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

Table of Contents

About WCOnline	.3
Creating an Account	.4
Logging In	.5
Booking an Appointment	.6
Nodifying an Appointment	.7

About WCOnline

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 WConline.

Participants in the 2011-2012 WCSD Writing Tutors Project will use WCOnline 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 Nevad
First visit? Click here to register. Returning? Log in below. Email Address: Password: Password: Choose a schedule: Spanish Springs High School Consultations Check box to stay logged in: O Log In Having trouble logging in? Click here to reset your password. Using screen reader software? Click here for the text-only scheduler.

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.

>> Twenty Six LLC online support

>> University Writing Center

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Creating an Account

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

- 1. Go to the WCOnline website (<u>unr.mywconline.com</u>).
- 2. Locate the link that says "First visit? Click here to register."

University of Nevad	a, Reno
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The University Writing Crister wires to help undergraduate and products address foroming more effective and profession where. The effective offers induction and and programs between for multient writers, where the second se	Presented by WECHLINE 5.3.4 All Rights Strate-real Twenty BioLUC. Taking Str LLC, respective bioLUC. Toking Str LLC, respective strategy of the work of the strategy of the strategy of the strategy of the strategy of the strategy of the the addression are collect from the addression are collect from the addression are collect from the addression are collect from

3. Fill out the Registration form.

NOTE: Under Standing, select High School. NOTE: Under Major, select Other.

	Regis	ter
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	
Major:	please select	
NetID:	writing_center@unr.edu	REQUIRED
Password:	******	REQUIRED
Re-Enter		REQUIRED

- 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 WCOnline 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 WCOnline website (<u>unr.mywconline.com</u>).
- 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.
- 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

First visit? Click here to register. Returning? Log in below.	Announcements
Email Address:	In an attempt to expand our services, the University Writing Center is excited
Password:	to announce that we will now be open i the Knowledge Center during the
	writing consultations during the day in our Mackay Science location, but will
Choose a schedule:	now close this center at 4:00pm Monday-Thursday. We will continue to
Spanish Springs High School Consultations	offer consultations on Friday from 9:00am-2:00pm. We will be open in ou
Check box to stay legged in: [1] (2)	4:00pm-9:00pm Sunday-Thursday. To book an appointment at our Knowledge
Log In	Center location, choose "Knowledge Center" under the "Choose a Schedule
cog in	drop down menu. If you have any questions, please call us at 784-6030 o
Having trouble logging in? Click here to reset your password.	email at writing_tenterigenin.edu
scheduler.	Welcome to WCOnline 5.1! To get started, register for an account by clicking the link to the left
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5. Click "Log In" to access the scheduler.

Booking an Appointment

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

- 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.

University of Nevada, Reno					
Log Out Control Panel D O Chile a white how for make an approximately of the or an above how for make an approximately of the	Not available	Current Schedule: Spanish Springs Hi 67/12/2012 - 07 exprision wite - 2048am wite	ph School Consultations	Available	Open Ny Other Appts.
03/13: TUESDAY	9.30am	10:00am		11:00am	
SPHS Consultant 1 2					
SPHS Consultant 2 2					
03/15: THURSDAY	9:30am	10-00am		11:90am	1
SPHS Consultant 1 2					
SPHS Consultant 2 2					
		The University Working Center area to help undergostants and The University Working Center area to help undergostants and catter offens indicated and area to push thereing for indicated invest- help who intere sergements, including in them and descrition services and thereing constraints. In the service of the service of the service of the services and thereing constraints. In the service with the constraints of the interest of the last field of the services. In the service within Center 1990.	Powered by WCORLINE 5.3.4 All Staffster Research. Twelve fils study. Therefore Section 2010 and provide the ordered and section based and the ordered and section based and the individual study. It is a staff in individual to a subject the set a guidant and provide the subject the set of a guidant and the set of antibility of the set of the set of antibility of the set of the set of the set of antibility of the set of the set of the the set of antibility. The first we are set of		

- 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.

	SPHS Consultant 1
Appt. Limits:	Appointments must be between 15 minutes and 1 hour in length.
Time:	March 13, 2012
Admin Only:	Repeat every:
Name:	McBride, Maureen
Course:	REQUIRED
Instructor:	REQUIRED
What would you like to work on today?:	
Admin Only:	Walk-In/Drop-In: 🖾 Missed: 🖾 Placeholder (not counted in stats): 🖾

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).

	edule: Spanish Springs High School Consultations 03/12/2012 - 03/18/2012		
PREVIC	US WEEK - CURRENT WEEK - NEXT	WEEK - CALENDAR	
10:00am			11:00am
			11:00.5m
10:00am			11.00am

- 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.

http://unr.myw	conline.com/reserve.php?type=m&machid=&ts=&resid=sc14f58ee109768a&starttime=0&endtime=&s 🏠		
	SPHS Consultant 1		
Appt. Limits:	Appointments must be between 15 minutes and 1 hour in length.		
Admin Only:	Move appointment to: please select		
Time:	March 13, 2012 11:00am to 11:30am to 11:30am to 11:30am to 11:30am to 12:30am to 12:30a		
Name:	Maureen McBride		
Course:	REQUIRED		
Instructor:	REQUIRED		
What would you like to work on today?:			
Admin Only:	Walk-In/Drop-In: I Missed: I Placeholder (not counted in stats): Add New or View Existing Client Report Forms		
	Save Change Cancel this Appointment Close Window		
[Click this link to cancel the appointment.		