University Writing Center Online – Spring 2020

Hello faculty,

As we move online with KU courses Monday 3/23/2020, the Kutztown University Writing Center will be able to help student writers in all classes and disciplines via online tutoring through the WCOnline program.

Online ½ hour appointments with writing tutors will start Monday 3/23 at 11am; sessions can be scheduled during the following days/ hours:

- Monday- Thursday 11am -8pm
- Friday 11am-4pm
- Sunday 2-9pm

The address to access the online UWC is https://kutztown.mywconline.com

Students can access the site (and detailed instructions) from our webpage as well at https://kutztownwritingcenter.wordpress.com/

Please share with students: Directions for accessing the site, creating a login, scheduling sessions, and attending writing sessions are below and also attached to this email (with screenshots).

Please contact Patricia Pytleski, Director of the KU Writing Center, at pytleski@kutztown.edu with any questions or if I can help you/ your classes/ your students in any way.

Kutztown University Writing Center Online

Spring 2020

Your WCOnline installation is located at https://kutztown.mywconline.com

TO BEGIN USING YOUR WCOnline SITE:

1. GO TO YOUR SITE AND REGISTER. The first time that you go to your WCOnline installation, you will have to register for an account on the system. To do so, click the 'Register for an account' link on the login page and fill out the form. You can make a specific login for WCOnline or use your Kutztown University credentials. Just be sure to remember your login information.
2. Make an appointment with one of our graduate assistants by clicking on the box for that day and time. Sessions are a ½ hour long, like they were in our physical center.

3. Next, please fill out appointment form, and then click MAKE APPOINTMENT at the bottom.
4. Next, you will get this screen, which confirms your appointment. When it is time for your appointment, click on the red START OR JOIN ONLINE CONSULTATION.
5. Once you click START OR JOIN ONLINE CONSULTATION, you will be taken to this next page (at the start of your session).

Note: It may take a minute for your video screen and the tutor’s screen to both show up; see left arrow below; that is where your screen will pop up. Under your screen, you should click the video and audio to be on.
6. When you open the session, you will see the above written material/guidance.

To import your essay to the screen, click the two arrows button on the top right to import the essay off your computer.

Once the essay is imported, you and the tutor can discuss the essay together, orally, while also having a real-time written "chat" down the right side of the screen.

Please let the tutor know if you would like him/her to email your professor that you attended a UWC session (provide professor’s name and class). This is not required.

7. To end the session, simply close out the window with the video chat.