

Drop Box Appointment Guide for Clients

How Drop Box Appointments Work:

The WMC's Drop Box Consultations are conducted through WOnline. All Drop Box consultations are asynchronous, meaning the tutor and student are not simultaneously present. Instead, clients upload their documents by the beginning of their selected appointment time. The consultant provides feedback for as much of the document as the appointment time permits and sends the document back to the client at the end of the scheduled appointment.

1. Log into your WOnline account or register for an account.
2. Create an Online Drop Box appointment by selecting (**Online SS20 - Drop Box**) from the drop list and select your time. The white spaces are available Drop Box appointment slots and blue means there is an appointment scheduled.
3. Once you have selected the appointment time you would like, enter your information into the pop-up screen.
4. At the bottom of the pop-up screen, attach all relevant files you would like your consultant to review and provide feedback on. Click **“Create an Appointment.”**

 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1 <input type="button" value="Choose File"/> No file chosen	Document Title <input type="text"/>	Notify Client?  No 
File #2 <input type="button" value="Choose File"/> No file chosen	Document Title <input type="text"/>	Notify Client?  No 
File #3 <input type="button" value="Choose File"/> No file chosen	Document Title <input type="text"/>	Notify Client?  No 

5. The appointment you have successfully scheduled will appear in red. If you click into your appointment, you will see a message that gives directions for how you will know when your paper is ready.

WELCOME, CAROLYN ▾												
March 23 - March 29, 2020 Online SS20 - Drop B												
NEXT WEEK ▶												
Limit to: -- please select --												
Mar. 23: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Sara Wadle <small>DROP BOX TUTORING ONLY</small>												
Haley Spengler <small>DROP BOX TUTORING ONLY</small>												
Ashley Rolf <small>DROP BOX TUTORING ONLY</small>												
Sarah Jones <small>DROP BOX TUTORING ONLY</small>												
Jordan Schroeder <small>DROP BOX TUTORING ONLY</small>												

MEET TUTOR ONLINE? DROP BOX TUTORING

If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

- Once your appointment time has concluded, you will receive an email containing the attachment with feedback.
- You can also find the attachment with feedback for download in WOnline.
- To do this, back into your appointment and click **“Download Attached File”** at the bottom of the screen. You will now have your document with feedback from your consultant.

File Attachment
[Download Attached File](#) | Uploaded: March 18, 2020 9:46am by Carolyn Gonzalez [X]

 **This schedule supports file attachments.** To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW

EDIT APPOINTMENT

CANCEL APPOINTMENT

Email client notice of cancelation?

Note: While your consultant will strive to offer as complete of feedback as time permits, you may not be able to get feedback on the entire paper. Consultants are here to provide substantive feedback and not line edits.