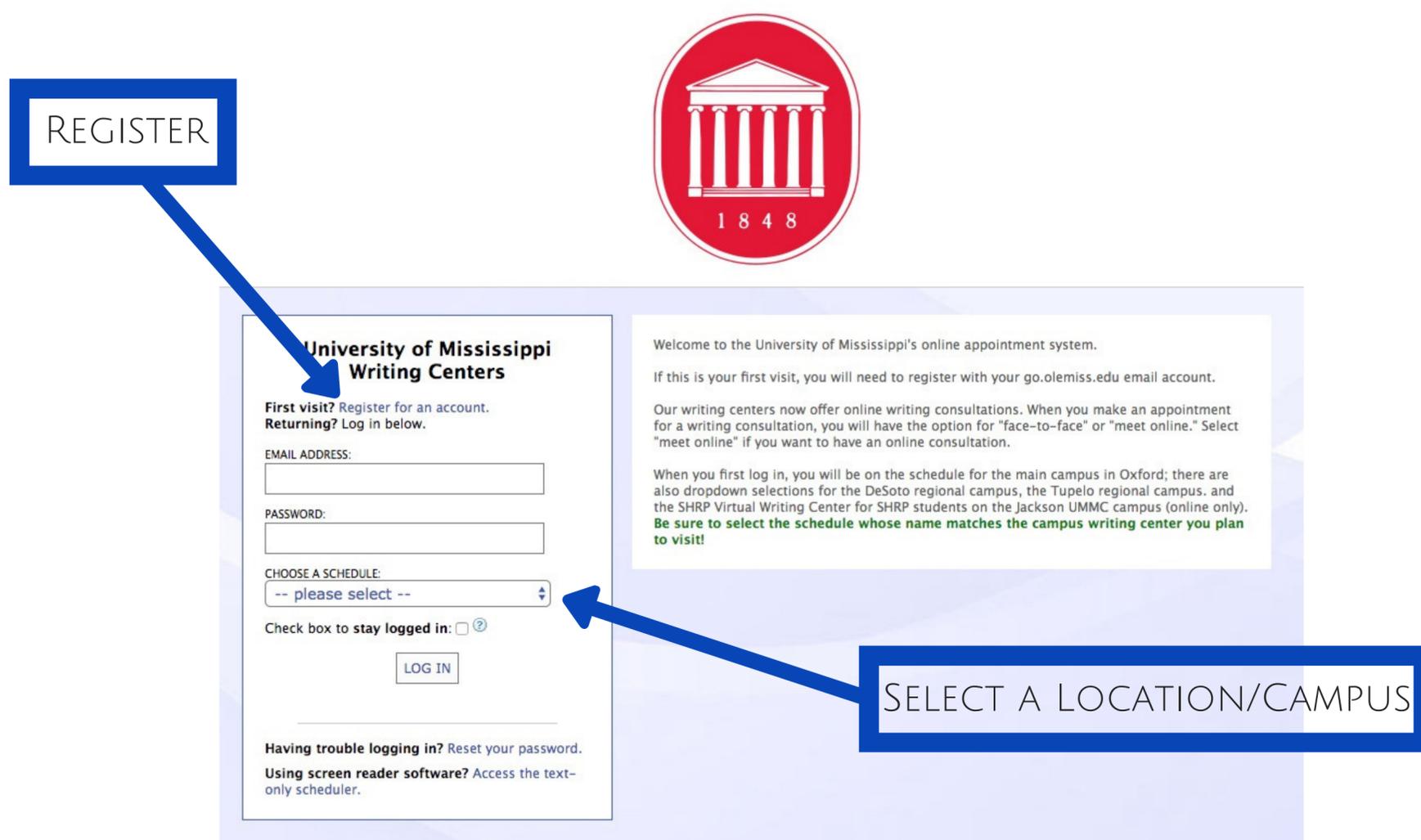


How to Create an Appointment with the Writing Center

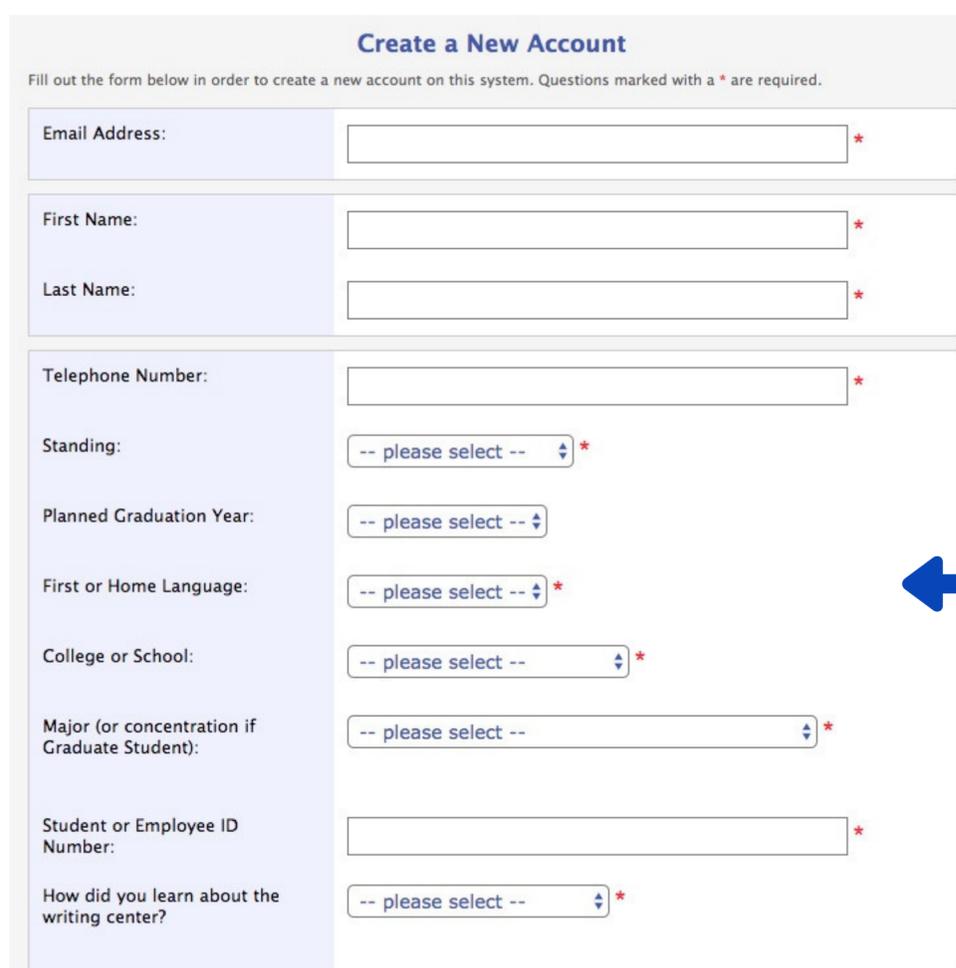
Step 1: Create an Account

- OPEN YOUR WEB BROWSER
- TYPE IN THE ADDRESS: [HTTPS://OLEMISS.MYWCONLINE.COM](https://olemiss.mywconline.com)
- CLICK ON THE LINK THAT SAYS "REGISTER FOR AN ACCOUNT"



The screenshot shows the registration page for the University of Mississippi Writing Centers. At the top center is the university's logo, a red circle containing a white building with columns and the year "1848". Below the logo is a registration form. A blue box labeled "REGISTER" has an arrow pointing to the "LOG IN" button. Another blue box labeled "SELECT A LOCATION/CAMPUS" has an arrow pointing to the "CHOOSE A SCHEDULE" dropdown menu. The form includes fields for "EMAIL ADDRESS:", "PASSWORD:", and "CHOOSE A SCHEDULE:". Below these is a "Check box to stay logged in:" and a "LOG IN" button. At the bottom of the form, there are links for "Having trouble logging in?" and "Using screen reader software?".

- FILL OUT THE FORM
- MAKE SURE YOU USE YOUR @GO.OLEMISS.EDU EMAIL ACCOUNT



The screenshot shows the "Create a New Account" registration form. The title is "Create a New Account" and the instruction is "Fill out the form below in order to create a new account on this system. Questions marked with a * are required." The form has several fields: "Email Address:" (required), "First Name:" (required), "Last Name:" (required), "Telephone Number:" (required), "Standing:" (required, dropdown menu), "Planned Graduation Year:" (required, dropdown menu), "First or Home Language:" (required, dropdown menu), "College or School:" (required, dropdown menu), "Major (or concentration if Graduate Student):" (required, dropdown menu), "Student or Employee ID Number:" (required), and "How did you learn about the writing center?" (required, dropdown menu).

REGISTRATION FORM

Step 2 : Login and Reserve an Appointment

- ONCE YOU'VE REGISTERED, NAVIGATE BACK TO THE LOGIN PAGE.
- MAKE SURE YOU CHOOSE THE CORRECT CAMPUS/LOCATION.
- CLICK ON ANY OF THE WHITE BLOCKS TO CHOOSE AN APPOINTMENT TIME. NOTE: ANY GRAY OR BLUE BOXES ARE NOT AVAILABLE TO RESERVE.

HELPFUL INFO.
ABOUT
APPOINTMENTS

Welcome to the Tupelo Campus Writing Center schedule!
Click on the time boxes below to reserve an appointment with a consultant. When you open your reservation, you'll need to specify if you are choosing a face to face, online chat, or email correspondence appointment. See below for further information about the different types of appointments.

Preparing for your Face to Face Appointment

- Bring your drafting materials with you. Outlines, brainstorming, sources... it's all helpful!
- Bring your assignment description or any information you've been given by your professor.
- Let us know if you are having trouble finding us or using the scheduler. Call: 662-915-6259 or Email: writingcentertupelo@olemiss.edu

We Have Two Types of Online Appointments (Please read carefully!)

- If you have made an online real-time chat appointment, be sure to sign in to the scheduler 5-10 minutes prior to your appointment to join the chat. You do so by clicking on your appointment reservation then clicking "start or join online conversation."
- If you have made an online email correspondence (not real-time chat) appointment, please make sure you have answered the required questions and attached your paper as well as your assignment description to the appointment reservation. **Please note:** Our staff cannot complete a correspondence appointment for you if we do not have complete information.
- Watch this video tutorial for guidance: <https://youtu.be/sDHgeVS-Fyw>

Feb. 5: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Allison D.										
Cara S.										
Sandra C.										
Cindy S.										
Aaron M.										

AVAILABLE TIME SLOTS ARE WHITE

- FILL OUT THE SHORT APPOINTMENT RESERVATION FORM.
- CLICK "SAVE APPOINTMENT" AT THE BOTTOM OF THE FORM TO RESERVE YOUR TIME WITH A CONSULTANT.

THIS FORM HELPS
OUR STAFF PREPARE
TO WORK WITH YOU.

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

Location: UM Tupelo Campus
Appointment Limits: Appointments must be between 45 minutes and 1 hour in length.

Time: REPEAT APPT. Monday, February 05: 3:00pm to 4:00pm

Client: Johnson, Rachel (rejohns3@olemiss.edu)

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

Online Chat, face-to-face, and Correspondence appointments are available. If you choose an online chat 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." If you choose a correspondence 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.

Class or Course : -- please select --*

Instructor (if not course-related, enter N/A):

If other, for which course is this visit?

Main reason(s) for this appointment:

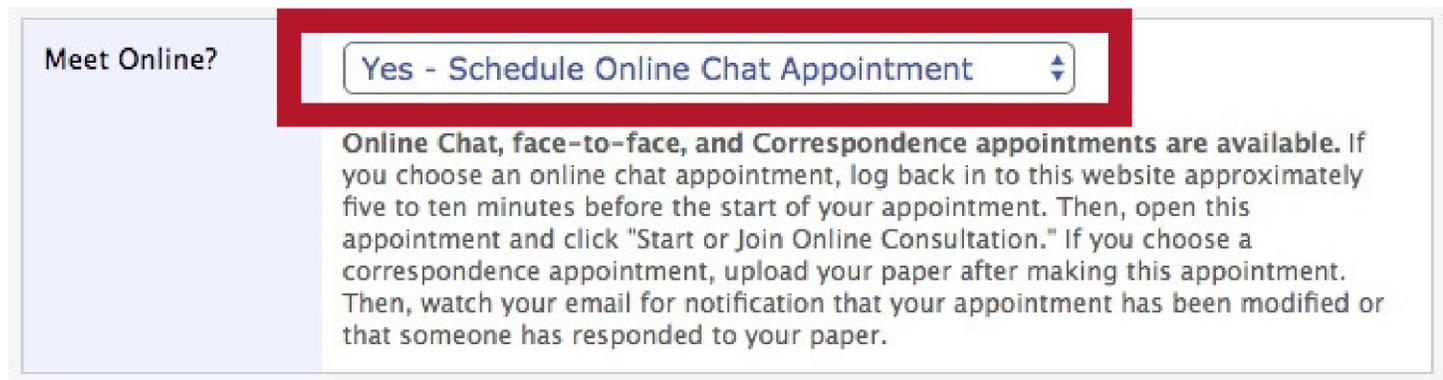
Brainstorming
 Citation Style/Formatting
 Developing a thesis

SEE NEXT PAGE FOR
INFO. ON HOW TO
CHOOSE AN
ONLINE APPT.

Step 3 : Choosing an Online Appointment

Online Appt. Type 1: Real Time Chat

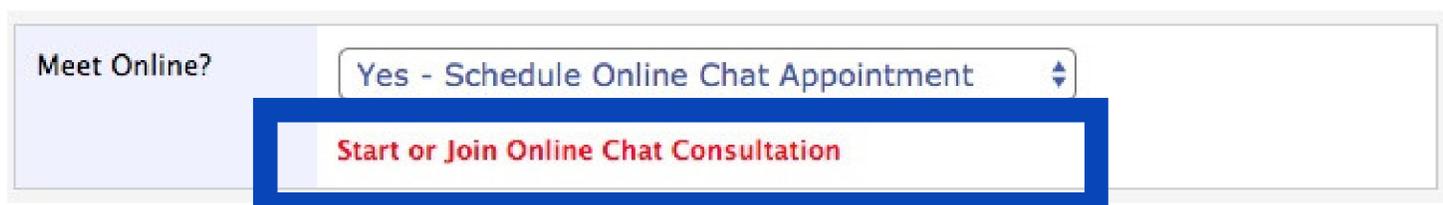
- USE THE DROP DOWN MENU IN THE APPOINTMENT RESERVATION TO CHOOSE DIFFERENT TYPES OF APPOINTMENTS.
- SELECT "ONLINE CHAT" FOR AN IN-REAL-TIME ONLINE CONVERSATION WITH A CONSULTANT.



Meet Online? **Yes - Schedule Online Chat Appointment**

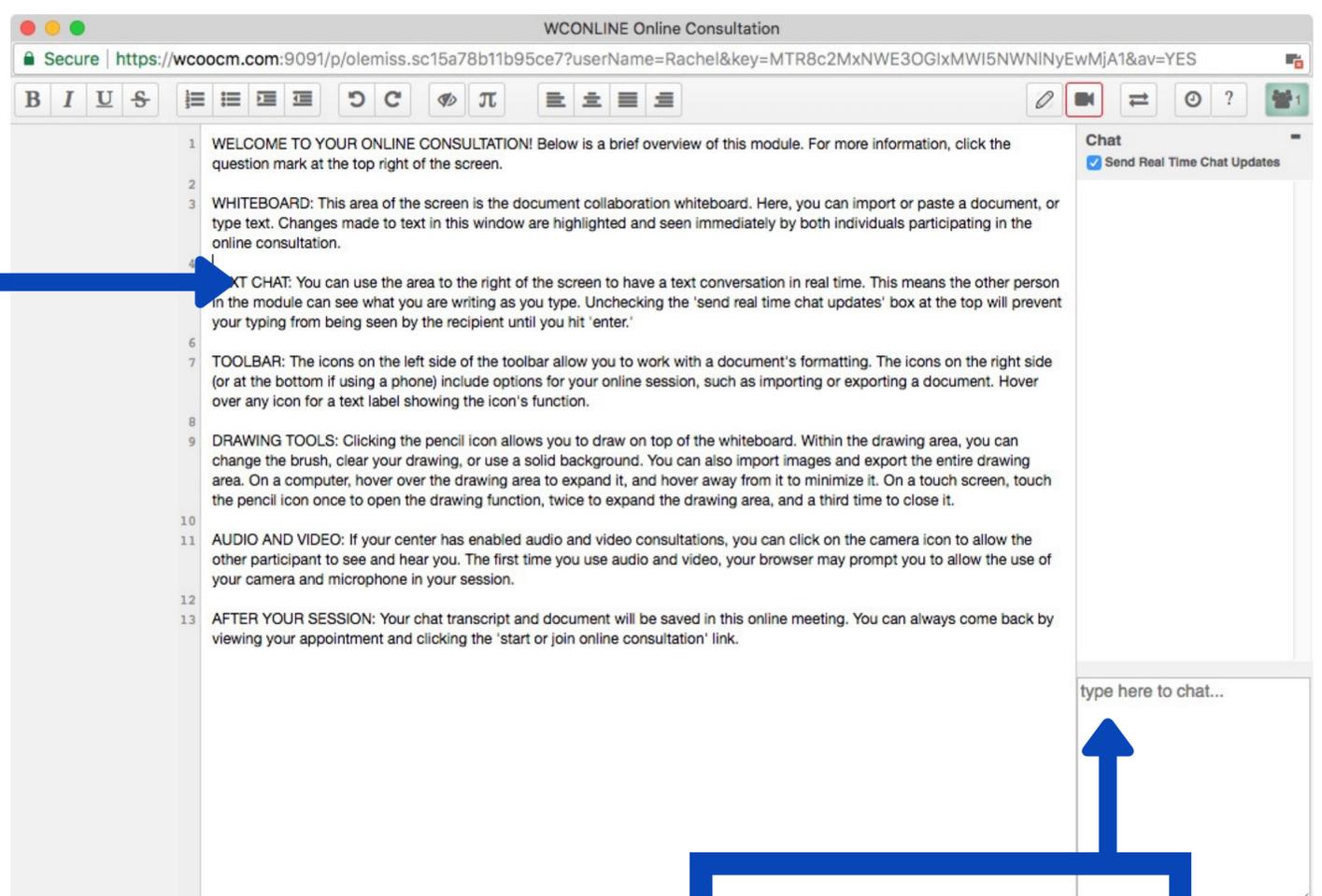
Online Chat, face-to-face, and Correspondence appointments are available. If you choose an online chat appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation." If you choose a correspondence 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.

- AFTER SAVING YOUR RESERVATION, RETURN TO THE SCHEDULER, CLICK ON YOUR APPOINTMENT, THEN CLICK ON THE LINK THAT SAYS "START OR JOIN ONLINE CHAT CONSULTATION"



Meet Online? **Start or Join Online Chat Consultation**

PASTE PART OR ALL OF YOUR DRAFT HERE



WCONLINE Online Consultation

Secure | <https://wcoocm.com:9091/p/olemiss.sc15a78b11b95ce7?userName=Rachel&key=MTR8c2MxNWE3OGIxMWI5NWNINyEwMjA1&av=YES>

1 WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

2

3 WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

4

5 TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time. This means the other person in the module can see what you are writing as you type. Unchecking the 'send real time chat updates' box at the top will prevent your typing from being seen by the recipient until you hit 'enter.'

6

7 TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

8

9 DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

10

11 AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

12

13 AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Chat

Send Real Time Chat Updates

type here to chat...

CHAT WITH THE CONSULTANT HERE

Step 3 : Choosing an Online Appointment

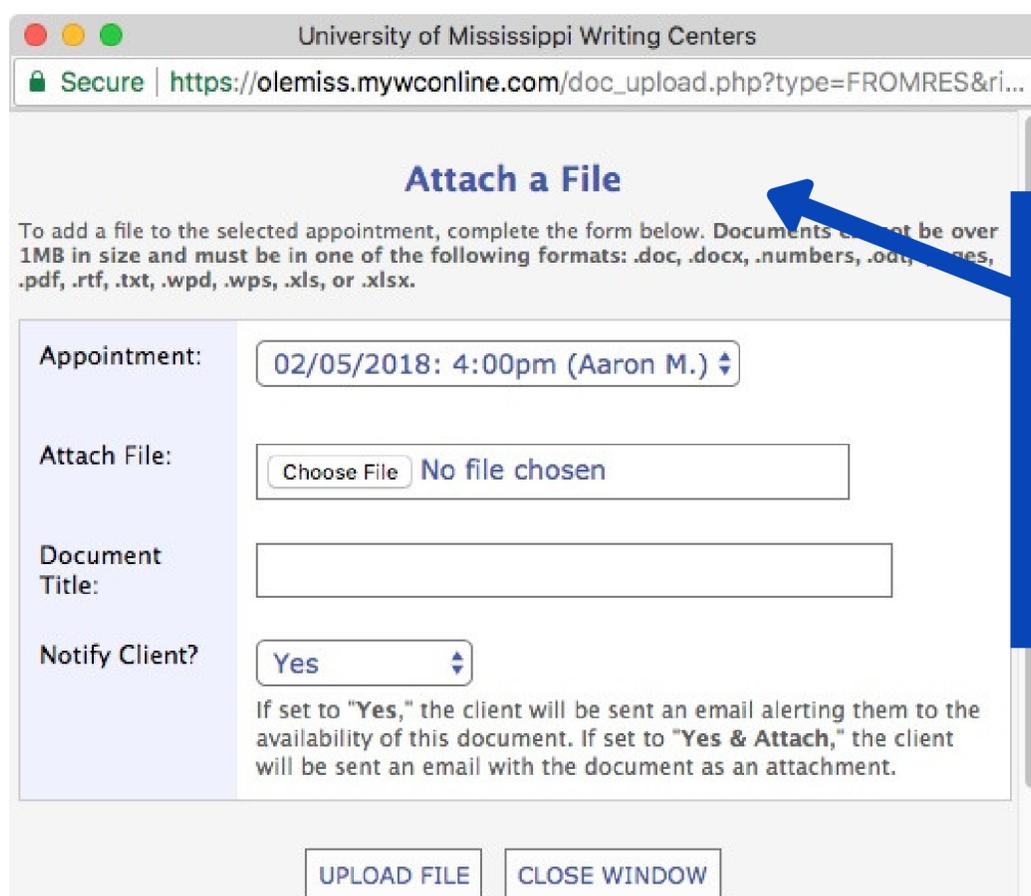
Online Appt. Type 2: Correspondence

- USE THE DROP DOWN MENU IN THE APPOINTMENT RESERVATION TO CHOOSE DIFFERENT TYPES OF APPOINTMENTS.
- SELECT "CORRESPONDENCE" FOR AN APPOINTMENT WHERE YOU PROVIDE QUESTIONS OR AREAS OF CONCERN, A DRAFT, AND AN ASSIGNMENT DESCRIPTION AHEAD OF TIME. THEN, THE CONSULTANT READS AND RESPONDS BY EMAIL WITH COMMENTS AND FEEDBACK AT THE DESIGNATED APPOINTMENT TIME.

Correspondence appointments: Describe any guidelines or expectations for this writing project. Also, tell us your overall goal. What do you hope to accomplish or convince the reader of?



YOU'LL NEED TO ANSWER THIS QUESTION ON THE APPT. RESERVATION FORM



University of Mississippi Writing Centers

Secure | https://olemiss.mywconline.com/doc_upload.php?type=FROMRES&ri...

Attach a File

To add a file to the selected appointment, complete the form below. Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .out, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

Appointment: 02/05/2018: 4:00pm (Aaron M.)

Attach File: Choose File No file chosen

Document Title:

Notify Client? Yes

If set to "Yes," the client will be sent an email alerting them to the availability of this document. If set to "Yes & Attach," the client will be sent an email with the document as an attachment.

UPLOAD FILE CLOSE WINDOW

USE THE "ATTACH FILE" OPTION THAT POPS UP AFTER YOUR APPT. RESERVATION TO PROVIDE THE CONSULTANT WITH YOUR DRAFT AND OTHER RELEVANT DOCUMENTS

KEEP IN MIND: YOU CAN ATTACH MULTIPLE FILES TO YOUR APPT. FORM