

Making a Remote Appointment

ETutoring

On the log-in page, enter your email address and password:

Salem State University

You have successfully logged out of the system.

First visit? [Register for an account.](#)
Returning? Log in below.

EMAIL ADDRESS:
wcoyle@salemstate.edu

PASSWORD:
●●●●●●●●

CHOOSE A SCHEDULE:
Summer 2017

Check box to stay logged in: ?

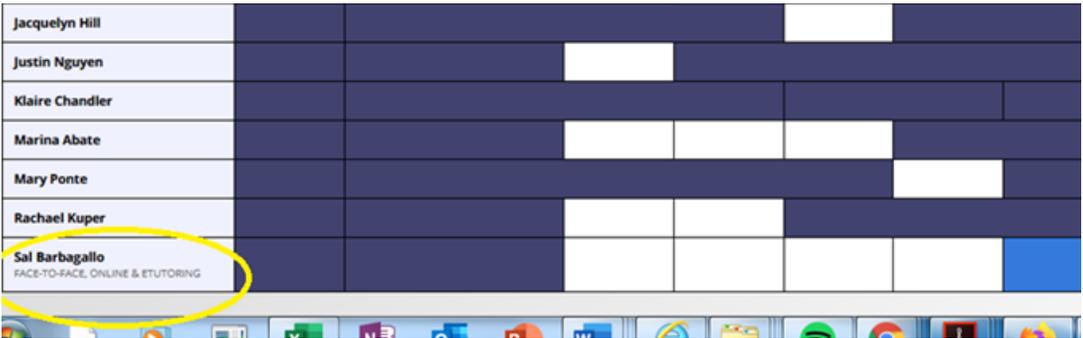
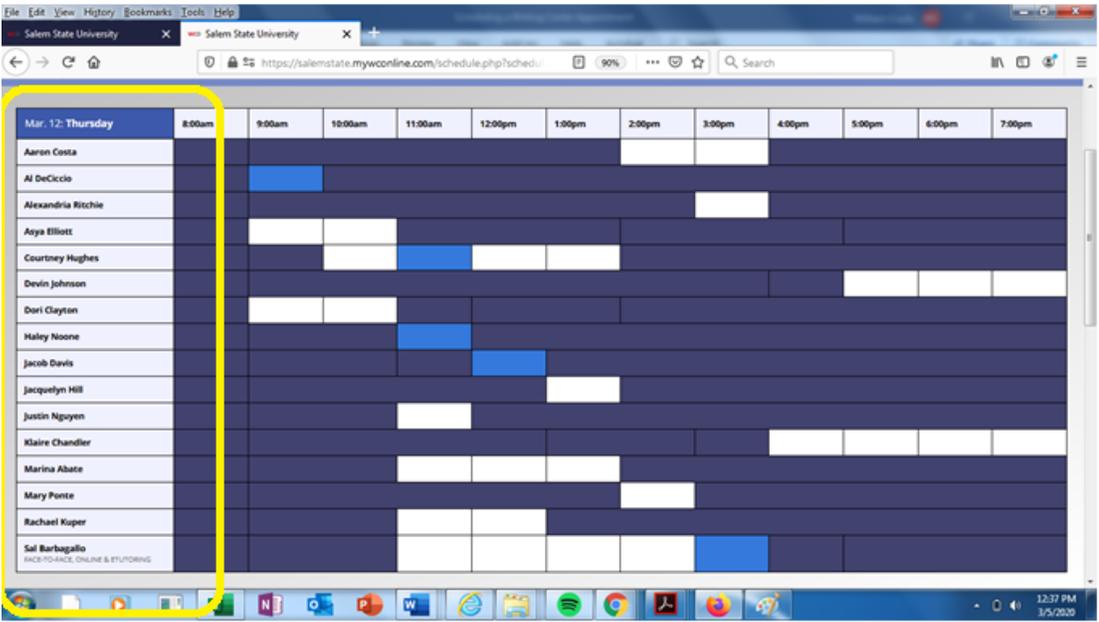
LOG IN

Welcome to WCONLINE! To get started, register for an account by clicking the link to the left. After you register one time, you will be able to schedule your own appointments online. We look forward to seeing you in the Salem State University Writing Center soon!

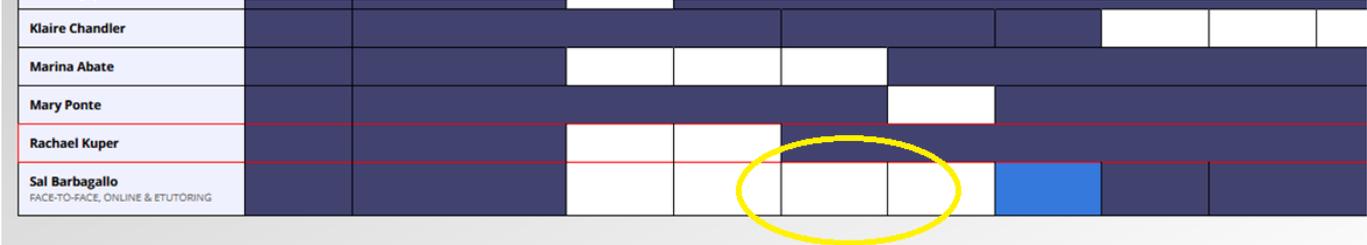
Got questions or need help setting up an account?
Give us a call at 978-542-6491 or stop by LIB113 and we will help!

The day at the top of the screen will always be the current date. The tutors who are working that day will be listed on the left. Available appointments will be in white, appointments that are already booked in light blue.

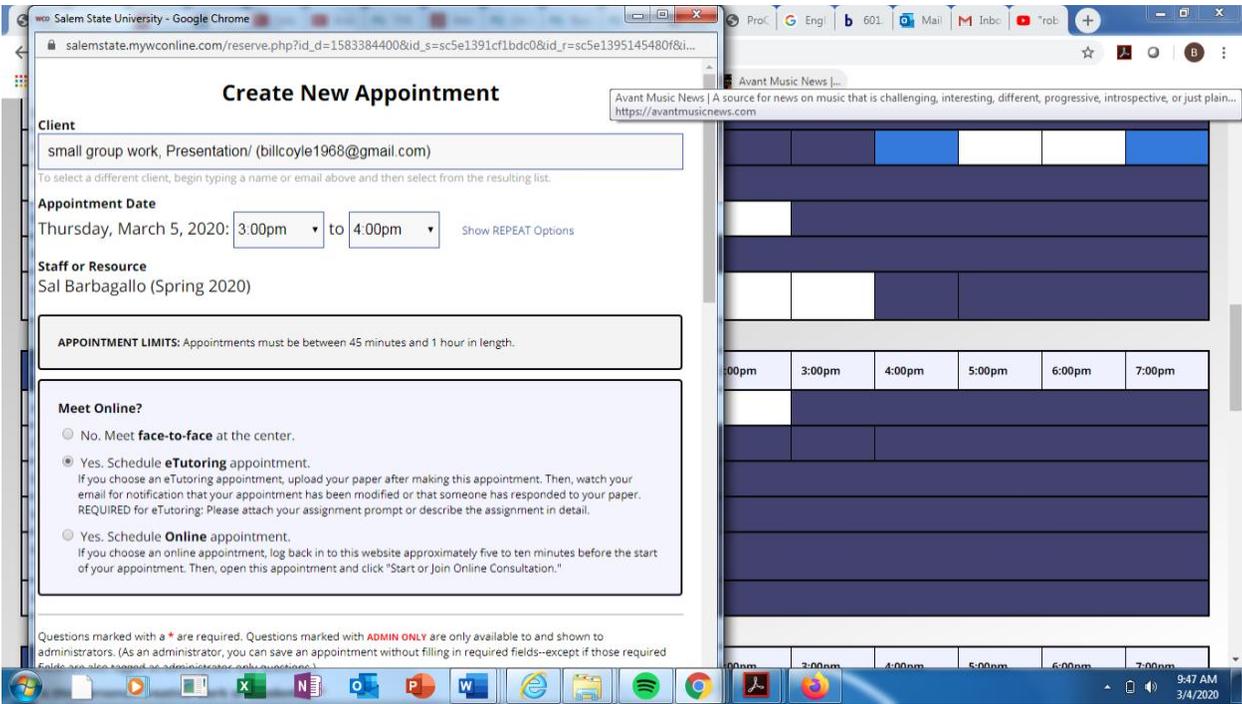
Look in the left-hand margin of the schedule for tutors who are listed as available for **Online** and **ETutoring**:



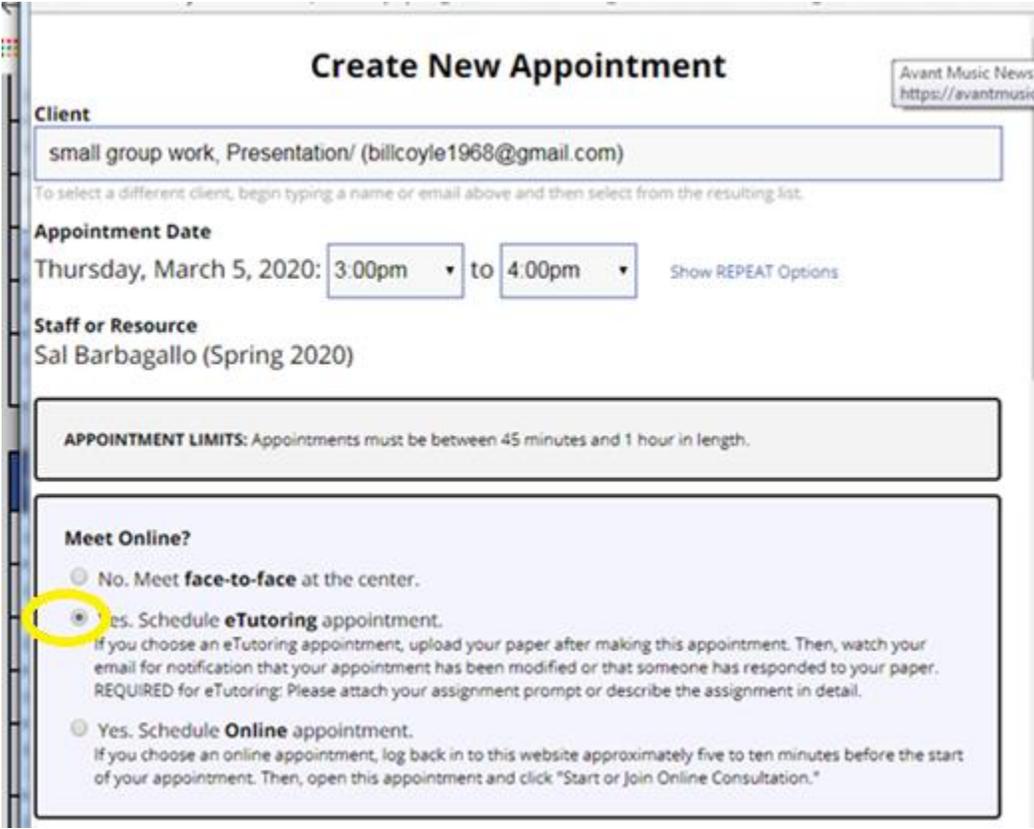
Click on one of the available appointments.



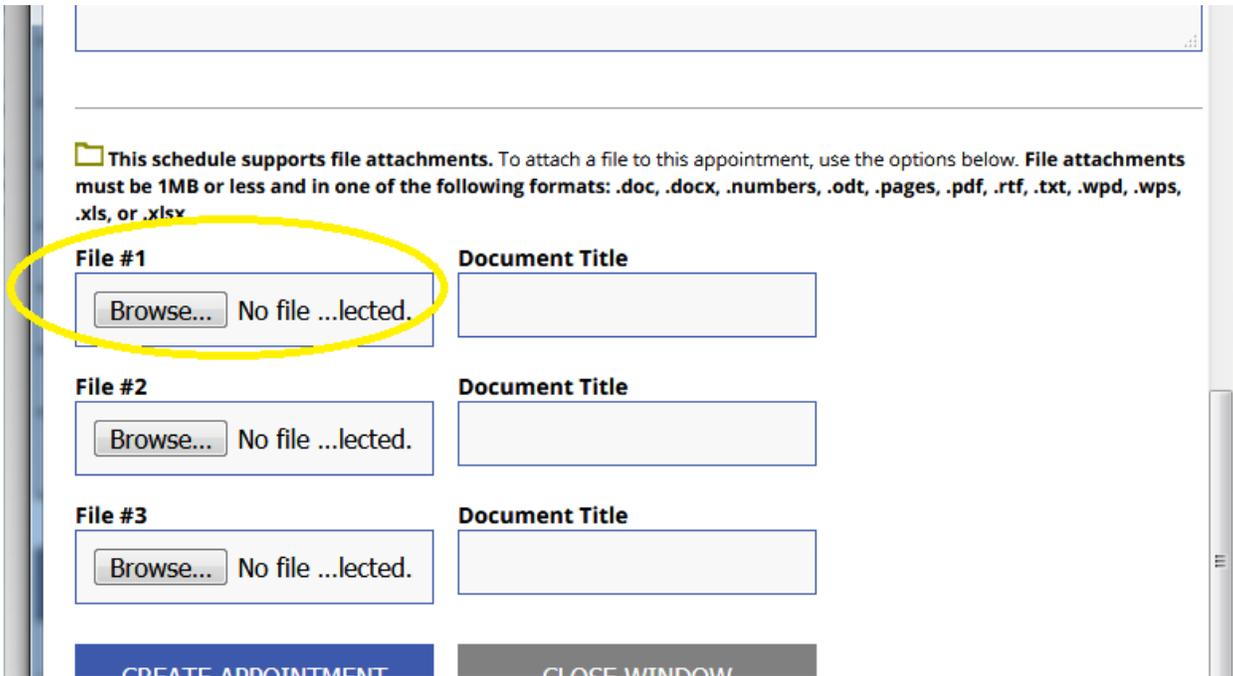
Occasionally, it looks as though no appointment tab has popped up. If this happens, minimize the browser window, or look behind it, or behind any documents you have open. Sometimes the appointment form is hiding back there.



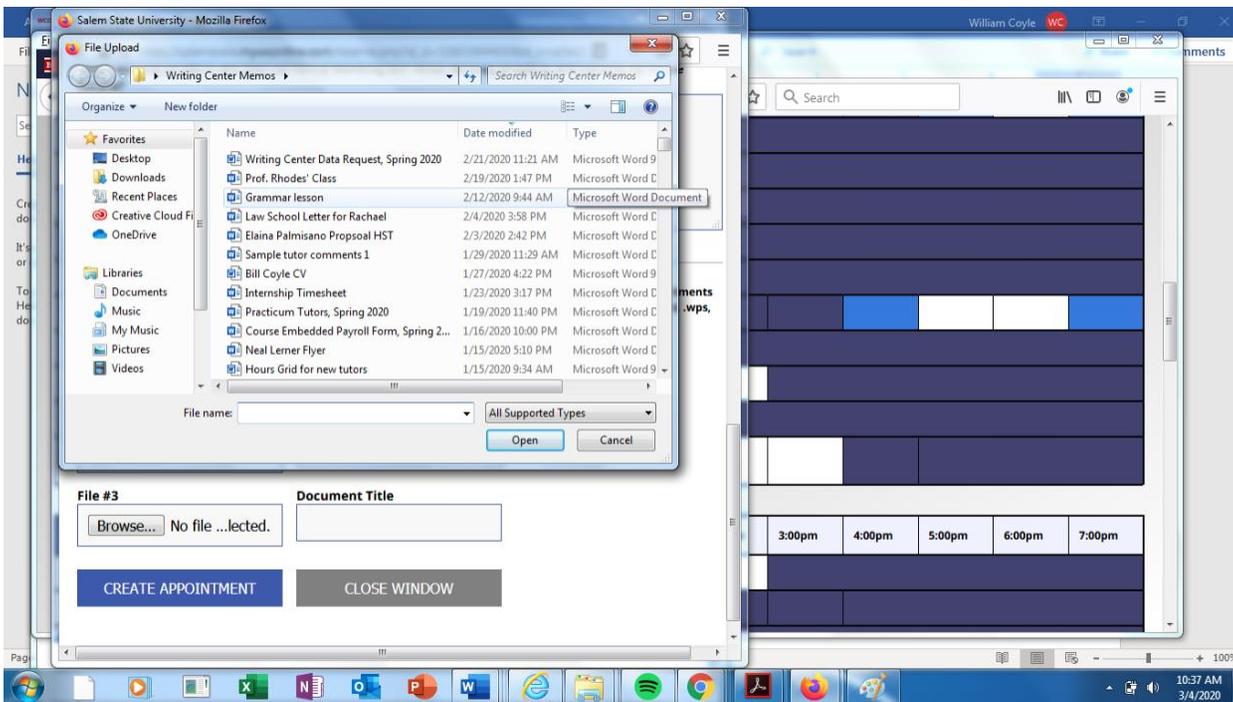
When the appointment tab opens go to the menu, which will be set at *No – Meet Face-to-Face at the Center*. Unless you would like to come to the Center itself (we’re in the Berry Library, in room 113) change this to either *Yes – Schedule e-Tutoring Appointment* or *Yes –Schedule Online Appointment*. In this case you’ll be selecting the latter.



You will then fill in all the slots marked with a red asterisk *. If you are ready to attach your document, you may do so now by scrolling to the bottom of the tab and clicking on the first button marked *Choose File...*



then selecting the document you want to attach:



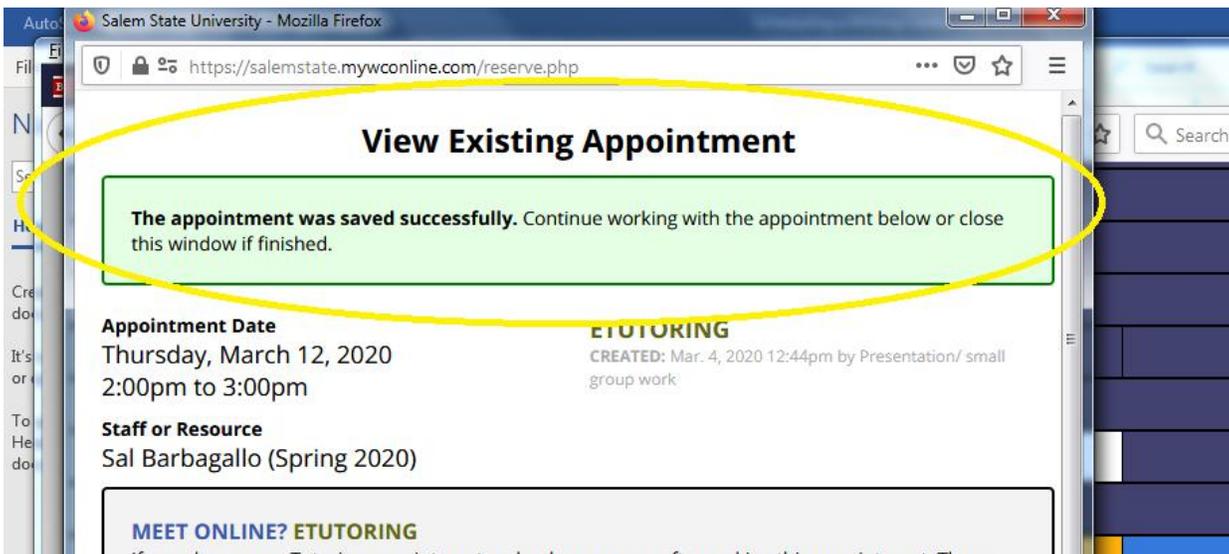
Once you have done this, be sure to click the *Create Appointment* button at the bottom of the appointment tab:

 This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1 Browse... Sample...1.docx	Document Title <input type="text"/>
File #2 Browse... No file ...lected.	Document Title <input type="text"/>
File #3 Browse... No file ...lected.	Document Title <input type="text"/>

CREATE APPOINTMENT **CLOSE WINDOW**

You should get the following message:



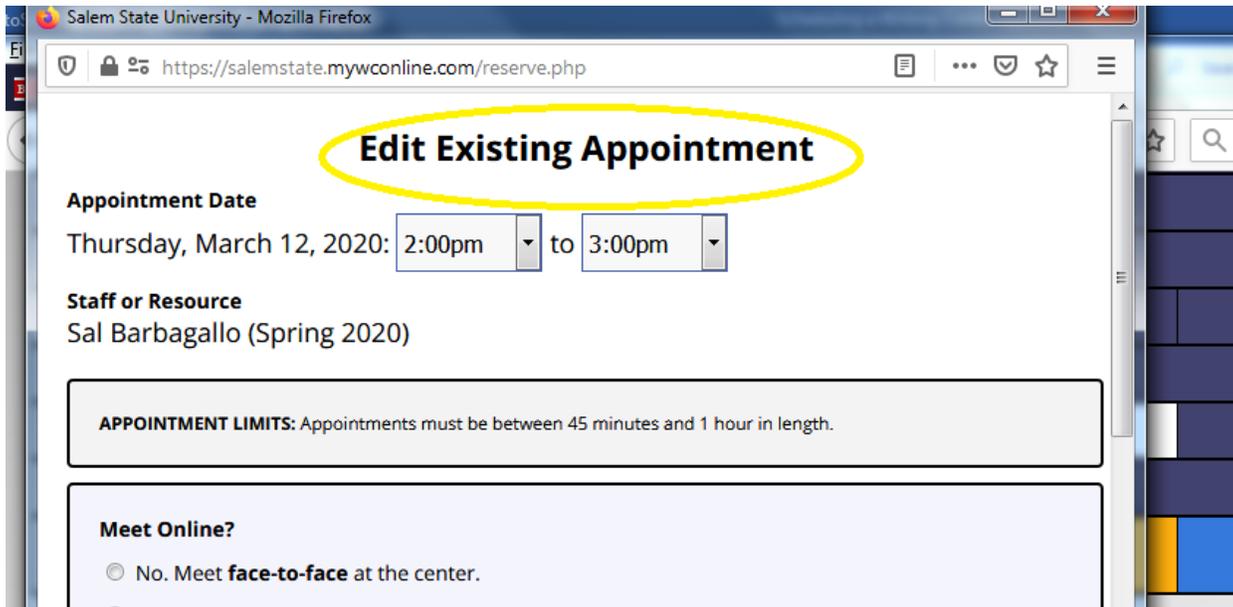
The screenshot shows a web browser window with the URL <https://salemstate.mywconline.com/reserve.php>. The main heading is "View Existing Appointment". A green message box states: "The appointment was saved successfully. Continue working with the appointment below or close this window if finished." Below this, the appointment details are listed:

Appointment Date	ETUTORING
Thursday, March 12, 2020 2:00pm to 3:00pm	CREATED: Mar. 4, 2020 12:44pm by Presentation/ small group work
Staff or Resource	
Sal Barbagallo (Spring 2020)	

Below the details is a section titled "MEET ONLINE? ETUTORING" with a sub-heading "If you choose an eTutoring appointment, upload your paper after making this appointment. Then".

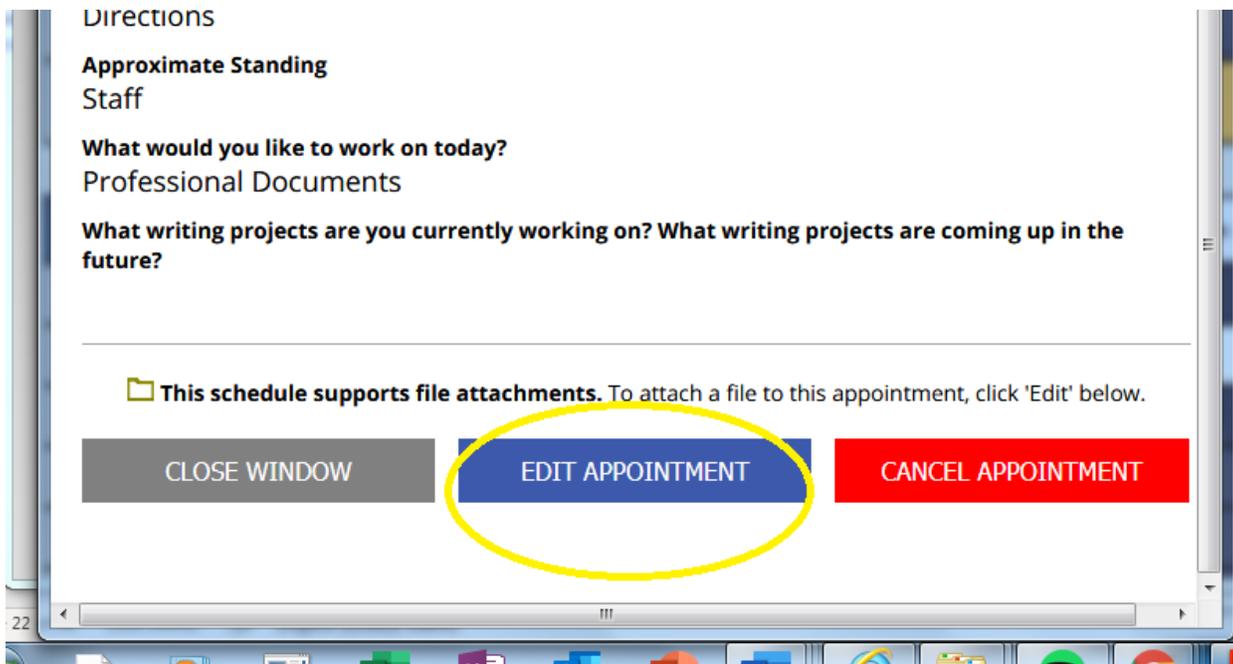
If you are not yet ready to attach your document when you make your E-tutoring appointment, you can attach it at any point prior to the beginning of the appointment time. Just log in to your WCONLINE account and locate your appointment, which will be in gold:

At the top of the tab you will see the heading **Edit Existing Appointment**:



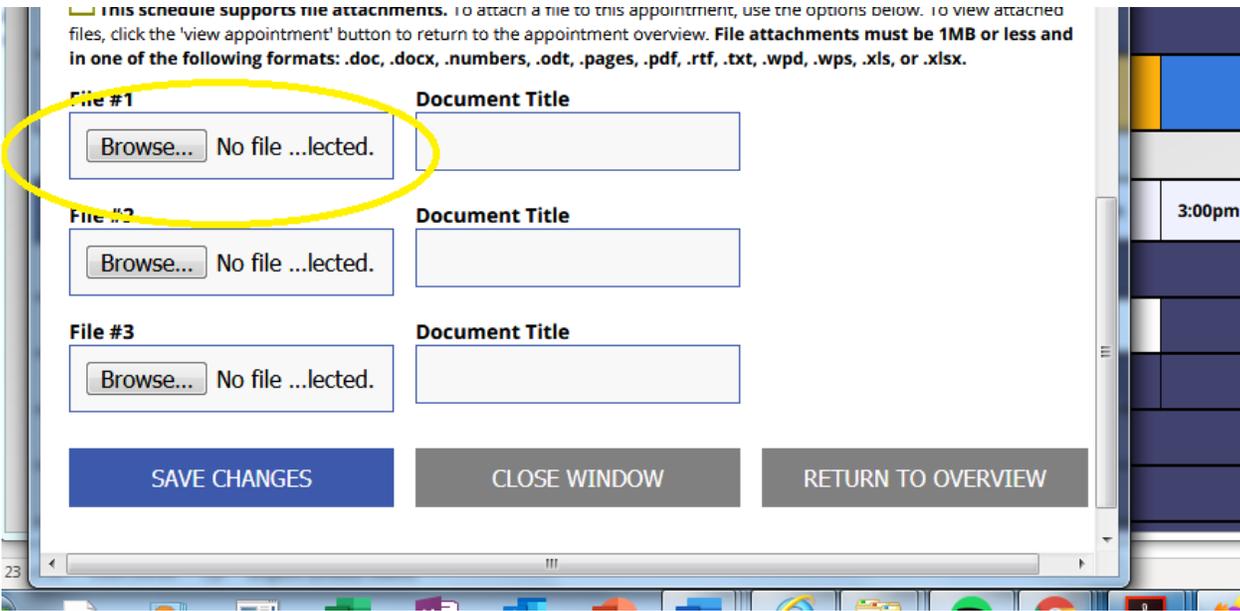
A screenshot of a web browser window showing the 'Edit Existing Appointment' form. The browser's address bar displays 'https://salemstate.mywonline.com/reserve.php'. The heading 'Edit Existing Appointment' is circled in yellow. Below the heading, the 'Appointment Date' is set to 'Thursday, March 12, 2020' with time slots of '2:00pm' and '3:00pm'. The 'Staff or Resource' is 'Sal Barbagallo (Spring 2020)'. A box contains the text: 'APPOINTMENT LIMITS: Appointments must be between 45 minutes and 1 hour in length.' Below that, the 'Meet Online?' section has a radio button selected for 'No. Meet face-to-face at the center.'

Scroll to the bottom of the tab and click on the *Edit Appointment* tab

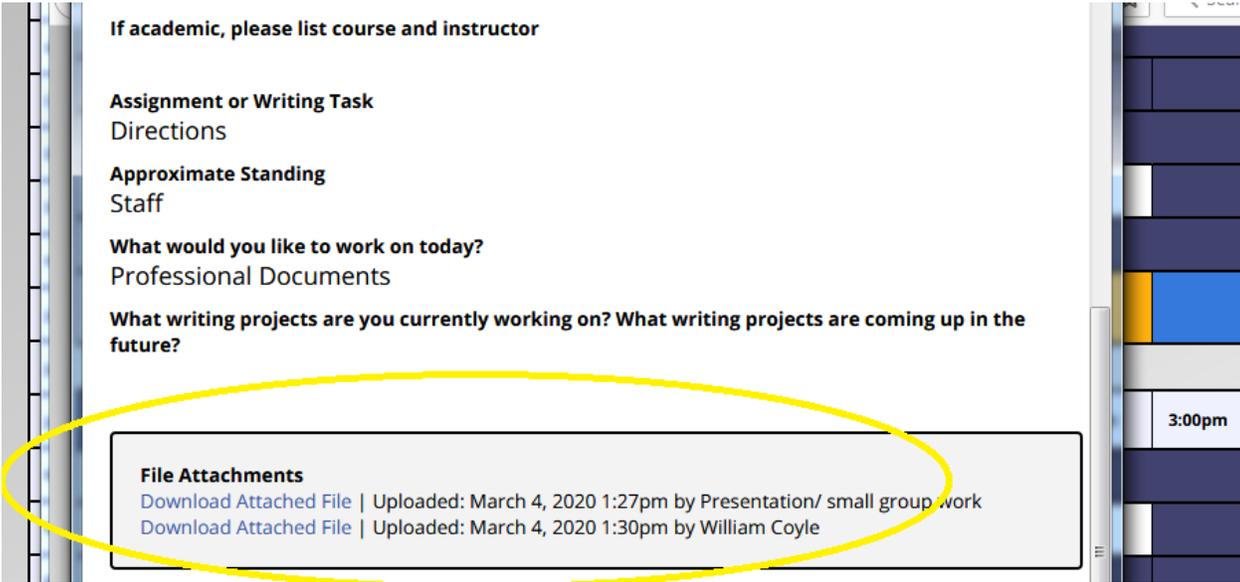


A screenshot of the bottom portion of the appointment form. It includes sections for 'Directions', 'Approximate Standing', 'Staff', 'What would you like to work on today?' (with the text 'Professional Documents'), and 'What writing projects are you currently working on? What writing projects are coming up in the future?'. Below these sections, a message states: 'This schedule supports file attachments. To attach a file to this appointment, click 'Edit' below.' At the bottom, there are three buttons: 'CLOSE WINDOW' (grey), 'EDIT APPOINTMENT' (blue, circled in yellow), and 'CANCEL APPOINTMENT' (red).

Scroll to the bottom of the tab that opens and attach your document, following the directions outlined on pages 5-6.



The tutor will begin reviewing your document at the beginning of the scheduled appointment time. Within an hour the tutor will upload a copy of your document, with his or her comments, to the appointment tab. You will then receive an email or text informing you that this has been done. Log into your account, and click on the appointment to open the appointment tab:



If you have any questions regarding the remote tutoring options in WCONLINE, please email Bill Coyle at wcoyle@salemstate.edu.