Welcome to the online Writing Center using WCOnline!

Many of you may be familiar with WCOnline 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 30th, 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 WCOnline account, please register for one here:
https://middlebury.mywconline.com/register.php

Please note: If you Google WCOnline 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:

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.

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

**Step 6:** On the day of your appointment, a few minutes before it starts, log back into WCOnline 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.”
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 WConline 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 WConline works best on those platforms. WConline 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 WConline because your account is locked, please email Dr. Giaimo at 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.