UNIVERSITY WRITING
MILLER
WRITING CENTER

MWC ONLINE APPOINTMENT GUIDE

SCHEDULE AN ONLINE APPOINTMENT IN WCONLINE

Follow these instructions to schedule an appointment in WCONLINE via AU Access. Before you create the appointment, in the appointment form make sure to click the "Yes. Schedule Online appointment." button under the "Meet Online?" option.

Meet Online?

○ No. Meet **face-to-face** at the center.

◉ Yes. Schedule **Online** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

JOIN AN ONLINE APPOINTMENT IN WCONLINE

Online consultations are done through WCONLINE in real time, meaning you will join the appointment at the scheduled time and work with the consultant through the online interface. If you have a digital draft of your writing project or assignment sheet, you might want to locate these documents in advance so you can share them with the consultant during the session.

1. A few minutes before your appointment, go to AU Access and click the MWC icon under "My Academic Tools."

2. Find and select your appointment. The appointment form will open in a separate window.

May 26: Tuesday	1:00pm	2:00pm	3:00pm	4:00pm
Marina ✎ FACE-TO-FACE & ONLINE				
Raven ✎ ONLINE ONLY				
Henry ✎				

WAITING LIST: MAY 26, 2020

3. Scroll to "Meet Online? Online" and click "Start or Join Online Consultation." This will open the consultation space in a separate window.

MEET ONLINE? ONLINE
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CONSULTATION

AUBURN
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The consultation space has several features that you may find useful during your appointment. Each number corresponds to a description of each feature below.
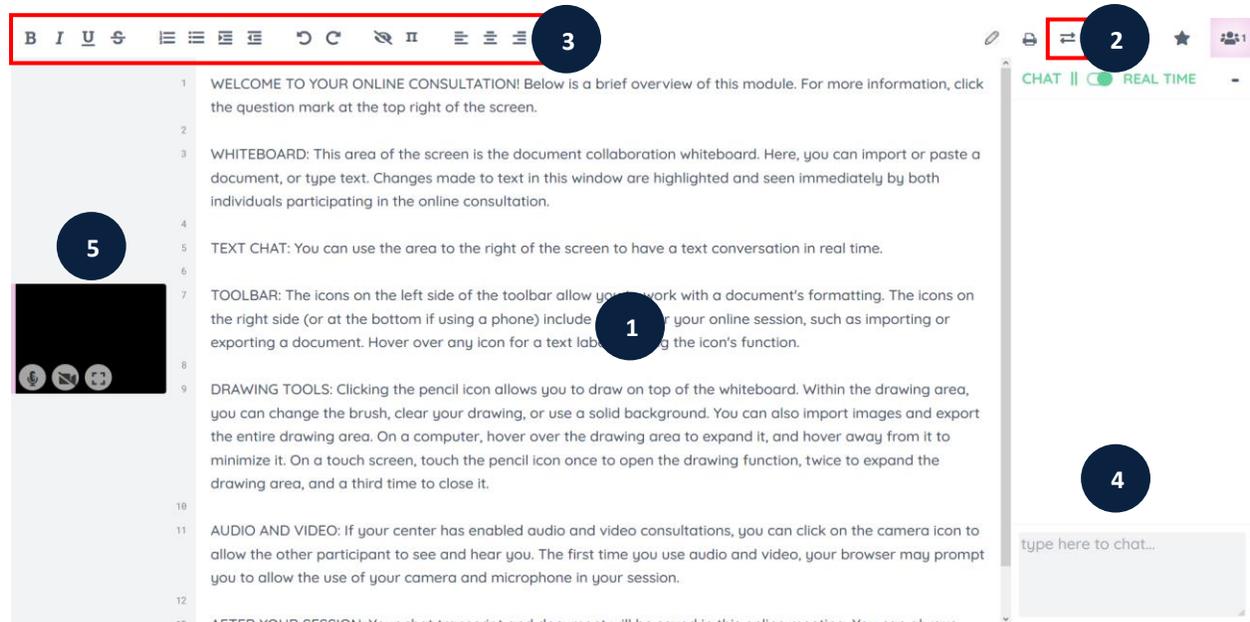
1. Whiteboard: This is the collaborative writing space for the session, where you and the consultant may leave in-text comments, suggestions, or questions. To use this feature, simply copy/paste the text from your word processor into the writing space. Because WCONLINE converts all text to simple text, the formatting of your writing project may be modified.

2. Import/Export: Instead of using the copy/paste option, you can use the "two arrows" button to upload a copy of your writing project to the whiteboard. File sizes cannot exceed 2MB.

3. Formatting Bar: Common formatting options are available to help you modify the text within the whiteboard.

4. Chat: The chat feature is one way to communicate with the consultant during your session. Simply you're your comments into the chat box to begin.

5. Audio: The audio feature is another way to communicate with the consultant. The use of audio/video is completely optional. To use this feature, you must first give WCONLINE permission access to your camera and microphone through your browser settings. Most browsers will prompt you to grant access when you enter the consultation space. You may mute or unmute your camera or microphone at any time. Please note that to protect the safety and privacy of staff members, consultants are only required to use the audio feature during online appointments, not the video feature.

TECHNICAL ISSUES

If you are experiencing technical issues, please review WCONLINE's online meeting help page or audio/video help page. If you are having trouble using the audio feature, we encourage you to switch to the chat feature to maximize your time with the consultant during the session.