Instructions for WCOnline for SPHS

University Writing Center

Writing Tutors Project 2011-2012

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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.

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 (unr.mywconline.com).
2. Locate the link that says "First visit? Click here to register."

3. Fill out the Registration form.
   - NOTE: Under Standing, select High School.
   - NOTE: Under Major, select Other.

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 (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.**

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.
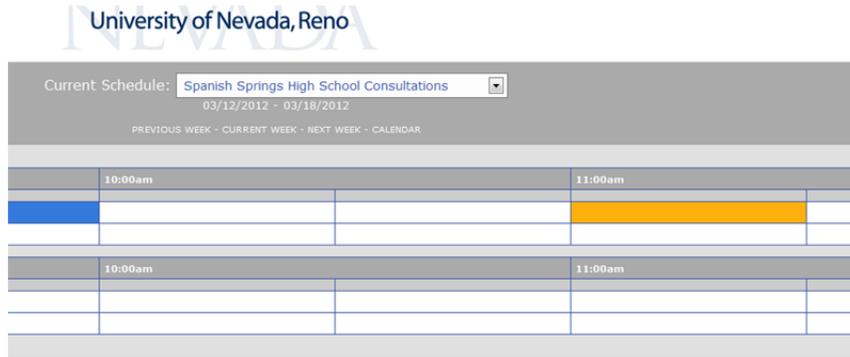

3. Click on a white rectangle that corresponds with an available time for the user.
4. Fill out the registration information. Required information includes the course name (for example, Composition 1), instructor's name, and a short description on what the user wants to work on.
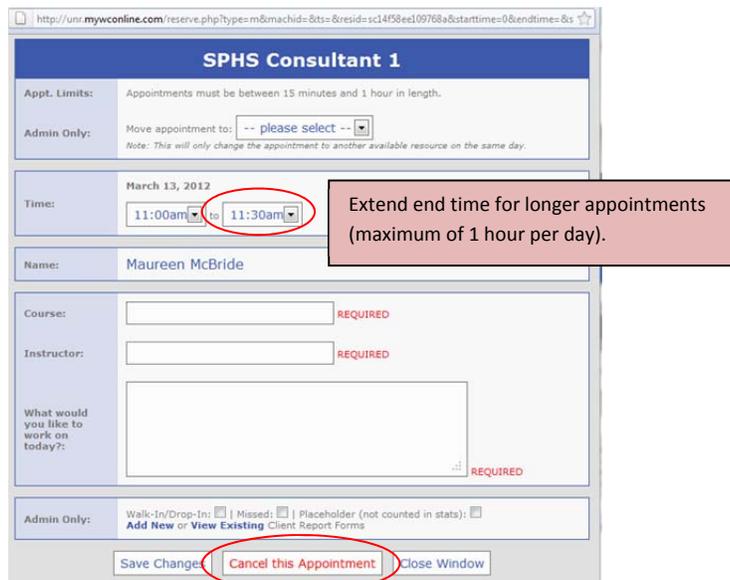5. Click "Save Appointment" to finalize the appointment.

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.