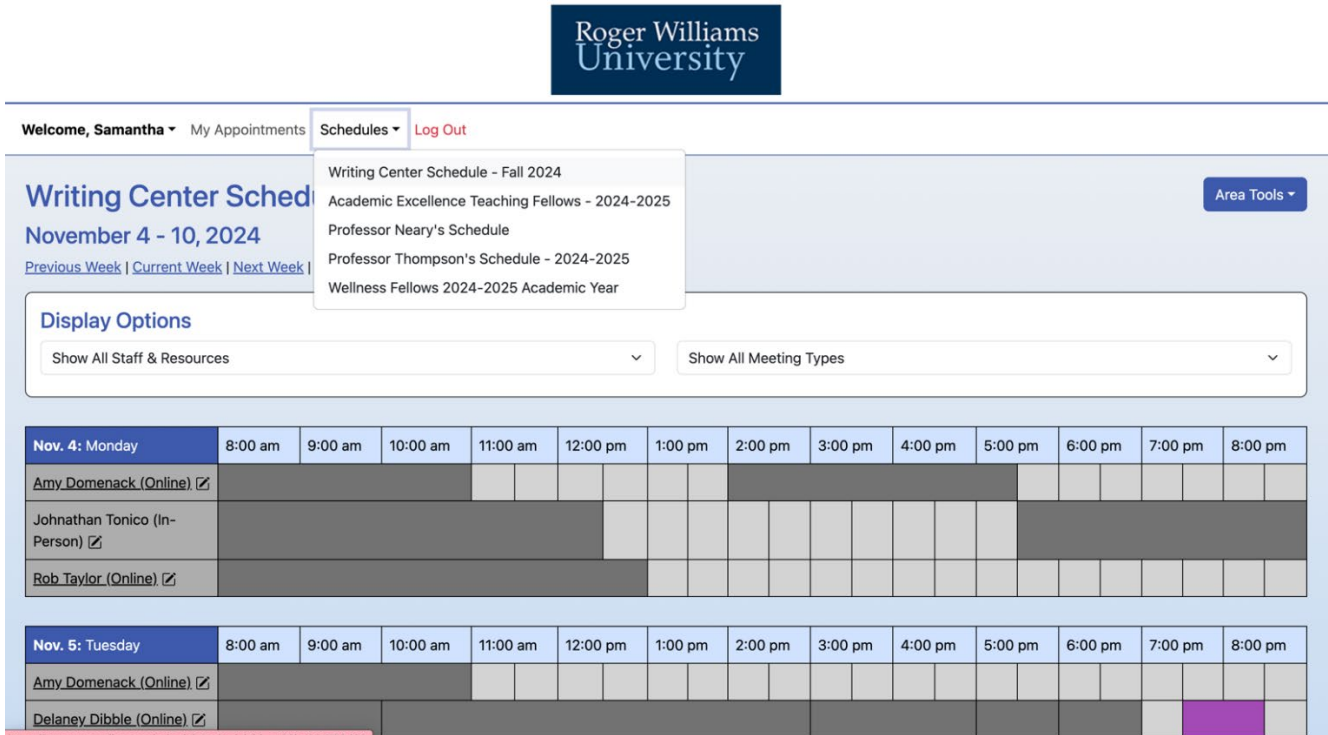


How to Attend an Appointment as a Client

1. First log into WOnline at <https://rwu.mywconline.com/> and choose a schedule.



Writing Center Schedule
 November 4 - 10, 2024

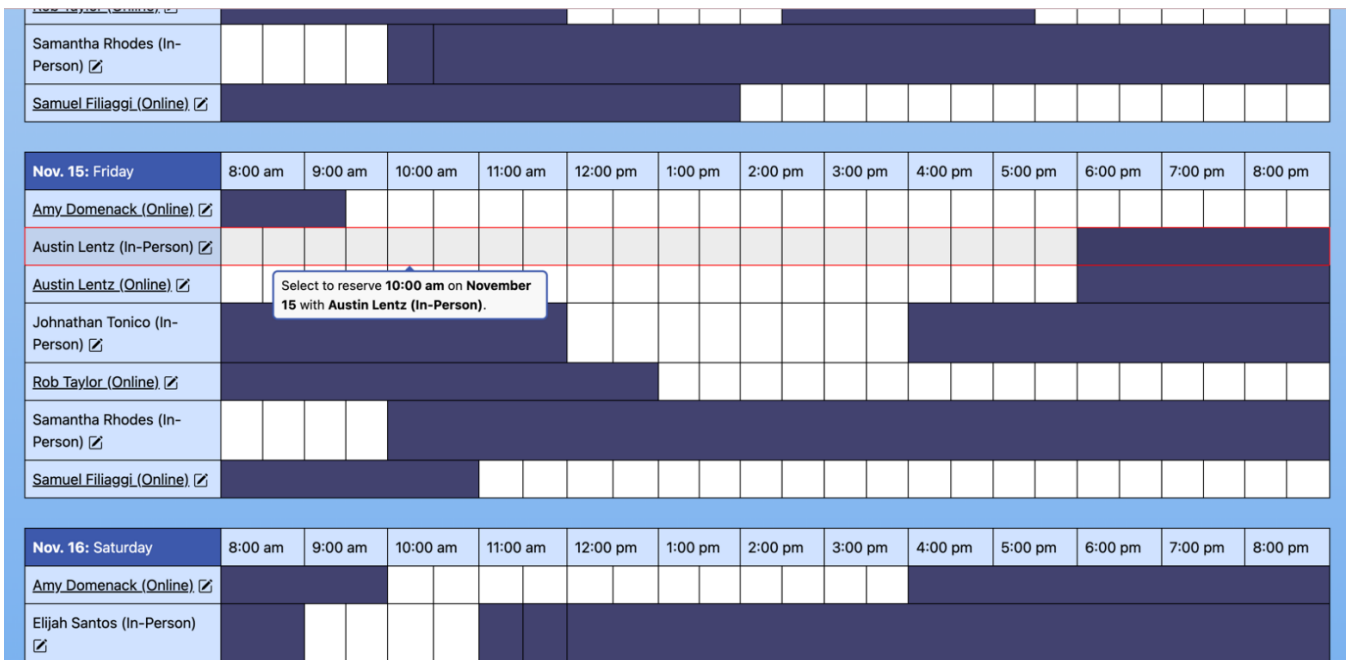
Previous Week | Current Week | Next Week

Display Options
 Show All Staff & Resources | Show All Meeting Types

Nov. 4: Monday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) <input checked="" type="checkbox"/>													
Johnathan Tonico (In-Person) <input checked="" type="checkbox"/>													
Rob Taylor (Online) <input checked="" type="checkbox"/>													

Nov. 5: Tuesday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) <input checked="" type="checkbox"/>													
Delaney Dibble (Online) <input checked="" type="checkbox"/>													

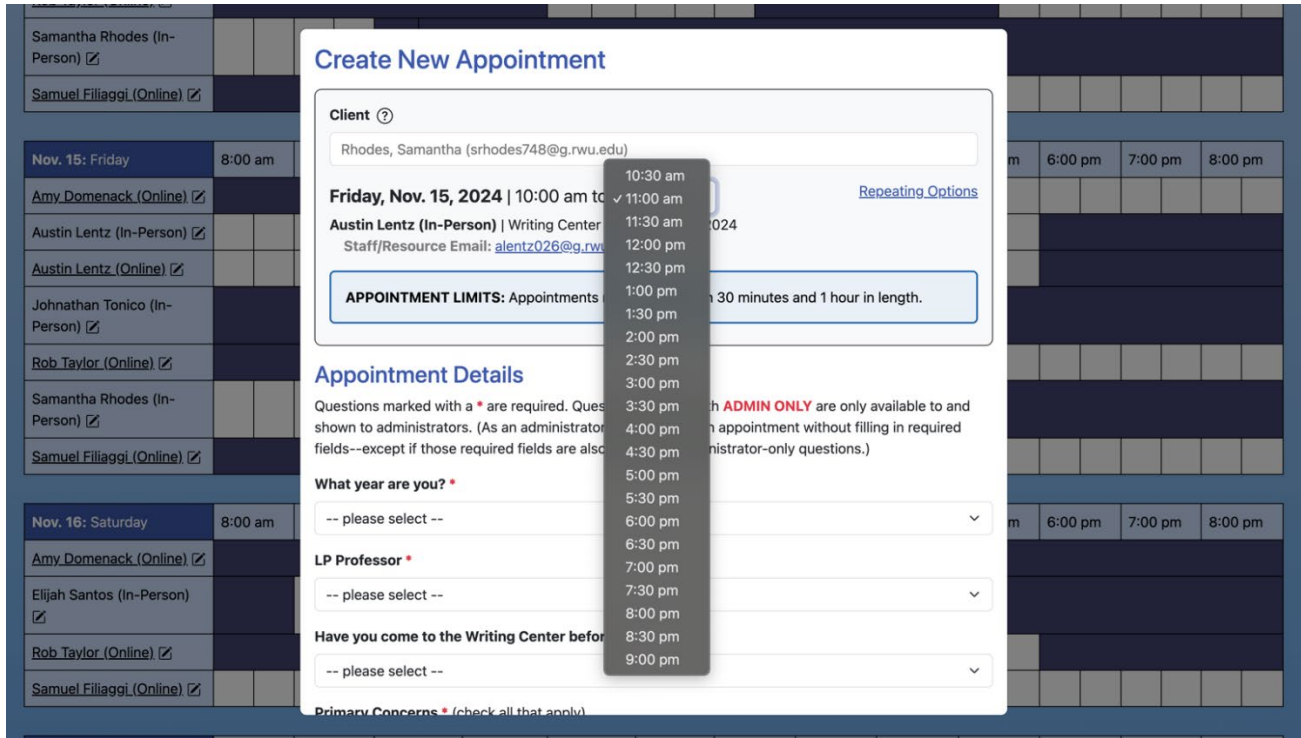
2. Pick a time slot that works best for you.



Nov. 15: Friday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) <input checked="" type="checkbox"/>													
Austin Lentz (In-Person) <input checked="" type="checkbox"/>													
Austin Lentz (Online) <input checked="" type="checkbox"/>													
Johnathan Tonico (In-Person) <input checked="" type="checkbox"/>													
Rob Taylor (Online) <input checked="" type="checkbox"/>													
Samantha Rhodes (In-Person) <input checked="" type="checkbox"/>													
Samuel Filiaggi (Online) <input checked="" type="checkbox"/>													

Nov. 16: Saturday	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) <input checked="" type="checkbox"/>													
Elijah Santos (In-Person) <input checked="" type="checkbox"/>													

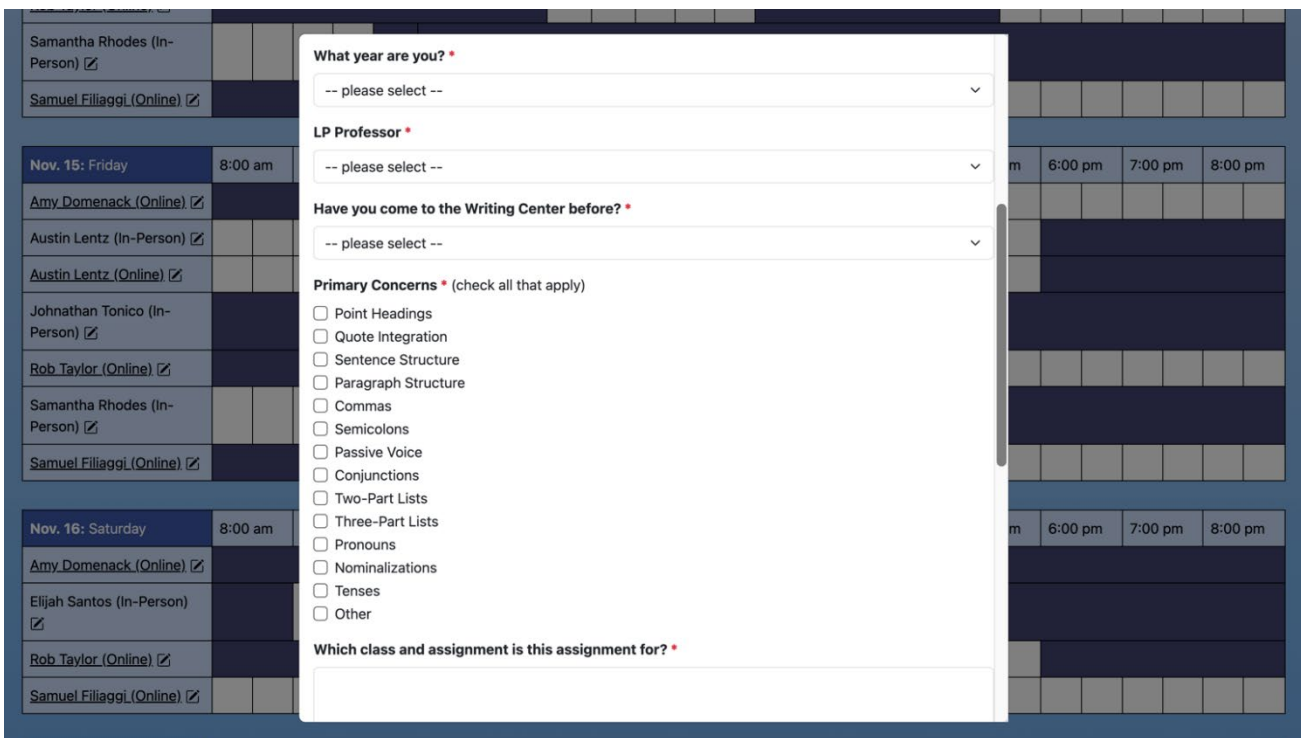
3. Change the time of the appointment slot based on your availability and assignment—30 minutes or 1 hour.



The screenshot shows the 'Create New Appointment' form. A dropdown menu is open, showing time slots from 10:30 am to 9:00 pm. The form includes the following fields:

- Client:** Rhodes, Samantha (srhodes748@g.rwu.edu)
- Appointment Date and Time:** Friday, Nov. 15, 2024 | 10:00 am to 11:00 am
- Staff/Resource Email:** alentz026@g.rwu.edu
- Appointment Limits:** Appointments are 30 minutes and 1 hour in length.
- Appointment Details:** Questions marked with a * are required. Questions marked with an ADMIN ONLY are only available to and shown to administrators.
- What year are you? ***: -- please select --
- LP Professor ***: -- please select --
- Have you come to the Writing Center before? ***: -- please select --
- Primary Concerns *** (check all that apply):

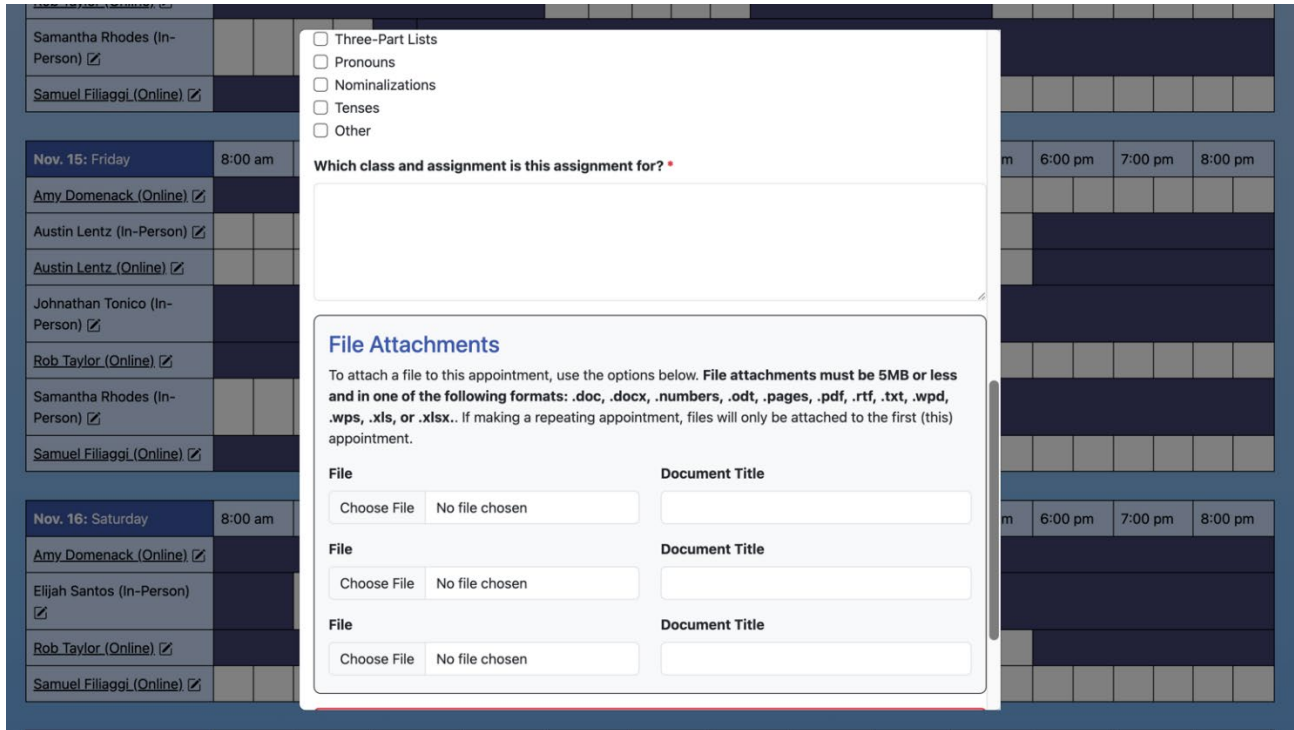
4. Next, fill in the information about you and your planned appointment.



The screenshot shows the 'Create New Appointment' form with the 'Primary Concerns' section expanded. The form includes the following fields:

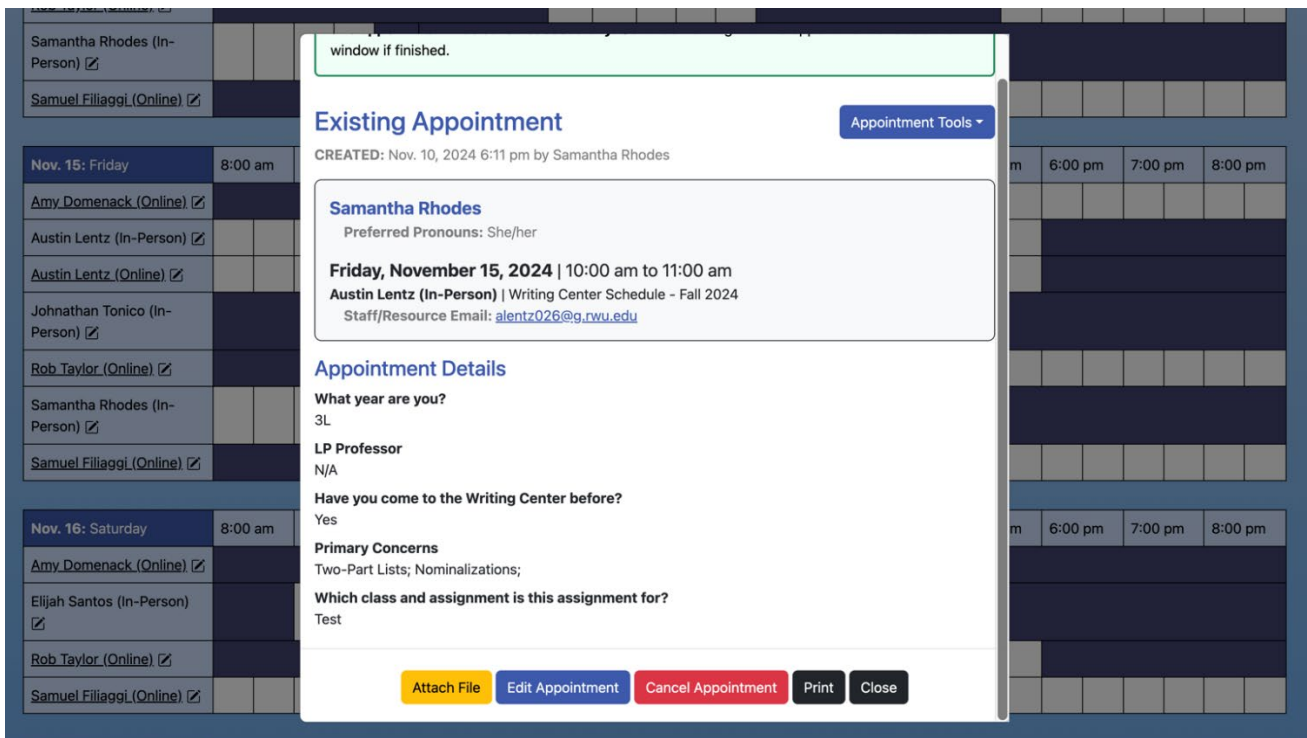
- What year are you? ***: -- please select --
- LP Professor ***: -- please select --
- Have you come to the Writing Center before? ***: -- please select --
- Primary Concerns *** (check all that apply):
 - Point Headings
 - Quote Integration
 - Sentence Structure
 - Paragraph Structure
 - Commas
 - Semicolons
 - Passive Voice
 - Conjunctions
 - Two-Part Lists
 - Three-Part Lists
 - Pronouns
 - Nominalizations
 - Tenses
 - Other
- Which class and assignment is this appointment for? ***

5. You can then attach a file for your appointment and click “Create Appointment.”



The screenshot shows a calendar interface with a modal window for creating an appointment. The modal includes a list of checkboxes for assignment types: Three-Part Lists, Pronouns, Nominalizations, Tenses, and Other. Below this is a text field labeled "Which class and assignment is this assignment for?". The "File Attachments" section contains instructions: "To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.. If making a repeating appointment, files will only be attached to the first (this) appointment." There are three rows of "File" and "Document Title" input fields, each with a "Choose File" button and a "No file chosen" status.

6. To change any information for the appointment, attach a file, or cancel the appointment, click on the time slot and change the information accordingly. Then click “save changes.”



The screenshot shows the "Existing Appointment" modal window. At the top, it says "window is finished." Below that, the title is "Existing Appointment" with an "Appointment Tools" dropdown menu. The appointment was "CREATED: Nov. 10, 2024 6:11 pm by Samantha Rhodes". The appointment details include:

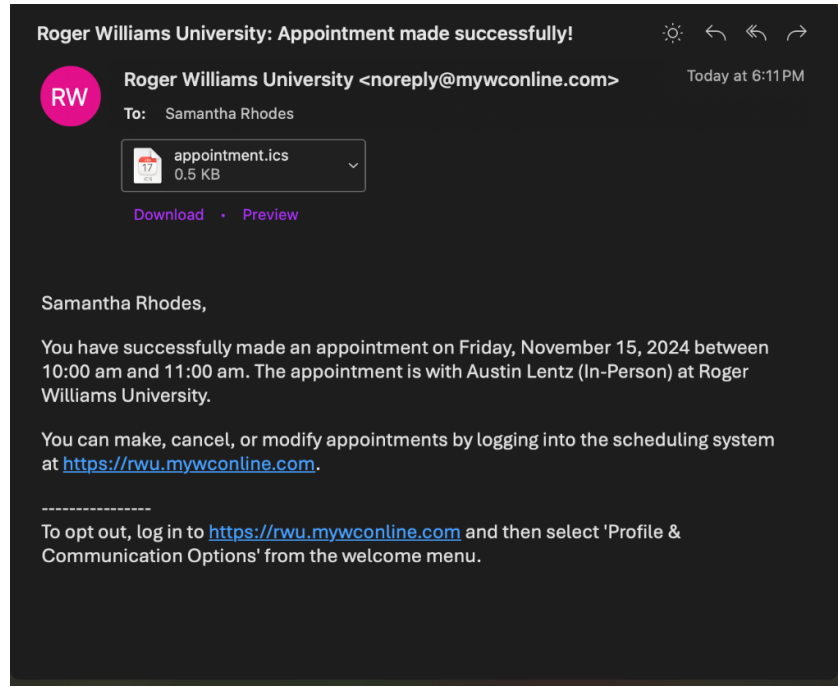
- Samantha Rhodes** (Preferred Pronouns: She/her)
- Friday, November 15, 2024 | 10:00 am to 11:00 am**
- Austin Lentz (In-Person) | Writing Center Schedule - Fall 2024**
- Staff/Resource Email: alentz026@rwu.edu

 The "Appointment Details" section includes:

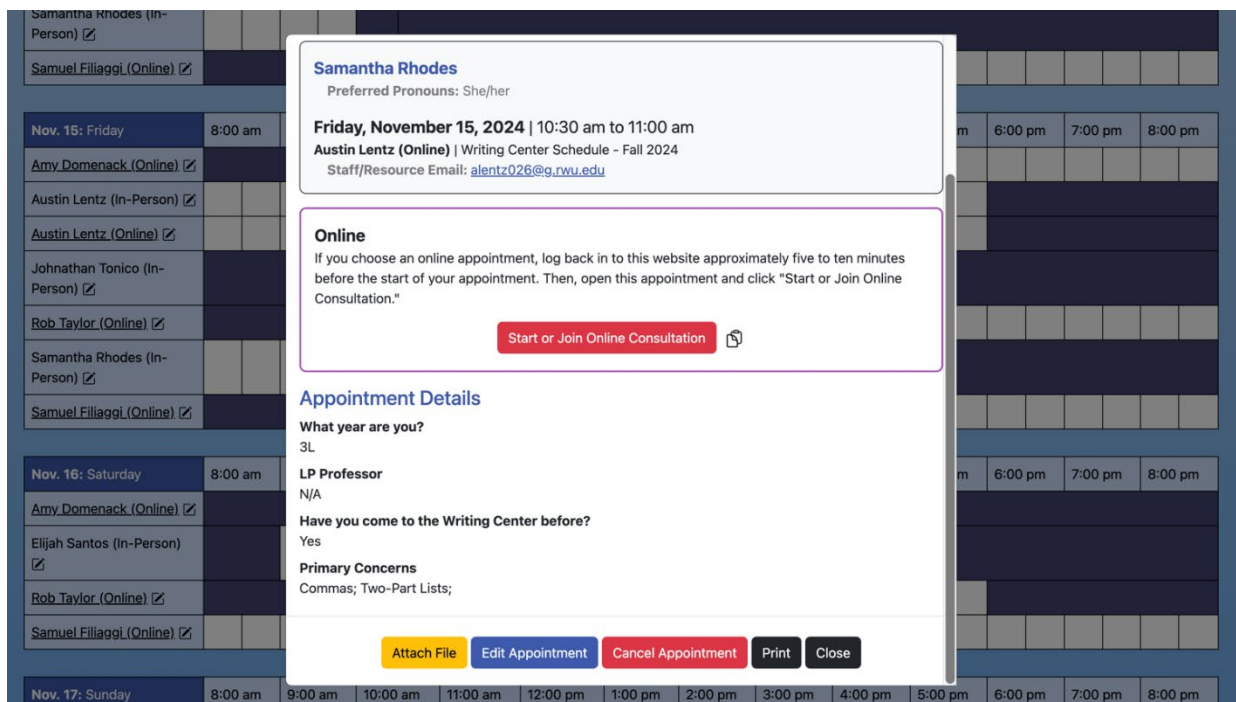
- What year are you?** 3L
- LP Professor** N/A
- Have you come to the Writing Center before?** Yes
- Primary Concerns** Two-Part Lists; Nominalizations;
- Which class and assignment is this assignment for?** Test

 At the bottom, there are five buttons: "Attach File" (yellow), "Edit Appointment" (blue), "Cancel Appointment" (red), "Print" (grey), and "Close" (black).

- Upon scheduling an appointment, you should receive an email with the appointment details.



- If you scheduled an in-person appointment, meet your Writing Center or Academic Excellence tutor in the Writing Center or any other pre-arranged location. If you scheduled a zoom meeting, go to the time slot that you scheduled and click “Start or Join Consultation.”



- After your appointment is complete, please complete the survey describing your experience.