

Making & Attending Online Appointments for Writing Help

All appointments for writing help at the Judith Anderson Herbert Writing Center take place in **real time** (i.e., they are *synchronous* meetings). Please see <https://writingcenter.utk.edu> for all updates regarding our services.

To Make an Appointment:

- Go to <https://utk.mywconline.com>. (First-time users must register for a **free** WOnline account. Save your WOnline username and password for future use.)

**Judith Anderson Herbert
Writing Center**



First visit? Register for an account.
Returning? Log in below.

Email Address

Password

[AVAILABLE SCHEDULES](#)

- Select **your desired schedule**. **Please choose carefully**, as some schedules are only for specific groups of students.
 - **Video-Based General Writing Help:** For undergraduate students in any subject and any course. Appointment hours vary.
 - **Email-based General Writing Help:** For undergraduate students in any subject and any course. Available Monday-Thursday 9:00-6:30 and Friday 9:00-3:00.
 - **ESL Writing Center:** Video-based appointments for undergraduate and graduate students whose first or strongest language is not English. Appointment hours vary.
 - **Application Materials Help:** Video-based appointments for help with personal statements, resumes, application letters, etc. Appointment hours vary.
 - **Graduate Student Writing Help.** Video-based appointments for graduate students in any subject or who are working on a thesis or dissertation. Appointment hours vary.
 - **UTHSC Online:** Video-based appointments for **UTHSC-Memphis students only**. Appointments in **CENTRAL Time**.
- Change the week as desired (at the top of the screen). Currently, appointments may be made up to 7 days in advance.
- Click on the desired appointment time. All appointments are in **Eastern time** except where indicated. You must allow pop-ups from WOnline. Available times are shown in white boxes. Use the "Waiting List" feature if needed.) Answer all requested questions.

Mar. 24: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm
Anita  ONLINE ONLY					
Anne L  ONLINE ONLY					

5. Use the drop-down menu to adjust the length of your appointment (if option is available—the amount of time per student varies by schedule.)

6. **Attach your document(s)** when you make the appointment or any time BEFORE your appointment. **This is REQUIRED for email-based appointments**; optional for video-based appointments. In your appointment box, scroll down to see the option to attach files:

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1 <input type="button" value="Browse..."/> No file ...lected.	Document Title <input type="text"/>	Notify Client? ⓘ No <input type="button" value="v"/>
File #2 <input type="button" value="Browse..."/> No file ...lected.	Document Title <input type="text"/>	Notify Client? ⓘ No <input type="button" value="v"/>
File #3 <input type="button" value="Browse..."/> No file ...lected.	Document Title <input type="text"/>	Notify Client? ⓘ No <input type="button" value="v"/>

7. Click “Save Appointment.” You will receive confirmation and reminder emails.

When it’s Time for Your Appointment:

- **For video-based appointments:** A few minutes before your appointment time (in Eastern time for most schedules), log in at <https://utk.mywonline.com>. Open the schedule, click on your appointment slot, and click **"Start or Join Consultation."** Be sure to allow camera and microphone access.

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

- **For email-based appointments:** Be sure to **upload your document(s) or question before the start time of your appointment.** A tutor will respond with comments via email within 30 minutes of the appointment start time IF your document has been uploaded in advance. (If not, you will have to make another appointment at another time.)

Cancel in Advance if You Cannot Make It:

If you cannot make it, **cancel your appointment at least 1 hour in advance.** To cancel: log in, click on your appointment, and click “Cancel this Appointment.” Students who miss more than 3 appointments without canceling ahead of time will not be able to continue to make appointments.

Please contact us at writingcenter@utk.edu with any questions.