Starting this fall, all our writing sessions can be face to face or online!

Here’s how to 1) sign up, 2) book an appointment, and 3) conduct an online session with us!

First, if you haven’t signed up with our reservation system, do that here. It takes just five minutes. Use your WPU email. (Tip: It’s a good idea to check all the email boxes as “Yes,” so you get all our reminders.)

Now, you’re registered! Go to our WCONLINE login page. Sign in with your WPU email and password.

After you log in, you’ll see our writing sessions schedule. Each consultant is listed separately. Purple/Dark Blue means closed/off-duty. Blue and red is booked. White is available.
Choose a consultant and click on a white (available) time slot for them. (If you can’t find a good time slot for you, call the Center during our open hours at 973 720 2633 and ask to join our waiting/call-back list. We’ll try to find something that works for you!)

A reservation box will open up.

You can read the short bio for your consultant and see if they are a good fit for you.

You can select up to three documents to attach to your appointment. (While the writing consultant can access these documents, they will not automatically upload into the online session if you attach them here.)

Then check “Yes - Schedule an Online Appointment.”

Fill in the rest and click “Save Appointment.”

Now, you’re booked! Your session box should change color to yellow or orange.

Five minutes before your session starts, click back into it and then click “Start or Join Online Consultation.”

Have your writing draft and the assignment ready.

If things change and you can’t meet—please cancel online at least two hours ahead of time. Under 2 hours, you must call us to cancel. (If you “no show” for a session, it hurts other clients and you may lose access to the system.)

Now, your session will begin!
When you device asks if you want to share your microphone and/or camera, say **YES** -- even if you don’t want to use them now. (You can turn them on and off inside the session.) You may need them later and sometimes they are hard to get back up.

A standard message on the session's whiteboard will tell you about: getting help, the whiteboard, text chat, editing toolbar, drawing tools and video/audio options.

With the camera and mic turned on, we can see each other and hear each other talk.

As soon as the session starts, you can use the arrows button top right to upload your writing draft.

Or, you can cut and paste your writing right onto the whiteboard, as shown here. You’ll lose a little formatting this way and the text will be highlighted.

Click this button to clear all the highlighting. When you type or paste new text into the whiteboard, it will highlight those words too. You can stay highlighted or clear it all again.

It’s really helpful if you can also cut and paste in the actual writing assignment at the bottom of your draft. (Tip: You can’t upload two docs at the same time, so cut-and-paste the assignment to keep your essay at the top of the whiteboard.)

If you want to **chat only** in the session, just hit the movie camera button on the top right to turn it off.

Here’s how the session box looks with the camera button “off”. We’ll talk to you in the chat box on the right and we can both write in the draft together.

After the writing session is over, you can review the whole session for a short time by clicking on the appointment in the schedule and playing it back. You can also use the arrows button to download your draft back to your device.