

## How to Attend an Appointment as a Client

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



Welcome, Samantha - My Appointmen	Schedule	es • Log Out	(ia																	
Writing Center Sche November 4 - 10, 2024 Previous Week   Current Week   Next Week	Writing Acaden Profess Profess Wellnes	Center Sched nic Excellence or Neary's Sci or Thompson' is Fellows 202	lule - Fi Teachi hedule 's Sche 24-202	all 202 ing Fel edule - 5 Acad	4 Iows - 202 2024-202 Iemic Year	4-2025 5												<b>A</b>	Area To	pols -
Display Options Show All Staff & Resources						~	Show	All Me	eting	Types										~
Nov. 4: Monday 8:00 am	9:00 am	10:00 am	11:00	) am	12:00 pr	0 1:0	0 pm	2:00	nm	3:00 pm	4:00	pm	5:00	pm	6:00	) pm	7:00	nm	8:00	nm
Amy_Domenack_(Online).	0.00 um	10.00 ulli	11.00		12.00 pr			2.00	pin	oloo piii	4.00	pin	0.00	pin	0.01		7.00		0.00	
Johnathan Tonico (In- Person) 🖸																				
Rob Taylor (Online), 🗹			-																	
Nov. 5: Tuesday 8:00 am	9:00 am	10:00 am	11:00	) am	12:00 pr	n 1:0	0 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)																				
,,,,,,,,																				

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

Samantha Rhodes (In- Person) 🗹																										
Samuel Filiaggi (Online)																										
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).																										
Austin Lentz (In-Person) 🗹																										
Austin Lentz (Online)	Select to reserve 10:00 am on November						er																			
Johnathan Tonico (In- Person) 🗹	15 with Austin Lentz (In-Person).																									
Rob Taylor (Online)																										
Samantha Rhodes (In- Person) 🗹																										
<u>Samuel Filiaggi (Online)</u> 🗹																										
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)																										
Elijah Santos (In-Person)																										

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

Samantha Rhodes (In- Person) 📝	Create New Appointment					
Samuel Filiaggi (Online) 🖄	Client (?)					
Nov. 15: Friday 8:00 am	Rhodes, Samantha (srhodes748@g.rwu.ed	u) 10:30 am	m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online)	Friday, Nov. 15, 2024   10:00 am to	11:00 am	ons			
Austin Lentz (In-Person) 🗹	Austin Lentz (In-Person)   Writing Center Staff/Resource Email: <u>alentz026@g.rwi</u>	11:30 am 024 12:00 pm				
Austin Lentz (Online)		12:30 pm				
Johnathan Tonico (In- Person) 🗹	APPOINTMENT LIMITS: Appointments	130 minutes and 1 hour in length.				
Rob Taylor (Online) 🔀	Appointment Details	2:30 pm 3:00 pm				
Samantha Rhodes (In- Person) 🗹	Questions marked with a * are required. Ques shown to administrators. (As an administrator	3:30 pm h ADMIN ONLY are only available to an 4:00 pm h appointment without filling in required	d			
Samuel Filiaggi (Online) 🗹	fieldsexcept if those required fields are also	4:30 pm nistrator-only questions.)				
	What year are you? *	5:00 pm 5:30 pm			JJ	
Nov. 16: Saturday 8:00 am	please select	6:00 pm	× m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online)	LP Professor *	6:30 pm 7:00 pm				
Elijah Santos (In-Person)	please select	7:30 pm 8:00 pm	~			
Rob Taylor (Online)	Have you come to the Writing Center befor	8:30 pm				
Samuel Filiaggi (Online)	please select	9:00 pm	<u> </u>			
	Primary Concerns * (check all that apply)					

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

Samantha Rhodes (In- Person) 🗹	What year are you? *					
Samuel Filiaggi (Online)	please select	~				
	LP Professor *			* * *		
Nov. 15: Friday 8:00 am	please select	~	m	6:00 pm	7:00 pm	8:00 pm
Amy_Domenack_(Online)	Have you come to the Writing Center before? *					
Austin Lentz (In-Person) 🗹	please select	~				
Austin Lentz (Online)	Primary Concerns * (check all that apply)					
Johnathan Tonico (In-	Point Headings					
Person) 🗹	Quote Integration					
Rob Taylor (Online)	Sentence Structure					
	Paragraph Structure					
Samantha Rhodes (In-	Commas					
Person) 🗹						
Samuel Filiaggi (Online)	Passive Voice					
	Conjunctions					
	Two-Part Lists					
Nov. 16: Saturday 8:00 am	Three-Part Lists		m	6:00 pm	7:00 pm	8:00 pm
	Pronouns					
Amy Domenack (Online)	Nominalizations					
Elijah Santos (In-Person)	Tenses					
Z	□ Other					
Rob Taylor (Online)	Which class and assignment is this assignment for? •					
Samuel Filiaggi (Online) 🖄						

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

Samantha Rhodes (In-	Three-Part Lists					
Samuel Filiaggi (Online) 🗹	<ul> <li>Pronouns</li> <li>Nominalizations</li> <li>Tenses</li> <li>Other</li> </ul>					
Nov. 15: Friday 8:00 am	Which class and assignment is this ass	signment for? •	m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) 🗹						
Austin Lentz (In-Person) 🗹						
Austin Lentz (Online) 🗹						
Johnathan Tonico (In- Person) 🗹			-			
Rob Taylor (Online) 🛛	File Attachments					
Samantha Rhodes (In- Person) 🔀	and in one of the following formats: .wps, .xls, or .xlsx If making a repeat	c the options below. File attachments must be smill or in .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpc ting appointment, files will only be attached to the first (thi	ss d, is)			
Samuel Filiaggi (Online)	File	Document Title				
Nov. 16: Saturday 8:00 am	Choose File No file chosen		m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online) 🗹	File	Document Title				
lijah Santos (In-Berson)	Choose File No file chosen					
lijan Santos (in-Person)						
	File	Document Title		-		
Rob Taylor (Online)	File Choose File No file chosen	Document Title				

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."

Samantha Rhodes (In- Person) 🗹	window if finished.				
Samuel Filiaggi (Online). 🗷	Existing Appointment Tools -				
Nov. 15: Friday 8:00 am	CREATED: Nov. 10, 2024 6:11 pm by Samantha Rhodes	m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online)	Samantha Rhodes				
Austin Lentz (In-Person)	Freieneu Freiheuns. Siehler				
Austin Lentz (Online)	Friday, November 15, 2024   10:00 am to 11:00 am				
Johnathan Tonico (In- Person) 🖸	Austin Lentz (In-Person)   Writing Center Schedule - Fall 2024 Staff/Resource Email: <u>alentz026@g.rwu.edu</u>				
Rob Taylor (Online)	Appointment Details				
Samantha Rhodes (In- Person) 🗹	What year are you? 3L				
Samuel Filiaggi (Online)	LP Professor N/A				
	Have you come to the Writing Center before?				
Nov. 16: Saturday 8:00 am	Yes	m	6:00 pm	7:00 pm	8:00 pm
Amy Domenack (Online)	Two-Part Lists; Nominalizations;				
Elijah Santos (In-Person)	Which class and assignment is this assignment for? Test		<u>.</u>		
Rob Taylor (Online)					
Samuel Filiaggi (Online)	Attach File Edit Appointment Cancel Appointment Print Close				



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

Roger W	illiams University: Appointment made successfully!	$\dot{\diamond} \leftarrow \ll \rightarrow$
RW	Roger Williams University <noreply@mywconline.com> To: Samantha Rhodes appointment.ics 0.5 KB Download · Preview</noreply@mywconline.com>	Today at 6:11PM
Samanti	na Rhodes,	
You have 10:00 an Williams	e successfully made an appointment on Friday, November 15, n and 11:00 am. The appointment is with Austin Lentz (In-Perso s University.	2024 between on) at Roger
You can at <u>https:</u>	make, cancel, or modify appointments by logging into the scho //rwu.mywconline.com.	eduling system
To opt ou Commu	 ut, log in to <u>https://rwu.mywconline.com</u> and then select 'Profi nication Options' from the welcome menu.	ile &

8. 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."

Person) 🗹														
Samuel Filiaggi (Online)		Samantha Rh	odes											
		Preferred Pron	ouns: She/her											
Nov. 15: Friday	8:00 am	Friday, Novem	ber 15, 202	4   10:30 ar	n to 11:00	am			m	6	6:00 pm	7:00 pm	8:00 p	m
Amy Domenack (Online)		Staff/Resource	Email: <u>alentz0</u>	26@g.rwu.ec	lie - Fail 2024 lu	+								
Austin Lentz (In-Person) 🗹														
Austin Lentz (Online)		Online												
Johnathan Tonico (In- Person) 🗹		If you choose and before the start of Consultation."	nline appointm your appointm	ent, log back ent. Then, op	in to this wel en this appo	osite approxi intment and	mately five to click "Start o	o ten minutes r Join Online						
Rob Taylor (Online)			s	itart or Join O	nline Consul	tation 🖪								
Samantha Rhodes (In- Person) 🗹														
Samuel Filiaggi (Online) 🗹		Appointment	Details						10					
		3L												
Nov. 16: Saturday	8:00 am	LP Professor							m	6	6:00 pm	7:00 pm	8:00 p	m
Amy Domenack (Online)		N/A Have you come to t	he Writing Cer	nter before?					- 11					
Elijah Santos (In-Person)		Yes							- 11					
		Primary Concerns Commas; Two-Part	.ists;						- 16					
Rob laylor (Online)														
Samuel Filiaggi (Online) Z		Attac	h File Edit A	ppointment	Cancel Ar	pointment	Print	lose						
-			Luit	ppontanent	California	pentition								
Nov. 17: Sunday	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	6:00 pm	7:00 pm	8:00 p	m

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