

## Make appointments or submit a paper to the SBTS Writing Center with WOnline

Instructions:

1. Go to [sbts.mywconline.com](https://sbts.mywconline.com)
2. Click “Register for an account” and fill out the form. We recommend the following settings:
  - a. Using your [students.sbts.edu](mailto:students.sbts.edu) email address
  - b. Leaving the email notifications for creating appointments and appointment reminders switched on.

The screenshot shows the login page for the SBTS Writing Center's WOnline system. At the top, there are two logos: the SBTS logo and the Writing Center logo. Below the logos, the page is divided into two sections: "First visit? Register for an account." and "Returning? Log in below.". The "Log in below." section contains an "Email Address" input field, a "Password" input field with a toggle for visibility, and a "Log In" button. Below the login fields, there is a "SELECT A SCHEDULE" section with three radio button options: "Make appointment (Norton 114 or Zoom)", "Submit a paper for feedback", and "Summer 2023: Remote Feedback". There is also a checkbox for "Check this box to stay logged in:". At the bottom of the login form, there is a link for "Reset your password." and a link for "Having trouble logging in? Reset your password.". Three callout boxes with arrows point to specific elements: "Register for an account" points to the top link, "Reset your password here" points to the bottom link, and "Select the appointment or paper submission schedule" points to the radio button options.

3. Log in with your newly created account
  - a. You will need to select a schedule to log in:
    - i. Make appointment (Norton 114 or Zoom)
      - This schedule is to meet 1:1 with a writing mentor in real time. You can select an in-person appt to meet in Norton 114 or to meet on Zoom with a writing mentor
      - This replaces our old Calendly site.
    - ii. Submit a paper for feedback
      - You will upload your paper, and your writing mentor will email you your feedback by 11:59p on your requested due date
      - Please note: You must submit your paper at least 48 hours before your requested due date.

## Making an in-person (Norton 114) or Zoom appointment with a Writing Mentor

1. Log in to your WOnline account and make sure you select “Make appointment (In-person/Zoom)” as the schedule
2. There are two ways to schedule your appointment:
  - a. The default view using the search options

- b. The calendar view
  - i. To switch to calendar view, click on “View the calendar display” near the bottom of the page. We recommend the calendar view if this is your first visit to the Writing Center.
- 3. Scheduling with Search Options
  - a. First, select your preferred appointment date.
    - i. You must provide at least a 12-hour notice for an appointment
    - ii. Our office is open certain hours Monday-Friday
  - b. Optional: You may add a preferred time for your appointment
  - c. Optional: You may filter by specialty (e.g., writing mentors who work often with doctoral students or non-native speakers)
  - d. Optional: You may search by Online (Zoom) or Face-to-Face (Norton 114)
    - i. Please note: Some of our mentors only work on Zoom; this is noted on their profile.



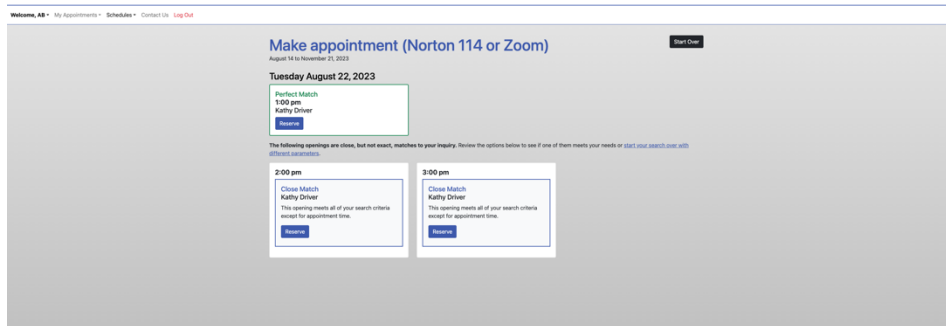
The screenshot shows a web form titled "Make appointment (Norton 114 or Zoom)" for the period of August 14 to November 21, 2023. The form includes the following fields and options:

- Preferred Appointment Date:** A date selector showing 08/22/2023.
- Preferred Appointment Time:** A time selector showing 1:00 pm.
- Limit to:** A dropdown menu set to "Any Available".
- Meeting Type:** A dropdown menu set to "Any Available".
- Find Appointments:** A blue button to submit the search.
- Footer text:** "If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your 'system preferences'](#) to default to the calendar display).

Callout boxes with arrows point to these specific elements:

- "Select your preferred appointment date & time" points to the date and time dropdowns.
- "Filter by online (Zoom) or in-person appointments" points to the Meeting Type dropdown.
- "Switch to calendar view" points to the "view the calendar display" link.

- e. The system will then provide you with the closest match to your filters. If you do not get a match, use fewer filters or switch to calendar display (see above).
- f. Select the writing mentor you'd like to schedule with and click “Reserve”



- g. Upon filling out your appointment form, you can select if you want to meet in-person or on Zoom.
  - i. Note: Thursday 11:00-3:00 is only available via Zoom.
- h. You also have the option of attaching your paper in advance.
- i. You will receive a confirmation email that has a Zoom link if necessary. You will receive a reminder email 24 hours before your appointment.
- j. If you need to edit or cancel the appointment, you may log into WOnline and do so at any time.
  - i. When logged in, you will see your existing appointments to the right of the search function.

#### 4. Using the calendar display

#### Color coding explanation:

- White cells = available for scheduling
  - Blue or Gray or Purple cells = unavailable for scheduling
  - Yellow cells = your scheduled appointments
- iii. Click on any white cell to schedule your appointment.

- You can see one week at a time; to view future dates, click the “view next week” options at the bottom of the page.