the STUDENT SUCCESS CENTER

How to Register for WC Online

1. **Visit** https://villa.mywconline.com/
2. **Click** "Register for an account"

3. **Create a new account** by completing all required fields and hitting "register" below.
   - Use your Villa email and Villa password when you sign up for the system. (This will help you remember how to log in!)
   - Sign up for email reminders! It will help you remember your appointments.
   - Sign up for text message options! It will help you remember your appointments!
4. **Sign in** to the system! Go back to https://villa.mywconline.com/ and use your email and password to start signing up for appointments.

Having trouble? Email studentsuccess@villa.edu or stop by the Student Success Center and we will work to meet your needs!
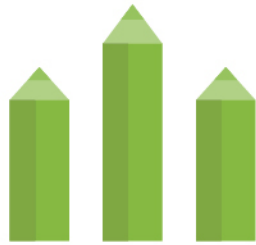
How to Sign up for an appointment on WC Online

1. When you have registered an account, **log in** using your email and password.
2. **Select the calendar** where you would like to make the appointment (Tutoring or Advising)
3. Once you are on the calendar, you can **filter for the type of tutoring appointment** that you would like to make (writing, math, time management, etc.)
4. White slots are when a tutor is available! To **make an appointment**, click on a white box.

Select the date you would like to schedule an appointment

Select the type of appointment you want to have (writing, math, time management

Right click on a white box to schedule an appointment

5. Once you have selected a time slot, sign up for an appointment. You can sign-up for a 15 or 45 minute time slots. Let the tutor know what you want to cover in your session. **Save the appointment** and you are all set!
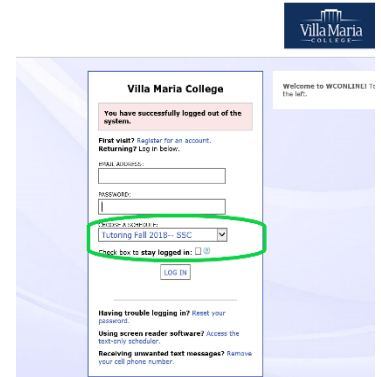

Having trouble? Can't find the subject you need tutoring for? Email studentsuccess@villa.edu or stop by the Student Success Center and we will work to meet your needs!
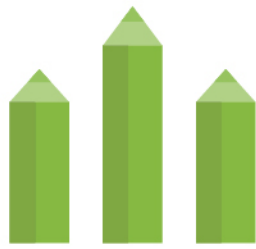
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How to Navigate an Online Appointment in WC Online

1. When making an appointment, you will see the prompt "**Meet Online?**" You will be instructed to log back in to WC Online 5-10 minutes before the start of the appointment.

2. When it is time for your appointment, return to the WC Online schedule and click on your appointment. It will bring up a page to view your existing appointment and include an option to **start or join online consultation**. A new window will open!

Create New Appointment

Client

Kowalski, Alissa (akowalski@villa.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Monday, March 16, 2020: 10:00am ▾ to 10:30am ▾   Show REPEAT Options

Staff or Resource

David Skolen (Advising Spring 2020 - SSC)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
LOCATION: SSC
David Skolen is an Academic Coach and Student Success Coordinator. You can sign up for an advisement session with David if you are in the following majors: Business, Liberal Arts/OTA, Liberal Arts/PTA OTA, PTA, Music and Music Industry. David also tutors in math.

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."

MEET ONLINE? ONLINE
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."

START OR JOIN ONLINE CONSULTATION

3. There will be instructions for the online appointment in the initial window, including whiteboard, video, and text chat options, the ability to upload a document, edit the document, and then download the meeting once it is completed.

Toolbar

B I U S | list icons | undo redo | π | align icons | pencil print | ⇄ ⊙ ? ☆ 👥1

WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click the question mark at the top right of the screen.

WHITEBOARD: This area of the screen is the document collaboration whiteboard. Here, you can import or paste a document, or type text. Changes made to text in this window are highlighted and seen immediately by both individuals participating in the online consultation.

TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time.

TOOLBAR: The icons on the left side of the toolbar allow you to work with a document's formatting. The icons on the right side (or at the bottom if using a phone) include options for your online session, such as importing or exporting a document. Hover over any icon for a text label showing the icon's function.

DRAWING TOOLS: Clicking the pencil icon allows you to draw on top of the whiteboard. Within the drawing area, you can change the brush, clear your drawing, or use a solid background. You can also import images and export the entire drawing area. On a computer, hover over the drawing area to expand it, and hover away from it to minimize it. On a touch screen, touch the pencil icon once to open the drawing function, twice to expand the drawing area, and a third time to close it.

AUDIO AND VIDEO: If your center has enabled audio and video consultations, you can click on the camera icon to allow the other participant to see and hear you. The first time you use audio and video, your browser may prompt you to allow the use of your camera and microphone in your session.

AFTER YOUR SESSION: Your chat transcript and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

Chat
☑ Send Real Time Chat Updates

type here to chat...

Video chat is on this side of the screen

Text chat is on this side of the screen

This area is the whiteboard. It will start by having the above instructions for the virtual appointment, but is a collaborative space for working on documents together.
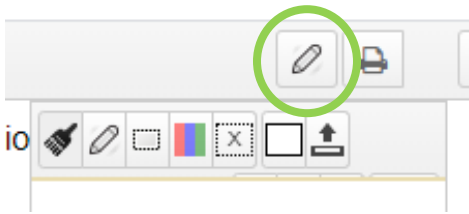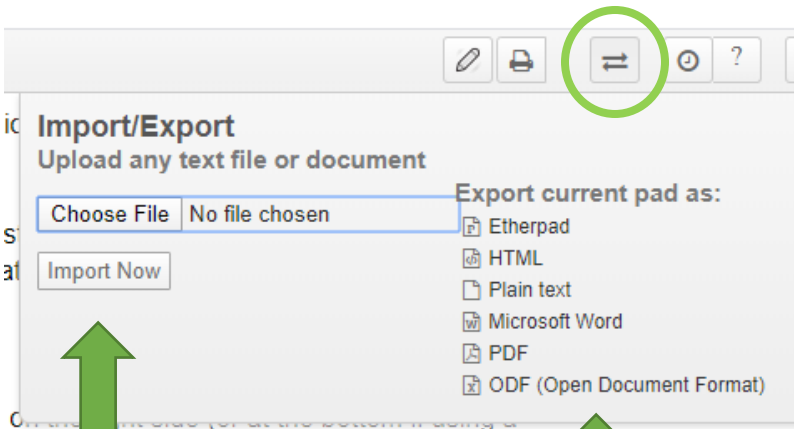
Important toolbar features

1: Drawing Tool

2: Import/Export Documents

3: Toolbar Help

1. **Drawing Tool**: This allows you to draw and edit the document in the whiteboard area.

2. **Import/Export Documents**: Choose a file to upload and work on collaboratively using **Import Now**. At the end of the session, use **Export current pad** to download revised documents, notes, or other materials (use Microsoft Word or PDF).

Upload documents or images here.

Download documents or images here.
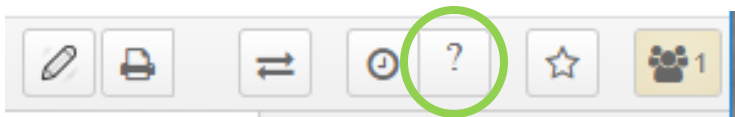
3. **Toolbar Help**: This will take you to the WC Online help page if you have any questions.

Tips for a Successful WC Online Virtual Appointment

1. Find somewhere quiet with a steady internet connection.
2. Make sure you have headphones and a working microphone to communicate with your tutor or advisor, or let them know that you will be using the chat function instead.
3. Be prepared with any documents or images you need to work on and upload.
4. Don't be afraid to ask questions if you're not sure how to do something.
5. Treat an online appointment the same as an in-person one. Be on time, prepared, and ready to work.