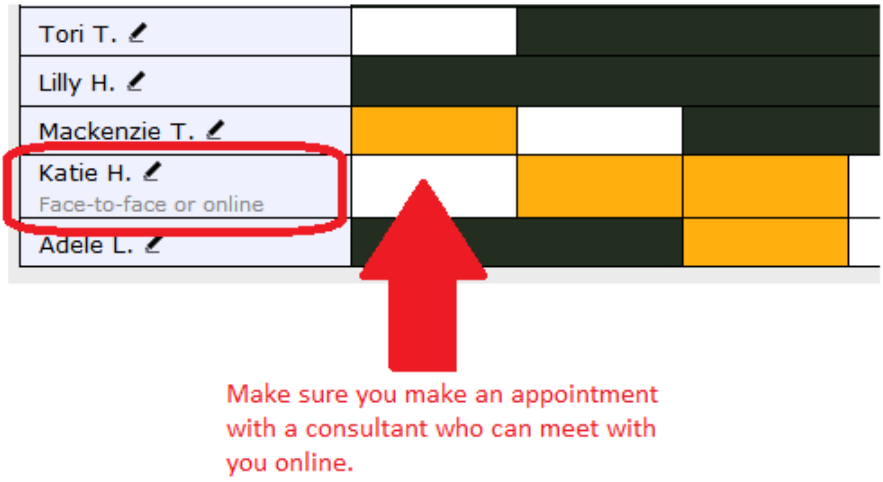
Colorado State University
WRITING CENTER

Instructions for Video Conferencing Appointments

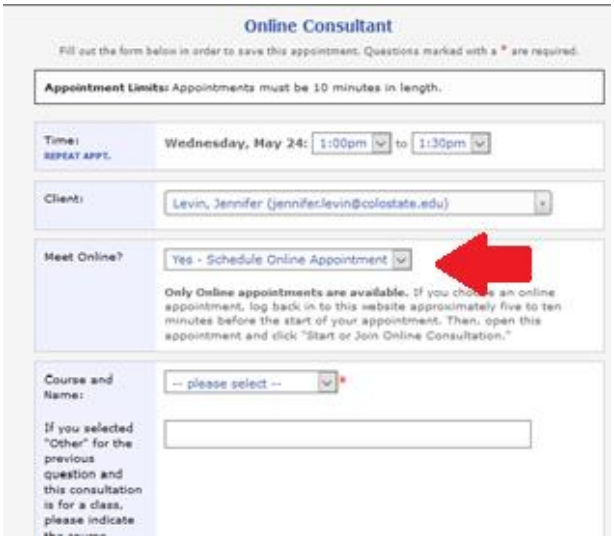
Video conferencing sessions are 30 minutes long and are conducted through our appointment system WCONLINE. Please follow the instructions below to set up your session.

1. **Sign in** to the appointment system at http://colostate.mywconline.com

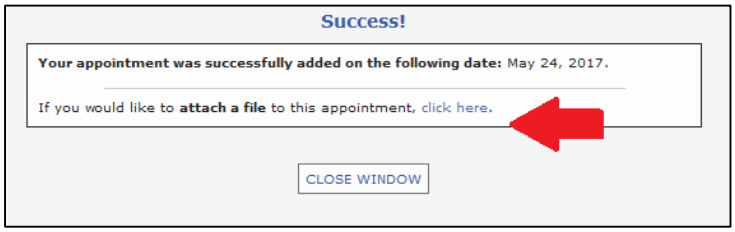
2. **Choose an appointment time** by clicking on one of the white spaces on the schedule with any consultant who is available for both online and face-to-face appointments.



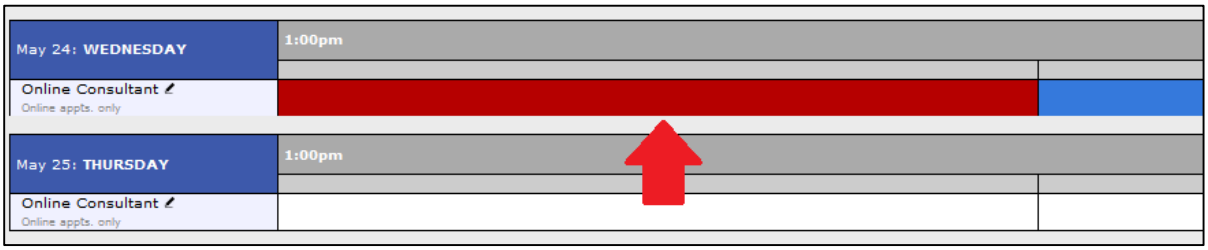
3. **Fill out the appointment form** so that your consultant knows what you want to focus on. **Make sure that you select "Yes – Schedule Online Appointment."**



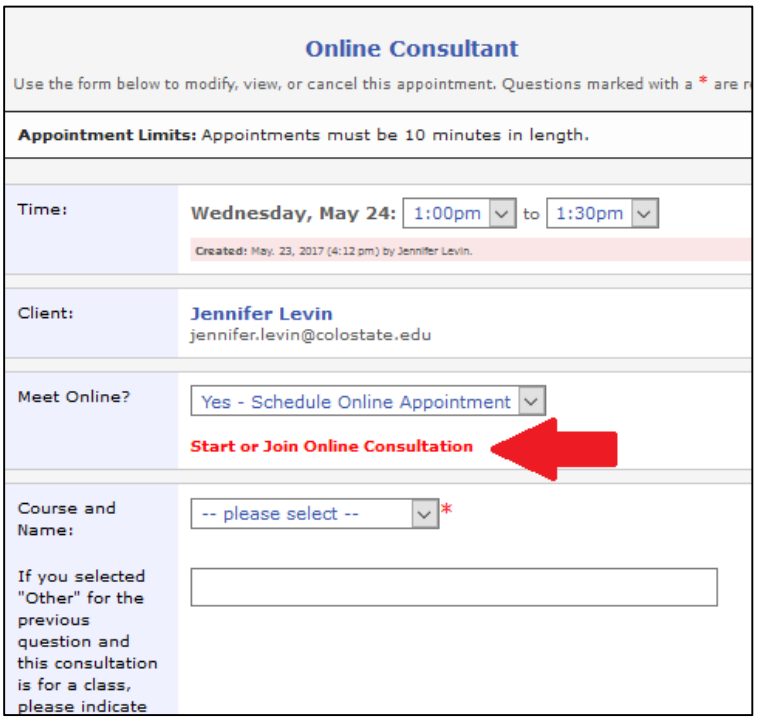
4. **If applicable, upload a copy of the assignment sheet** or rubric for your writing so that your consultant understands the requirements. You can do this by (a) clicking on the link in the dialog box that pops up when you have made your appointment, or (b) clicking on the yellow folder underneath the menu at the top of the schedule.



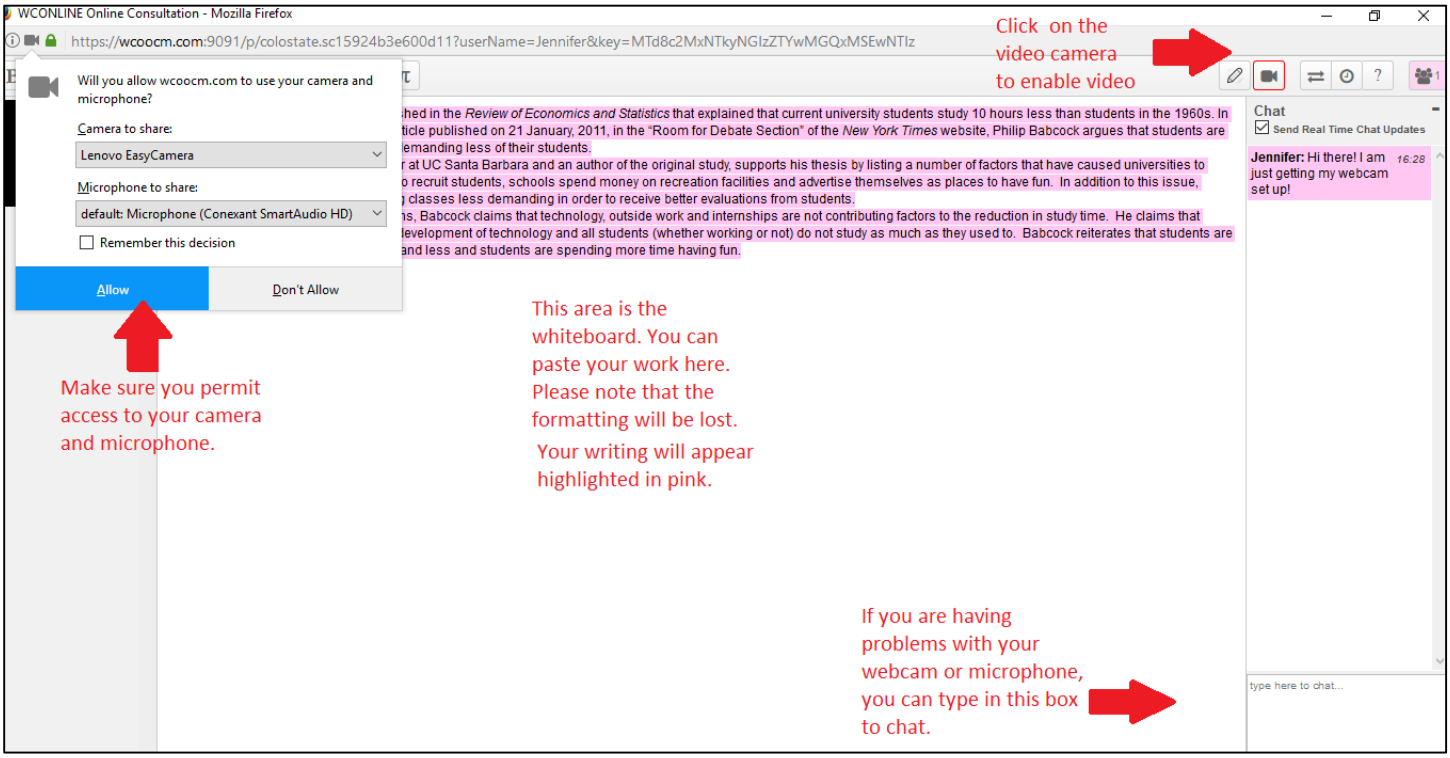
5. **At least five minutes before your appointment time, click on your appointment**. Your appointment will appear in red on the schedule.



6. **Click on "start or join online consultation"** on the appointment form.



7. **Get ready for your session by:**
    - Pasting your text into the whiteboard
    - Clicking on the video camera to enable video conferencing
    - Permitting access to your camera and microphone



8. **Wait for your consultant to enter the room.**

If you experience any technology problems during your consultation, you can use the chat box on the bottom right corner. You may also call the Writing Center front desk at 970-491-0222.