

MyWCOOnline Online Sessions

Am I eligible for an online appointment?

Currently, the FSU RWC only offers online tutoring to distance learners and students enrolled in online classes.

If you sign up for an online appointment and do not meet these criteria, your appointment will be canceled, and you will be asked to sign up for an appointment on-site.

What do I need for an online appointment?

A working computer, a webcam, a microphone, and whatever writing you're working on.

How do I sign up for an Online Appointment?

The procedure is the same as it is for on-site appointments, with one difference.

Florida State University Reading-Writing Centers and Digital Studios

First visit? Register for an account.
Returning? Log in below.

AVAILABLE SCHEDULES



- RWC @ Williams Fall 2019
- Digital Studio @ Johnston Fall 2019
- Graduate Writing Center @ Johnston FA19
- RWC @ Johnston Ground Fall 2019
- RWC @ Strozier Fall 2019

Check box to stay logged in:

LOG IN

1. Go to fsu.mywconline.com and log in to your MyWCOOnline account. If you have not created an account, click the register link and fill out the window.

2. Locate a tutor who is available to work online. They will be marked "Face-to-Face & Online" in the system.

Dec. 6: Friday
Amanda Ayers  FACE-TO-FACE & ONLINE
Amanda Presswood 

3. Click on a white appointment slot.

4. Fill out the information in the next window. This includes appointment time. If you want a 1-hour appointment, you can change the times at the top of the window (pictured below)

Appointment Date

Friday, December 6, 2019: to

5. By default, under "online appointments," the Face-to-Face option is checked. Select "Yes—Meet Online" to book an online appointment (image below).

Meet Online?

No. Meet **face-to-face** at the center.

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."

6. Once you are done filling out this information, click "Save and Close." You should get an e-mail confirmation.

How do I join an online appointment?

When you click on your appointment, you will see a window with the information you filled out when booking the appointment above, which includes your course, instructor, and areas of focus. Unlike on-site appointments, there will be a box (like the one below) that will enable you to meet online. Click the red "Start or Join Online Consultation" link to start the online appointment.

Note: As stated above, to do online appointments, you will need a webcam, microphone, and working computer.

MEET 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 CONSULTATION

How do I use the online system?

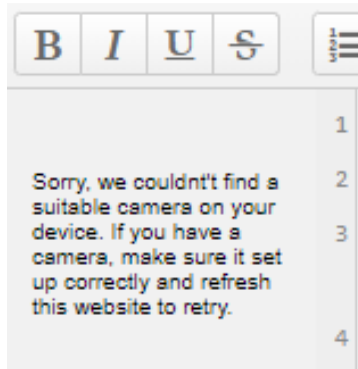
Once you click the link above, a window like this will appear:

4

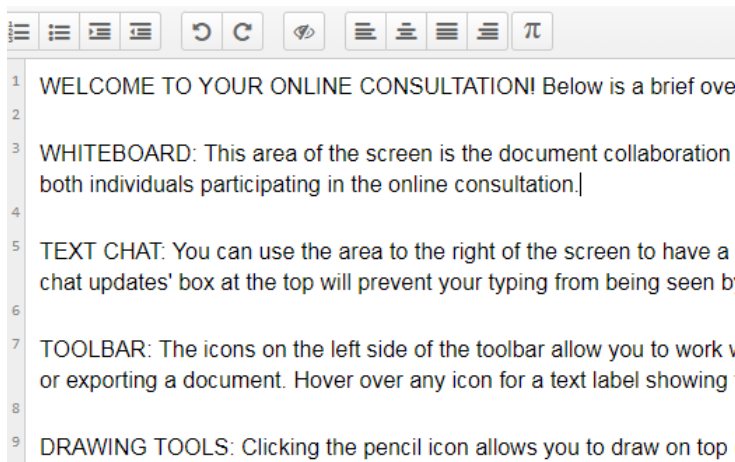
The screenshot shows a web browser window with a toolbar at the top. The main content area contains a list of instructions for using the online consultation system. Four numbered callouts are placed over the text:

- 1**: Points to a message box on the left side of the screen.
- 2**: Points to the drawing area on the right side of the screen.
- 3**: Points to a chat window on the right side of the screen.
- 4**: Points to a question mark icon in the top right corner of the browser window.

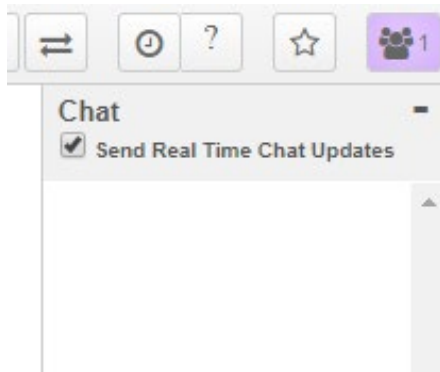
This image is small, but it does allow you to see the four parts of the window:



1) Left column: the web cam images will show up here. As well, there are numbers for each paragraph in the document window, which provides you one way to give feedback.



2) Center column: MyWCOnline calls this the “Whiteboard.” Writers can upload documents they’re working on so you can read them together. The whiteboard is designed as a space where you and the writer can work together. You each have an authorship color (discussed below) so if you want to highlight certain areas of the text via bold, italic, or underline to draw attention to them, you can. **Note: When you upload a document to the whiteboard, all of the font will become Arial size 12.**



3) Right column: Chat window. In the event of audio and/or video failure, this panel functions as an IMing system.

4) Top column: Toolbars, of which there are two. The one at the left is pictured below.

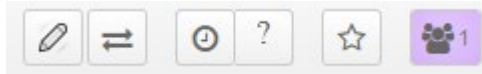


Most of these icons are recognizable from Microsoft programs. From left to right, the buttons are:

- Bold, italic, underline, strikethrough: these will be helpful for highlighting certain parts of the document for students.
- Numbered list, bulleted list, increase indent, decrease indent

- Undo, redo
- Clear authorship colors: Clicking this button will erase colors designating which person in the document made the changes. This action cannot be undone.
- Left, center, justified, and right alignment
- Insert mathematical formula: we probably won't be using this one.

The toolbar on the right includes fewer icons.



From left to right, these buttons are:

- Drawing tool: In addition to bold, italic, underline to highlight areas of the writing, the pen tool can be used to point to specific areas. The disadvantage is you'll likely have to draw with a mouse.
- Import/Export: Writers can use this to upload a document at the beginning of the session and download it at the end.
- Timeslider: Clicking this will allow writers to see a play-by-play of changes to the document. *NOTE: clicking this will automatically kick you out of the video chat, so I suggest waiting until the end of the appointment to view the timeslider.*
- Toolbar: The question mark button brings up, in a new window, information about synchronous online meetings available on MyWCOnline's website.
- Save revision: the button that looks like a star allows writers to save a revision of the document so that they can export it.
- Show users: By clicking on this, you can see the names and authorship colors of people in the document.

So you've mentioned authorship colors a couple of times... what exactly are those?

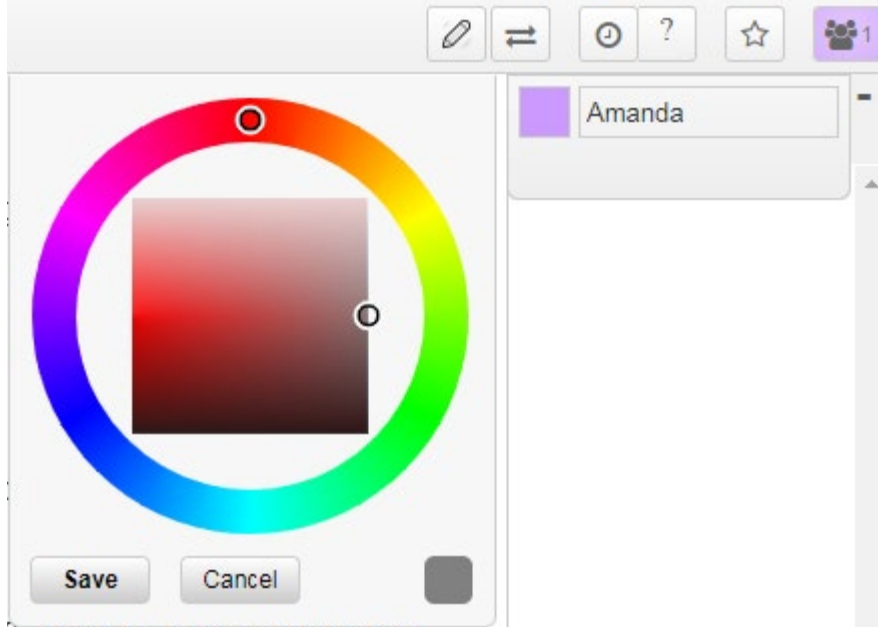
Authorship colors show who made changes in the document. These include formatting changes and any typing done in the document. Here's an example:

ent collaboration whiteboard. Her

1. I'm making a suggestion here.

These colors are randomly assigned at the beginning of a session. If yours is not very visible, you can change it by:

1. Clicking on the show users icon
2. Clicking on the box of color to the left of your name
3. Selecting a new color from the wheel
4. Clicking save



If your tutor's color is not visible, then please notify them so they can change it.

What if I get disconnected?

Technological issues do happen. If you get disconnected from the chat, try to rejoin by closing the appointment window, clicking on the appointment from the schedule again, and re-opening it.

If for any reason you cannot rejoin, e-mail the tutor you are working with.