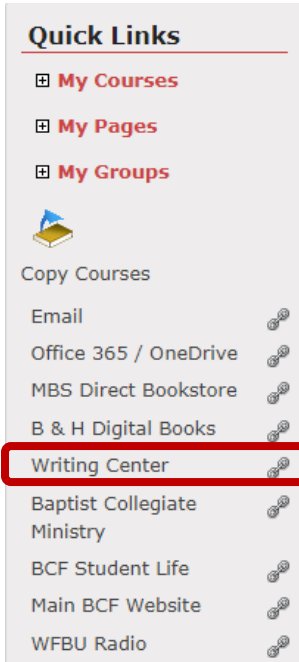
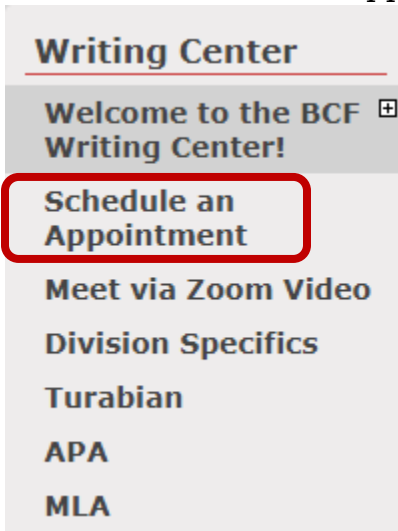


Need to set up a Writing Center Zoom video appointment? It's easy! Follow the instructions below:

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



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

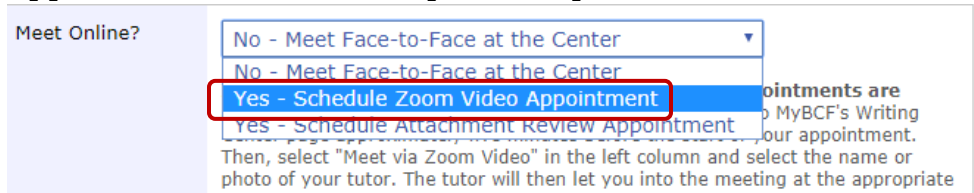


- Select "www.baptistcollege.mywconline.com" to open the WOnline schedule and input your login information. (If you have not registered for an account, you will need to do that first by selecting "Register for an account." It is suggested that you use your BCF email and password.) Then select Log In.

- 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.

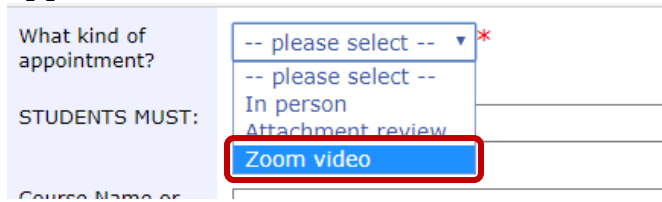
Mar. 16: FRIDAY	8:30am	9:00am
Amanda: Attachment Review <small>eTutoring appts. only</small>		
Haley: In Person or Attachment Review <small>Face-to-face or eTutoring</small>		
Hannah: In Person, Attachment Review, Zoom Video <small>Face-to-face, online, eTutoring</small>		
Melody: In Person, Attachment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

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



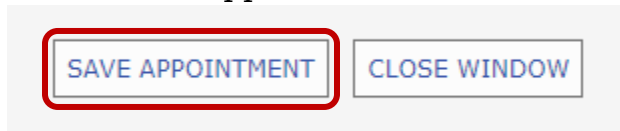
The screenshot shows a form with a dropdown menu labeled "Meet Online?". The dropdown is open, showing four options: "No - Meet Face-to-Face at the Center", "No - Meet Face-to-Face at the Center", "Yes - Schedule Zoom Video Appointment", and "Yes - Schedule Attachment Review Appointment". The "Yes - Schedule Zoom Video Appointment" option is highlighted with a blue background and a red border. To the right of the dropdown, there is a text box that says "Appointments are to MyBCF's Writing Center. Please select the location for your appointment. 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 time."

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



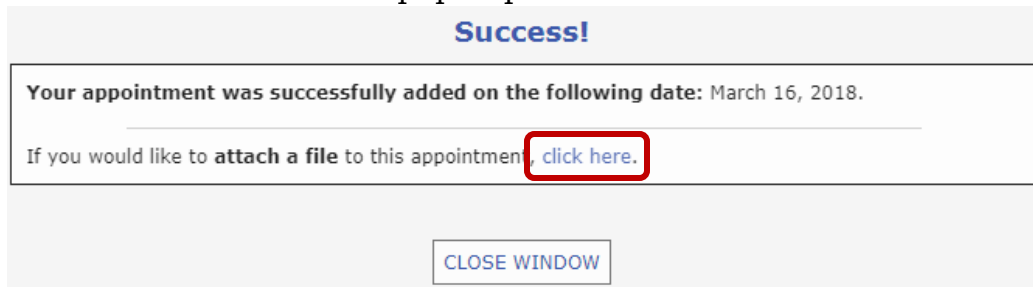
The screenshot shows a form with a dropdown menu labeled "What kind of appointment?". The dropdown is open, showing four options: "-- please select --", "-- please select --", "In person", and "Zoom video". The "Zoom video" option is highlighted with a blue background and a red border. Below the dropdown, there is a text box that says "STUDENTS MUST: Attachment review".

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



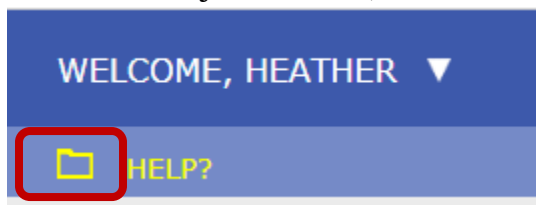
The screenshot shows a form with two buttons: "SAVE APPOINTMENT" and "CLOSE WINDOW". The "SAVE APPOINTMENT" button is highlighted with a red border.

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



The screenshot shows a success message window with the following text: "Success! Your appointment was successfully added on the following date: March 16, 2018. If you would like to attach a file to this appointment, click here." The "click here" link is highlighted with a red border. Below the text, 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?”



The screenshot shows a user profile bar with the text "WELCOME, HEATHER" and a dropdown arrow. Below the text, there is a yellow folder icon and the text "HELP?". The folder icon is highlighted with a red border.

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