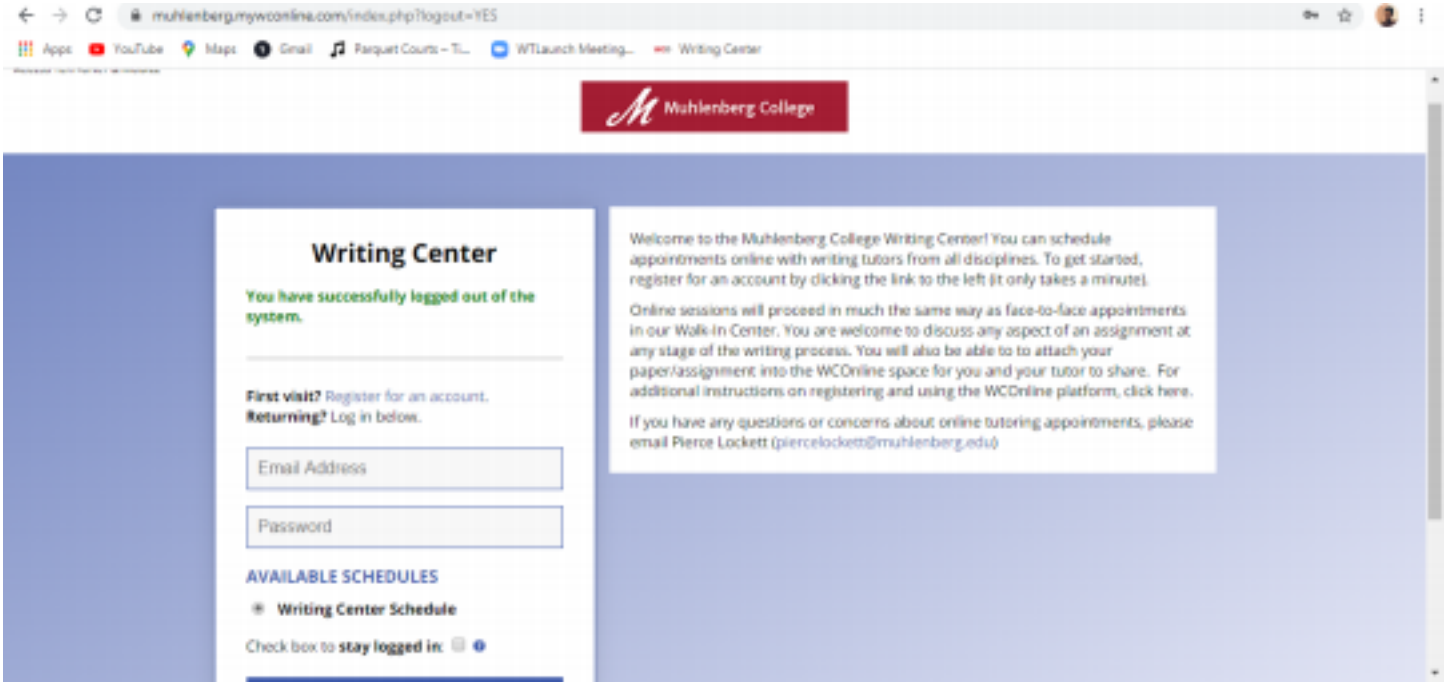
Muhlenberg College Writing Center
Trexler Library, A Level (WICC) · (484) 664-3276

Below is a brief guide for using the Writing Center's online tutoring platform, WCOnline. This platform will enable you to easily schedule appointments with tutors either in-person or online and receive one-on-one feedback on any and all writing assignments. All questions about this system should be forwarded to Pierce Lockett, Assistant Director of the Writing Center (piercelockett@muhlenberg.edu).

WCOnline: Registering

All remote appointments and synchronous video conferences with tutors will be made using WCOnline (https://muhlenberg.mywconline.com/). Below is an example of what the front page looks like:



Before you can make an appointment, you'll be asked to register for an account; this should only take a minute or so. As with face-to-face appointments, you will get a confirmation email and you will be able to change your appointment if necessary. As always, please be mindful of the tutor's time; repeated "no-shows" may affect your ability to schedule appointments in the future.

WCOnline: Scheduling an appointment

Once you've logged in, you're free to click on any of the white blocks next to a tutor's name and schedule an appointment. The appointment window should look like this:

Create New Appointment

Client

Lockett, Pierce (piercelockett@muhlenberg.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Tuesday, September 14, 2021: 9:30am to 10:00am Show REPEAT Options

Staff or Resource

Pierce Lockett (Test Schedule)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Meet Tutor Online?

- (•) No. Schedule **Face-to-Face** appointment.
- ( ) 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.)

Course *

Instructor *

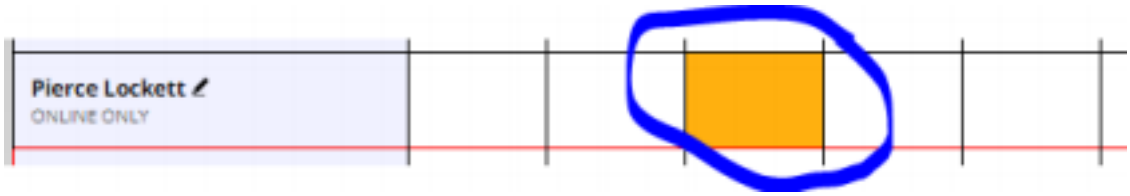
Do you have a draft? If so, please attach it at the bottom of this form. *

Pronouns

What would you like to work on today? (check all that apply) *

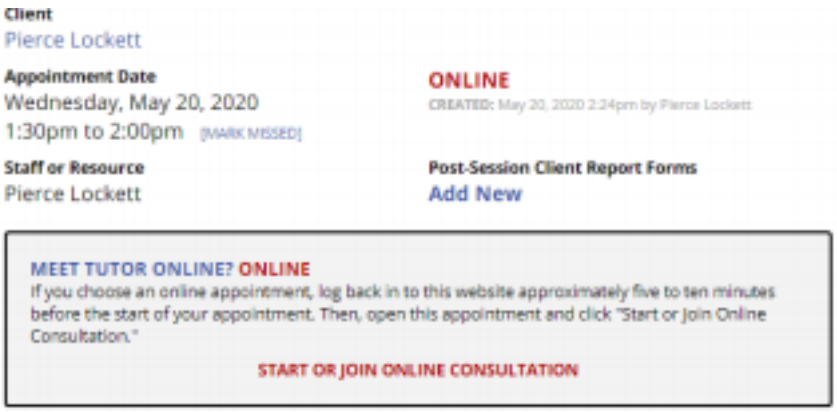
- [ ] Analysis
- [ ] Organization
- [ ] Grammar & Style
- [ ] Coherence
- [ ] Thesis Development
- [ ] Using & Citing Sources

Please note that appointment slots are between 30 minutes to an hour in length for both online and in-person appointments. At the bottom of the Create New Appointment form, you are invited to attach your paper to your appointment slot. We encourage you to **share your paper with the tutor**, who will be the only person able to view the document while you have a conference. Once you've signed up, your appointment slot will look like this:



WCOnline: Preparing for an online appointment

Before your scheduled appointment (you should receive a few reminder emails), you'll be asked to click on your appointment slot, where you will click on this text box to join the online conference:



Once you click on **"Start or join online consultation",** you'll enter the video conference. A Zoom window will open up where you and the tutor can meet.

Vanderbilt University has compiled a helpful guide for navigating the various functions of the WCOnline whiteboard.[1] Your tutor will also help you navigate the system as the session goes along. Once the session is over, you can copy and paste whatever changes to your document that you and the tutor had made throughout the session. You're encouraged to save this document frequently; technology fails sometimes.

FAQ

I don't have an appointment, but I need to be tutored immediately. Can I still be tutored?
Absolutely! The Writing Center also offers in-person tutoring in our Walk-in Center, located on A level of the Trexler Library. Our walk-in hours this semester are the following:

- **Sunday-Wednesday 3:30pm-5:30pm, 7pm-11pm**
- **Thursday 3:30pm-5:30pm, 7pm-9pm**

What if I have a question that the tutor can't answer?
For questions related to common writing concerns (citations, formats, etc.), a comprehensive guide can be found on the Writing Center webpage (https://www.muhlenberg.edu/academics/writingcenter/) or the Purdue OWL (https://owl.purdue.edu/owl/purdue_owl.html). For questions regarding research, we encourage you to reach out to one of the Reference Librarians, also located in the WICC.

Will tutors edit my paper?
The Writing Center's goal is to collaborate with tutees about their writing. While we do not edit papers, our tutors are trained to enable you to arrive at your own ideas and clarify your own writing on your own terms. Our tutors are more than happy to help you identify common writing errors and provide you the tools to correct those errors on your own.

[1] This resource is attributed to John Katunich at The Norman M. Eberly Multilingual Writing Center at Dickinson College