How to Make an **Online** Writing Center Tutoring Appointment Using WCOnline
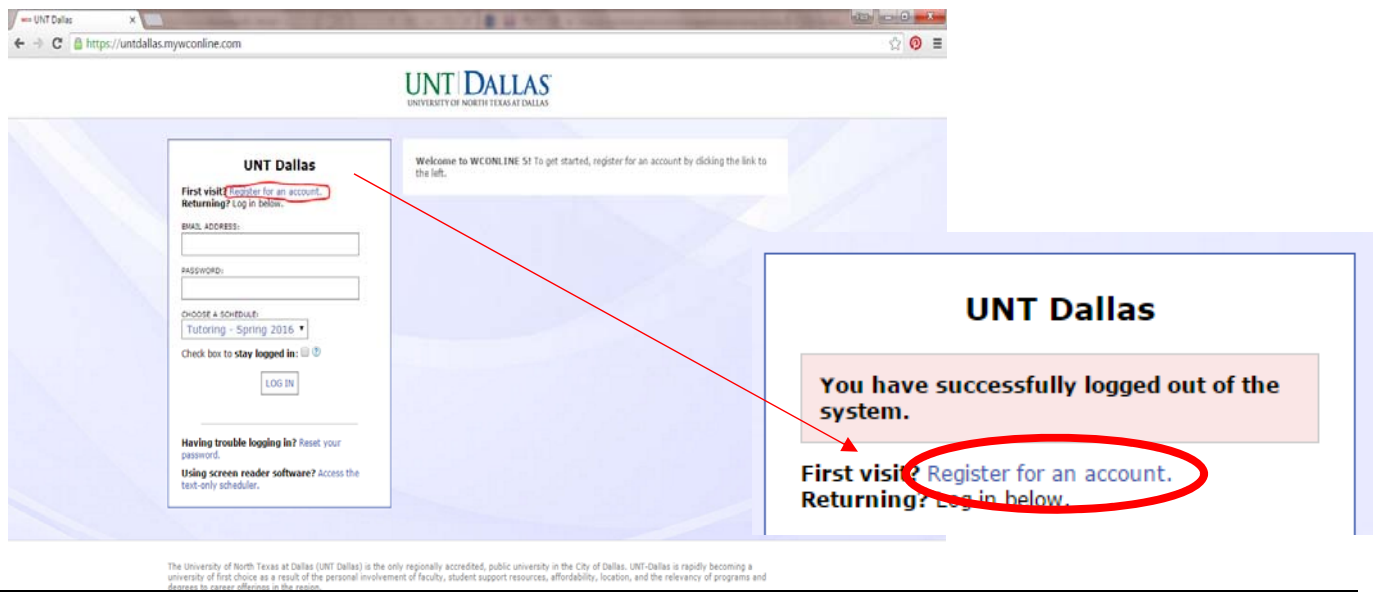
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1. Click the link on our Writing Center homepage, or type https://untdallas.mywconline.com/
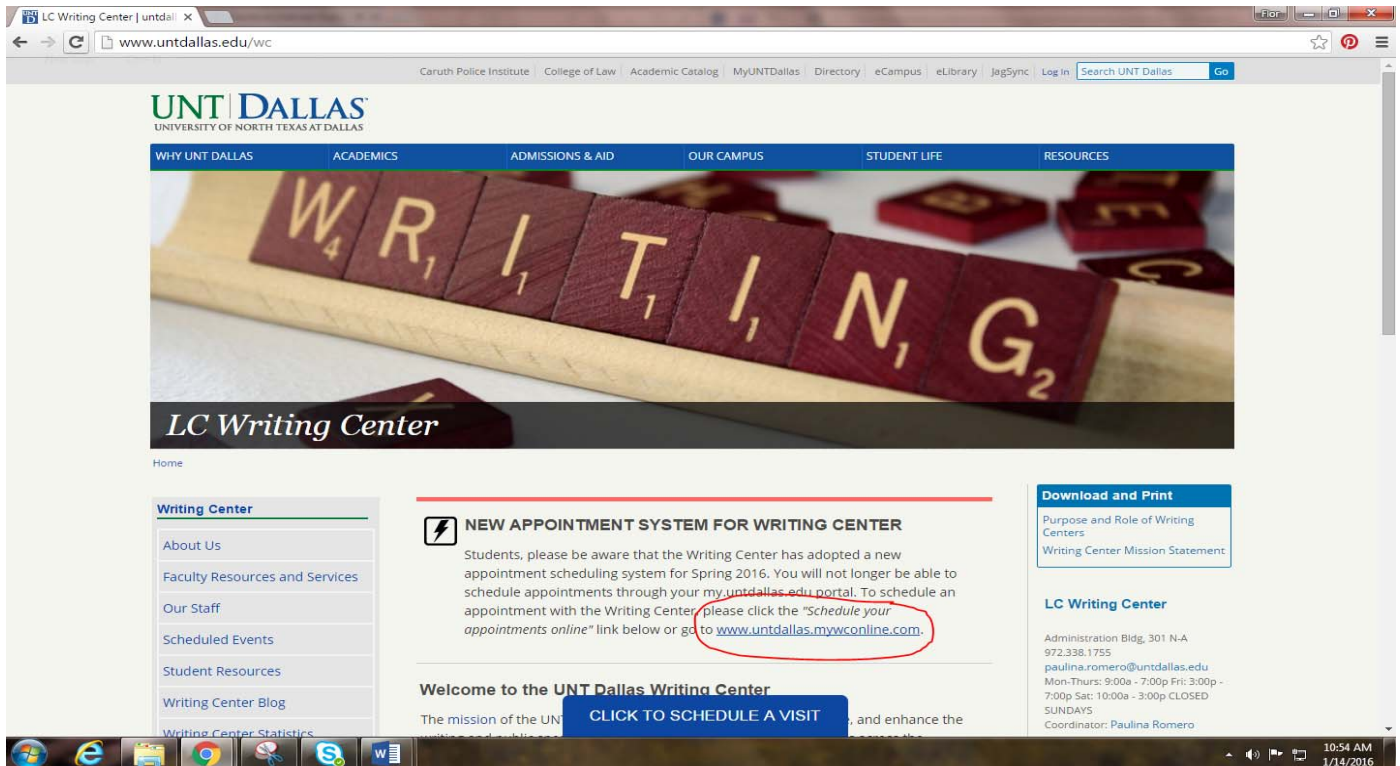

On the welcome page, click "**REGISTER FOR AN ACCOUNT**" inside the UNT Dallas box if you are a first-time user.

NOTE: You MUST register for an account to schedule an appointment if you are logging in for the first time.

*****NOTE FOR SCHEDULING NEXT APPOINTMENT:*
You will only have to create an account ONCE. After your account has been created, you will be able to log in automatically **with the password and email address you used to create the account.**
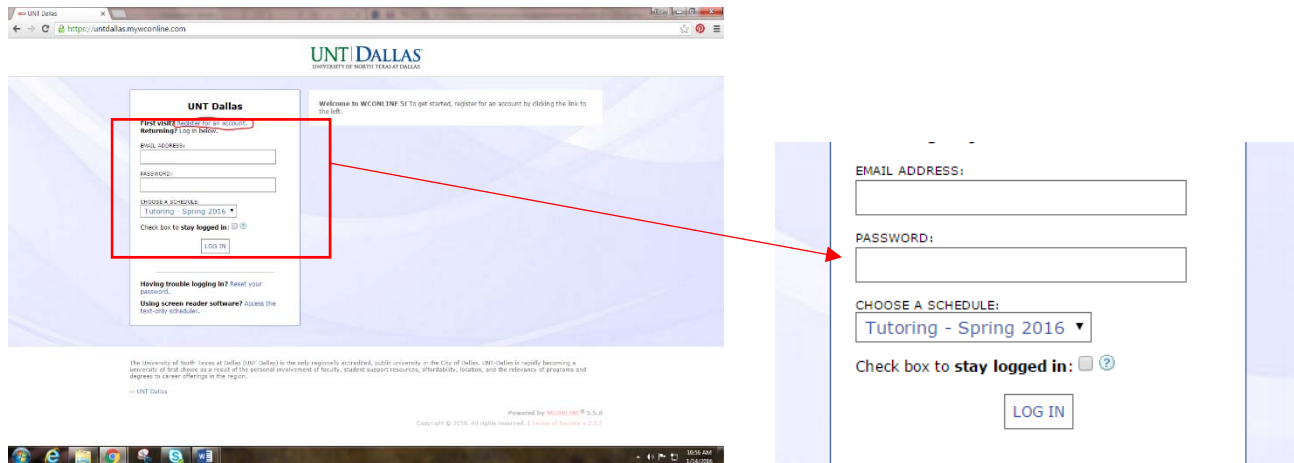

Once you are in the "Create a New Account" page, fill out the short questionnaire to create your account. You will be able to create your own unique password. You will only have to complete this questionnaire once.

NOTE: You must enter your First and Last Name as indicated in all your formal UNT Dallas accounts (i.e. myUNTDallas account).

NOTE: We suggest you create an account with an **email address you check REGULARLY**. It can be a personal OR UNT Dallas email account.
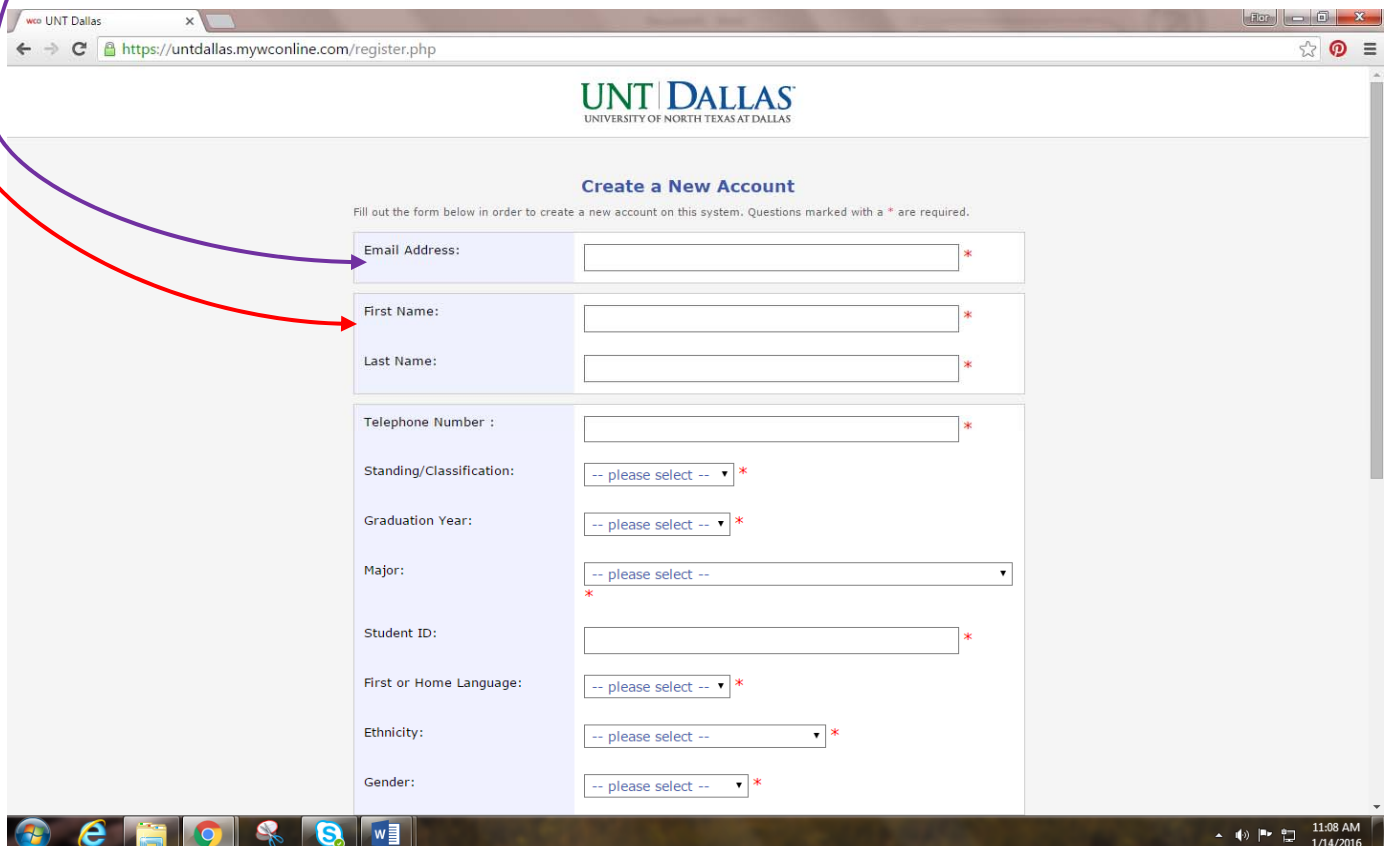
After all blanks are filled in, click Register at the bottom of the page.
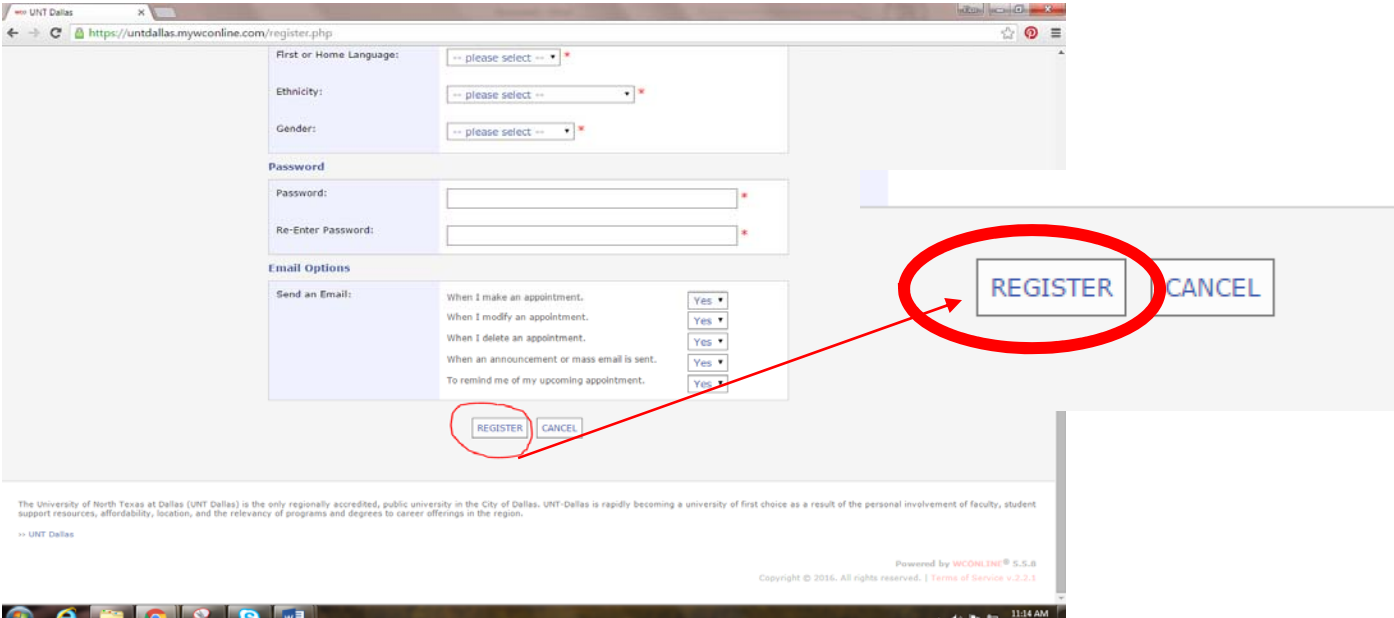
How to Make An Online Appointment

1. After logging in, the welcome page should look like this. This is what you will see every time you log in to create an appointment with the Writing Center.

To create an appointment:

- Find a "white box" under your desired day and time. "White boxes" indicate available tutoring times, while **"purple"** and **"blue"** boxes indicate times that tutors are NOT available for tutoring. Click the time that's available with your preferred tutor.

- Choose the day and time of your choice. The current day will always appear at the very top. If your appointment is for another week, you can click on NEXT WEEK (located at the top of the page), or the calendar icon to display a new week.

- You can also create appointments with specific tutors. The names of the tutors available for a specific date are also shown in the scheduling system.

2. After selecting your time, a new window should pop up that looks like this—it will ask you a few questions about the assignment/paper you will be working on during your appointment. Students MUST clearly state what they want help with on their appointment intake information. You will be required to copy and paste the professor's instructions for your paper in the "What Requirements do you have" OR "Additional information" box OR you can attach the syllabus/assignment/rubric information to your submission.

   Choose whether you want an Online appointment or an eTutoring appointment


Which appointment should you choose?

- **eTutoring (Asynchronous):** The tutor will review your essay for the 45 minutes of your scheduled appointment. The comments on your paper will be uploaded within 15 minutes of the end of your appointment. A proof of visit will be emailed to your professor upon request.
- **Online (Synchronous):** Open your appointment, and click "Start or Join Online Consultation." The tutor will communicate with you via live chat or videoconference through WCOnline for 45 minutes. Any notes from the session will be uploaded within 15 minutes of the end of your appointment. A proof of visit will be emailed to your professor upon request.

  Since we only have 45 minutes to review the paper, it is critical that you let your tutor know what your primary concern is. Your tutor will focus on that area first, and if time allows, they will gladly provide feedback on additional areas. If we do not have information about the assignment OR you do not specify your main area of concern, we will provide general feedback.

3. Once you've filled out the short form, hit **"SAVE APPOINTMENT."**

==**Your appointment WILL NOT BE SAVED/BOOKED until you save the appointment.**==
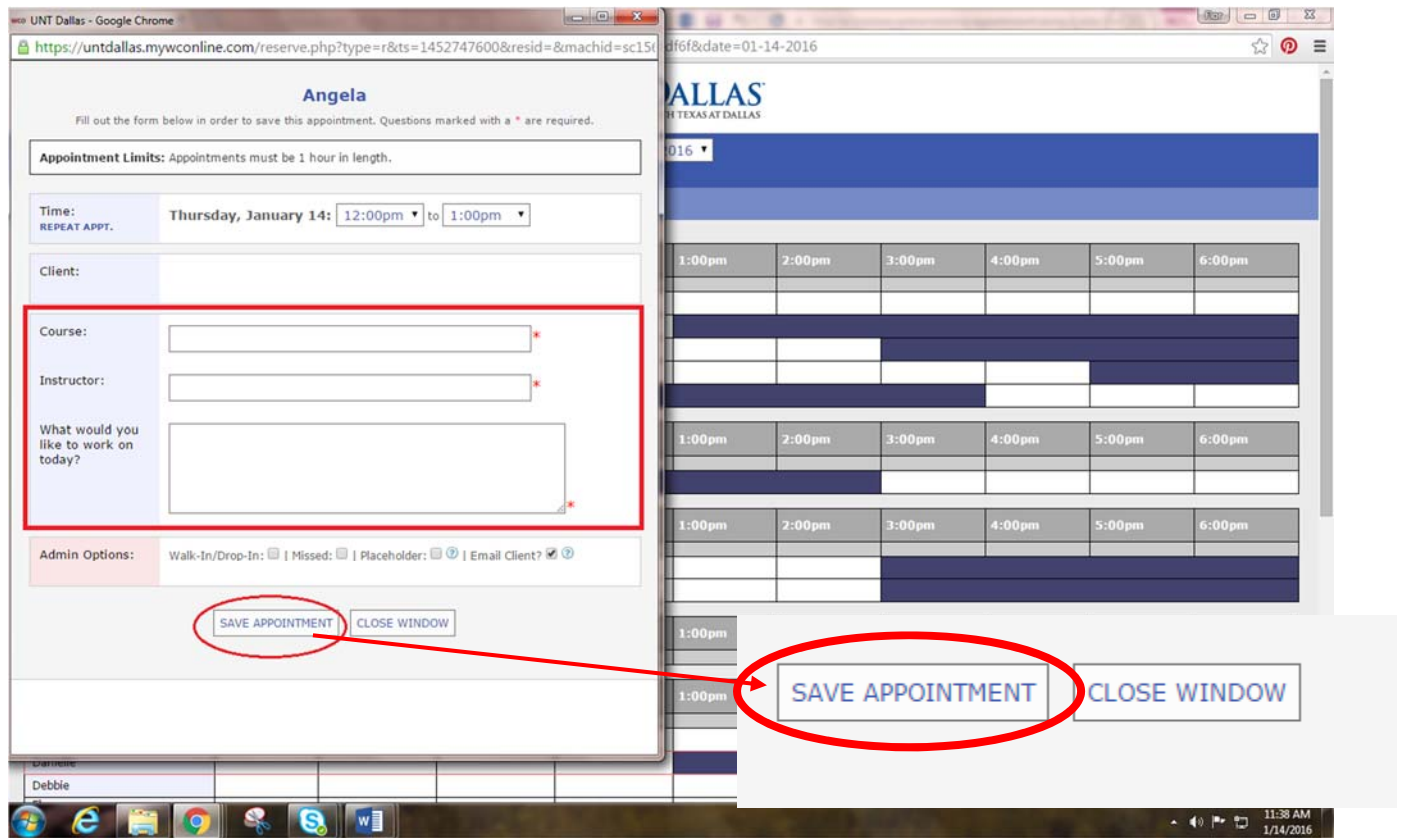
4. Your Writing Center appointment confirmation will look like this if your appointment was successfully created. In addition, your appointment time will show up as a **"yellow box"** on your schedule. You will also receive an email and a text message confirming your appointment.
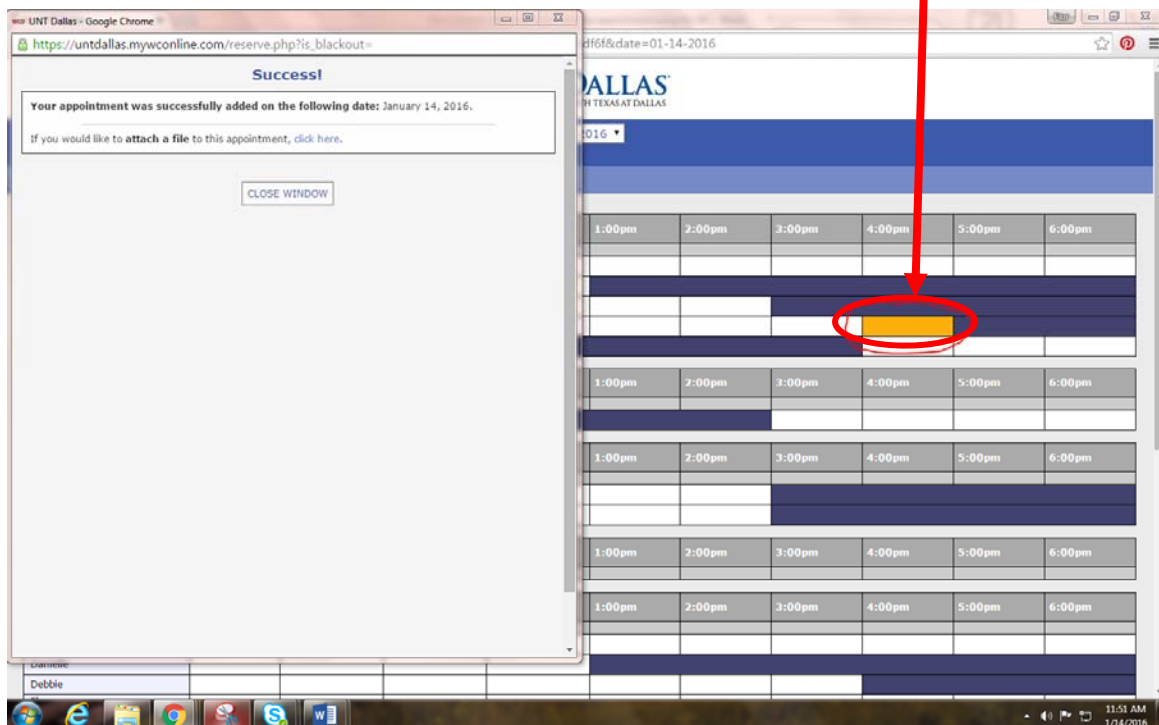
- **By 8:00 am of the day of your appointment**, upload the paper as an attachment to your appointment. The paper must be in *.doc or *.docx format in order to be edited. There are no exceptions to this requirement. We cannot open *.gdoc, *.pages, or other formats.

  Click on the yellow folder to attach a file to an existing folder.
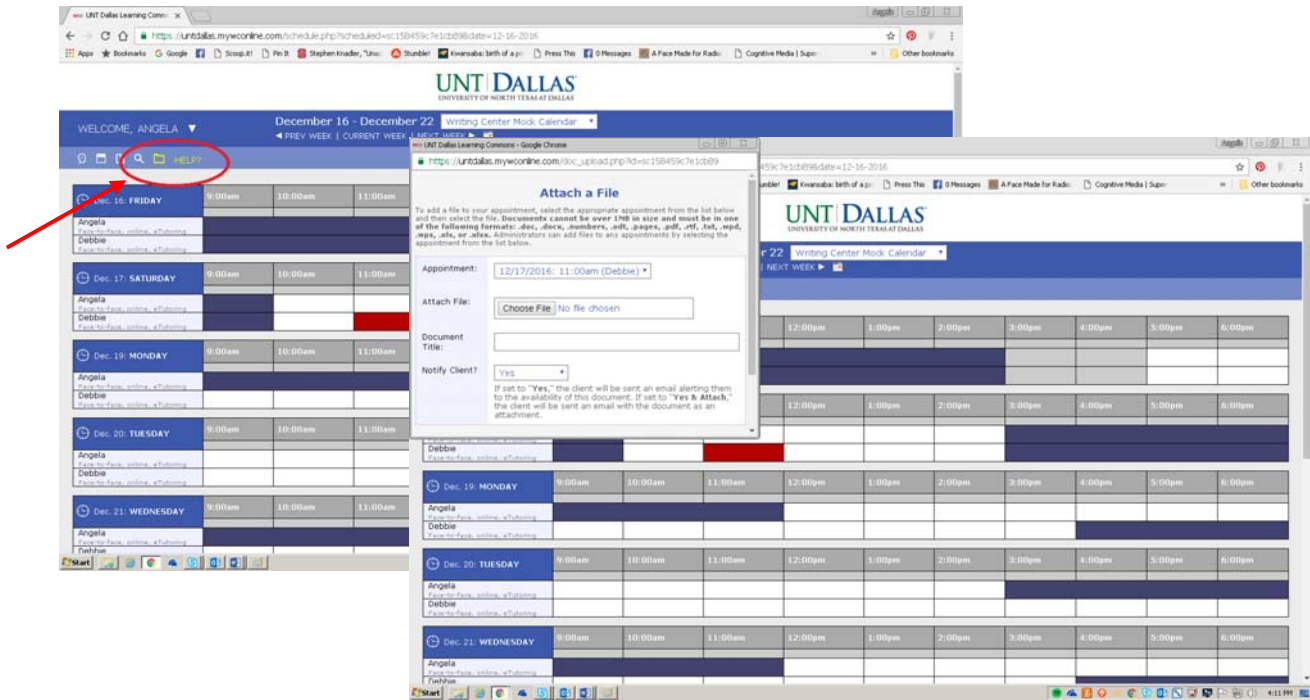
- If your paper is more than 4 pages, send a section of your paper for review. You can set up another appointment to have other sections reviewed. Remember that the Writing Center does not make edits on your paper. Instead, we help you by pointing out errors and offering you suggestions for changes.

To join your Online Tutoring session, click on your appointment and click Start or Join Online Consultation.
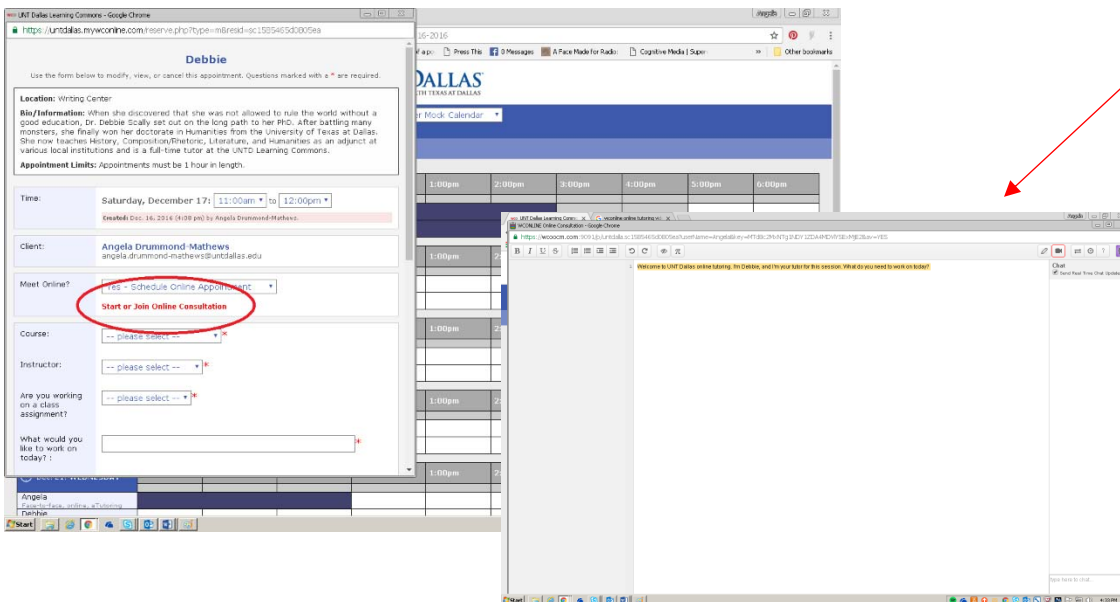

An online meeting room will open. You and your tutor will communicate at the same time using chat, video, and or audio. You will both view your paper in the whiteboard area.

ONLINE APPOINTMENT FEEDBACK

How will I receive the feedback on my paper?

Return to WCOnline and click on your appointment. You will find a section that is called Attached files. There you will find the uploaded file with the tutor's comments. Click to download your paper.
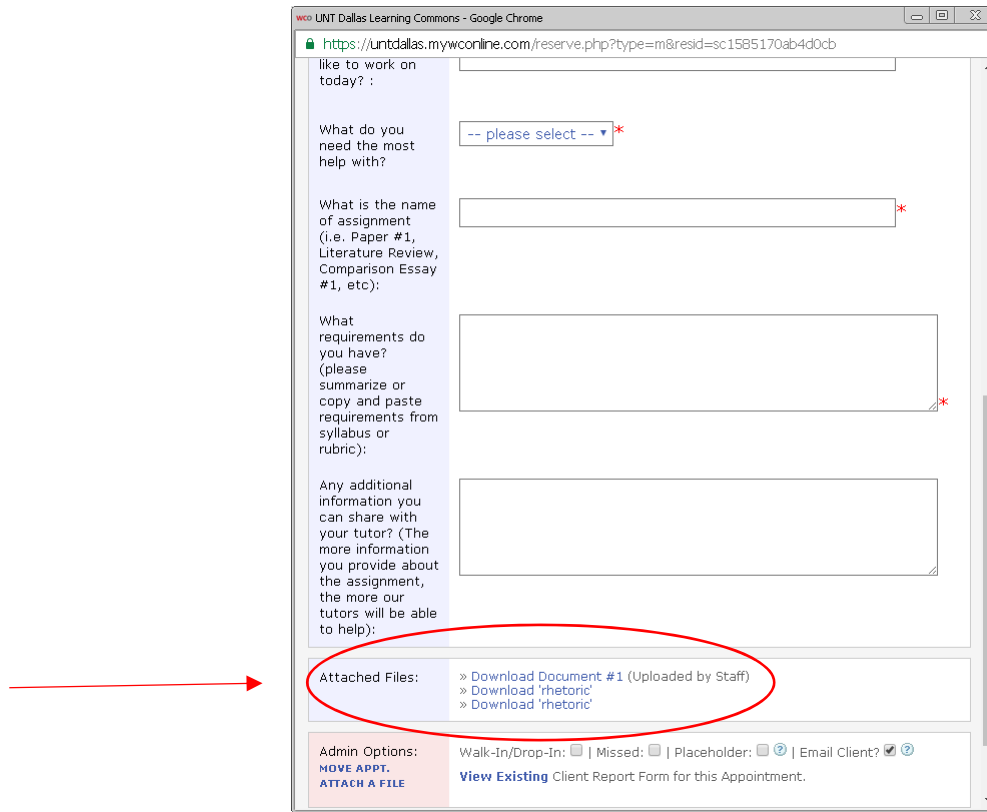

- View comments on your paper in Microsoft Word using the Comments Feature
 Click on the Review tab and then click Show Comments
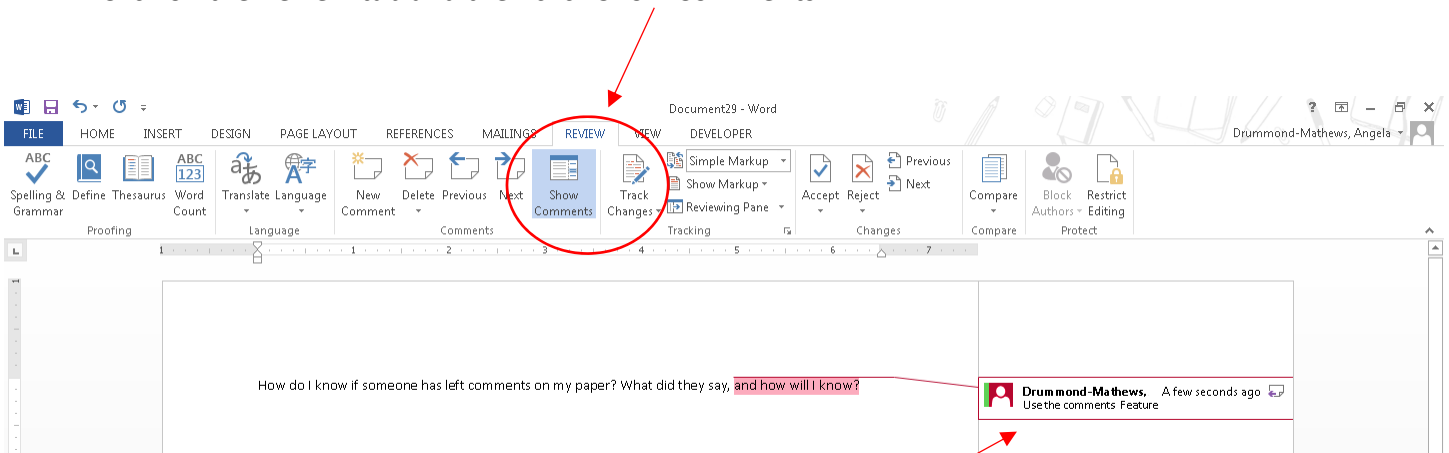
The tutor's comments will appear on the side of the page.

JOINING A "WAIT LIST" ON WCONLINE

If the appointment time you would like is unavailable, you can now sign up for a **WAIT LIST** and be notified if appointments on a specific day (and/or time) open up. HOWEVER, this does not guarantee that you will get the appointment. To sign up for the wait list, search for a small "clock" next to the date and day you want to be added for the Wait List.
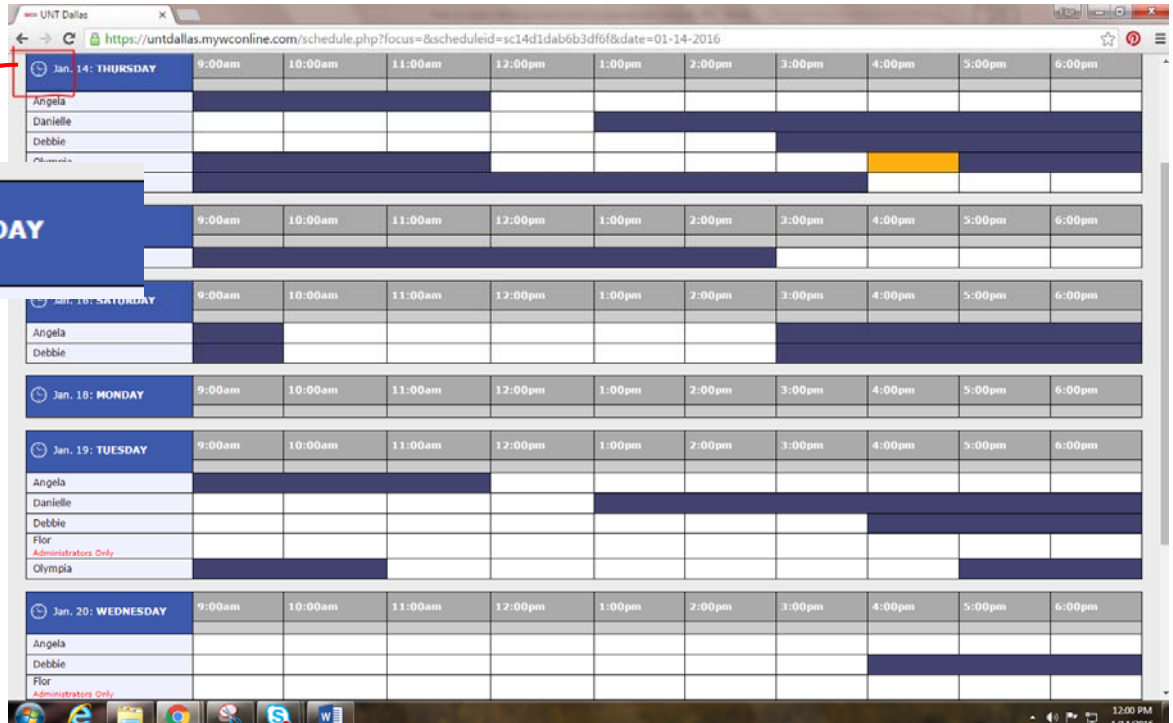

After you click on the clock, a new window will open. Be sure to select if you want to be notified for all available times or specific times. You can also be notified if an opening with a specific tutor becomes available. Once you complete the questions, hit "**JOIN THE WAITING LIST.**"
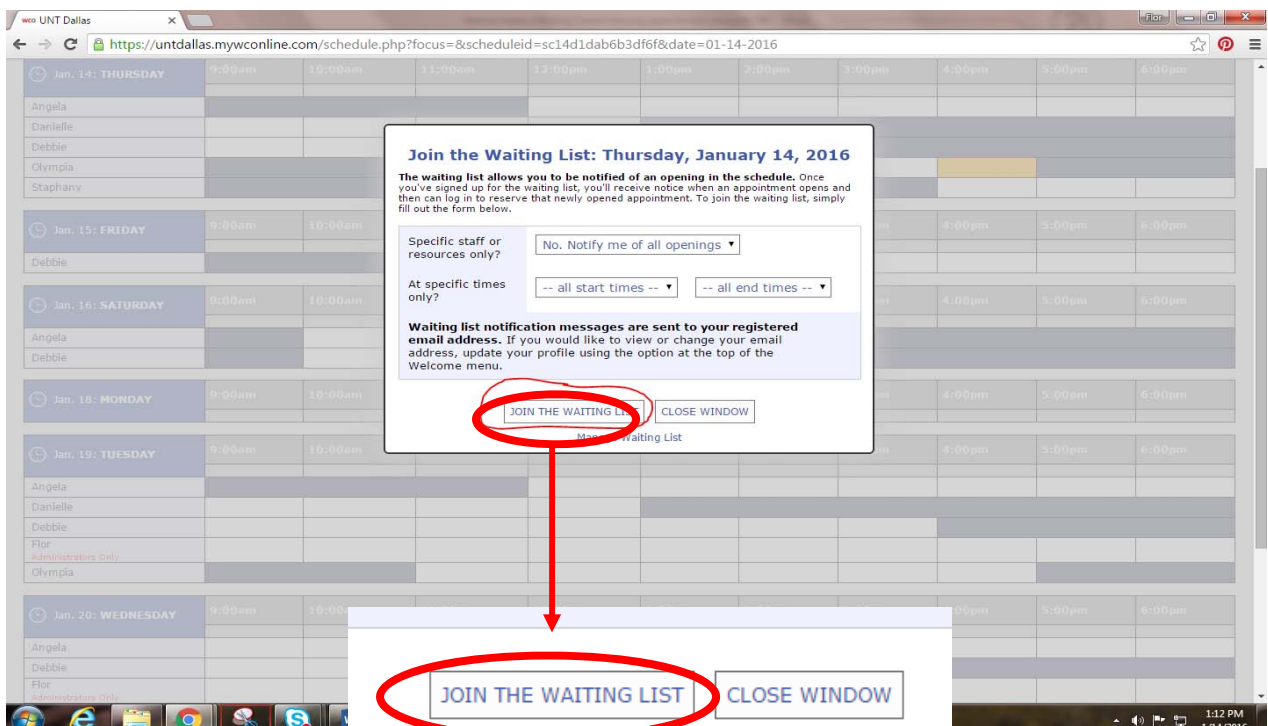
How to Cancel a Writing Center Tutoring Appointment

5. If you need to cancel your Writing Center appointment, click on your appointment **(look for a "yellow box")** and a new window should pop up. Click CANCEL THIS APPOINTMENT on the new window.
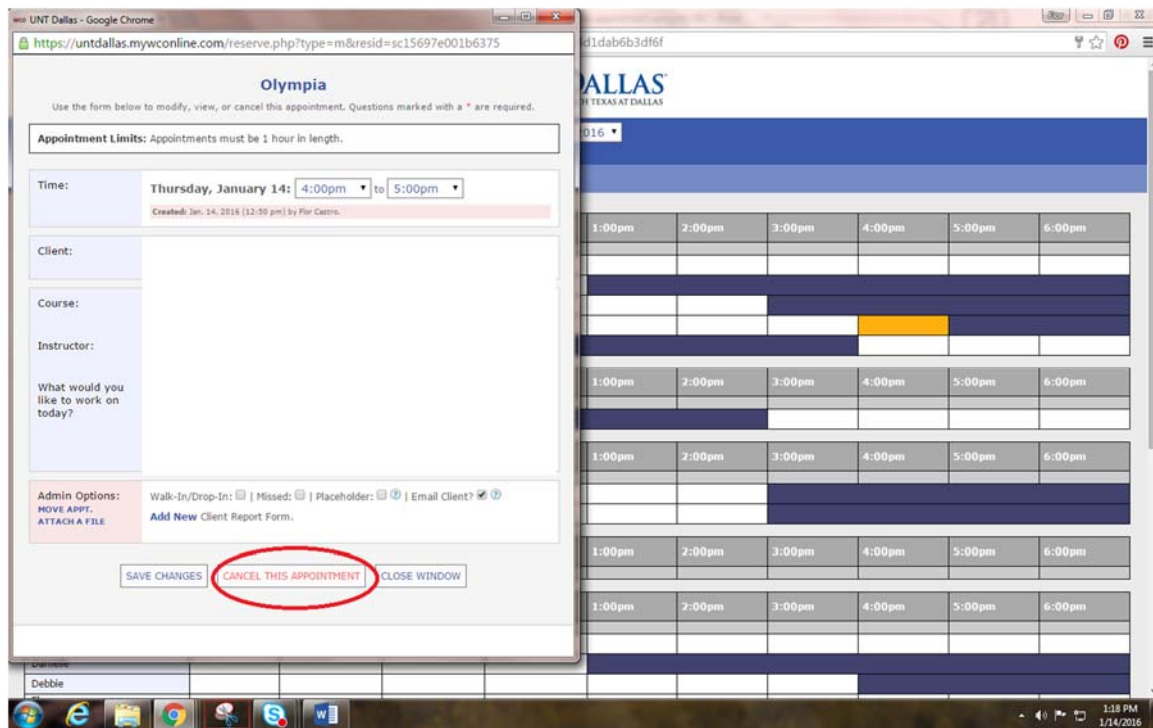
To make sure your appointment was canceled, a new window should pop up stating, "Your appointment was successfully deleted."