

Instructions for Online Writing Support

WOnline is an online scheduling system that allows graduate students and distance learners to book online writing consultations with Graduate Assistants (who are St. Kate's graduate students) from the Writing/Reading Center. During your online chat session, the consultant will collaborate with you, help with questions, and offer suggestions for going forward.

WOnline can be accessed from the St. Catherine University website by going to the Online Writing Support section of the O'Neill Center for Academic Development's web page. You may also use the direct link: <https://stkate.mywconline.com>. Note: If you notice connectivity issues with the browser you are using, you might consider trying another browser. Also, make sure you have a strong Internet connection.



ST. CATHERINE
UNIVERSITY

The screenshot shows the login interface for WOnline. On the left, a white box contains the following elements: the title "St. Catherine University", instructions for first-time and returning users, input fields for "EMAIL ADDRESS:" and "PASSWORD:", a "CHOOSE A SCHEDULE:" dropdown menu with "Grad/Distance Student Writing ..." selected, a "Check box to stay logged in:" with an unchecked box and a help icon, a "LOG IN" button, and links for "Having trouble logging in?" and "Using screen reader software?". On the right, a light blue box contains the text "There are currently no announcements."

Creating Your Account

The first time you use WOnline, you will need to create an account, using your stkate.edu email address and your choice of password. If you are a St. Thomas student in a dual program with St. Kate's, you are welcome to utilize the system and to use your stthomas.edu email address; however, you **must** provide your St. Kate's student ID number in your profile when registering.

Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Student ID:	<input type="text"/>	*
Standing:	-- please select -- ▾	*
Classification:	-- please select -- ▾	*
First or Home Language:	-- please select -- ▾	*
Major:	<input type="text"/>	*
Telephone Number:	<input type="text"/>	
Year of Anticipated Graduation:	-- please select -- ▾	
How did you hear about us?	-- please select -- ▾	*

Password

Password:	<input type="password"/>	*
Re-Enter Password:	<input type="password"/>	*

Email Options

Send an Email:	When I make an appointment.	Yes ▾
	When I modify an appointment.	Yes ▾
	When I delete an appointment.	Yes ▾
	When an announcement or mass email is sent.	Yes ▾
	To remind me of my upcoming appointment.	Yes ▾
Include iCal Link? ?	No ▾	

Scheduling an Appointment

Once you have registered and logged into WOnline, you will be automatically taken to the Graduate and Distance Student writing schedule. You will see the schedule for the current week, but you may click forward to see the next week's schedule as well. Appointments can be booked up to two weeks in advance (with no more than one per day and no more than three per week). A white box on the schedule indicates that an appointment is available for that time slot.

Secure | https://stkate.mywonline.com/schedule.php?focus=&scheduleid=sc59a9b50965224&date=09-12-2017

St. CATHERINE UNIVERSITY

WELCOME, PATRICIA | September 12 - September 18 | Grad/Distance Student Writing

Please note: All appointments are in Central Time. To join a Waiting List, click on the clock by a date. Appointments should be made, modified, or canceled at least 24 hours before the appointment time.

Day	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
Sep. 12: TUESDAY	Adelaide														
Sep. 13: WEDNESDAY															
Sep. 14: THURSDAY															
Sep. 15: FRIDAY															
Sep. 16: SATURDAY															
Sep. 17: SUNDAY															
Sep. 18: MONDAY															

When you have found a time that will work for you, click on the white box. A new window will open up. (If you do not see the new window, minimize your browser; sometimes the window pops up behind the browser.) Click on Save Appointment to successfully add the appointment.

Adelaide

Fill out the form below in order to save this appointment. Questions marked with a * are required.

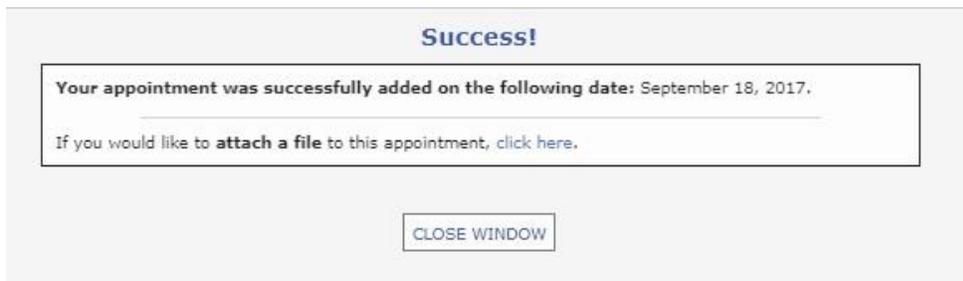
Appointment Limits: Appointments must be 1 hour in length.

Time: Monday, September 18: 3:00pm to 4:00pm

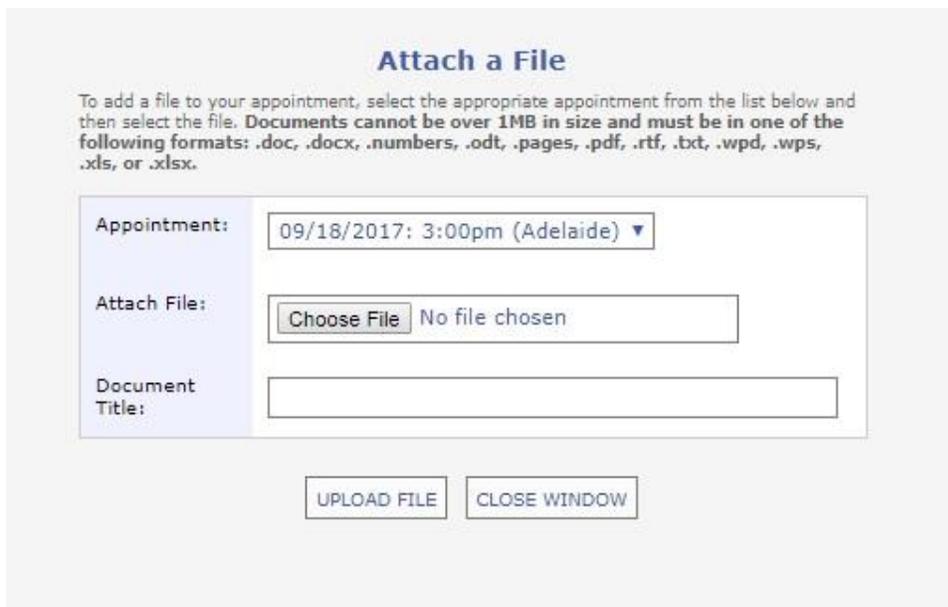
Meet Online? Yes - Schedule Online Appointment

Only Online appointments are available. 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."

SAVE APPOINTMENT CLOSE WINDOW



You may attach your paper at the time you book your appointment (to be imported or copied and pasted into the appointment window later), or you may wish to wait until the time of your actual appointment to import or copy and paste your writing into the appointment window.

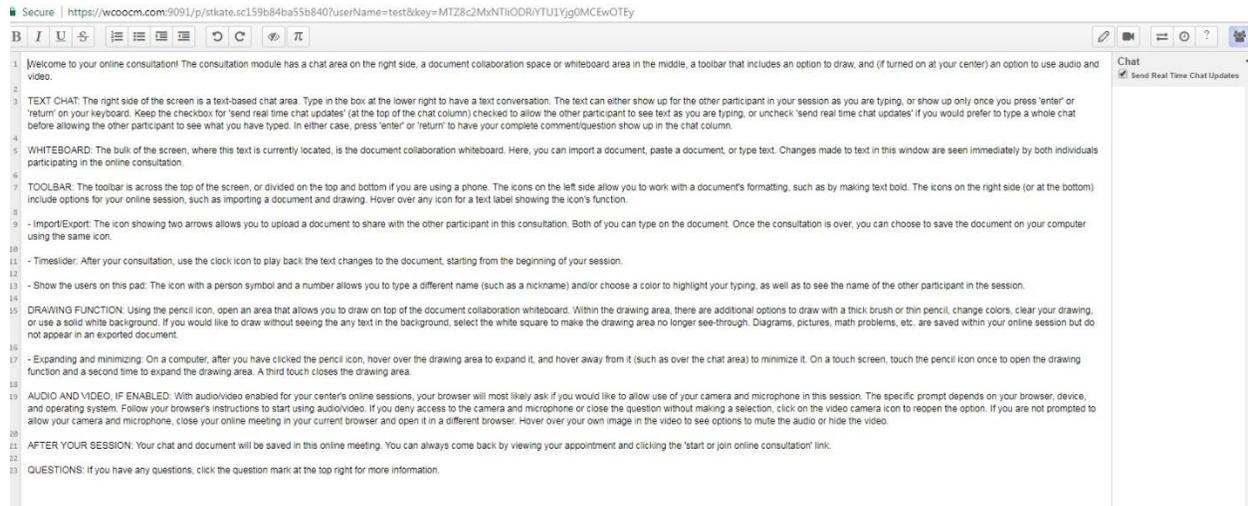


Note: You may attach other files to the appointment as well, such as an assignment sheet or rubric. If you do not attach a file or files to your appointment at the time you make it, you can do so later by logging back into the system and, while in the Schedule, clicking on the yellow file folder at the top left of the screen. The consultant will be able to open and view the files you have attached to your appointment. However, only one document at a time can be imported or copied and pasted into the appointment window for your session.

Importing or Copying/Pasting Your Paper to Your Appointment

At any time *before or during* your scheduled appointment, you may either import your paper or copy/paste the text of your paper onto the “whiteboard” of the appointment window. Importing your paper may result in more of your paper’s formatting being retained. For either option, go back to the schedule and click first on the appointment that you scheduled, and then on the red text “[Start or Join Online Consultation](#)” to enter the consultation.

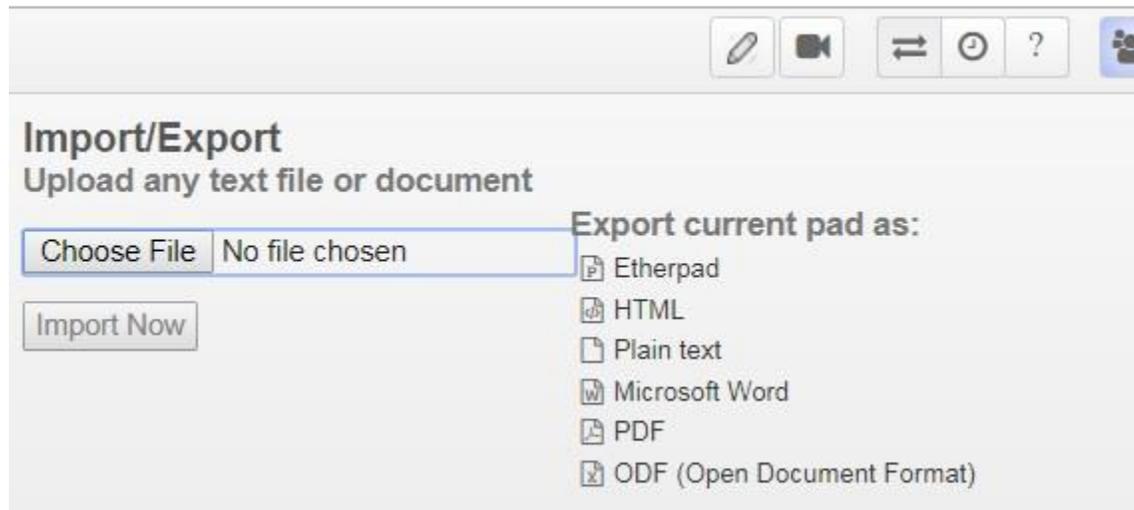
The window that appears will be the one in which your WOnline chat session will occur when it is time for your appointment. You will find some instructions about your upcoming session on the whiteboard.



1) To **import** your paper to the whiteboard, click the opposing arrows icon in the top right corner.



A box will open. Click “Choose File” and select the file that you want to import. Once you import your paper, it will replace the text that is on the whiteboard.

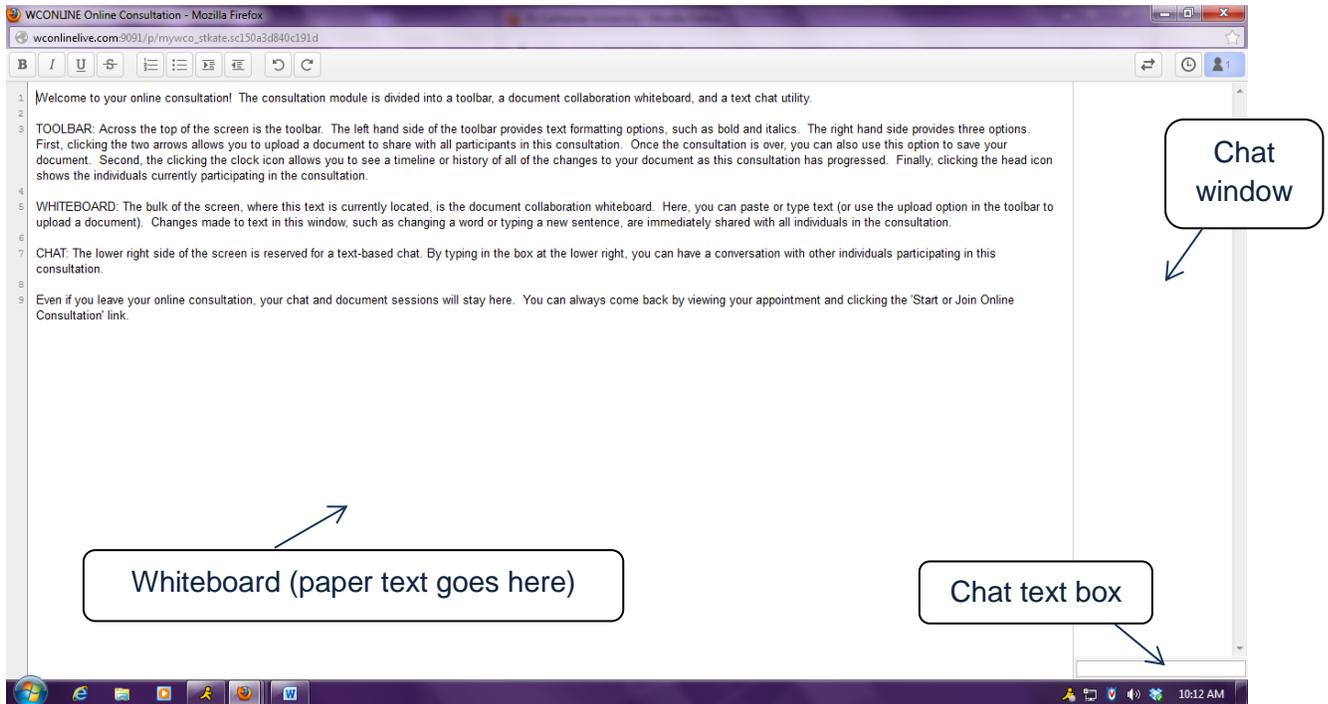


2) To **copy/paste** your paper into the WOnline chat session, simply copy the text from your paper and paste it over the text currently appearing on the whiteboard. If the text you copy/paste is highlighted, click on the button to the right of the Undo and Redo arrow buttons at the top of the screen, or hold down the Ctrl, Shift, and C keys on your keyboard to clear it.

Beginning Your Online Consultation

At your scheduled time of your appointment, log back into the program and click on your appointment on the schedule. In the window that appears, click “**Start or Join Online Consultation**” to begin your online consultation.

To chat, enter text into the box in the lower right corner of the screen. Type your text and hit Enter on your keyboard to post your text in the chat window. Your session has begun!



What to expect:

- Online sessions are meant to be a dialogue between you and the consultant; as such, your engagement and active participation throughout the session is needed.
- For online sessions, the consultation begins as soon as you log in to the chat.
- The consultant will begin to read your writing when the consultation begins.
- Appointments last up to 60 minutes. Your session will automatically be canceled if you log in or arrive twenty (or more) minutes late.
- Two no-shows in a semester will result in your account being locked until the end of the semester.
- You may return to your appointment later on; everything that transpired in the chat session will still be there for you to review or copy/paste into another document to save for future reference.