

How to Sign up for an Online Appointment:

An online appointment is one that is conducted synchronously through video conferencing.

1. Go to immaculata.mywconline.com
2. Log on – first time users will have to register using their Immaculata email address. Once logged on, you will be able to see our full schedule:

⌚ Sep. 6: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Claire Duncan Face-to-face, online, eTutoring										
Eleana Kriebel Face-to-face, online, eTutoring										
Erica O'Mahony Face-to-face, online, eTutoring										
Jared Viz Face-to-face, online, eTutoring										
Kathy Hernandez Face-to-face, online, eTutoring										
Mikayla Persing Face-to-face, online, eTutoring										
Nina DiBello Face-to-face, online, eTutoring										
⌚ Sep. 7: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Claire Duncan Face-to-face, online, eTutoring										
Erica O'Mahony Face-to-face, online, eTutoring										
Nina DiBello Face-to-face, online, eTutoring										
Samantha Snider Face-to-face, online, eTutoring										
Sister Claudine										
Sister Elaine										

3. Click on any white space to book an appointment. A separate window will appear:

Erica O'Mahony

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: eomahony@immaculata.edu

Location: Writing Center; 1st Floor Gabriele Library

Bio/Information:
Erica is the Assistant Director of the Writing Center. As a professional writing assistant, she is available to work with undergraduate and graduate students.

Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Thursday, September 07: 12:30pm to 1:00pm

Meet Online? No - Meet Face-to-Face at the Center

Course name and number: -- please select --*

If you selected "other," please tell us the name and number of your class (example: ENG 107: Composition II):

Instructor: -- please select --*

4. In the first drop down menu select "Yes - Schedule Online Appointment."

Time: Thursday, September 07: 1:30pm to 2:00pm

Meet Online?

- No - Meet Face-to-Face at the Center
- No - Meet Face-to-Face at the Center
- Yes - Schedule Online Appointment**
- Yes - Schedule eTutoring Appointment

If you... five to... Then, open this appointment and click "Start or Join Online Consultation." If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

5. Fill out the other information as appropriate.
6. Click "Save Appointment." The following message will then appear:

Success!

Your appointment was successfully added on the following date: September 7, 2017.

If you would like to **attach a file** to this appointment, [click here](#).

CLOSE WINDOW

Click "Click here" and upload your paper so that the Writing Assistant can review it prior to your session.

7. At the time of your session, log back on to WOnline and click on your appointment slot (your appointments are in yellow). Your appointment time and information will appear.
8. To go to the online appointment, click "Start or Join Online Consultation."

Meet Online? Yes - Schedule Online Appointment

Start or Join Online Consultation

9. A new window will appear:

WCONLINE Online Consultation - Google Chrome

Secure | <https://wcoocm.com:9091/p/immacula.sc159b0716b8e0a5?userName=Owl&key=MTd8c2MxNTiiMDcxNmI4ZTBhNSEwOTA2&av=YES>

B I U S [List of icons] [Pencil icon] [Pi icon]

1 | Welcome to your online consultation! The consultation module has a chat area on the right side, a document collaboration space or whiteboard area in the middle, a toolbar that includes an option to draw, and (if turned on at your center) an option to use audio and video.

2

3 | **TEXT CHAT:** The right side of the screen is a text-based chat area. Type in the box at the lower right to have a text conversation. The text can either show up for the other participant in your session as you are typing, or show up only once you press 'enter' or 'return' on your keyboard. Keep the checkbox for 'send real time chat updates' (at the top of the chat column) checked to allow the other participant to see text as you are typing, or uncheck 'send real time chat updates' if you would prefer to type a whole chat before allowing the other participant to see what you have typed. In either case, press 'enter' or 'return' to have your complete comment/question show up in the chat column.

4

5 | **WHITEBOARD:** The bulk of the screen, where this text is currently located, is the document collaboration whiteboard. Here, you can import a document, paste a document, or type text. Changes made to text in this window are seen immediately by both individuals participating in the online consultation.

6

7 | **TOOLBAR:** The toolbar is across the top of the screen, or divided on the top and bottom if you are using a phone. The icons on the left side allow you to work with a document's formatting, such as by making text bold. The icons on the right side (or at the bottom) include options for your online session, such as importing a document and drawing. Hover over any icon for a text label showing the icon's function.

8

9 | - **Import/Export:** The icon showing two arrows allows you to upload a document to share with the other participant in this consultation. Both of you can type on the document. Once the consultation is over, you can choose to save the document on your computer using the same icon.

10

11 | - **Timeslider:** After your consultation, use the clock icon to play back the text changes to the document, starting from the beginning of your session.

12

13 | - **Show the users on this pad:** The icon with a person symbol and a number allows you to type a different name (such as a nickname) and/or choose a color to highlight your typing, as well as to see the name of the other participant in the session.

14

15 | **DRAWING FUNCTION:** Using the pencil icon, open an area that allows you to draw on top of the document collaboration whiteboard. Within the drawing area, there are additional options to draw with a thick brush or thin pencil, change colors, clear your drawing, or use a solid white background. If you would like to draw without

Chat

Send Real Time Chat Updates

type here to chat...

Here you will be able to upload and edit your paper and talk with your Writing Assistant through chat, audio, and video.

You can re-visit this appointment and your reviewed paper at any time by logging onto WConline and clicking on your appointment slot.