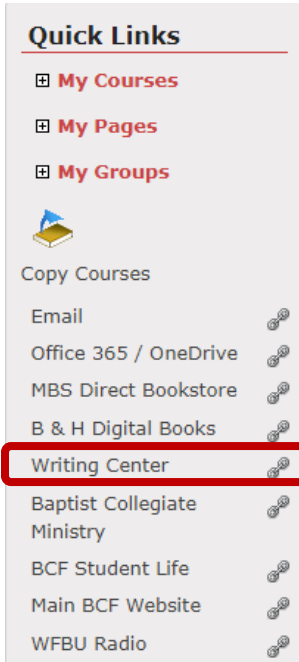
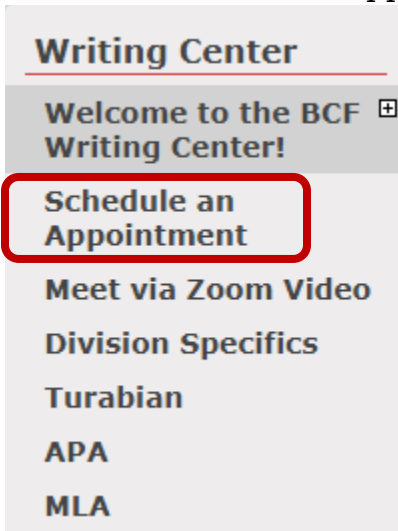


Need to set up a Writing Center Zoom video appointment? It's easy! Follow the instructions below:

1. Select "Writing Center" under Quick Links, making sure you've logged into MyBCF.



2. Select "Schedule and Appointment" in the left column



- Select "www.baptistcollege.mywconline.com" to open the WOnline schedule and input your login information. (If you have not registered for an account, you will need to do that first by selecting "Register for an account." It is suggested that you use your BCF email and password.) Then select Log In.

The Baptist College of Florida

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

EMAIL ADDRESS:
hmlarson@baptistcollege.edu

PASSWORD:
.....

CHOOSE A SCHEDULE:
SPRING 2018

Check box to stay logged in: ?

LOG IN

Having trouble logging in? [Reset your password.](#)

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

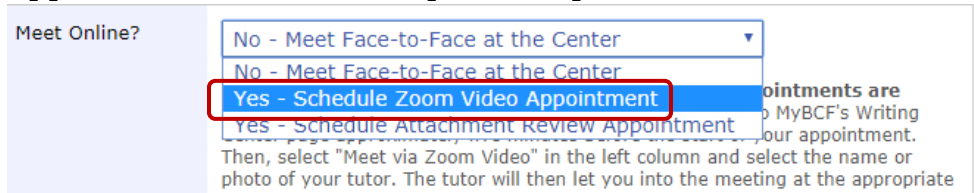
- You will need to select the week you need the appointment if you need a date for a future week. Otherwise, select an open time (a white square) to begin setting up your appointment. Be sure to select a person who conducts Zoom appointments.

March 15 - March 21 SPRING 2018

◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

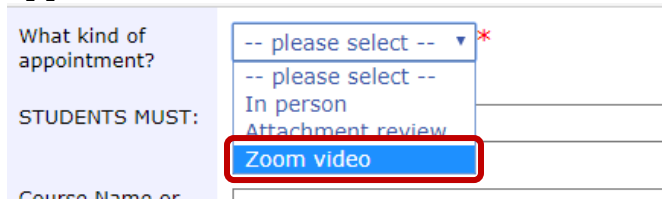
Mar. 16: FRIDAY	8:30am	9:00am	
Amanda: Attachment Review eTutoring appts. only			
Haley: In Person or Attachment Review Face-to-face or eTutoring			
Hannah: In Person, Attachment Review, Zoom Video Face-to-face, online, eTutoring			
Melody: In Person, Attachment Review, Zoom Video Face-to-face, online, eTutoring			
Prof. DeFelix: In Person, Attachment Review, Zoom Face-to-face, online, eTutoring			

5. To schedule a Zoom meeting, select “Yes – Schedule a Zoom Video Appointment” from the drop-down options.



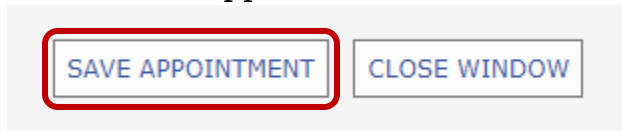
A screenshot of a web form. The label "Meet Online?" is on the left. A dropdown menu is open, showing four options: "No - Meet Face-to-Face at the Center", "No - Meet Face-to-Face at the Center", "Yes - Schedule Zoom Video Appointment", and "Yes - Schedule Attachment Review Appointment". The third option is highlighted in blue and has a red box around it. To the right of the dropdown, there is a partially visible text block that says "appointments are" and "MyBCF's Writing". Below the dropdown, there is a paragraph of text: "Then, select 'Meet via Zoom Video' in the left column and select the name or photo of your tutor. The tutor will then let you into the meeting at the appropriate".

6. Select “Zoom video” from the drop-down menu labeled “What kind of appointment?”



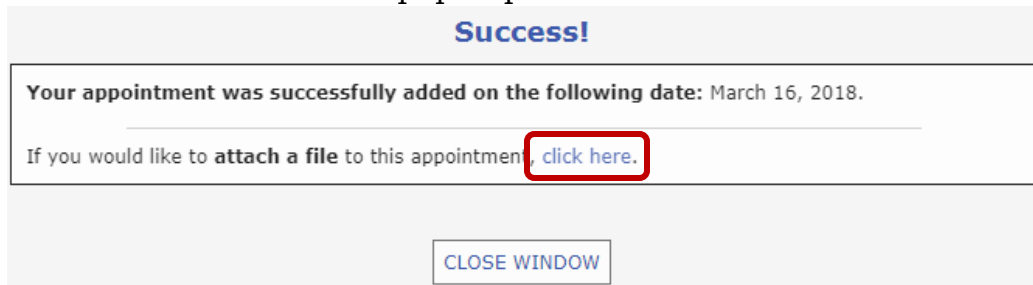
A screenshot of a web form. The label "What kind of appointment?" is on the left. A dropdown menu is open, showing four options: "-- please select --", "-- please select --", "In person", and "Zoom video". The "Zoom video" option is highlighted in blue and has a red box around it. Below the dropdown, there is a label "STUDENTS MUST:" followed by a text input field. Below that, there is a label "Course Name or" followed by a text input field.

7. After you have filled out the rest of the form as thoroughly as you can, select “Save Appointment.”



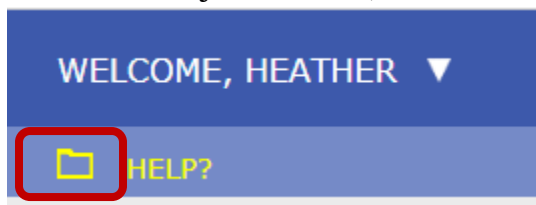
A screenshot of a web form showing two buttons: "SAVE APPOINTMENT" and "CLOSE WINDOW". The "SAVE APPOINTMENT" button is highlighted with a red box.

8. To attach the file right away (which is recommended), select “click here” on the window that next pops up.



A screenshot of a success message window. The title is "Success!". The main text says "Your appointment was successfully added on the following date: March 16, 2018." Below this, there is a line of text: "If you would like to attach a file to this appointment, [click here.](#)" The "click here." link is highlighted with a red box. At the bottom, there is a "CLOSE WINDOW" button.

9. If you choose to upload the file later, you will log back into mywconline using the steps above, then click the yellow folder that is situated underneath your name, to the left of “Help?”



A screenshot of a user profile bar. The top part says "WELCOME, HEATHER" with a dropdown arrow. Below this, there is a yellow folder icon and the text "HELP?". The folder icon is highlighted with a red box.

10. When the pop-up window opens:
 - a. select “Choose File,” and select the document that needs to go to the Writing Center
 - b. fill in the “Document Title” section
 - c. select “Upload File”

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.

Appointment:	03/16/2018: 8:30am (Prof. DeFe...) ▼
Attach File:	<input type="button" value="Choose File"/> MCF_ENG 151 ...abus.rev.doc
Document Title:	Persuasive Essay