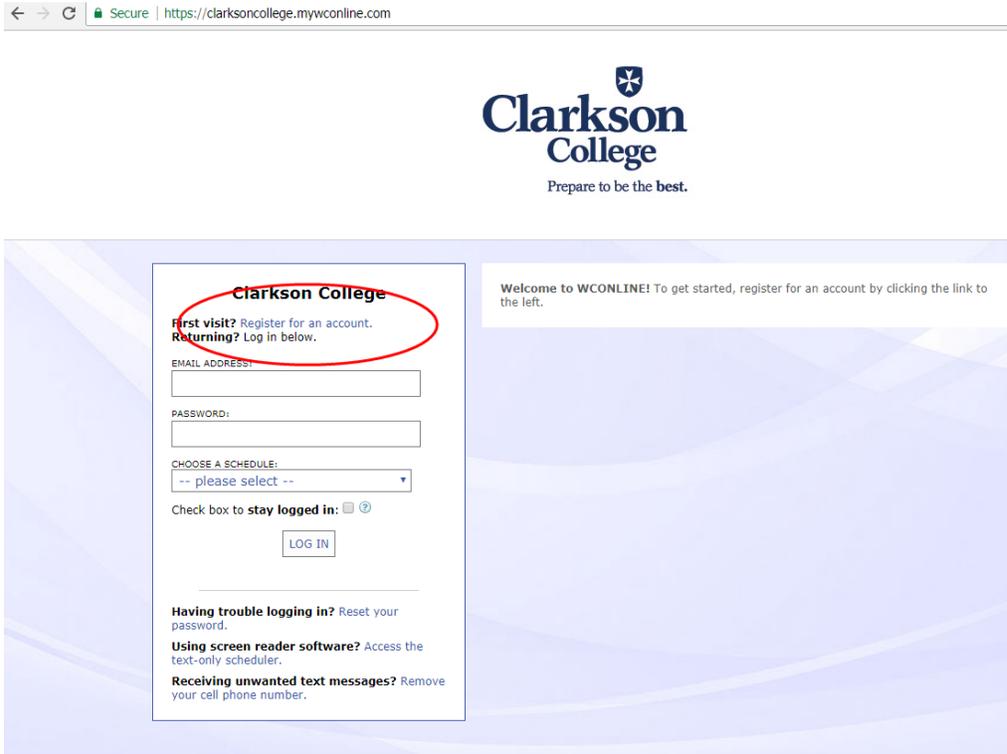


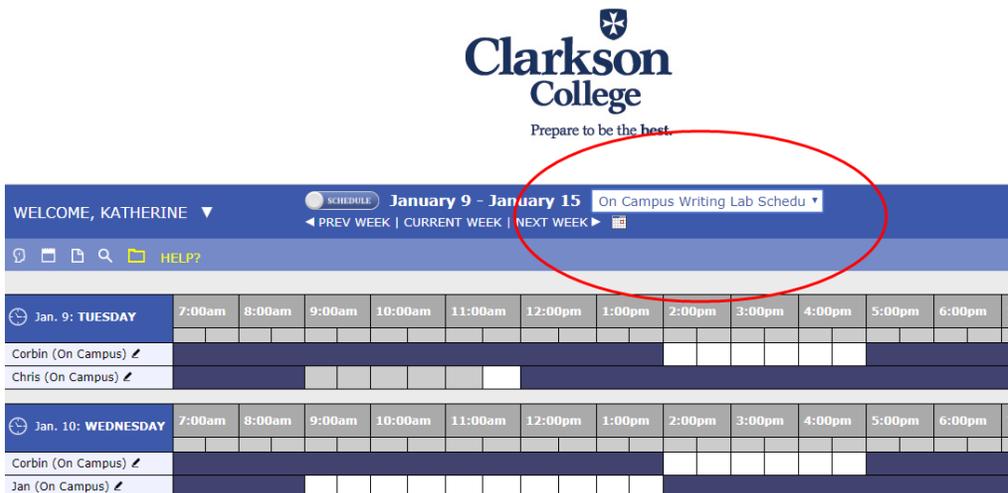
Appointment Scheduling Instructions

Scheduling an On Campus or Online Appointment with the Writing Lab

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



2. Once you have registered for an account, you will be able to log in and view the schedules. Choose whether you are interested in the “On Campus” or “Online” Writing Lab schedule:



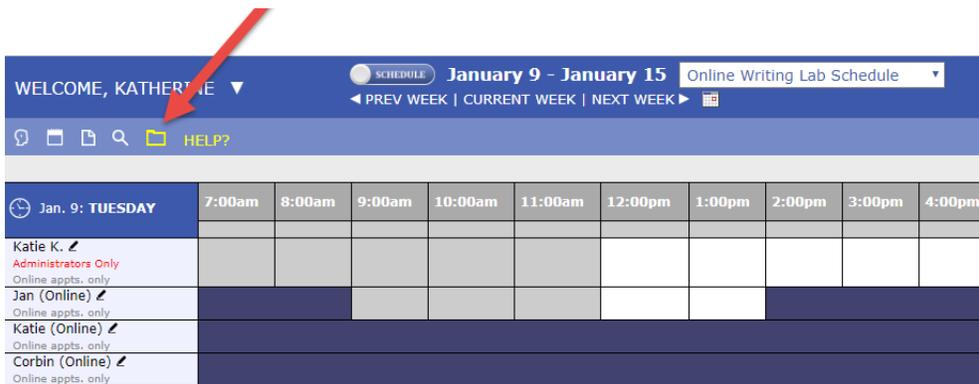
- Finally, select the consultant, day, and time for your appointment by clicking on an available white square. On campus appointments are scheduled for 45 minutes each, and online appointments are scheduled for 1 hour each.

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.

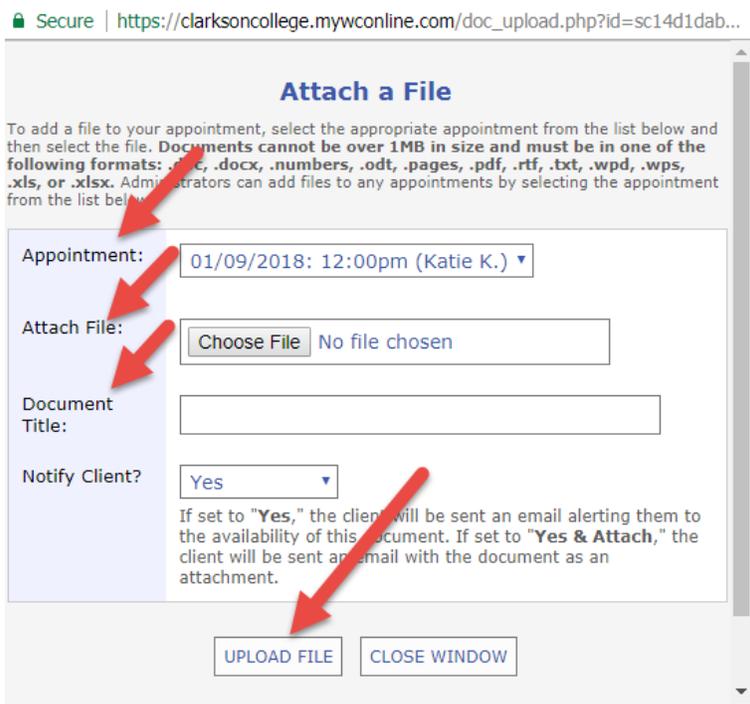
If you scheduled an on campus appointment, we are located in the Success Center, and we will see you then! If you scheduled an online appointment, please continue reading these instructions.

Joining an Online Appointment

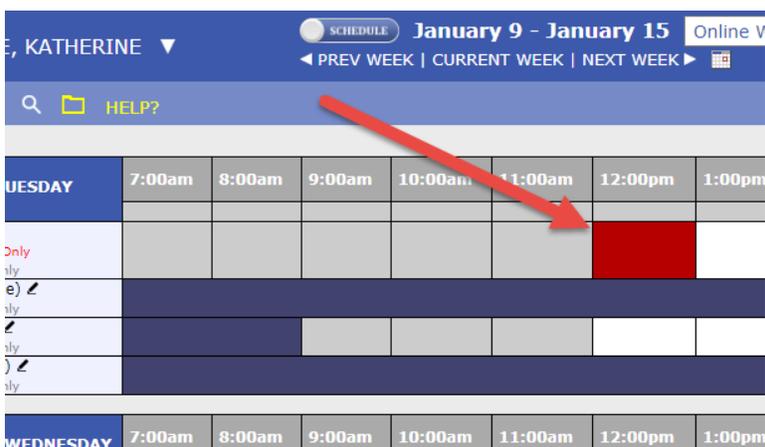
- After you have scheduled your online appointment, sometime before the appointment begins, attach a draft of your paper to the appointment using the folder icon in the top left:



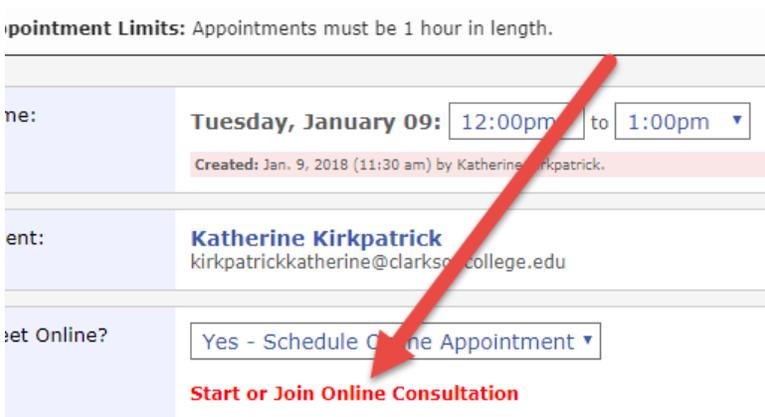
- Once you click on the folder, a new box will appear. Choose the appointment, attach the file, give it a title, and click “Upload File”:



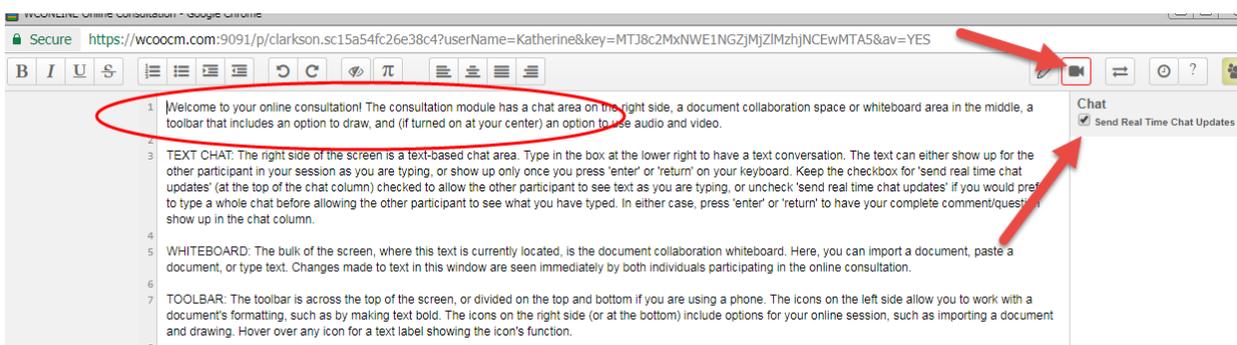
- When the scheduled appointment is about to begin, log in to clarksoncollege.mywconline.com, and click on the appointment (remember that you will need speakers and a microphone to speak with the consultant):



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



- 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:



- 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 writinglab@clarksoncollege.edu. We look forward to working with you!