

Instructions for WOnline for SPHS
University Writing Center
Writing Tutors Project 2011-2012

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About WOnline

The University Writing Center at the University of Nevada, Reno utilizes an online scheduling system that organizes appointments and gives consumers of the center a user-friendly method of booking consultations. The University Writing Center conducts over 6,000 tutorials a year, and each appointment is logged, assessed, and accounted for using WOnline.

Participants in the 2011-2012 WCSD Writing Tutors Project will use WOnline to book appointments with UNR Writing Consultants. The following guide will show step-by-step how accounts with the center are made, how appointments are booked and modified, and describe the automated procedures after an appointment is booked.



University of Nevada, Reno

University of Nevada, Reno

<p>First visit? Click here to register. Returning? Log in below.</p> <p>Email Address: <input style="width: 90%;" type="text"/></p> <p>Password: <input style="width: 90%;" type="password"/></p> <p>Choose a schedule: <input style="width: 90%;" type="text" value="Spanish Springs High School Consultations"/></p> <p>Check box to stay logged in: <input type="checkbox"/> ?</p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p>Having trouble logging in? Click here to reset your password.</p> <p>Using screen reader software? Click here for the text-only scheduler.</p>	<p>Announcements</p> <p>In an attempt to expand our services, the University Writing Center is excited to announce that we will now be open in the Knowledge Center during the evening hours. We will continue to offer writing consultations during the day in our Mackay Science location, but will now close this center at 4:00pm Monday-Thursday. We will continue to offer consultations on Friday from 9:00am-2:00pm. We will be open in our Knowledge Center location from 4:00pm-9:00pm Sunday-Thursday. To book an appointment at our Knowledge Center location, choose "Knowledge Center" under the "Choose a Schedule" drop down menu. If you have any questions, please call us at 784-6030 or email at writing_center@unr.edu.</p> <hr/> <p>Welcome to WOnline 5.1! To get started, register for an account by clicking the link to the left.</p>
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The University Writing Center aims to help undergraduate and graduate students become more effective and confident writers. The center offers individual and small group tutoring for student writers, help with written assignments, workshops on thesis and dissertation writing, tutoring with ESL emphasis, and workshops for instructors on assigning and promoting good writing.

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 >> [University Writing Center](#)

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Please forward any technical questions to Wade Brown at twbrown@unr.edu

Creating an Account

Before a potential client can book an appointment with the University Writing Center, they must first create an account with WOnline. Below is a step-by-step list of how to create an account.

1. Go to the WOnline website (unr.mywconline.com).
2. Locate the link that says "First visit? [Click here](#) to register."

University of Nevada, Reno

First visit? [Click here to register.](#) Returning? Log in below.

Email Address:

Password:

Choose a schedule:
Spanish Springs High School Consultations

Check box to stay logged in:

Log In

Having trouble logging in? [Click here](#) to reset your password.

Using screen reader software? [Click here](#) for the text-only scheduler.

Announcements

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3. Fill out the Registration form.

NOTE: Under Standing, select High School.

NOTE: Under Major, select Other.

University of Nevada, Reno

Register

Email Address: REQUIRED

First Name: REQUIRED

Last Name: REQUIRED

Telephone Number:

Standing: -- please select -- REQUIRED

Graduation Year: -- please select -- REQUIRED

First or Home Language: -- please select -- REQUIRED

Major: -- please select -- REQUIRED

NetID: writing_center@unr.edu REQUIRED

Password: ***** REQUIRED

Re-Enter Password: REQUIRED

Register Cancel

4. Once form is complete, click on the "Register" link.
5. The registration process is complete. The user should receive an email confirming the account.

Logging In

This section will describe how to log into the WCOOnline system. It is important to note at this point that if an account was not created, the user will not be able to access the system. See the "Creating an Account" page of this manual (p. 4) for instructions on how to complete this process.

1. Go to the WCOOnline website (unr.mywconline.com).
2. Enter in email address that the user provided in the registration process.
3. Enter in password that the user provided in the registration process.
4. Choose the correct schedule. **NOTE: SPHS is not the default schedule, so all users MUST manually select "Spanish Springs High School Consultations" in order to access the appropriate schedule.**

University of Nevada, Reno

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First visit? [Click here](#) to register. Returning? Log in below.

Email Address:

Password:

Choose a schedule:
Spanish Springs High School Consultations

Check box to stay logged in: [?](#)

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5. Click "Log In" to access the scheduler.

Please forward any technical questions to Wade Brown at twbrown@unr.edu

Booking an Appointment

This section will describe how to book a writing consultation using WCOOnline.

1. Log into the schedule (see *Logging In* on Page 5).
2. Locate an available appointment. The white squares on the screen represent open appointments. Blue squares represent appointments that have been taken by other students.



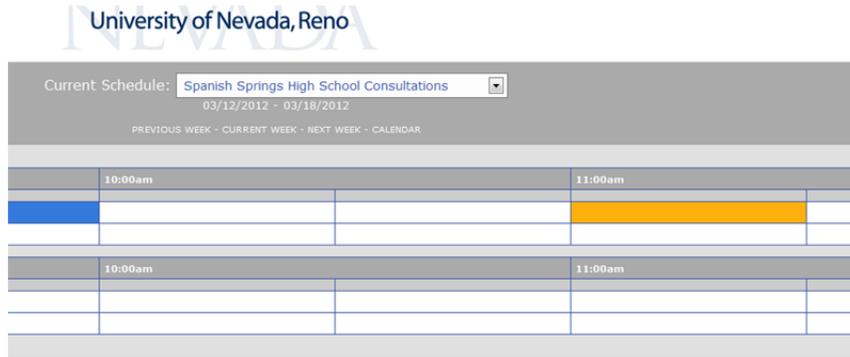
3. Click on a white rectangle that corresponds with an available time for the user.
4. Fill out the registration information. Required information includes the course name (for example, Composition 1), instructor's name, and a short description on what the user wants to work on.
5. Click "Save Appointment" to finalize the appointment.

Please forward any technical questions to Wade Brown at twbrown@unr.edu

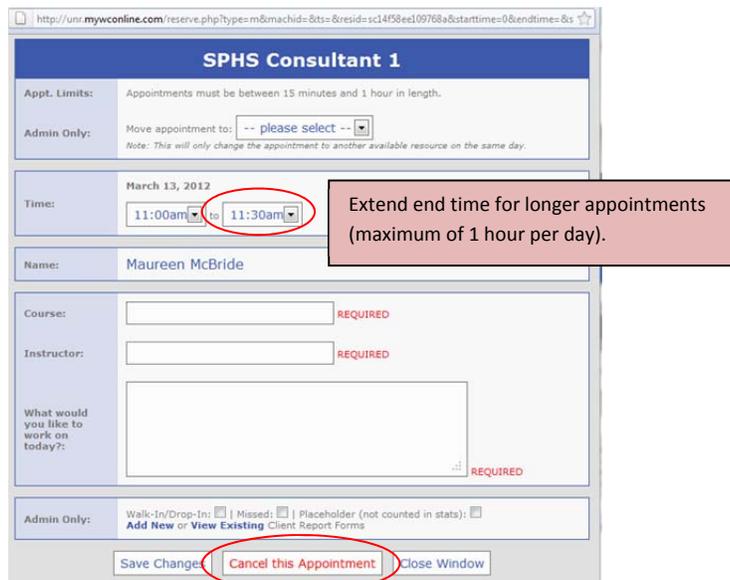
Modifying an Appointment

This section will describe how to modify an appointment. Specifically, this section addresses how to extend or cancel a writing consultation.

1. Locate and click on booked appointment (gold rectangle on scheduling screen).



2. The confirmation screen will pop up. Here, the user can make edits to the existing appointment. For example, the student can extend the appointment for to an hour session by extending the end time of the appointment. The student can also cancel the appointment by clicking on the "Cancel this Appointment" link found at the bottom of the registration page.
3. Click "Save Changes" to confirm the modifications.



Extend end time for longer appointments (maximum of 1 hour per day).

Click this link to cancel the appointment.