## How to "attend" a real-time/synchronous online appointment

\*Note – scheduling a real-time online appointment is the same as booking any other service in the ASC. Please visit

https://www.wilson.edu/sites/default/files/uploaded/WCOnlineforStudents.pdf if you need help with the initial scheduling process.

- 1. Log into <u>https://wilson.mywconline.com//</u> 5-10 min BEFORE your scheduled appointment.
- 2. Click on your red, real-time online appointment box.



3. Click on the red link that says "Start or Join Online Consultation."

Meet Online?	Yes - Schedule Online Appointment		
	Start or Join Online Consultation		

4. A new window will pop up with a whiteboard filled with instructions, a chat box, and the option to open a live chat with audio and video.

(j	https://wcoocm.com:9091/p/wilson.sc15cf7bdd1e8551?userName=Sarah&key=MDh8c2MxNWNmHzJkZDFlODU1MSEwNjA1	⊚ ເລ	⊨
B			
1 2 3	WELCOME TO YOUR ONLINE CONSULTATION! Below is a brief overview of this module. For more information, click Send Real Time	e Chat Jr	pdates
4	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.		
6 7	TEXT CHAT: You can use the area to the right of the screen to have a text conversation in real time. This means the other person in the module can see what you are writing as you type. Unchecking the 'send real time chat updates' box at the top will prevent your typing from being seen by the recipient until you hit 'enter.'		
8	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.		
10	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.	Ļ	

**5a. To utilize the video chat feature**: click on the video camera button on the top left of the chat box.



5c. Small screenshots of you and your tutor will appear on the top left-hand side of your screen, enabling you to conduct a real-time video-chat.

**6a. To use the chat feature,** type your query in the small chat box on the lower right-hand side of your screen. Your dialogue with your tutor will be posted above, and you can scroll up and down to view older parts of your conversation.

Hi! How is your English 115 paper coming along? Can you tell me about 4 your assignment?

7a. To use the whiteboard feature:

You can copy or paste a <u>passage</u>, problem, or **question** into the whiteboard!

7b. You can also click the pencil icon to draw on the page to highlight an example or area of confusion, or your tutor can use the pencil icon to draw a small diagram to understand a concept.



8a. Need to share a complicated math formula? Click the  $\pi$  key on the toolbar.

8b. A "mathjax" pad will pop up, enabling you to insert mathematical symbols and formulas into your session. Select the symbol you'd like to use from the drop down menus.

<b>Mathjax i</b> Write Mathjax h	nto this pad		
() \sqrt{x}	Greek	•	
x_a^b\left			
( \right)			
			.41
Insert	Cancel		

8c. Then click "Insert" to add the formulas to the tutoring whiteboard so your tutor/tutee can see them!