




Writing Resources | A Basic Introduction to Making Appointments

First, log in (or make an account) at <https://berea.mywconline.com> . This is WCONLINE, our scheduling software. It may look a little clunky, but it will let you schedule appointments with consultants at times convenient for you.

Students may now choose among three options when making an appointment in WCONLINE: Face-to-Face, Video Chat, and Written Feedback. Some consultants will have all three options; others will have only face-to-face.



Create New Appointment

Client
Nichols, Amy (nicholsa@berea.edu)
To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Thursday, August 19, 2021: 10:00am to 11:00am [Show REPEAT Options](#)

Staff or Resource
Amy N. (Writing Resources - Fall 2021)

APPOINTMENT LIMITS: Appointments must be between 0 hours and 1 hour in length.

Please choose appointment type:

- Schedule **Face-to-Face** appointment.
- Schedule **Video Chat** appointment.
If you choose a Video Chat appointment, log back in to this website five to ten minutes before the start of your appointment. Then, open this appointment and click "Click Here to Start/Join Video Chat."
- Schedule **Written Feedback** appointment.
If you choose a Written Feedback appointment, upload your paper to this appointment form. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

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.)

Option 1: Face-to-Face (In Person) Appointments *RECOMMENDED*

This is by far the simplest option to use. You select "Schedule Face-to-Face Appointment" when creating the appointment, hit "Save Appointment" at the bottom of the screen, and then make sure you receive an email notification of your appointment time. Just show up in the Center for Teaching and Learning space on the lower level of Hutchins Library (the area with the purple mountain artwork) 5 minutes before your appointment time. Tell the front desk person that you are checking in for an appointment, and they will let your consultant know you have arrived. It's that easy.

Option 2: Video/Chat (Online) Appointments

Online consulting is intended primarily for those who have trouble getting to our physical library space. It works well if you have a stable internet connection and the ability to work with a consultant on video/phone at a set appointment time. It allows live discussion of a shared text screen using video and/or text chat options. **Students will select “Video Chat” when making their appointment, save, and then return to the appointment form and click the “Start or Join Video Chat” link to enter the online chatroom directly from their browser.**

Client Amy Nichols	VIDEO CHAT CREATED: Aug. 18, 2021 4:58pm by Amy Nichols
Appointment Date Thursday, August 19, 2021 1:00pm to 2:00pm [MARK MISSED]	
Staff or Resource Amy N.	Post-Session Client Report Forms Add New or View Existing

PLEASE CHOOSE APPOINTMENT TYPE: VIDEO CHAT

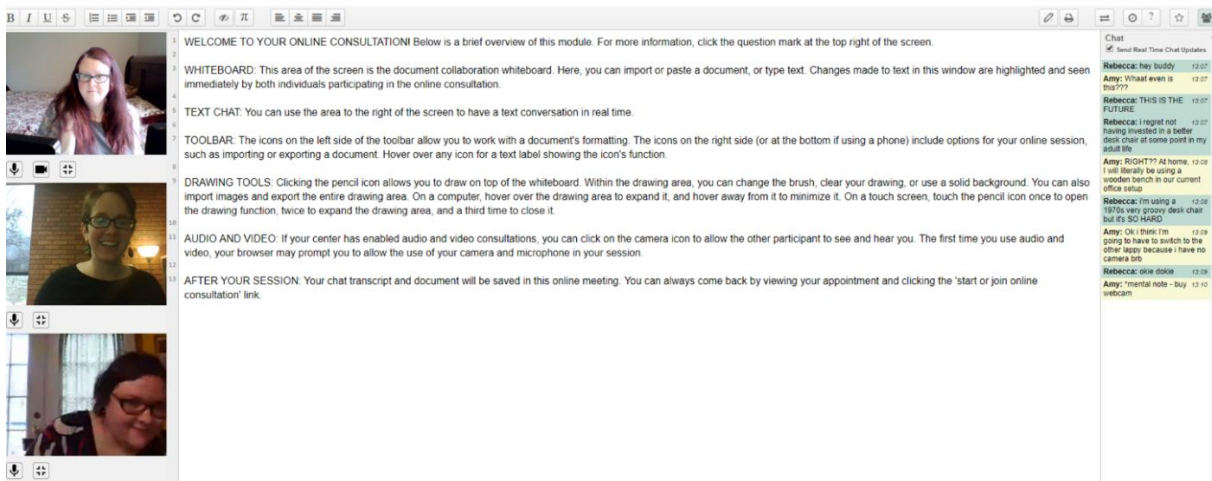
If you choose a Video Chat appointment, log back in to this website five to ten minutes before the start of your appointment. Then, open this appointment and click "Click Here to Start/Join Video Chat."

[CLICK HERE TO START/JOIN VIDEO CHAT](#)

[Is this your first visit to Writing Resources?](#)

Features of Online Consulting

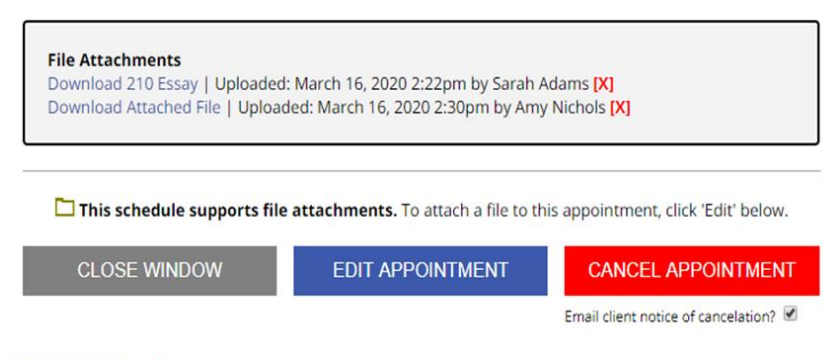
- If video chat isn't an option or there are connection issues, the text chat feature will allow discussion to continue, or you can provide a phone number the consultant can call to move the appointment to GoogleDocs, etc. as needed.



Example of Online Consulting view with video and text chat

Option 3: Uploading a Document for Written Feedback

Written Feedback is a backup option if you 1) cannot get to our physical location and 2) have less reliable internet access or a varied schedule that might make it difficult to attend a video chat session. It is not as effective as a real conversation about your writing. **When making an appointment, select “Written Feedback,” then upload both the paper and any assignment sheet you may have from your professor.** The consultant will review your goals along with your assignment sheet and paper, so try to be specific about the kind of feedback you are looking for, since they won’t get a chance to speak to you.



***Notes on Written Feedback Appointments**

- Consultants will post the feedback in your original appointment form as a document. You will receive an email stating that your “appointment was modified” at the completion of the session, and can then view posted feedback in your original appointment form on WCONLINE.
- Consultants will still only have 50 minutes to review your paper, so they may not get through it in a single session.
- Consultants will use the “Comments” feature under the “Review” tab in Word to comment with suggestions and feedback.

First time using Writing Resources?

Please make a WCONLINE account by visiting <https://bera.mywconline.com> and select “Register for an Account.”

Questions?

Please email Amy McCleese Nichols at nicholsa@bera.edu or call 859-985-3269.