

# DWOC Studio Guide for Year-Round Graduate and Summer Undergraduate Online Appointments

The DWOC Studio offers online-only, synchronous (real-time) assistance to undergraduates during the summer and to graduate students year-round.

**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 consultant, Yvonne Lee ([leeyv@mountunion.edu](mailto: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 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 consultant has confirmed your appointment, you may [log in to WCOOnline](#) and find your appointment **highlighted in red on the "Summer/Graduate Consultant" line.**

May 20: MONDAY	9:00am	10:00am	11:00am	12:00
Summer/Graduate Consultant ✎ Online appts. only				

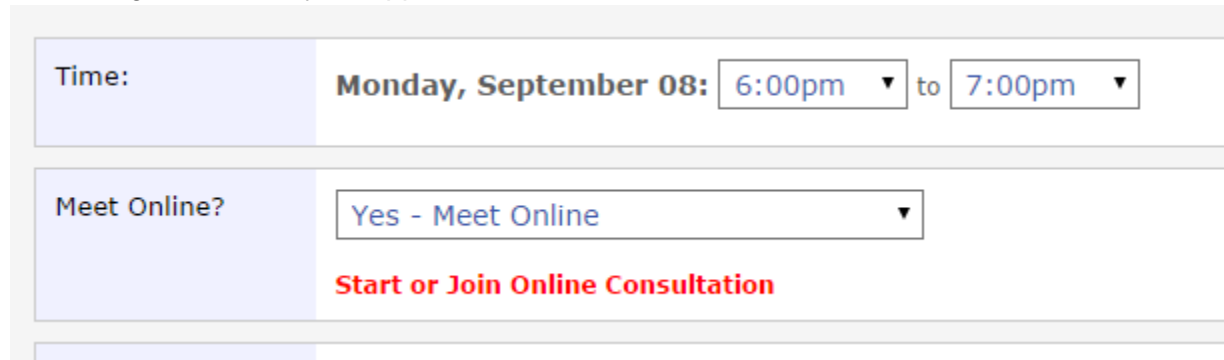
## Synchronous (Real-Time) Consultations

Online appointments are synchronous, meaning that you and the 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.**

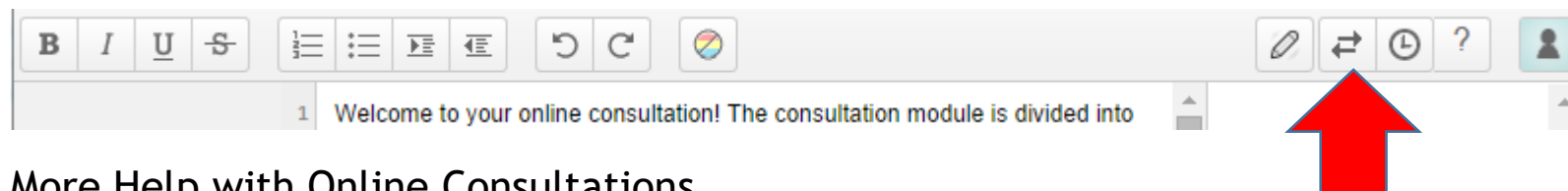
## Join an appointment and import the text of your project

- 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."**



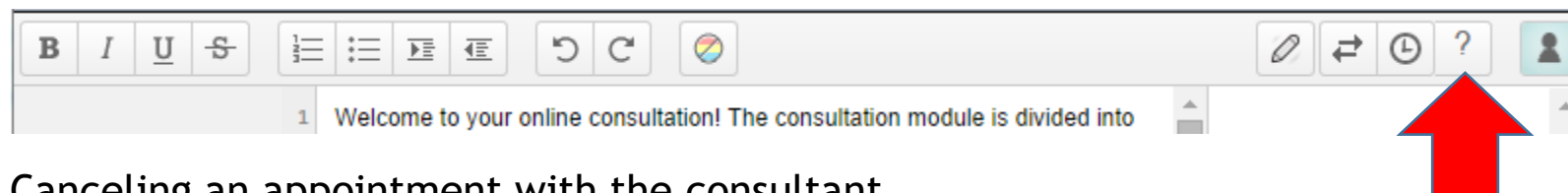
The screenshot shows a form with two main sections. The first section is labeled "Time:" and contains the text "Monday, September 08:" followed by two dropdown menus showing "6:00pm" and "7:00pm" with arrows. The second section is labeled "Meet Online?" and contains a dropdown menu showing "Yes - Meet Online" with a downward arrow. Below the dropdown menu, the text "Start or Join Online Consultation" is displayed in red.

- 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 consultant

If you need to cancel an appointment, please contact Yvonne Lee via email at [leeyv@mountunion.edu](mailto:leeyv@mountunion.edu).