

THINKING ABOUT WRITING

How to Make an Appointment with the Drexel Writing Center

Drew Houriet, Operations Manager

dwc@drexel.edu

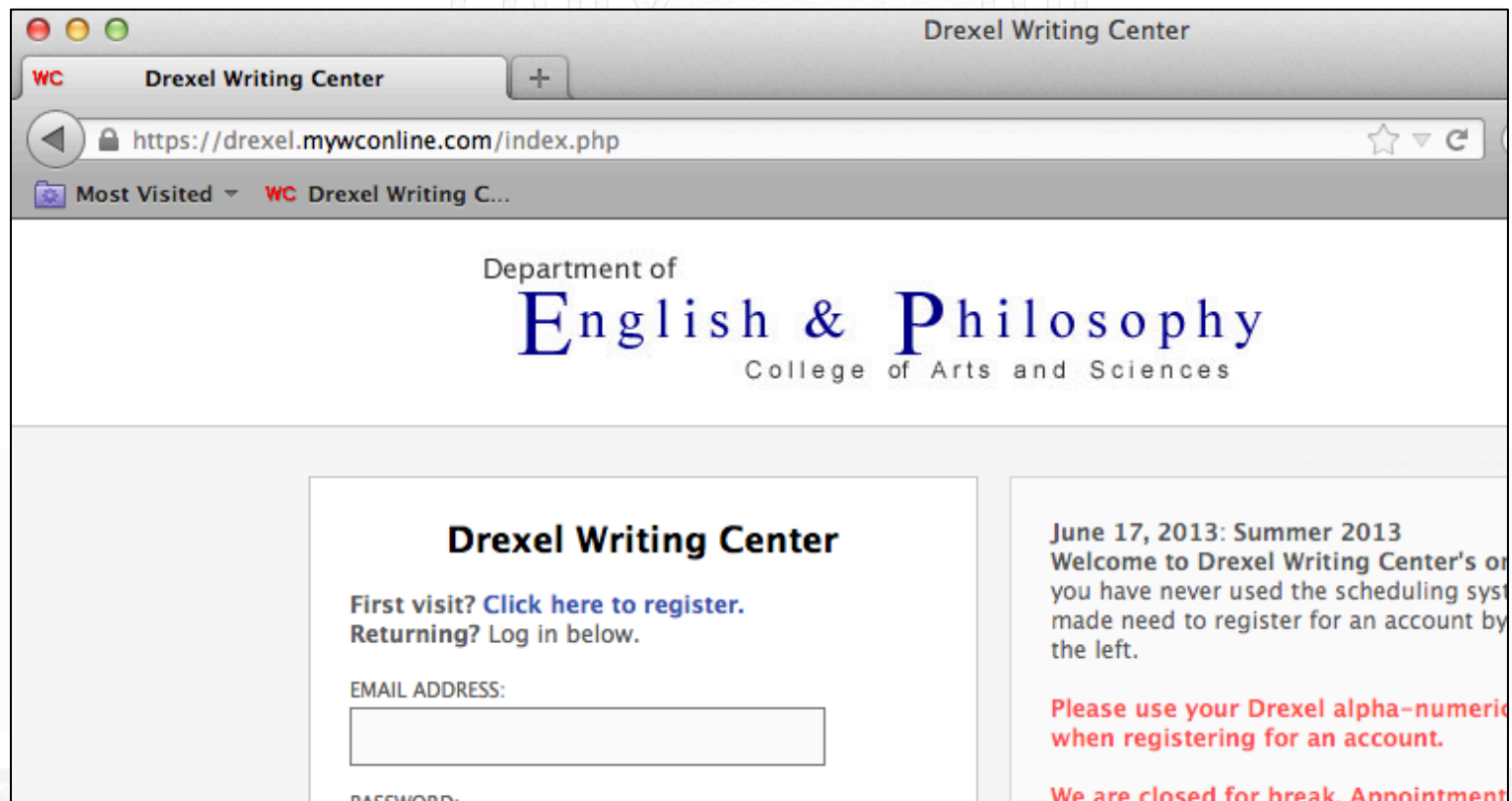
215-895-6633

LIKE US ON FACEBOOK

FOLLOW US ON TWITTER

Step 1:

Go to:
[www.drexel.mywconline.com](https://drexel.mywconline.com)



The screenshot shows a web browser window titled "Drexel Writing Center". The address bar displays "https://drexel.mywconline.com/index.php". The page header identifies the "Department of English & Philosophy" and the "College of Arts and Sciences". The main content area is titled "Drexel Writing Center" and contains a registration prompt: "First visit? Click here to register. Returning? Log in below." Below this is a form with an "EMAIL ADDRESS:" label and a text input field. A "PASSWORD:" label is partially visible at the bottom. To the right, a sidebar contains a date notice: "June 17, 2013: Summer 2013" and a welcome message. It also includes a red instruction: "Please use your Drexel alpha-numeric when registering for an account." and a red status message: "We are closed for break. Appointment".

Drexel Writing Center

WC Drexel Writing Center

<https://drexel.mywconline.com/index.php>

Most Visited WC Drexel Writing C...

Department of
English & Philosophy
College of Arts and Sciences

Drexel Writing Center

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

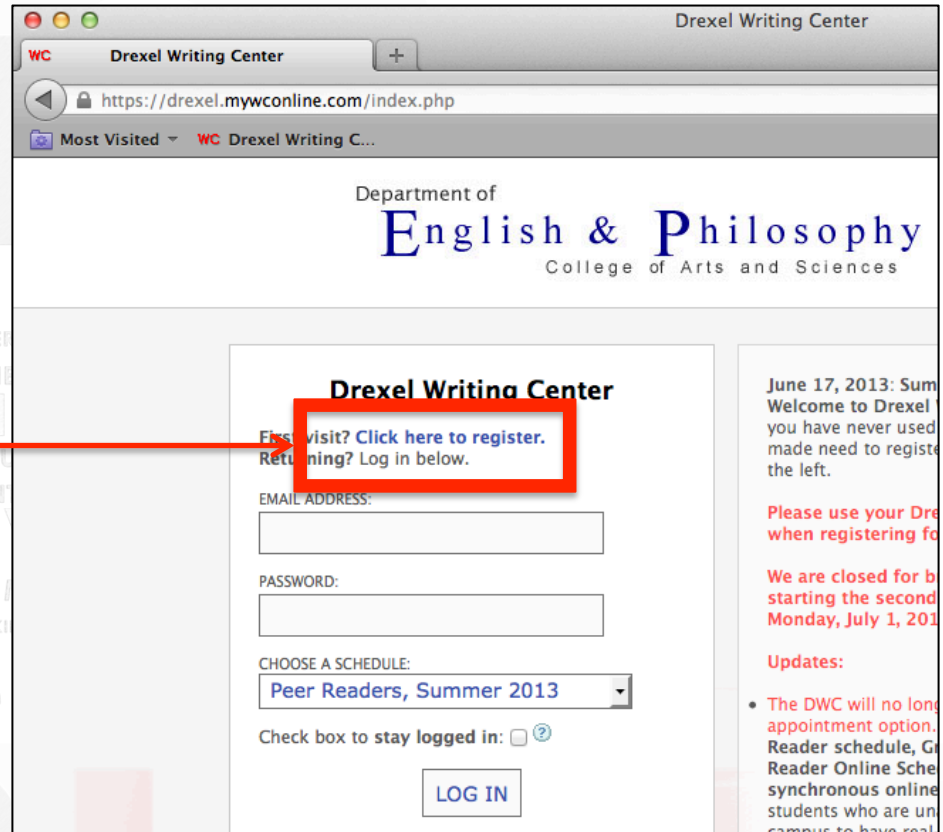
June 17, 2013: Summer 2013
Welcome to Drexel Writing Center's on
you have never used the scheduling syst
made need to register for an account by
the left.

Please use your Drexel alpha-numeric
when registering for an account.

We are closed for break. Appointment

Step 2:

Click on the “Click here to register” link. This will open a new window or take you to a different page. Fill out the information requested and create your account by clicking “Register.” Be sure to register using your Drexel alphanumeric email address.



Drexel Writing Center

https://drexel.mywconline.com/index.php

Most Visited WC Drexel Writing C...

Department of
English & Philosophy
College of Arts and Sciences


Drexel Writing Center

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to stay logged in: ☐ 

June 17, 2013: Sum
Welcome to Drexel
you have never used
made need to regist
the left.

Please use your Dre
when registering fo

We are closed for b
starting the second
Monday, July 1, 201

Updates:

- The DWC will no lon
appointment option.
Reader schedule, G
Reader Online Sche
synchronous online
students who are un
campus to have real

Step 3:

Login using your email and new password. Also select the schedule you wish to view before clicking “LOG IN.” Peer Readers are undergraduate tutors, Faculty Readers are Faculty tutors, Graduate Support is composed of faculty and only available for graduate students.

Drexel Writing Center

Department of
English & Philosophy
College of Arts and Sciences

Drexel Writing Center

First visit? [Click here to register.](#)
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Peer Readers, Summer 2013

Check box to stay logged in: ☐

LOG IN

Having trouble logging in?
[Click here to reset your password.](#)

Using screen reader software?
[Click here for the text-only scheduler.](#)

June 17, 2013: Summer 2013
Welcome to Drexel Writing Center's online scheduler! If you have never used the scheduling system before, you made need to register for an account by clicking the link to the left.

Please use your Drexel alpha-numeric email address when registering for an account.

We are closed for break. Appointments will be available starting the second week of the term, beginning on Monday, July 1, 2013.

Updates:

- The DWC will no longer offer email consultations as an appointment option. Instead, appointments on the Peer Reader schedule, Graduate Support and the Faculty Reader Online Schedule can be reserved for synchronous online appointments. This will allow students who are unable to attend appointments on campus to have real-time, virtual appointments with readers. These appointments are available as chat-based sessions or as audio/video sessions.
- As preparation for meetings with readers, we're asking writers to provide a Writer's Project Profile when reserving an appointment time. For information about the Writer's Project Profile, see the Appointments page on the Writing Center Website.

Current Schedules and Information:

- Faculty Readers: faculty readers available for in-person appointments only (writers may reserve a maximum of one appointment per day, two appointments per week)
- Faculty Readers Online at the Writing Center: faculty readers available for synchronous online appointments only (writers may reserve a maximum of one appointment per day, two appointments per week)
- Peer Readers: peer readers from various disciplines available for in-person and synchronous online appointments only (writers may reserve a maximum of one appointment per day, two appointments per week)
- The Graduate Support: faculty readers available for in-person and online appointments (writers may reserve a maximum of one appointment per day, one appointments per week)

Step 4:

When you login, you will automatically view the schedule you selected upon login. Any white block is an appointment that is available, red and blue blocks are already taken. At the top is the time of the appointment and to the side is the name of the tutor. To begin the appointment making process, select a white block and click it.

The screenshot shows the Drexel Writing Center website. At the top, it says "Department of English & Philosophy College of Arts and Sciences". Below that, it says "WELCOME ANDREW!". The date range is "July 1 - July 7: Peer Readers, Summer 2013". There are navigation links for "PREV WEEK", "CURRENT WEEK", and "NEXT WEEK". A "Limit to:" dropdown menu is set to "show all".

A message box states: "Email consultation appointments are no longer available. Online synchronous appointments have replaced this service. These appointments are conducted with audio/video (which is the most productive option) or via a chatroom. Peer reader appointment times can be reserved for in-person or synchronous online appointments. (For online appointments, you will reserve the appointment time, provide a Writer's Project Profile, and then attach your paper to the appointment. Click on the yellow file folder at the top left of the screen to attach the paper after saving your appointment.) For information about the Writer's Project Profile, see the Appointments page on the Writing Center Website. If you have reserved a synchronous online appointment, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and click 'Start or Join Online Consultation'. Follow onscreen instructions for using the online module."

A "Please note:" section lists: "1. You are limited to two appointments per week. 2. Appointments are 45 minutes long. The last fifteen minutes of each session is reserved for the Peer Reader to complete paperwork. 3. Readers may not be able to read your entire paper during the allotted time. Please do not submit more than 10 pages, or indicate what portion of longer projects you would like to focus on."

The schedule table shows the following appointments for Monday, July 1st:

	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Christian (MacAllister 0032) ✓ Face-to-face or online												
Megan (MacAllister 0032) ✓ Face-to-face or online												
Taylor (Hagerty 127) ✓ Face-to-face or online												
Taylor (MacAllister)												

Step 5:

When you click on the white block, a new window will open. Fill out the information requested. Questions with a red asterisk next to them are required. Be sure to select whether you want your appointment to take place either in person or online. After you have filled out the form, click the “SAVE APPOINTMENT” button.

Drexel Writing Center

https://drexel.mywconline.com/reserve.php?type=r&machid=sc151b72fd18877e&ts=1372827600&resid=&starttin

Marcus (MacAlister 0032)

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Location: MacAlister Hall, 0032

Bio/Information: This appointment time can be scheduled for in-person OR synchronous online appointments. Please select "in-person" or "Online" below and provide a Writer's Project Profile. If you are scheduling an online synchronous appointment: After making the appointment, use the "attach file" feature (the yellow folder icon at the top of the schedule page) to attach your file(s) to this appointment. For more information about the Writer's Project Profile and attaching papers, please see the announcement and link at the top of the schedule page. For online appointments, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and then click "Start or Join Online Consultation". Follow onscreen instructions for using the online module.

Appointment Limits: Appointments must be 1 hour in length.

Time: REPEAT APPT. Wednesday, July 03: 1:00pm to 2:00pm

Client: Search: Select: Houriet, Andrew

Meet Online? No - Meet Face-to-Face at the Center

Both online and face-to-face appointments are available. 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".

Course Subject: *

Course Number: *

Instructor:

What project are you working on? *

What are your goals for the project? *

Where are you in the writing? -- please select -- *

What is going well in your work on the project? *

What do you want to work on improving? : *

What else would you like the reader to know?

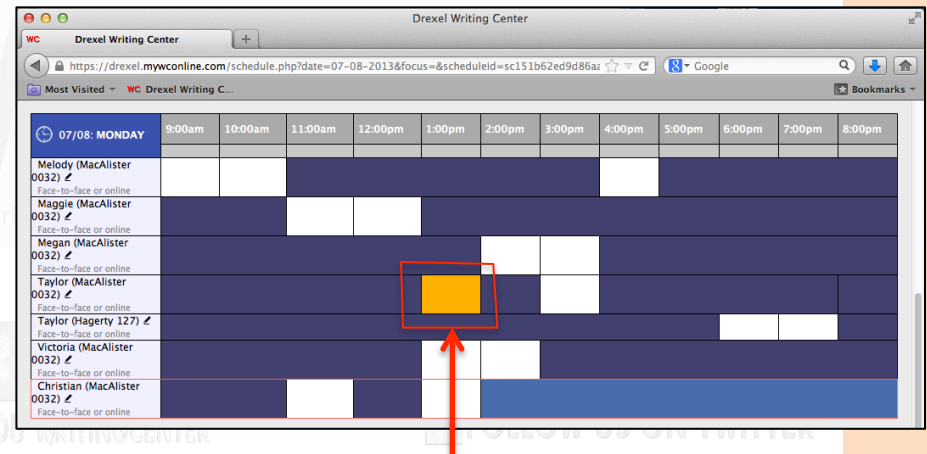
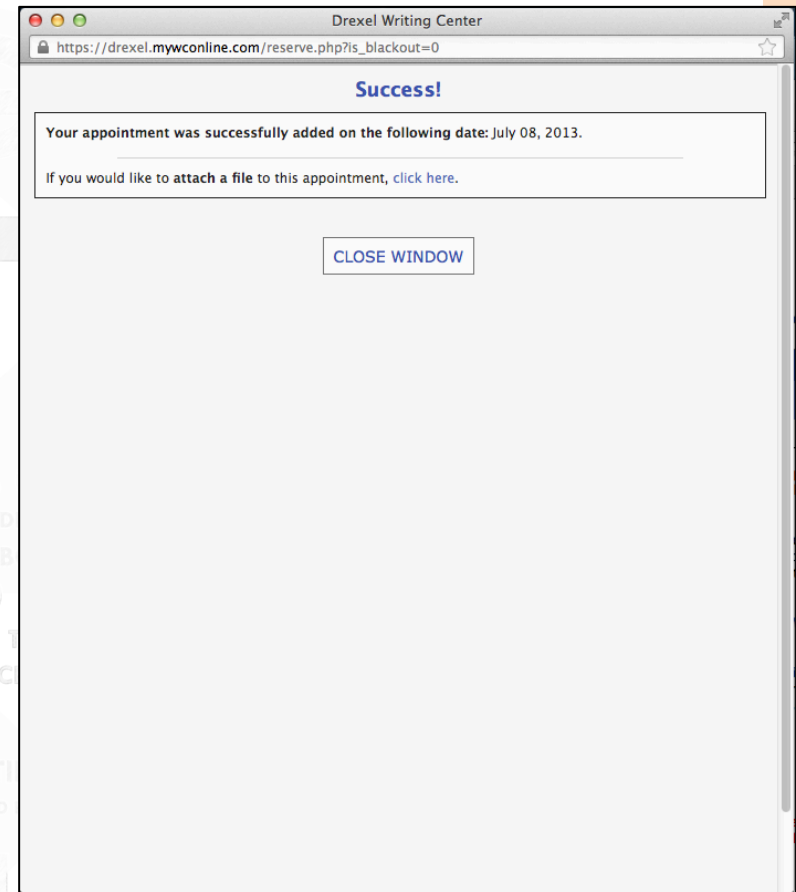
Admin Options: Walk-In/Drop-In: ☐ | Missed: ☐ | Placeholder: ☐ | Email Client? ☒

SAVE APPOINTMENT **CLOSE WINDOW**

Step 6:

After clicking “SAVE APPOINTMENT,” you will know the save was successful if the following screen says “SUCCESS!” You will also receive a confirmation email.

Your appointment is now represented on the schedule as a yellow box, which you can still access to edit the appointment, cancel it, or enter your online session.



Step 7:

Join your appointment. If in person, the appointment will be located in the area next to the tutor's name (usually Hagerty or MacAlister).

If your appointment is online, click the yellow box on the schedule to open the appointment window, then click the red "Start or Join Online Consultation" button.

07/01: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm
Victoria (MacAlister 0032)					
Face-to-face or online					
Taylor (MacAlister 0032)					
Face-to-face or online					
Maggie (MacAlister 0032)					
Face-to-face or online					
Megan (MacAlister 0032)					
Face-to-face or online					
Taylor (Hagerty 127)					
Face-to-face or online					
Melody (MacAlister 0032)					
Face-to-face or online					
Christian (MacAlister 0032)					
Face-to-face or online					

Drexel Writing Center

https://drexel.mywonline.com/reserve.php?type=m&machid=&ts=&resid=sc151cblaea1fc19&starttime=C

Taylor (MacAlister 0032)

Use the form below to modify, view, or cancel this appointment. Questions marked with a * are required.

Location: MacAlister Hall, 0032

Bio/Information: This appointment time can be scheduled for in-person OR synchronous online appointments. Please select "In-person" or "Online" below and provide a Writer's Project Profile. If you are scheduling an online synchronous appointment: After making the appointment, use the "attach file" feature (the yellow folder icon at the top of the schedule page) to attach your file(s) to this appointment. For more information about the Writer's Project Profile and attaching papers, please see the announcement and link at the top of the schedule page. For online appointments, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and then click "Start or Join Online Consultation". Follow onscreen instructions for using the online module.

Appointment Limits: Appointments must be 1 hour in length.

Time: Monday, July 08: 1:00pm to 2:00pm
Created: Jun. 26, 2013 (12:46 pm) by Andrew Houriet. Modified: Jun. 26, 2013 (4:26 pm).

Client: Andrew Houriet
aeh85@drexel.edu

Meet Online? Yes - Meet Online

Start or Join Online Consultation

Course Subject: *

Course Number: *

Instructor:

What project are you working on? *

THINKING ABOUT WRITING

If you still can't make an appointment...

convesation
CAN MY READER SEE HOW I'M BUILDING ON MY RESEARCH?
WHAT DO I NEED TO KNOW ABOUT MY AUDIENCE?
BRAINSTORMING
HOW CAN I INTEGRATE EVIDENCE INTO MY WRITING?
REVISION
HOW CAN I MAKE MY WRITING MORE CLEAR?

In the event that you encounter a problem with the system or have difficulty using it, feel free to either email the Operations Manager at dwc@drexel.edu or call the front desk at 215-895-6633

DWC
drexel writing center

Best of luck and we hope to see you soon!

ONE-ON-ONE TUTORING

WORKSHOPS

WRITING SUPPORT

 LIKE US ON FACEBOOK

DREXEL.EDU WRITINGCENTER

 FOLLOW US ON TWITTER