

# Making Appointments for Online Tutoring

The Writing Center uses an online scheduling program. Please use the following instructions to register with mywconline and to log-in and schedule tutoring appointments. All bookings are available on a first come, first serve basis.

## Registration

In order to make an appointment at the Writing Center, you need to register for an account at

<http://georgiasouthern.mywconline.com>

- Select “Click here to register” near the top of the page
- Complete the “New Account” form using your **Georgia Southern email address**
- Select “Register”
- After submitting the “New Account” form, you will be taken back to the login screen.

## Web Conference Appointments

If you would like to meet with a tutor for a Web Conference appointment, complete the following steps:

Navigate to

<http://georgiasouthern.mywconline.com>

- Enter your email address and password
- Click “Log-in”
- Make an appointment by clicking on an available time (white blocks) and completing the form that appears. Make sure to click the button that says “Yes. Schedule Online appointment.” Click “Create Appointment” at the bottom of the form when you’re done.
- **AT THE TIME OF YOUR APPOINTMENT:** Click on the **yellow** appointment block on the schedule (arrow A below). This will open up the appointment form pop-up window
- Click the red “Start or Join Online Consultation” text (arrow B below)

**Georgia Southern University  
Writing Center**

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
**Fall 2014** ▼

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

**LOG IN**

WELCOME MICHAEL! ▼ **SCHEDULE** **October 2 - October 8** **Fall 2014** ▼  
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

Oct. 2: THURSDAY	10:00am	11:00am	12:00pm
Face-to-face or online			
Face-to-face or online			
Face-to-face or online			
Face-to-face or online			
Face-to-face or online			
Face-to-face or online			

**A** →

Time: **Thursday, October 02:** 4:30pm ▼ to 5:30pm ▼  
Created: Oct. 1, 2014 (11:29 am) by cindy gonzalez.

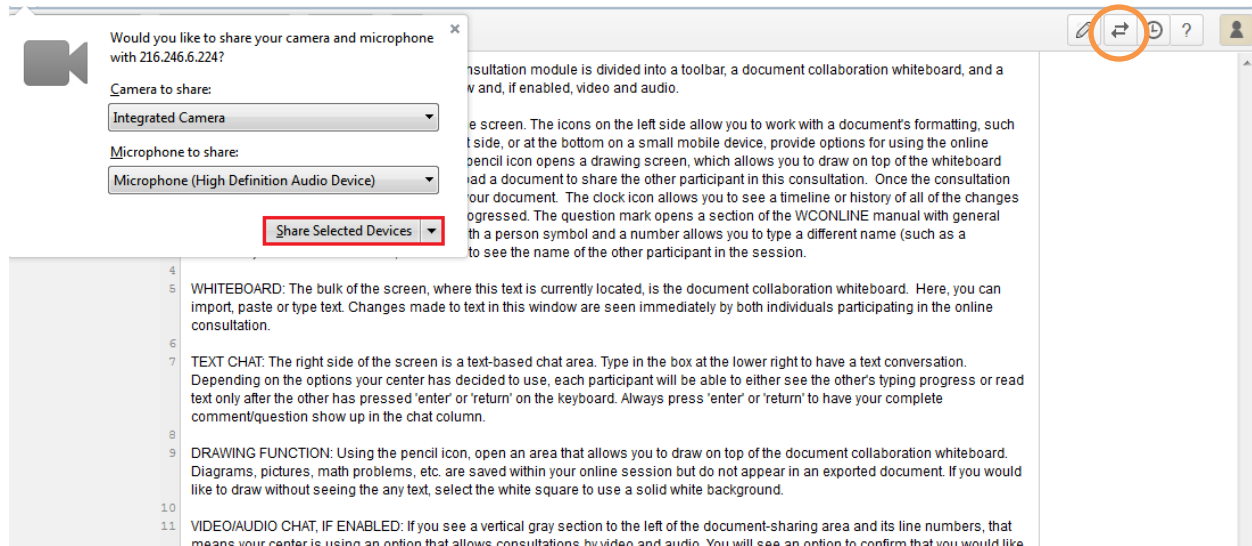
Client: **cindy g**  
cg @georgiasouthern.edu

Meet Online? **Yes - Meet Online** ▼

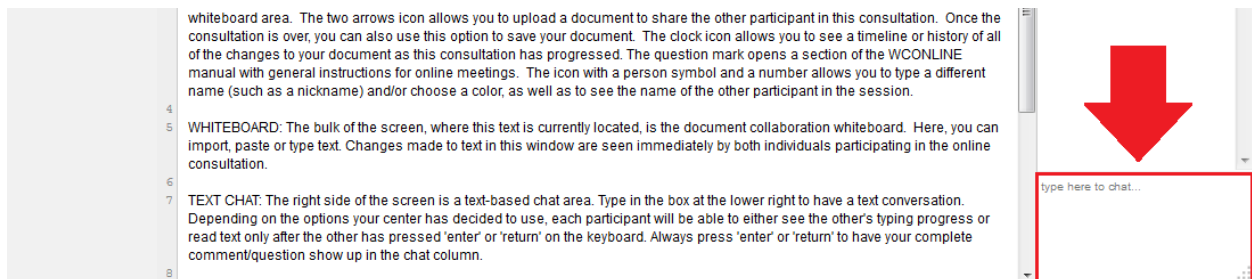
**B** → **Start or Join Online Consultation**

# Making Appointments for Online Tutoring

- Once the consultation window opens, you may be prompted to share your camera and microphone with your browser (depending on your browser settings). Doing so will allow you and the tutor to communicate more quickly and more effectively utilize the tutorial time



- If video/audio chat doesn't start immediately, click "Start Video/Audio Chat"
- If you are unable to hold a video/audio conference, you can use the text box to communicate with the tutor.



- Click the double arrow icon at the top (orange circle) to upload your document to the shared screen.
- We recommend joining the consultation room 5-10 minutes before your appointment.

## Writing Center Tutorial Policies

All students are limited to a maximum of 60-minutes one-on-one per day and a total of three appointments per week.

Please login for your appointment 5-10 minutes in advance! If you are more than 10-minutes late to your appointment, we will cancel the appointment and make the remaining time available to other students.