Instructions to sign-up and attend online tutoring with the USD Writing Center and WCONLINE
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Signing up on WCONLINE

Step 1: Navigating the USD Writing Center web-page

1. In an internet browser type or copy and paste the following URL address- https://www.sandiego.edu/cas/writing/writing-center/

2. On the web-page scroll down to the navigation menu and select the box on the first row, farthest on the right. It is titled, “Make an Appointment”
Signing up on WCONLINE

Step 2: WCONLINE Sign-up page

1. If you have never used the WCONLINE system previously, please register an account by clicking, “Register for an Account”.

2. Returning users can access the system by entering their username and password in the available fields.

3. Please be sure to select the appropriate schedule. For most users this will be the FIRST option, “Spring 2020 Online Consulting”. The other schedules are for specific graduate students or Spanish-language students.

4. Once a schedule is selected, you can log into the system by clicking on the box that is titled, “LOG IN”.

Welcome to WCONLINE!

The USD Writing Center, with their academic writing, Skill Writing Center, from brain students are tutored individually, including:
- understanding a text
- thinking critically
- generating paper development
- organizing information
- refining and expanding grammar and punctuation

Our staff includes tutors, e is a second language and writing projects.

All Writing Center tutors a variety of academic majors.
In-system Synchronous Online Appointment

Step 1: Navigating WCONLINE

Once in the WCONLINE system, you can browse available appointments by checking the schedule and selecting an available time-slot.
In-system Synchronous Online Appointment

Step 2: Fill out appointment pop-up window

Once an appointment time-slot is selected, a pop-up window will appear asking for information regarding the writing assignment you will be working on with the Writing Center Consultant. All questions must be answered in order to reserve the appointment slot. Once completed be sure to click, “CREATE APPOINTMENT” to reserve the session.

Some questions are fill in the blank.

Some questions are selections from a drop-down menu.

Some questions are multiple choice and allow the user to select several options.

Be sure to click “CREATE APPOINTMENT” in order to book the session.
In-system Synchronous Online Appointment

Step 3: Access Consultation Session

Once an appointment has been reserved, return at least 5 minutes before your session is set to begin to the WCONLINE scheduling system. At that time, select your appointment and you will be directed to your online synchronous session. (If you experience technical difficulty accessing your session, you can email us at writingcenter@sandiego.edu and request a phone call for assistance.)

Select your reserved session
To open the pop-up window and begin your appointment.