




DWOC Studio Guide for Online Graduate Appointments

The DWOC Studio offers online-only, synchronous (real-time) assistance from a dedicated graduate consultant. See details on how to make an appointment with the graduate consultant below.

Please complete the first two steps below at least 24-hours ahead of your desired appointment time.

1. First, [ensure that you are registered with our appointment software, WCOOnline](#).
2. Next, send an email to the Graduate Consultant, Yvonne Lee (leeyv@mountunion.edu), requesting an appointment **at least 24 hours in advance**. In your email, please **suggest two meeting times** that work for you. **Please briefly describe what you wish to work on.**
3. Once the Graduate Consultant has confirmed the time and date of your meeting, you will receive an email from WCOOnline notifying you that you have an appointment.
4. After the Graduate Consultant has confirmed your appointment, you may [log in to WCOOnline](#) and find your appointment **highlighted in red on the “Graduate Consultant” line**.

Nov. 12: THURSDAY	9:00am	10:00am	11:00am	1
Consultant 1  Face-to-face or online				
Consultant 2  Face-to-face or online				
Graduate Consultant  Online appts. only				

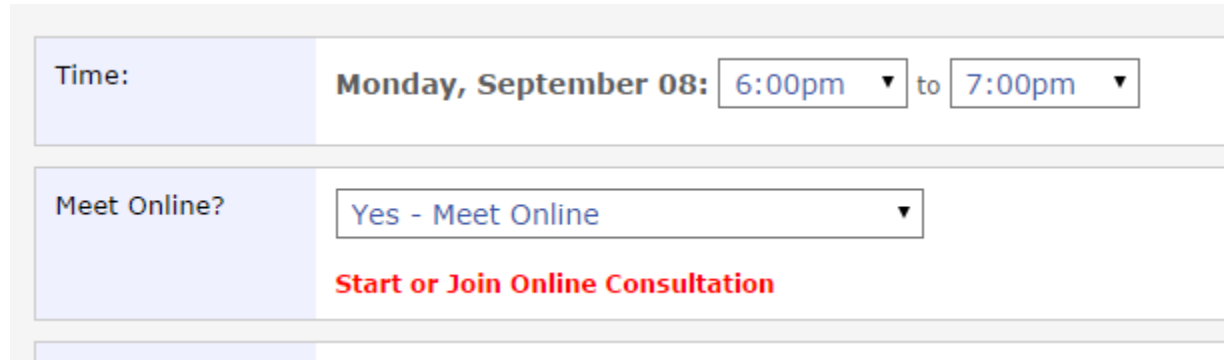
Synchronous (Real-Time) Consultations

Online graduate appointments are synchronous, meaning that you and the graduate consultant will work together in real time. **This means you must be present in the online appointment module at the time of your appointment to receive help.** You can choose to communicate using a webcam and microphone and/or a chat box in the online appointment module. If you want to use your webcam and internal or external microphone to communicate with the consultant, it is a good idea to ensure both are working properly before your session. If you do not have a webcam and

microphone, don't worry—you can use the embedded chat box or arrange to speak by phone to communicate with your consultant. **To make the most of your time, we ask that you import the text of your project prior your appointment.**

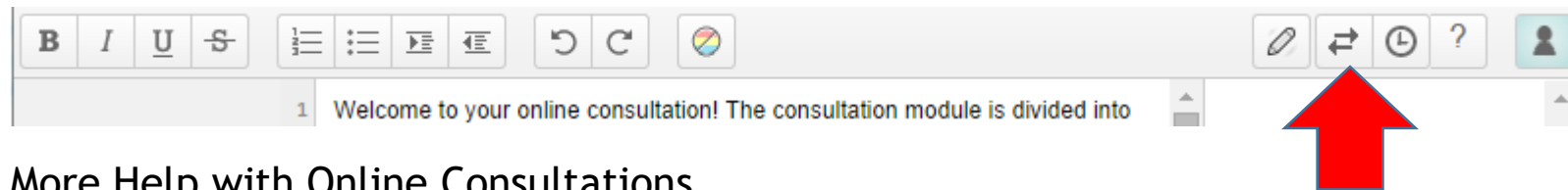
Join an appointment and import the text of your project

- 1) At any time before your appointment, you can import the text of your project. Go to the DWOC Studio website, click on “Appointments” and log in. Click on your appointment and click **“Start or Join Online Consultation.”**



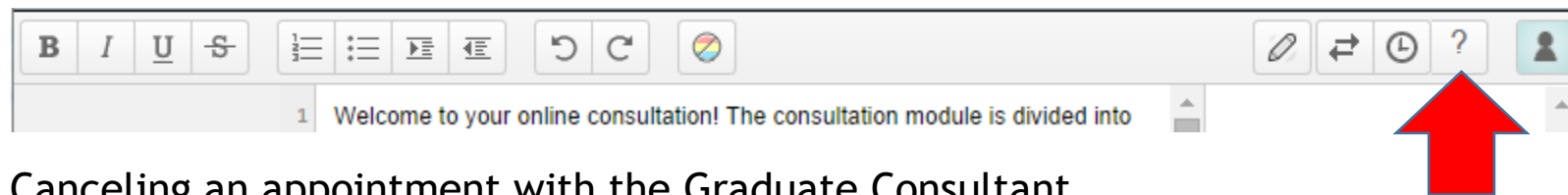
The screenshot shows a form with two main sections. The first section is labeled 'Time:' and contains the text 'Monday, September 08:' followed by two dropdown menus for time selection, currently set to '6:00pm' and '7:00pm'. The second section is labeled 'Meet Online?' and contains a dropdown menu set to 'Yes - Meet Online'. Below this dropdown is a red button labeled 'Start or Join Online Consultation'.

- 2) The online consultation interface will pop up. You will notice a toolbar at the top of the screen. To import the text of your project, click the horizontal arrow buttons below. You can import text from the following file formats: doc, .docx, .rtf, and .txt. When you import, you will see the text of your project appear in the main box. Alternatively, you can copy and paste your text into the workspace.



More Help with Online Consultations

For more information on online interface, **click the ? on the toolbar.**



Canceling an appointment with the Graduate Consultant

If you need to cancel an appointment, please contact Yvonne Lee via email at leeyv@mountunion.edu.

Questions? Contact dwocs@mountunion.edu for more information.