Online Appointments

1. Log back into gsw.mywconline.com and select the “Online” schedule from the drop-down list above the schedule. This is the website that has the Writing Center’s schedule and is where you made your appointment originally.

2. Find your reserved time block. Your personal block(s) will be gold/yellow.

3. Click on your reserved time block to re-open the appointment form.

Notice that one of the blocks has changed! On the original “Create New Appointment” form, there’s a block that asks about appointment format (“Meet Online?”) that has been defaulted to “Yes, Schedule Online appointment.” Re-opening that form opens the “View Existing Appointment” form. Where the block that asked “Meet Online?” is a new block that says “Meet Online?” in blue- and magenta-colored text. At the bottom of this block is a purple link that says “Start or Join Online Consultation.” Click on this link.
4. Clicking on the “Start or Join Online Consultation” link will launch a new window where your consultation will take place. The larger box on the left is space where you can copy and paste what you have (assignment sheets, ideas, drafts, etc.). The smaller box on the right is the chat window where you and the consultant will communicate with each other.