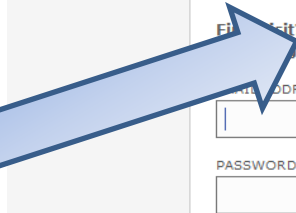


# National University's Online Writing Center

Begin by going to our scheduler at <https://nu.mywconline.com>

## REGISTERING IN THE ONLINE WRITING CENTER SCHEDULE

To get started, you'll need to register.



**National University Online Writing Center**

Forgot your password? [Click here to register.](#)  
Don't have an account? [Click here to register.](#) Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Fall 2013

Check box to stay logged in:  [?](#)

Having trouble logging in?  
[Click here to reset your password.](#)

Using screen reader software?  
[Click here for the text-only scheduler.](#)

Welcome to the Writing Center at National University!

All times in the scheduler are Pacific time.

Shortly before your appointment time, you should receive an email instructing you where to meet with the online writing consultant. If you don't see a message from the Writing Center in your inbox, please check your junk or spam folder.

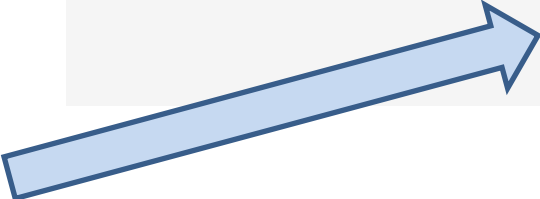
If you have questions, please email [writingcenter@nu.edu](mailto:writingcenter@nu.edu).

Fill in the required fields (marked with an asterisk), then click on Register. Be sure to include your phone number so we can reach you as needed.

### 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"/> *
Telephone Number:	<input type="text"/> *
Student ID:	<input type="text"/> *
NU Affiliate:	<input type="text" value="-- please select --"/> *
First or Home Language:	<input type="text" value="-- please select --"/> *
Major:	<input type="text"/> *
Graduation Year:	<input type="text" value="-- please select --"/>
Password:	<input type="password"/> *
Re-Enter Password:	<input type="password"/> *



After you've registered, you can log in with your email address as your username and the password you've selected.



A new window will open. Enter the required information to tell us about what you want to work on.

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

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:** **REPEAT APPT.** **Wednesday, November 20:** 11:00am to 11:30am

**Client:** Search:  Select: Grogan, Shareen

**Course:**  \*


**Instructor:**

**Your email address:**  \*

**What would you like to work on today?**  \*

**Admin Options:** Walk-In/Drop-In:  | Missed:  | Placeholder:  ? | Email Client?  ?

**SAVE APPOINTMENT** **CLOSE WINDOW**



After you save your appointment, you will receive an email confirming your appointment. It will look like this:

You have successfully made an appointment on 11/20/2013 between 11:00am and 11:30am. The appointment is with Anna.

You can make, cancel, or modify appointments by logging into the scheduling system at <https://nu.mywconline.com>.

Prior to your appointment, you will receive an email explaining how to join your online meeting. (If you don't see an email from the Writing Center, check your spam or junk folder to see it was routed there.) If you have a draft to work on, you may email it to [writingcenter@nu.edu](mailto:writingcenter@nu.edu). So you may get the most out of your appointment time, please be prepared to tell the consultant what you would like to focus on in your time together.

If you have questions, please send an email to [writingcenter@nu.edu](mailto:writingcenter@nu.edu).

The day before your appointment, you'll receive a similar email reminding you of your appointment.

A few minutes prior to your appointment, your tutor will email you a link for your online appointment. It will look like this:

Hi,

I'm Matt, the writing tutor for your 25-minute Writing Center appointment today. Before we begin, would you please reply with an email in which you do the following for me?

1. Send me the writing prompt for your assignment.
2. Tell me what you want to focus on during our 25-minute session—what are your questions or concerns?
3. Attach a draft of your paper in .doc, .docx, .rtf, or .txt format.

To get started with our appointment: please meet me at your scheduled time at: <https://nu.adobeconnect.com/matt>

You can enter as a guest, you do not need an ID or password--simply enter your name when prompted.

(If you do not have reliable access to the internet or would prefer to work by phone, let me know. If you send me a phone number, I'll be happy to call you.)

Thanks! I look forward to working with you.

Sincerely,

Matt  
Online Writing Consultant

## JOINING YOUR ONLINE SESSION

When it's time for your appointment, click on the link that your tutor sent. Enter as a guest.

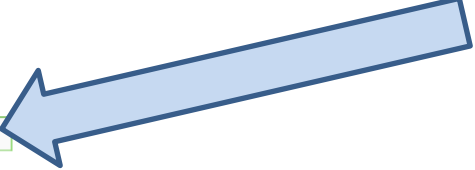
ADOBE® CONNECT™

### Matt's Writing Tutor Meeting Room

Enter as a Guest

Name

Enter with your login and password  
(Required for hosts, recommended for registered users)



You may receive a notice like the one below. Please wait for the tutor to grant you access to the room. He may be working with another student.

Adobe Connect

### Matt's Writing Tutor Meeting Room

The meeting has not yet started. You will be able to access the meeting once the host arrives. Please wait.

Be sure to run the Audio Wizard to make sure your microphone and speakers are working properly.



At the bottom of the window that opens, click on **CANCEL THIS APPOINTMENT**.


## Anna

Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

<b>Time:</b>	<b>Wednesday, November 20:</b> <input type="text" value="11:00am"/> to <input type="text" value="11:30am"/> <small>Created: Nov. 13, 2013 (1:46 pm) by Shareen Grogan.</small>
<b>Client:</b>	<b>Shareen Grogan</b> sgrogan@nu.edu
<b>Course:</b>	<input type="text"/> *
<b>Instructor:</b>	<input type="text"/>
<b>Your email address:</b>	<input type="text"/> *
<b>What would you like to work on today?</b>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> *
<b>Admin Options:</b> <a href="#">MOVE APPT.</a> <a href="#">ATTACH A FILE</a>	Walk-In/Drop-In: <input type="checkbox"/>   Missed: <input type="checkbox"/>   Placeholder: <input type="checkbox"/> ?   Email Client? <input checked="" type="checkbox"/> ? <b>Add New</b> or <b>View Existing</b> Client Report Forms

SAVE CHANGES**CANCEL THIS APPOINTMENT**CLOSE WINDOW





## MAKING A ONE-HOUR APPOINTMENT

The default appointment time is 30 minutes (actually 25 minutes to allow for transition time between students). However, you have the option of making an appointment for one hour (actually 50 minutes). Click on the down arrow next to the end time of your appointment, and select the time one hour from the start (in the example below, 12:00).

The screenshot shows a web interface for booking an appointment. On the left is a calendar for the week of November 20 to 26, 2013. A red arrow points to a blue slot in the 11:00am-12:00pm time slot on Wednesday, November 20. On the right is a form titled 'Anna' with the following fields:

- Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.
- Time:** Wednesday, November 20: 11:00am to 11:30am. A red arrow points to the end time dropdown menu.
- Client:** Search: [ ] Select: Grogan, Shareen
- Course:** [ ] \*
- Instructor:** [ ]
- Your email address:** [ ] \*
- What would you like to work on today?** [ ] \*
- Admin Options:** Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client?
- Buttons:** SAVE APPOINTMENT, CLOSE WINDOW

## ATTACHING A DOCUMENT TO YOUR APPOINTMENT

You may attach a draft of your work to your appointment so the tutor can post it in your meeting space. (NOTE: The tutor will not read your work in advance of your meeting.)

Immediately after you've reserved your appointment, you'll see a window affirming your appointment.

## Success!

Your appointment was successfully added on the following date: November 21, 2013.

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

CLOSE WINDOW

A new window will open.

## Attach a File

To add a file to your appointment, select the appropriate appointment from the list below and then select the file. **Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.** Administrators can add files to any appointments by selecting the appointment from the list below.

Appointment: 11/21/2013: 8:30pm (Linda) ▼

Attach File:  No file selected.

Document Title:

UPLOAD FILE

CLOSE WINDOW

Select the file from your computer, then click on UPLOAD FILE.

You may attach a document at any time after you've booked your appointment. If, for example, on Monday you reserve an appointment for Friday, on Thursday you may go into the scheduler, click on the

appointment box (Your appointment will appear in gold.) to get to the appointment screen. Select ATTACH FILE.

Time:	Thursday, November 21: 8:30pm ▼ to 9:00pm ▼ <small>Created: Nov. 15, 2013 (1:31 pm) by Shareen Grogan.</small>
Client:	<b>Shareen Grogan</b> sgrogan@nu.edu
Course:	<input type="text"/> *
Instructor:	<input type="text"/>
Your email address:	<input type="text"/> *
What would you like to work on today?	<input type="text"/> *
Admin Options: MOVE APPT. ATTACH A FILE	Walk-In/Drop-In: <input type="checkbox"/>   Missed: <input type="checkbox"/>   Placeholder: <input type="checkbox"/> ?   Email Client? <input checked="" type="checkbox"/> ? <b>Add New</b> or <b>View Existing</b> Client Report Forms
<input type="button" value="SAVE CHANGES"/> <input type="button" value="CANCEL THIS APPOINTMENT"/> <input type="button" value="CLOSE WINDOW"/>	

\*\*Please note that the tutor will not read your work in advance of your appointment.

If you have questions at any time, you can reach us at [writingcenter@nu.edu](mailto:writingcenter@nu.edu).