

## Step 1: Preparing for Your Online Appointment

1. Online appointments are done through WOnline in real time, meaning you will join the appointment at the scheduled time and work with the tutor through live-chat.
2. When you make an online appointment, we recommend you attach your assignment instructions if you have them.
3. Be sure to have a digital version of any writing to share with your tutor. If you are still brainstorming or planning and don't have writing to share, that's ok! Be ready with any other relevant notes, rubrics, resources, or materials.

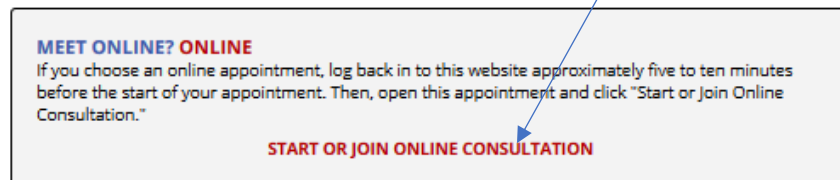


## Step 2: Joining an Online Appointment on WOnline

1. A few minutes before your appointment, log-in to your WOnline account and find your appointment.
2. After you have found your appointment, click on it to open up the appointment form.


Mar. 25: Wednesday	10:00am	11:00am	12:00pm	1:00pm
Abby Hodson ONLINE ONLY				
Amelia Luke FACE-TO-FACE & ONLINE				
Anna Hurd FACE-TO-FACE & ONLINE				

3. After opening the appointment form, click on "Start or Join Online Consultation" to begin your session!



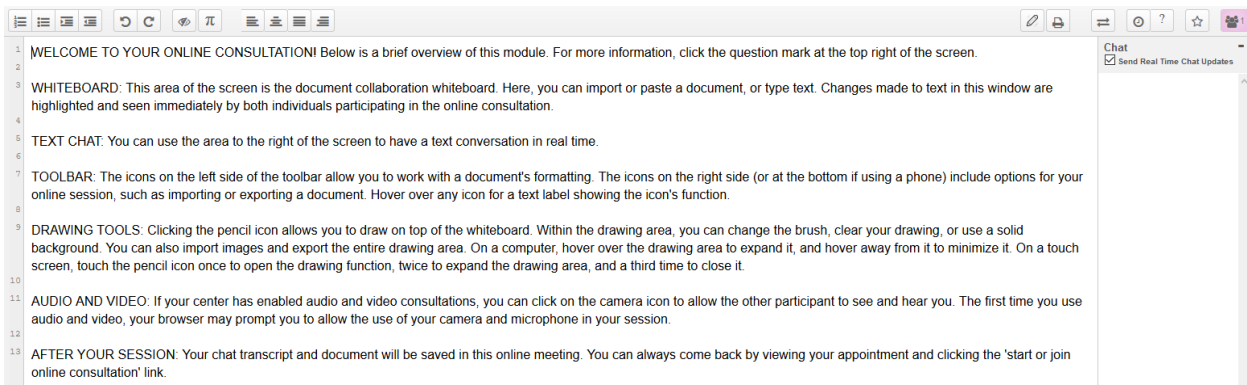
4. If your computer has a microphone and camera, you will have the option to voice chat and video-call with your tutor. In the upper left of your screen you will see options for muting/unmuting your microphone and disabling/enabling your webcam. If you wish to talk with your tutor directly, you can unmute your microphone by clicking the "microphone" symbol. By clicking the "camera" button you will also enable video conferencing.



- If your computer does not have audio/video capabilities, you can still chat with your tutor using the chat bar in the bottom right corner. You and your tutor can also type directly into the document on the whiteboard space and these comments will be color coded. You can remove authorship colors by clicking the “eye” symbol in the upper left of your screen.
- After your appointment is complete, you will be able to return to your document in WOnline at any time to refer to the comments or use the import/export function to download a copy. 

## Step 3: Have your Online Session!

- WOnline has many functions that will help you get the most out of your online session. The consultation screen has a live chat area on the right side, a document collaboration space or “whiteboard” area in the middle and a toolbar at the top. There are instructions in the whiteboard space for how to use each section.



- To upload files and attachments, you can either **copy and paste** your file directly into the whiteboard space or **upload a file**. Either method may impact the formatting of your document as WCONLINE converts the document to simple text. To **upload a file** click the “two arrows” button in the upper right hand corner of the screen above the chat box.



- A pop up message will appear giving you the option to import or export a file. To import a file, click “Browse” and use the file navigator to select and open the file you want to upload. Once your file is selected, click “Import Now” and then “OK” and your file will occupy the whiteboard space.

