

# UGF Writing & Critical Thinking Center

## Online Consultation Directions

### To make an appointment:

1. Navigate to <https://ugf.mywconline.com/>. You can also find the link to our scheduler by going to the university homepage [www.ugf.edu](http://www.ugf.edu) and then selecting on Academics→Academic Support Centers. The first time you visit our online scheduler, you will have to click “register” and create an account. You must use your UGF student email address to create this account.
2. Once you have created an account and logged in, ensure that you select “Writing & Critical Thinking Center” from the dropdown menu at the top of the schedule.
3. Any white box on the schedule is an open appointment. Click on one and fill out the required information in the box which pops up. Choose “Yes—meet online” from the appropriate dropdown menu. Be sure to click “save” at the bottom of the box to finish making your appointment.

**IMPORTANT NOTE: Appointment times are for the Mountain Time zone.**

4. If you do not see a separate window appear after clicking on available appointment, ensure your pop-up blocker is disabled; you should also minimize and check behind your internet browser window as sometimes the box appears there.

### To begin your online appointment:

1. Log back on to <https://ugf.mywconline.com/>.
2. Click on the colored box that represents the online appointment you booked.
3. A new window will open up. If it does not, follow the steps in Step 4 above.
4. A few minutes before your appointment, click the link in that window that reads “Start or Join Online Consultation.”
5. The online tutoring platform will open. You should see a whiteboard space that contains text explaining the different tools available to you during the consultation. To the right of the whiteboard, you should see a chat space which you can use to converse with your consultant.
6. In order to upload your paper, find the image of two arrows above the chat space. Click on these arrows to upload your Word or plain-text document.

7. If you and your consultant wish to try the audio/video chat function, click the link below the chat space that reads “Start video/audio chat.” A new window will open up. Click “connect” and “start publishing.” The platform will then seek permission to access your computer’s webcam and microphone. Click “allow.” You should see both yourself and your tutor. NOTE: We have had only limited success using the video/audio function. You should be prepared to conduct your conversation exclusively through the chat box if necessary.

**If you encounter any difficulties in setting up your online appointment, please email or call the Writing & Critical Thinking Center:**

[writingcenter@ugf.edu](mailto:writingcenter@ugf.edu)

406.791.5365