

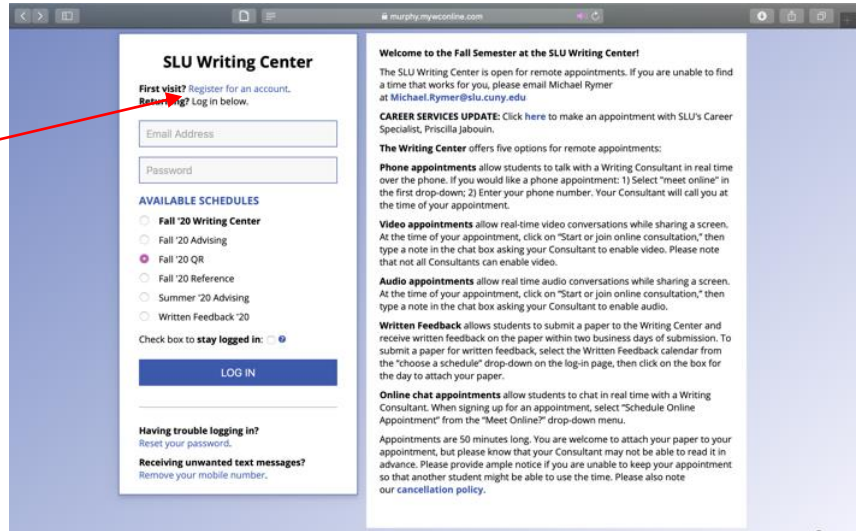
How to Schedule an Appointment on WC Online

Step 1: Go to the Scheduler Website

Go to <https://murphy.mywconline.com> and click “register for an account.”

WC Online is the online scheduler for Writing, QR, and Library Services support.

You are not automatically registered for this account. You **must** create your own account on your own.

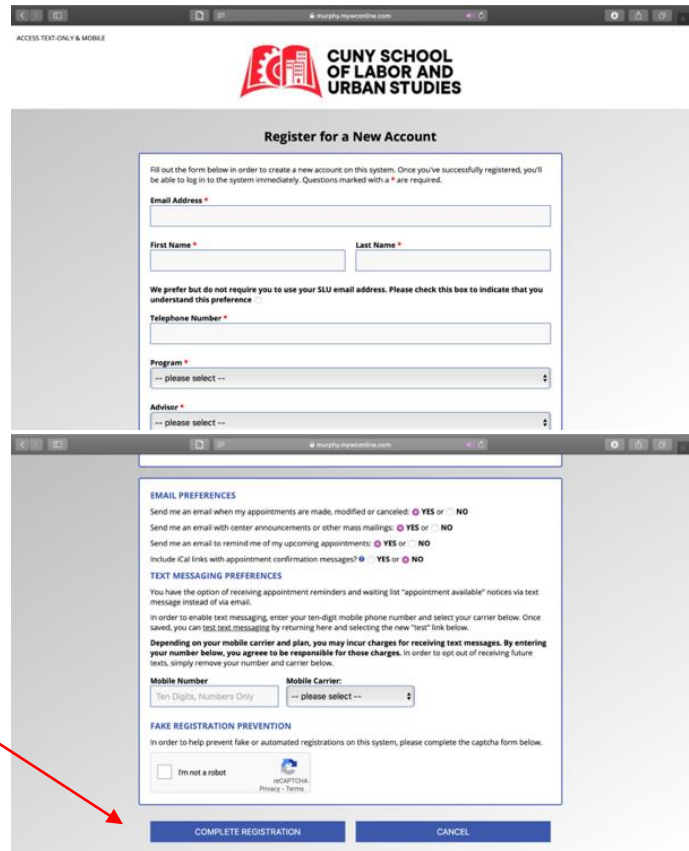


Step 2: Register for an Account

You will see a screen like this.

Answer all of the required questions, and create a password.

You will use this password to log in later.



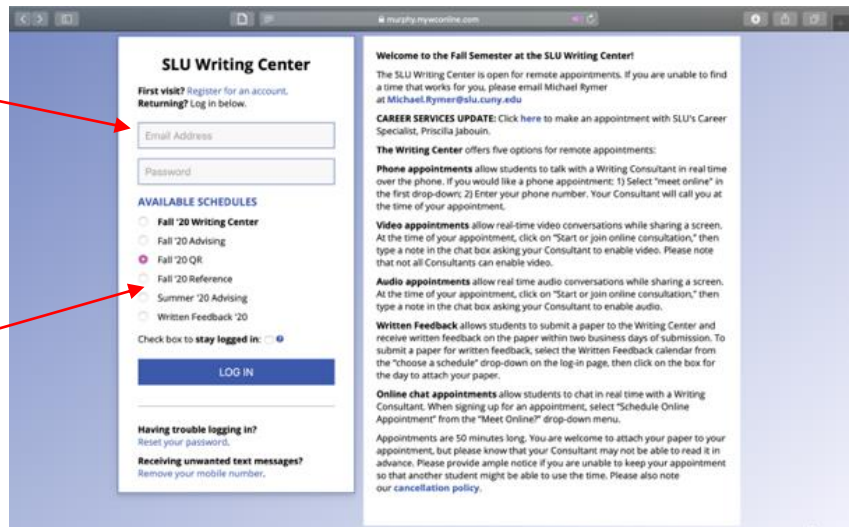
After completing your registration, click on “complete registration.”

Step 3: Log into the Scheduler

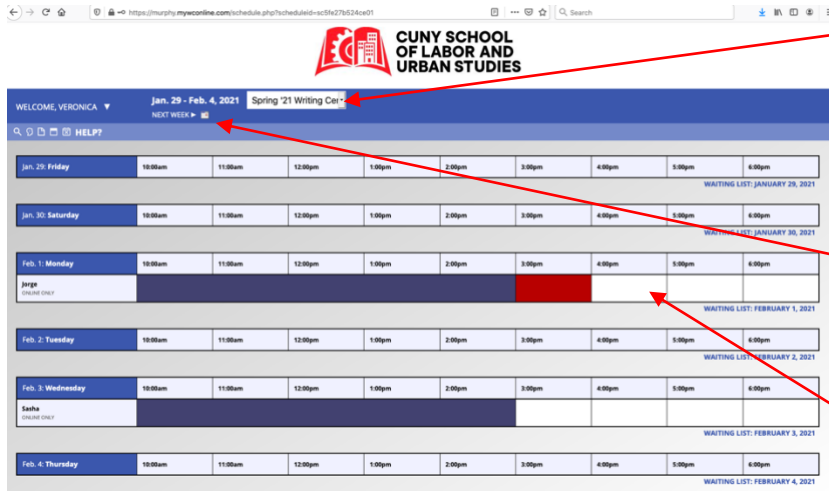
Log into your account using the email address you entered and the password you created.

*Optional**: Select the schedule for the appointment you want to make: Writing, QR, Reference (Library), or Written Feedback (for the Writing Center).

**This is optional because you'll have another opportunity to select your schedule after you enter WC Online.*



Step 4: View Available Time Slots



Make sure you are in the right schedule. You can select your schedule on this dropdown menu (Writing, QR, Reference (Library), or Written Feedback (for Writing)).

Make sure you are in the right week. The scheduler defaults to the current week. You can click forward or back here.

If the time slot rectangle is “white,” that means the time slot is available. If it is colored, then it is not available. Click on the time slot rectangle to make an appointment.

Step 5: Make Your Appointment

Create New Appointment

Client
Vanaman, Matthew (mvanaman@gradcenter.cuny.edu)
To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Thursday, September 17, 2020: 4:00pm to 5:00pm Show REPEAT Options

Staff or Resource
Matthew (Fall '20 QR)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.
Matthew is pursuing his PhD in Basic and Applied Social Psychology at the CUNY Graduate Center. In his research, he studies the antecedents and consequences of moral values using a variety of quantitative and experimental techniques, with an emphasis on the role of harm-based reasoning in judgments of right or wrong. Prior to his appointment as a Quantitative Fellow, Matthew taught several statistics courses and labs at the undergraduate and graduate levels. His most recent appointment was at the CUNY Office of Undergraduate Studies, Academic Programs and Policy, where he used data analytics to assist with evaluation of remedial math and writing programs. Through the Research Foundation of CUNY, Matthew has also provided advanced statistical modeling and consultation to the Brooklyn College Department of Institutional Research and Data Analysis, with a focus on retention of transfer students. Outside of CUNY, Matthew provided data analysis services through a contract position at the New York City Workforce Professional Training Institute, which guided recommendations for policy and consultation to workforce training programs throughout the greater New York metropolitan area.

Meet Online?
 Yes. Schedule Online appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

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 #	Document title	Notify Client?
File #1	<input type="text" value="No fil...ected."/>	<input type="text" value="No"/>
File #2	<input type="text" value="No fil...ected."/>	<input type="text" value="No"/>
File #3	<input type="text" value="No fil...ected."/>	<input type="text" value="No"/>

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

CREATE APPOINTMENT **CLOSE WINDOW**

Your name should already appear in this box with your email address.

Make sure the time and date is the one you want.

If you would like, you can upload a document to your appointment form. However, if you are meeting with a writer, they typically are unable to review your work in advance of your meeting.

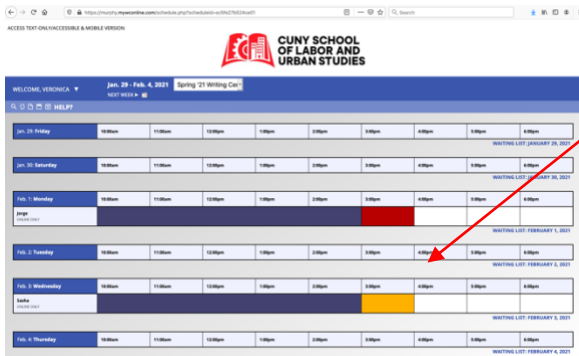
Click on "Create Appointment" to schedule the appointment.

You will an email confirmation for this appointment.

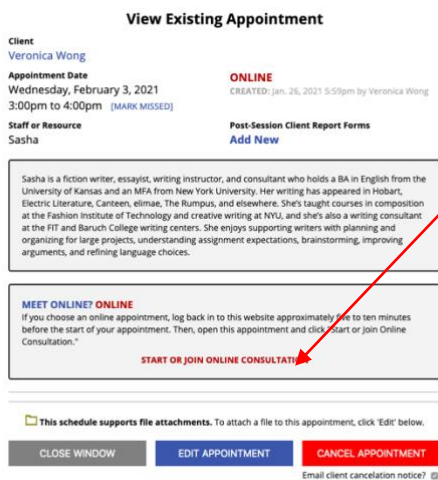
Step 6: During Your Appointment

For QR and Reference appointments: Both QR and Reference will be meeting virtually in Fall 2021. You will be sent a Zoom link by WOnline immediately after you sign up for an appointment.

For the Writing only: Most Writing appointments will be virtual in Fall 2021. You can meet with a writer on WOnline's video-enabled platform (see below).



Your online conference room is created when you schedule an appointment. Access it at the time of your appointment by clicking into your scheduled appointment. It should be colored “yellow” when you log into your account.



You will see a pop-up like this with your appointment information.

Click on “START OR JOIN ONLINE CONSULTATION.”

This will take you to a shared workspace where you’ll meet your consultant. This workspace has a “whiteboard” where you and your consultant can collaborate as on Google docs. If you have any trouble joining the consultation online, don’t worry: your consultant will call you if they don’t find you there.