



## Writing Resources Online and Etutoring in WCONLINE | A Basic Introduction

Writing Resources now has additional options for consulting. Students may now choose between two options when making an appointment in WCONLINE. In the “Meet Online?” field, please select “Online” or “Etutoring.”

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To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**  
Thursday, March 19, 2020: 2:00pm to 3:00pm [Show REPEAT Options](#)

**Staff or Resource**  
Amy (Writing Resources Spring 2020)

**APPOINTMENT LIMITS:** Appointments must be between 5 minutes and 1 hour in length.

**Meet Online?**

- Yes. Schedule **eTutoring** appointment.  
If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.
- 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."

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

**Is this your first visit to Writing Resources? \***  
-- please select --

### Option 1: Video/Chat (Online) Appointments - \*RECOMMENDED\*

Online consulting is an excellent choice if you have access to a stable internet connection and the ability to work with a consultant on video/phone at a set appointment time. It allows live discussion of a shared text screen using video and/or text chat options. **Students will select “Online” when making their appointment, save, and then return to the appointment form and click the “start or join online consultation” button to enter the online chatroom from their browser.**

<b>Appointment Date</b> Tuesday, March 17, 2020 1:00pm to 2:00pm <a href="#">[MARK MISSED]</a>	<b>ONLINE</b> CREATED: Mar. 17, 2020 12:04pm by Rebecca Wheat LAST EDITED: Mar. 17, 2020 12:06pm
<b>Staff or Resource</b> Amy	<b>Post-Session Client Report Forms</b> <a href="#">Add New</a>

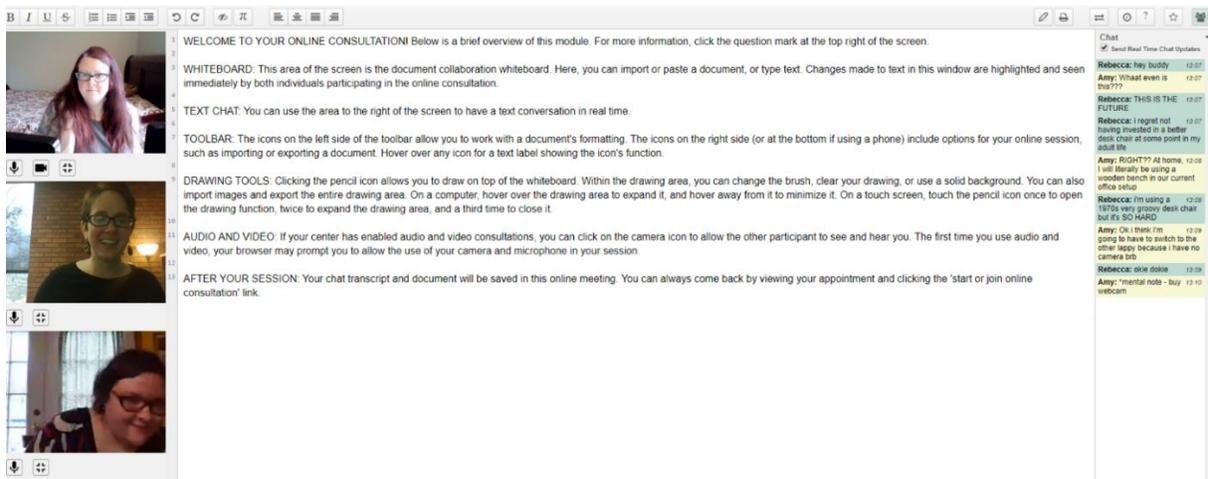
**MEET ONLINE? ONLINE**

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**

### Features of Online Consulting

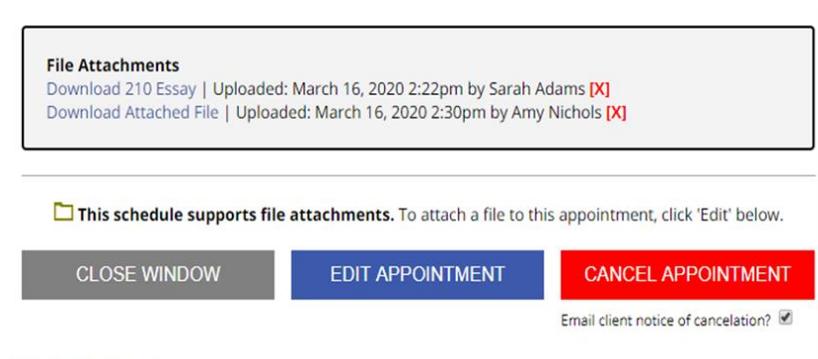
- If video chat isn't an option or there are connection issues, the text chat feature will allow discussion to continue, or you can provide a phone number the consultant can call to move the appointment to Googledocs, etc. as needed.



Example of Online Consulting view with video and text chat

## Option 2: Uploading a Document for Written Feedback (Etutoring)

Etutoring is a backup option if you have less reliable internet access or a varied schedule that might make it difficult to attend a live online session, but it is not as effective as a real conversation about your writing. **When making an appointment, select “Etutoring,” then upload both the paper and any assignment sheet you may have from your professor.** The consultant will review your goals along with your assignment sheet and paper, so try to be specific about the kind of feedback you are looking for, since they won’t get a chance to speak to you.



### \*Notes on Etutoring

- Consultants will post the feedback in your original appointment form as a document. You will receive an email stating that your “appointment was modified” at the completion of the session, and can then view posted feedback in your original appointment form on WCONLINE.
- Consultants will still only have 50 minutes to review your paper, so they may not get through it in a single session.
- Consultants will use the “Comments” feature under the “Review” tab in Word to comment with suggestions and feedback.

### First time using Writing Resources?

Please make a WCONLINE account by visiting <https://bera.mywconline.com> and select “Register for an Account.”

### Questions?

Please email Amy McCleese Nichols at [nicholsa@bera.edu](mailto:nicholsa@bera.edu) or call 859-985-3269.