

How to Schedule Online Writing Lab (OWL) Appointments

1. Visit wilson.mywconline.com.
2. Enter your Wilson email address WITHOUT the “@wilson.edu” suffix as your username and enter the same password you use for campus email and Canvas. If you are a new user, you will be asked to complete several questions about your student status. If you wish to receive text message alerts, please input your cellphone number and carrier information. If you would like to synch WOnline appointments with Google Calendar or Microsoft Outlook, answer “Yes” to the question “iCal?”
3. After your initial registration, you will simply need to enter your Wilson email address (without the suffix) and your Canvas/email password to login.

Wilson College

Please enter your username and password below. This is the same username and password that you use for other services at your institution.

USERNAME:

PASSWORD:

1. Once you’ve logged in, select “Writing Lab” from the drop-down menu on the upper right side of the screen.

Writing Lab Fall 2018 ▼

2. Select the date and time that you would like to have a tutor review your draft. To schedule further in advance, click the “Next Week” link near the top and center of the screen.

◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

Important: You may book an appointment before completing/uploading your draft to the platform for review. WCONLINE will allow you to log in closer to your appointment date to upload your assignment. However, it is important that you do not forget to upload your draft prior to your appointment time.

Tutors will wait until 15 minutes *after* your appointment time has begun and mark sessions as no-shows when drafts are not submitted within this timeframe.

3. Select the available (all available times are white) day and time that you would like to have your paper reviewed.

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| Online Writing Lab  eTutoring appts. only | | | | | | | | | |
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4. Complete the pop-up appointment form. Please be as detailed as possible in the open textbook query in order to provide your tutor with specific information about your concerns and priorities. Click "Save Appointment."

Professor: *

What type of assignment can we help you with today? *

Tell us about your writing assignment and what you would like to work on during this appointment: *

| | |
|-----------------------|--|
| Admin Options: | Walk-In/Drop-In: <input type="checkbox"/> Missed: <input type="checkbox"/> Placeholder: <input type="checkbox"/> ? Email Client? <input checked="" type="checkbox"/> ? |
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5. You may wait to upload your draft closer to your appointment time or upload it when you initially book a session. To upload when you first schedule your session, click the link that appears after you save your appointment. You may upload multiple files; please keep in mind

that it is very helpful if you share assignment guidelines with your tutor in addition to your draft.

Your appointment was successfully added on the following date: September 4, 2018.

If you would like to **attach a file** to this appointment, [click here](#).

6. To upload a draft AFTER scheduling your appointment, log in to WCONLINE and click the yellow folder icon underneath the “Welcome!” link on the top right-hand side of the page.



7. During your designated appointment time, a tutor will review your draft and provide feedback on selected issues. You will receive his or her feedback via the email address writinglab@wilson.edu at the end of the hour you originally scheduled.