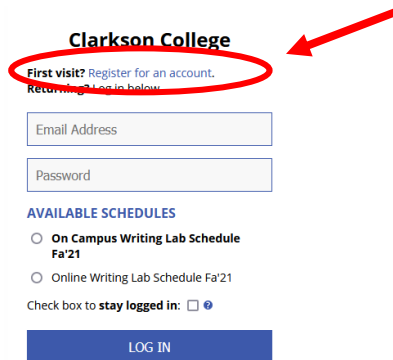


# Appointment Scheduling Instructions

## Scheduling an On-Campus or Online Appointment

1. Sign into the Writing Lab's scheduling website at <https://clarksoncollege.mywconline.com/>. The first time you visit the site you will need to register for an account using your Clarkson College email address:



**Clarkson College**

First visit? Register for an account.  
Returning? Log in below.

Email Address

Password

AVAILABLE SCHEDULES

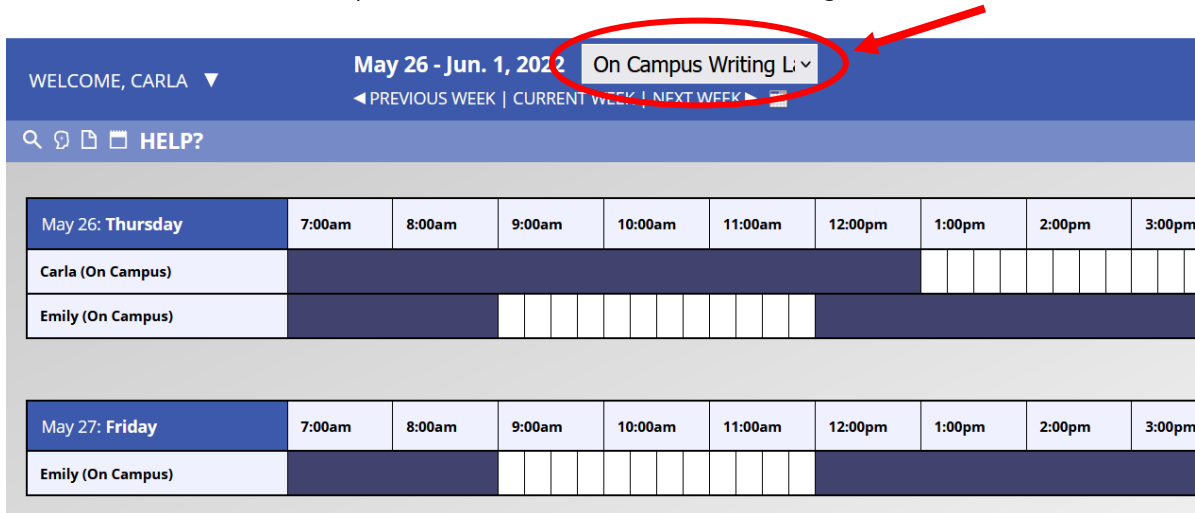
On Campus Writing Lab Schedule Fa'21

Online Writing Lab Schedule Fa'21

Check box to stay logged in:

LOG IN

2. Once you have an account, you will be able to log in and choose whether you are interested in the "On Campus" or "Online" (videoconferencing) schedule:



WELCOME, CARLA ▾ May 26 - Jun. 1, 2022 On Campus Writing Lab ▾

◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

May 26: Thursday	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Carla (On Campus)									
Emily (On Campus)									

May 27: Friday	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm
Emily (On Campus)									

3. Then, select a day and time for your appointment by clicking on an available white square.
4. The "Create New Appointment" pop-up form will ask for details about your session:

## Create New Appointment

**Client**  
Vroman, Carla (vromancarla@clarksoncollege.edu)  
To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**  
Thursday, May 19, 2022: 2:00pm ▼ to 2:45pm ▼ Show REPEAT Options

**Staff or Resource**  
Carla (On Campus) (On Campus Writing Lab Schedule Su'22)

**APPOINTMENT LIMITS:** Appointments must be 45 minutes in length.

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.)

**Course Number \***


**Instructor \***




**Instructor's Email Address \***



**What would you like to work on today? \***

**Send session report to your instructor? (check all that apply) \***

Yes  
 No

 This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen		No ▼
File #2	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen		No ▼
File #3	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen		No ▼

**ADMINISTRATIVE OPTIONS**  
Walk-In/Drop-In  | Missed  | Placeholder   | Email Client?  

a. On-campus appointments are scheduled for 45 minutes each, and online appointments are scheduled for one hour.

b. You can choose if you want the session report to be sent to your professor.

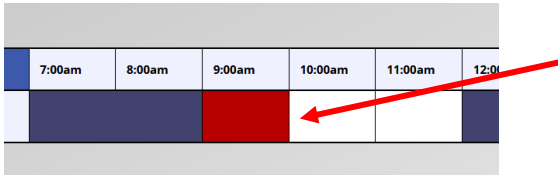
c. At the bottom of the form, you can follow instructions to attach documents (such as a draft and assignment directions) to the appointment; however, you can also attach documents later by editing your appointment, or you can wait and share documents during your session.

d. Don't forget to click on "Create Appointment" at the bottom.

5. For on-campus appointments, consultants are currently meeting in Study Room One in the back of the library. If you selected an online appointment, please continue reading for instructions on how to connect.

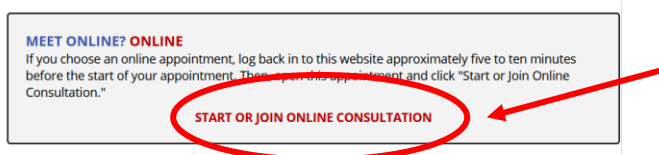
## Joining an Online Appointment

1. From a computer with a camera, microphone, and stable internet connection, log back into <https://clarksoncollege.mywcoline.com> about five minutes before the scheduled appointment and click on your appointment square from the online schedule:
- 2.

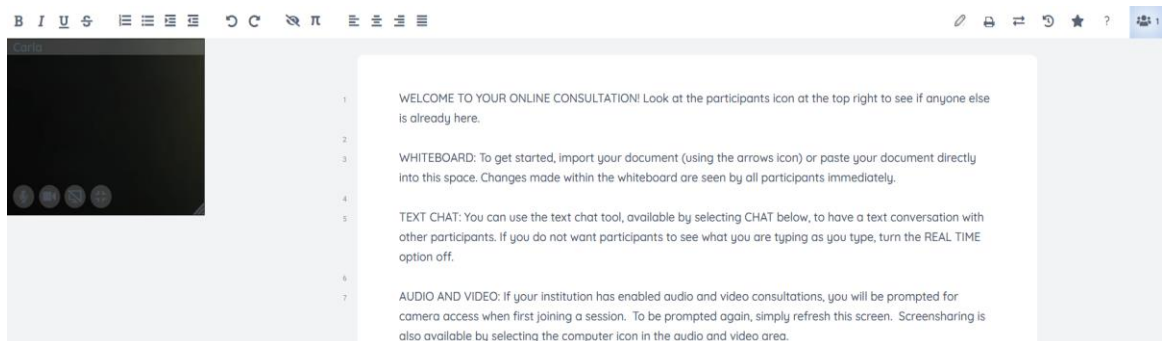


All appointments are in Central Time.

3. From the pop-up box, select "Start or Join Online Consultation" and, when prompted, allow use of your microphone and camera. The consultant will join you at the appointment start time.



- a. During the session, the camera may be switched off/on by clicking the video camera icon at the bottom of your video box. (**Note:** Please make sure you are appropriately attired as your video may appear during the connection process.)
- b. While your consultant will be glad to assist you during the session with the tools for optimal productivity, you may also connect at any time before your appointment to paste any draft that you may have completed onto the whiteboard or to familiarize yourself with features such as the formatting tools and chat box:



If you encounter technical difficulties, email [writinglab@clarksoncollege.edu](mailto:writinglab@clarksoncollege.edu). A consultant can help troubleshoot or send you a Zoom link as an alternative. We look forward to working with you!