

Writing Center Online

Registering for an Account/Signing In

1. Go to rwu.mywconline.com
2. Click on the “Register for an account” hyperlink.
3. Fill out every field you feel comfortable filling out (required fields are marked with a red asterisk).
4. Set a password that is at least ten characters long.
5. Set email preferences at the bottom of the page.
 - If you say “yes” to the field regarding iCal links, every appointment email you receive will include a link that, when clicked, adds the appointment to your Gmail or Outlook calendar.
6. Click “I’m not a robot” box and create an account.
7. Return to sign in page and input credentials from registration.
 - **It does not matter whether you select “Academic Success Center Schedule” or “Writing Center Schedule” on the login page.** You can navigate between the two schedules by clicking on the white box with the schedule title in the center of the page towards the top.

Scheduling an Appointment

1. Login and navigate to schedule that has the resource (i.e. “tutor”) with whom you want to work.
2. Click on white time blocks that correspond with a certain resource and a specific time of day. A new window will pop up.
 - If there is not a white block on a resource’s schedule at a certain time, they are unavailable. If the block there is dark blue, the resource is not working. If the block is light blue or red, that resource has another appointment.
 - **Please limit your scheduling to one (1) appointment per resource per day.**
3. In the new window, indicate whether you would like the appointment to last 30 minutes or 60 minutes.
 - **To allow for bathroom breaks and fulfilment of administrative duties, all 30-minute appointments with Teaching Assistants will actually be 25 minutes and all 60 minute appointments with Teaching Assistants will actually be 50 minutes.**
 - If you schedule a 30-minute appointment but want the appointment to last longer, **the decision to extend that appointment rests solely with that staff member.**
4. Indicate whether you would like the appointment to be in-person (at the Writing Center) or online, then fill out the rest of the required fields.
 - Some staff members are entirely remote in the Fall 2020 semester, so those resources are only available for online appointments.
 - In the “Primary Concerns” field of the Writing Center Schedule, **you must select at least one focus to schedule an appointment.** If the topic you want to address is not in that list, simply select “Other.”
5. Click the “Create Appointment” button at the bottom of the popup window.
 - Based on the email preferences you set when registering, you should receive a confirmation email when you make an appointment.

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Attending an Online Appointment

1. Shortly before your appointment, login to the site and navigate to the schedule that has the staff member with whom you are working.
2. Find the orange box on your schedule that corresponds with the staff member and appointment time. Click on that box and a new window will pop up.
 - Only your own appointments are in orange. Other students' in-person appointments are in light blue, and their online appointments are in red.
3. In the new window, go to the box in the middle of the page and click on the red link titled "Start or Join Online Consultation." This link will take you to a new tab in your browser.
4. Once in the meeting
 - You will be connected with the resource via audio and video.
 - You can use the import function (the symbol that is two arrows pointing in opposite directions) to upload any document to the whiteboard.
 - You can use the whiteboard function to edit documents in real-time with the resource with whom you are meeting. Edits are indicated in different colors depending on who made the changes.
 - When you are finished, you can use the export function (also under the symbol that is two arrows pointing in opposite directions) to download a copy of the file in Word, PDF, Plain text, HTML, Etherpad, or Open Document Format.
 - You can use the chat function to communicate in writing with the resource.
 - **The meetings are not recorded**, but you can come back to your appointment later and use the Time Slider function (symbol in the upper right corner that looks like a clock with an arrow around it) to see the entire whiteboard history from that meeting.
5. After the meeting
 - You will receive a survey that allows you to give feedback about your appointment. All responses are **anonymous**.
 - You can go back to your online appointment any time in the future, click on the appointment block, click the "Start or Join Online Consultation" link, and you will be brought to the meeting room from that specific appointment. Everything will be exactly as you and the resource left it, and you can use the Time Slider function to see each way the document changed from the beginning of the meeting to the end.
 - You can also go back to the appointment to export a copy of the last version you and the resource edited using the whiteboard.