

## Welcome to the online Writing Center using WOnline!

Many of you may be familiar with WOnline from a first-year seminar (FYSM) or upper-level writing course (CW) earlier this academic year. Now you can schedule your own appointments online and attend them remotely. Starting Monday, March 30<sup>th</sup>, the Middlebury Writing Center will be offering live, online peer writing tutor sessions.

**Below is a step-by-step guide to scheduling online live chat appointments.**

**Step 1:** If you do not have a WOnline account, please register for one here:

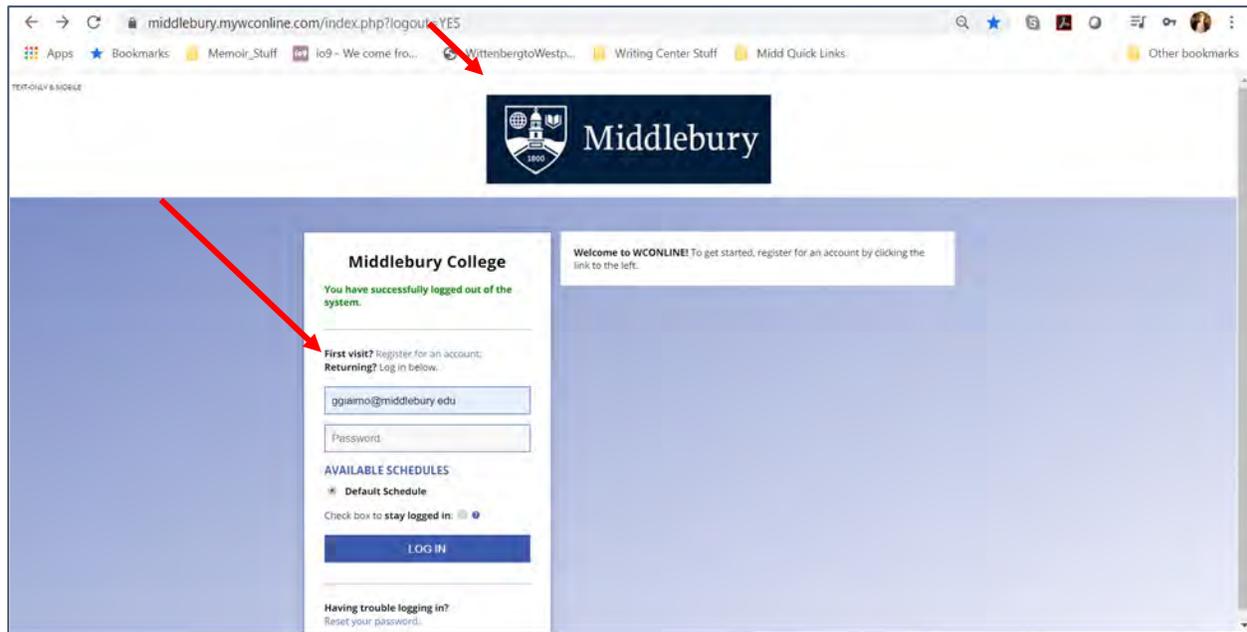
<https://middlebury.mywconline.com/register.php>

**Please note:** If you Google *WOnline* you will find hundreds of different links, as this is a common software used by college writing centers. Please follow the specific link and register with your Middlebury email account.

**Step 2:** Once you have an account, go to the home page to log on:

<https://middlebury.mywconline.com/index.php?logout=YES>

Here is what you will see on the home page (note Middlebury's seal at the top of the screen).



**Step 3:** Once you have logged on, you will need to select the appropriate schedule at the top of the screen. For now, "Online Live Writing Tutoring" will be the only schedule available.

ACCESS TEXT-ONLY & MOBILE

Middlebury

WELCOME, GENIE ▾ March 16 - March 22, 2020  
 ◀ PREVIOUS WEEK | CURRENT WEEK

Default Schedule ▾  
 Default Schedule  
 Commons Drop-In SP20  
 CTLR Drop-In SP20  
 FYS/CW/WRPR Mentors SP20  
 Online Live Writing Tutoring

This is a site shell--any students interested in tutoring can either walk-in at the CTLR (M - Thur. 7PM - 11PM) or Commons (on Sundays from 8PM - 10PM) or, if they are in a class with a peer mentor, can schedule an appointment through the peer mentor. All appointments will be scheduled by Writing Center tutors.

Mar. 16: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Mar. 17: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

**Step 4:** Once you access the schedule, select an appointment that is currently open. Available appointment boxes will be blank/white.

ACCESS TEXT-ONLY & MOBILE

Middlebury

WELCOME, GENIE ▾ March 16 - March 22, 2020  
 CURRENT WEEK | NEXT WEEK ▶

Online Live Writing T ▾

Mar. 16: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Nicole ✎ ADMINISTRATORS ONLY ONLINE ONLY								
Mar. 17: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm			4:00pm
Nicole ✎ ADMINISTRATORS ONLY ONLINE ONLY								

Reserve 2:00pm on March 16.

**Step 5:** When you click on the appointment make sure that:

1. You can attend the time you are selecting.
2. You are adjusting for time zone differences—all appointments will take place on Eastern Time.

Fill out the appropriate information in the form. If you have a draft or assignment prompt, feel free to upload a copy of it at the bottom of the appointment form to share with your tutor. Once the form is completed and saved, you will receive an email confirmation.

**Create New Appointment**

**Client**  
Genie Giaimo (ggiaimo@middlebury.edu)

**Appointment Date**  
Monday, March 16, 2020: 2:00pm to 3:00pm [Show REPEAT Options](#)

**Staff or Resource**  
Nicole (Online Live Writing Tutoring)

**APPOINTMENT LIMITS:** Appointments must be 1 hour in length.

**Meet Tutor Online?**

Yes. Schedule **Online** appointment.  
If you choose an online 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."

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields—except if those required fields are also tagged as administrator-only questions.)

**Have you ever worked with a writing tutor at Middlebury?** (check all that apply) \*

Yes

**Step 6:** On the day of your appointment, a few minutes before it starts, log back into WOnline and click into your appointment on the schedule grid. In the appointment pop-up box there are directions to join the chat room where you will have your appointment. Join by clicking on the link to “start or join online conversation.”

**View Existing Appointment**

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

**Client**  
Genie Giaimo

**Appointment Date**  
Monday, March 16, 2020  
1:00pm to 2:00pm [\[MARK MISSED\]](#)

**Staff or Resource**  
Nicole

**ONLINE**  
CREATED: Mar 16, 2020 1:17pm By Genie Giaimo

**Post-Session Client Report Forms**  
[Add New](#)

**MEET TUTOR ONLINE? ONLINE**  
If you choose an online 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."

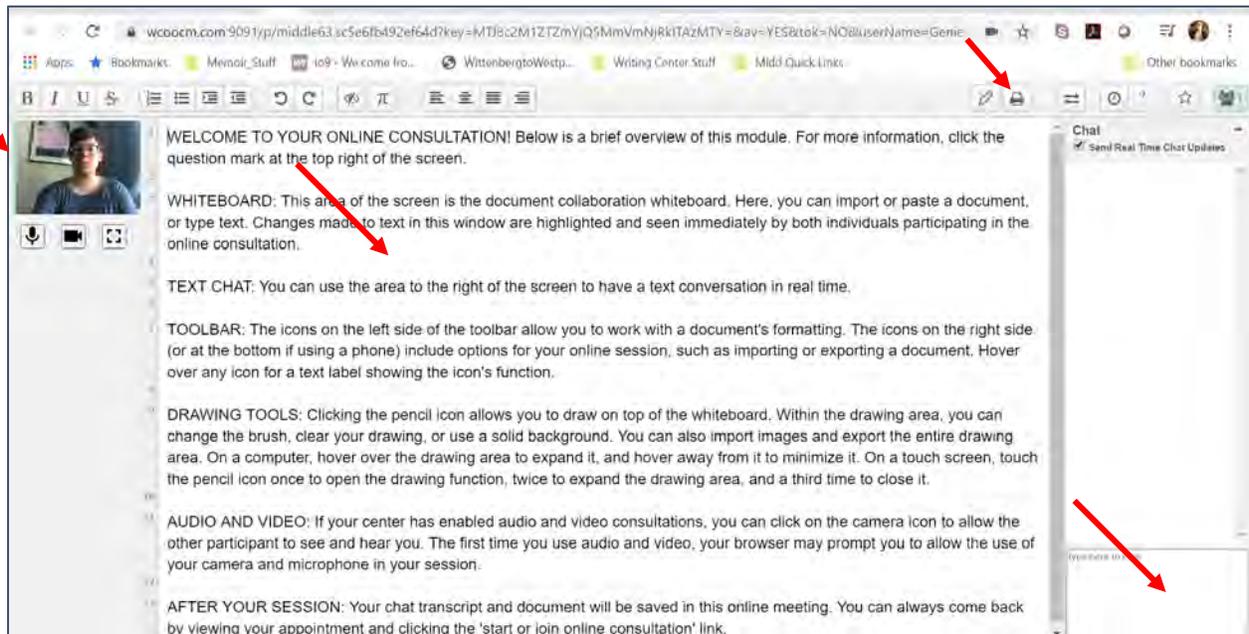
[START OR JOIN ONLINE CONVERSATION](#)

**Have you ever worked with a writing tutor at Middlebury?**

**Is your writing for a course?**

**Middlebury College**  
Middlebury College: Appointment made successfully!  
Genie Giaimo,  
You have successfully made an appointment.

**Step 7:** Once you click “start or join an online conversation,” you will be bounced to a chat room that includes webcam, audio, and chat functions. There is also an interactive whiteboard (with directions on how to use the program interface). There, you can copy and paste your paper/outline. After the session, you can print or copy the notes from the whiteboard for your own revisions.



### Online Writing Center User Guidance

- All students who have a tutor attached to a CW/FYS/WRPR course should work with their course peer writing tutor, as there are a limited number of appointments available.
- Appointments are approximately 45 - 50 minutes long—tutors use the additional 10 - 15 minutes to prepare for their next session, take a break, and write-up post-session notes.
- Check to see you received a confirmation email and note the day and time that you scheduled your appointment. You will need to log back into WCOonline and select your specific appointment to access the tutoring session on the day of your appointment.
- Note the time zone—all sessions will be scheduled in Eastern Time, so if you are on the West Coast, please make sure to adjust the time and set a reminder alarm.
- Try to access appointments by laptop or computer if possible since WCOonline works best on those platforms. WCOonline may work on mobile (cell phone) platforms but the online interface will not be as easy to use.
- Be prepared to talk or type with your tutor—you might want to have a set of headphones ready if you are in a noisy or busy spot. Or you might prefer simply use the text box to type and disable audio/video.
- Technology can sometimes have issues—please be patient and try to arrive ahead of your appointment to address any last minute issues with the system. If you find that you cannot access WCOonline because your account is locked, please email Dr. Giaimo at [ggiaimo@middlebury.edu](mailto:ggiaimo@middlebury.edu) to re-set your account.
- Be aware, if you are marked no-show for three or more appointments, you will be locked out of the system so please try to attend the sessions you schedule or cancel them, which you can do up to 2 hours beforehand.