachments. To attach a file to this appointment, use the options below. To view attached files, click the 'view appointment' button to return to the appointment overview. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #	Document Title	Notify Client?
File #1 Browse... No file ...lected.		No
File #2 Browse... No file ...lected.		No
File #3		

A **Word document** is far easier than a PDF for your consultant to work with, so please upload a Word version of your draft.

It is important that you also attach your **written assignment or writing prompt**. Your consultant needs to know what your professor instructed you to do in this assignment and will be able to give you much better assistance if the instructions are available. So use another **Browse** button to make the assignment available to your consultant.

7. When you return to the Create Appointment window, be sure to click **CREATE APPOINTMENT** at the bottom of the window in order to save your appointment.

CREATE APPOINTMENT CLOSE WINDOW

8. If you have an existing eTutoring appointment and the time of the appointment is approaching, but you haven't yet uploaded your draft paper, open the appointment by clicking on it in WC Online. In the resulting View Existing Appointment window, click on **EDIT APPOINTMENT** at the bottom of the page.

This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW EDIT APPOINTMENT CANCEL APPOINTMENT

Email client notice of cancellation?

9. This opens the Edit Existing Appointment page. Scroll down until you see **This schedule supports file attachments** and the Browse buttons below. Click on a **Browse** button and follow the instructions. Upload both your draft and your professor's written assignment.

This schedule supports file attachments. To attach a file to this appointment, use the options below. To view attached files, click the 'view appointment' button to return to the appointment overview. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #	Document Title	Notify Client?
File #1 Browse... No file ...lected.		No
File #2 Browse... No file ...lected.		No
File #3		

10. When you return to the Edit Existing Appointment page, be sure to click **SAVE CHANGES** at the bottom of the page to save your attachments.

SAVE CHANGES CLOSE WINDOW RETURN TO OVERVIEW

11. You will receive two emails from your consultant shortly after the end of your appointment hour(s). The first email is the “Writing Center Report,” a summary of your consultant’s feedback, which goes to both you and your professor. That 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. Attached to the second email (“New File Available”) is a document with the consultant’s detailed comments inserted into your draft; the attached document is called “ACCESS.docx.” If you receive the WC Report but do not receive the “New File Available” email, first check your appointment in WC Online to see if the comments document is attached there. If you don’t find it there, contact your consultant or the Writing Center. If you open ACCESS.docx—the comments document—and don’t see comment boxes, go to Word’s REVIEW tab and fiddle with the COMMENTS commands to reveal your consultant’s comments.

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