

Scheduling an On Campus or Online Appointment with the Writing Lab

1. Sign into WCONLINE at <u>clarksoncollege.mywconline.com</u>. The first time you visit the site you will need to "Register for an account" using your Clarkson College email address:

	Clarkson College Prepare to be the best.
Clarkson College First visit? Register for an account. Register for	Welcome to WCONLINE! To get started, register for an account by clicking the link to the left.

Once you have registered for an account, you will be able to log in and view the schedules.

2. Choose whether you are interested in the "On Campus" or "Online" Writing Lab schedule:

					Cl	ark Coll Prepare to	SOI ege	1				
WELCOME, KATHERI	NE 🔻			Janua EEK CURRI	ry 9 - Jan ENT WEEK	uary 15 NEXT WEEK	On Camp	ous Writing	Lab Sched	lu 🔻		
0004	IELP?											
Jan. 9: TUESDAY	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm 7
Corbin (On Campus) 🖌												
Chris (On Campus) 🖉												
) Jan. 10: WEDNESDAY	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm 7
Corbin (On Campus) 🖌												
Jan (On Campus) 🖉												

3. Finally, select the consultant, day, and time for your appointment by clicking on an available white square. On campus appointments are scheduled for 45 minutes each, and online appointments are scheduled for 1 hour each.

The appointment form will ask for some detail regarding your appointment, including if you would like a session report sent to your professor. Once you select an appointment, it will turn red, and you will receive a confirmation email with your appointment information.

If you scheduled an on campus appointment, we are located in the Success Center, and we will see you then! If you scheduled an online appointment, please continue reading these instructions.

Joining an Online Appointment

1. After you have scheduled your online appointment, sometime before the appointment begins, attach a draft of your paper to the appointment using the folder icon in the top left:

WELCOME, KATHERI IE			Schedule January 9 - January 15 Online Writing Lab Schedule ✓ A prev week CURRENT WEEK NEXT WEEK ►							
ତ 🗖 🖻 ବ 🗖 🖬										
🕒 Jan. 9: TUESDAY	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Katie K. 🖉										
Administrators Only Online appts, only										
Jan (Online) 🖉										
Online appts. only										
Katie (Online) 🖉										
Online appts. only										
Corbin (Online) Z										
Online appts, only										

2. Once you click on the folder, a new box will appear. Choose the appointment, attach the file, give it a title, and click "Upload File":

Secure https:	//clarksoncollege.mywconline.com/doc_upload.php?id=sc14d1dab
	A
	Attach a File
To add a file to your then select the file. I following formats: .xls, or .xlsx. Admi from the list below	appointment, select the appropriate appointment from the list below and Documents cannot be over 1MB in size and must be in one of the strict, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, atrators can add files to any appointments by selecting the appointment
Appointment:	01/09/2018: 12:00pm (Katie K.) 🔻
Attach File:	Choose File No file chosen
Document	
Title:	
Notify Client?	Yes 🔻
	If set to " Yes ," the cliept will be sent an email alerting them to
	the availability of this focument. If set to "Yes & Attach," the client will be sent ap email with the document as an
	attachment.
	UPLOAD FILE CLOSE WINDOW
	· · · · · · · · · · · · · · · · · · ·

3. When the scheduled appointment is about to begin, log in to <u>clarksoncollege.mywconline.com</u>, and click on the appointment (remember that you will need speakers and a microphone to speak with the consultant):

E, KATHERIN	NE 🔻		SCHEDULE January 9 - January 15 Online V PREV WEEK CURRENT WEEK NEXT WEEK ►							
А 🗖 н	ELP?									
	7.00	0.00	0.00	10.00	11-00	12-00	1.00			
UESDAY	7:00am	8:00am	9:00am	10:00am	1:00am	12:00pm	1:00pm			
Dnly					_					
e) 🖉										
L ily										
) 🖉 nly										
WEDNESDAY	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm			

4. This will open a new box. Select "Join Online Consultation":

•

pointment Limits: Appointments must be 1 hour in length.

5. This will open your synchronous session with the consultant where you can view your writing and chat with them using a microphone, headphones, and (optional) camera:



6. There are many different options available in the synchronous session format, such as importing text, white board controls, and recording the session. Be sure to talk with your consultant about the options you see for optimal productivity.

If you run into technical difficulties joining the discussion, email <u>writinglab@clarksoncollege.edu</u>. We look forward to working with you!