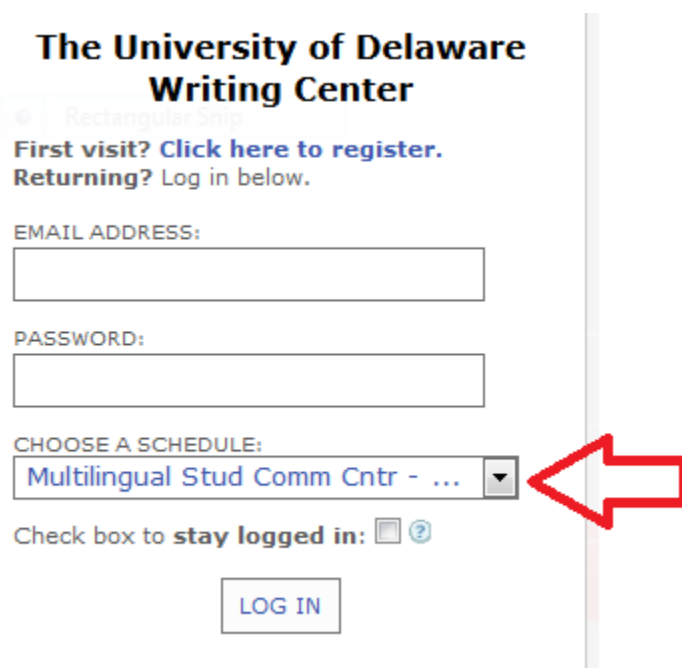**Basic requirements for setting up an appointment with the MSCC**

Step 1: Visiting MyWCOnline to set up an appointment and upload documents

1. Visit **https://udel.mywconline.net/**.
2. **Register for a WCOnline account if you do not have one. Please use your udel.edu e-mail address to register!**
3. When you receive confirmation that your account has been created, enter the system with your address and password. **Pull down the tab Choose a Schedule and select MSCC.**

Please check to make sure that the schedule that appears when you log in is the MSCC schedule.

4. Select the date, time and tutor you wish to set up an appointment with. Free tutoring appointment will appear as white boxes in the schedule. **Note:** When you click the white box for an available appointment, the appointment window may appear *behind* your web browser. If you don't see the appointment screen, look for another open window in your browser.

5. Please fill out the information requested for your appointment. Make sure to include your Skype name. This will allow the tutor to contact you. For information on setting up a Skype account, please visit [link]. After completing all the required information in the appointment box, please click "Save appointment."

6. Also, after scheduling your appointment, please attach files you would like the tutor to work on with you during the appointment. You can do this by selecting the yellow file icon on the calendar page. See picture below:
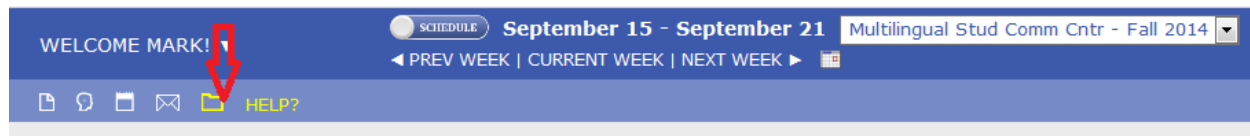
7. Once you click this icon, you will see a screen where you can attach files to any appointment you have scheduled in the system. The screen may appear underneath your browser window. If so, minimize your browser windows to find it. If you have more than one appointment scheduled, please use the pull-down box to select the correct appointment.

You can attach: drafts of papers, assignment instructions from your professor, brainstorming documents, articles you have read for your paper assignments, and other relevant documents. You may attach as many files as you would like for an appointment (you will just need to enter the "Attach a file" dialogue box again to select another file).

Please feel free to add updated documents up to 10 minutes before your appointment time.

## Step 2: Opening Skype 10 minutes before your appointment

At least 10 minutes prior to your appointment, please login to your Skype account.

Make sure to test your Skype camera and audio settings prior to the appointment.

At the beginning of the hour, please wait for an invitation from one of our MSCC tutor Skype accounts to begin the video chat. If you do not see one of our Skype accounts contact you by 3 minutes after the hour, please check for an e-mail from the tutor. The tutor may report technical problems.

Step 3: Opening up a Google Docs file

1. To be able to collaborate with you during your meeting time, your tutor will have shared with you a link to a Google Doc file of the paper you have submitted on WCOnline. Please sign into your Google Apps account at UD and open the e-mail you receive from the Multilingual Student Communication Center prior to your meeting time.
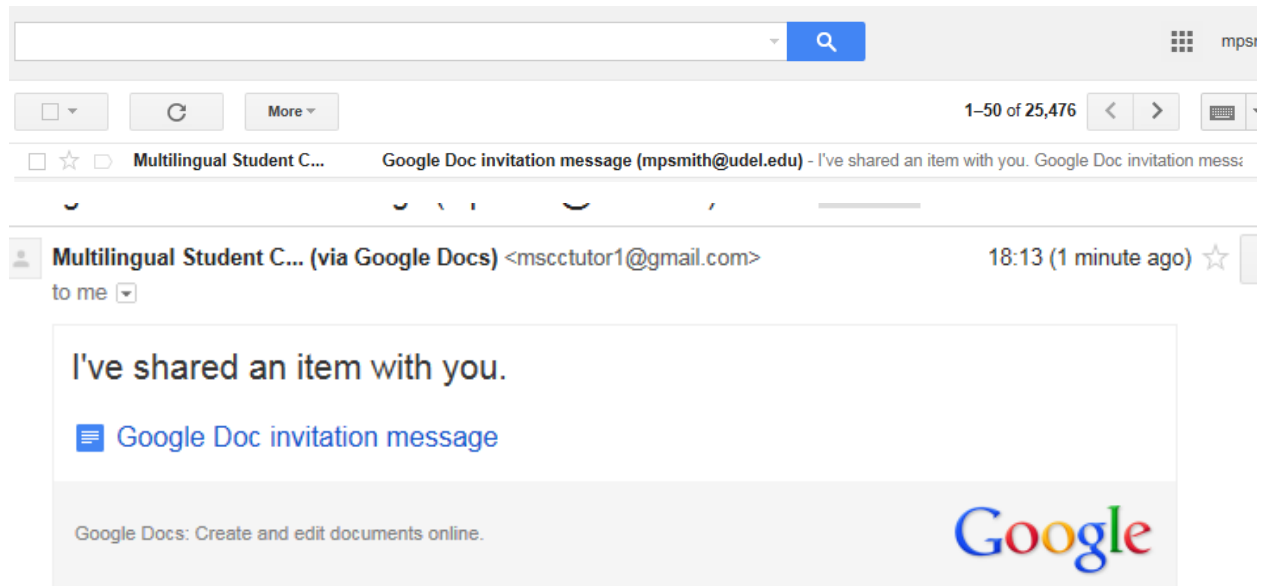

2. **Your tutor has uploaded the file you posted on WCOnline on Google Docs. Five minute prior to the appointment, open up the file you shared with the tutor on Google Docs.**
3. Go to your e-mail and locate an e-mail from the Multilingual Student Communication Center inviting you to join in on a shared Google document. Click the link to the shared file.
4. When you click the link, you will be in the Google Docs workspace. You will see a pink letter – "J" here is the letter of the first name of the tutor, Johnny – appear at the top of the

document and you will be able to follow where their cursor is located.
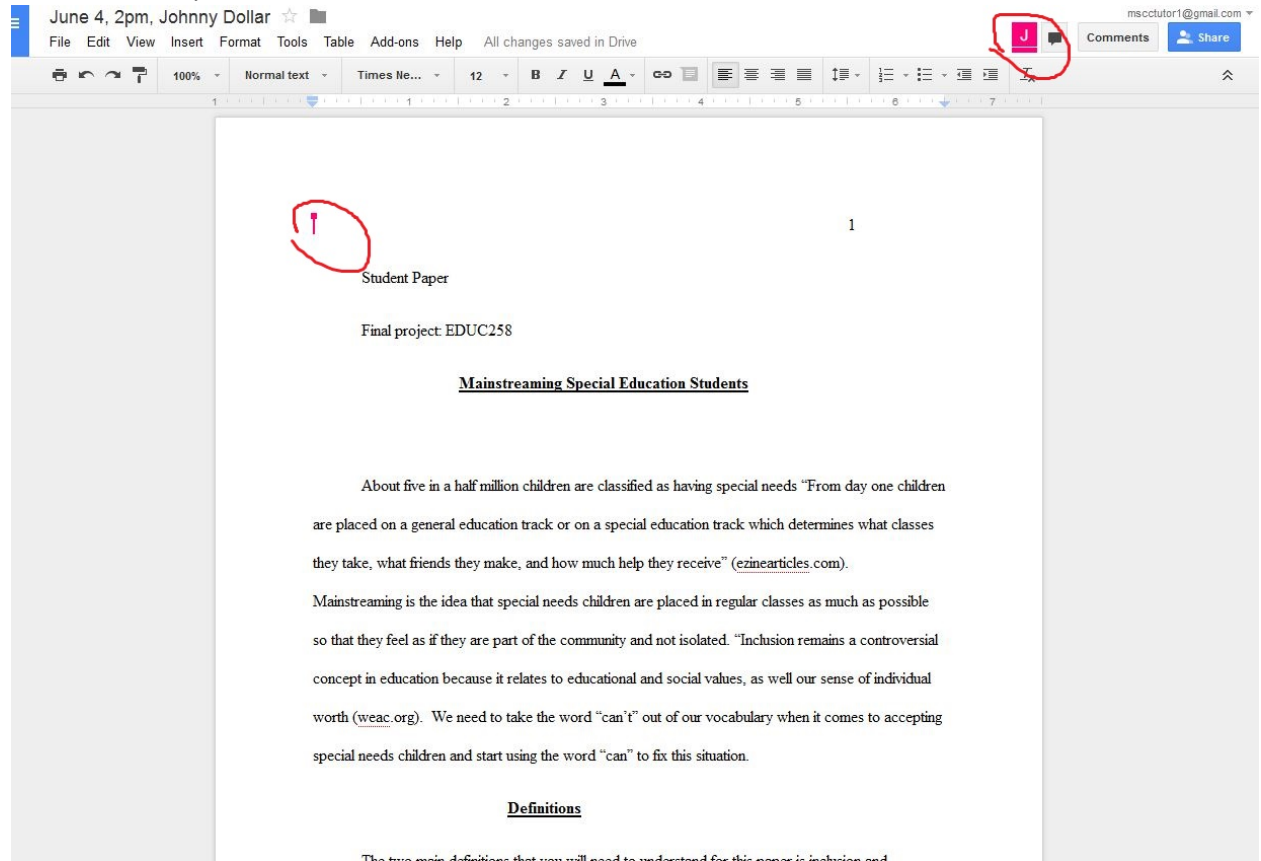
5. Your tutor may then begin entering comments or using the Chat features in Google Docs or in Skype. To open up the chat function of the Google Doc, please click the chat button at the top of the Google Doc. You will then see the chat window appear below. When you enter the chat, you will see your name appear in the chat window.
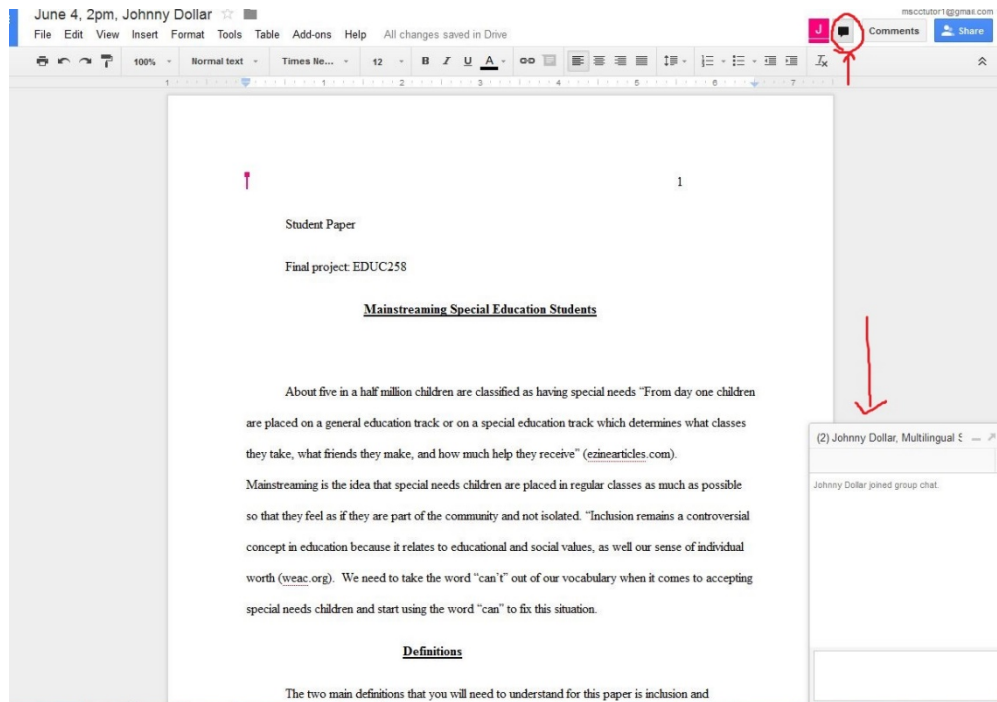
Step 4: Organize the screen

The last step is to organize the screen so that it is set up with your document in Google Docs and the audio/video chat from Skype. This screen shows the audio/video chat box minimized and the document screen up.

    a. Hint: You can bring two windows easily side by side in Windows by selecting one of the windows and hitting the Windows key + the left arrow key to move a window to the left of the screen, and the Windows key + right arrow key to move the window to the right of the screen. You can move the video wherever you would like (the top left of the screen or bottom right are good options).