



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 at your convenience. Once you are logged in, you should see a grid layout of that day's appointments. Appointments in white are available time slots; appointments in other colors are either taken or unavailable. Click a white box on a time that works for you, and you should see the menu below appear (enable pop-ups in your browser).

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 works well if you have a stable internet connection, a working video camera, and the ability to log on 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. At the appointment time, log back into WCONLINE, return to your appointment on the schedule, click it, and then click the “Start/Join Video Chat” link to enter the online chatroom directly from your browser. You will need to enable pop-ups and give permission for the software to use your camera and microphone.**

- **Troubleshooting** –Trying to log in and having no luck? It happens. Call 859-985-3404 and tell the person the name of your consultant and that you can’t log in. Hate calling? Email writingresources@berea.edu. If we can, we will try to help find other options for your consultation.

Client
Amy Nichols

Appointment Date
Thursday, August 19, 2021
1:00pm to 2:00pm [\[MARK MISSED\]](#)

Staff or Resource
Amy N.

VIDEO CHAT
CREATED: Aug. 18, 2021 4:58pm by Amy Nichols

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?

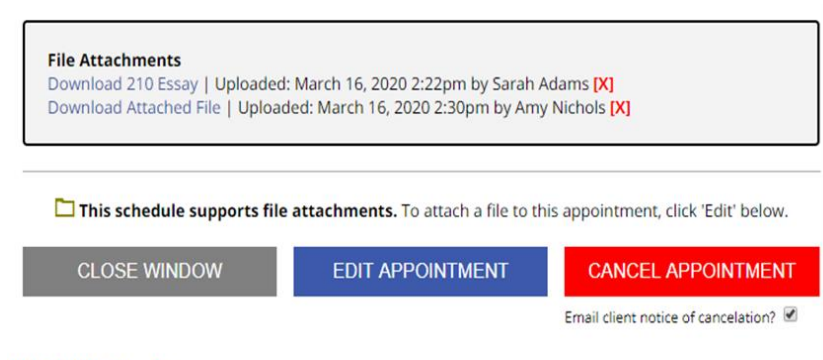
Example: Appointment Form with Link

The screenshot displays a web-based interface for an online consulting session. On the left, there are three video thumbnails showing participants. The main area contains a whiteboard with text instructions: 'WELCOME TO YOUR ONLINE CONSULTATION!', 'WHITEBOARD: This area of the screen is the document collaboration whiteboard...', 'TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.', 'TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting...', 'DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard...', 'AUDIO AND VIDEO: If your center has enabled audio and video consultations...', and 'AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting...'. On the right, a chat window shows a conversation between Rebecca and Amy, with messages like 'Rebecca: hey buddy', 'Amy: What even is this??', 'Rebecca: THIS IS THE FUTURE', 'Rebecca: I regret not having invested in a better desk chair at some point in my adult life', 'Amy: RIGHT?? At home, I will literally be using a wooden bench in our current office setup', 'Rebecca: I'm using a 1970s very groovy desk chair but it's SO HARD', 'Amy: Oh, thank I'm going to have to switch to the other laptop because I have no camera lol', and 'Rebecca: ohh lollll', 'Amy: "mental note - buy webcam'.

Example: Online Consulting view with video and text chat

Option 3: Paper Upload Consultations

We do offer written feedback through paper upload consultations. These are most effective when you already have a draft written; if you need help brainstorming, we recommend F2F or Video consultations. To make these consultations effective, please upload your paper, the assignment sheet, AND be very specific about what kind of feedback you are looking for since the consultant cannot ask you in person during the session. **When making an appointment, select “Paper Upload” 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 before providing feedback; give them as much information as you can.



The screenshot shows a 'File Attachments' section with two entries: 'Download 210 Essay | Uploaded: March 16, 2020 2:22pm by Sarah Adams [X]' and 'Download Attached File | Uploaded: March 16, 2020 2:30pm by Amy Nichols [X]'. Below this is a message: 'This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.' At the bottom are three buttons: 'CLOSE WINDOW' (grey), 'EDIT APPOINTMENT' (blue), and 'CANCEL APPOINTMENT' (red). There is also a checkbox for 'Email client notice of cancellation?' which is checked.

***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. Return to your original appointment form, and you can find your feedback uploaded there.
- 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://berea.mywconline.com> and select “Register for an Account.”

Questions?

Please email Amy McCleese Nichols at nicholsa@berea.edu or call 859-985-3269. Thanks for using Writing Resources!