## **University Writing Center**

## **Instructions for E-Tutoring/Asynchronous Appointments**

E-tutoring allows you to upload a writing project during a scheduled time slot and receive feedback at the end of that time slot. *When making an e-tutoring appointment, schedule 30 minutes per 2 double-spaced pages, with a maximum of 8 double-spaced pages for a 2-hour appointment.* Please, attach your writing as a Word document, along with an assignment sheet and any information that will assist us in providing feedback.

Consultants will provide constructive/instructive feedback but will not simply edit or proofread. If what you upload is too long to cover in the scheduled time, a consultant will provide the feedback they can in the time allotted.

## **Instructions for Registering:**

If you have not used WCOnline before, you need to register:

- 1. Go to www.wiu.mywconline.com. (You might bookmark this address on the computers you use the most.)
- 2. Click on "Click Here to Register."
- 3. Fill out the "Create New Account Form."
- 4. Click "Register."

## **Instructions for Making an Appointment:**

If you have registered, you can log in to WCOnline to create an appointment under the "Writing Center (E-Tutoring & Online)" schedule.

- 1. Go to www.wiu.mywconline.com. (Again, you might bookmark this address on the computers you use the most.)
- 2. Enter the email and password you used to create your account.

Note: Consultants available for e-tutoring appointments will indicate so under their names.

- Click on an available appointment slot. White spaces are available for appointments.
  Blue and red spaces mean the consultant already has an appointment during that time.
- 2. When you click on the white space, the appointment form should pop up. If it doesn't, minimize your current window to see if it popped up behind it.
- 3. Fill out the appointment form.
- 4. Click "Save Appointment."

**Note:** If you ever need to cancel an appointment, log in, click on your appointment, and then click "Cancel Appointment."