

Making Appointments with WCONLINE



INFORMATION COMMONS

University of South Florida Sarasota-Manatee • 8350 N. Tamiami Trail • Sarasota, FL 34243
(941) 359-4225 • www.usfsm.edu

Making Appointments with WCONLINE

WCONLINE is a convenient way to make tutoring and other appointments in the Information Commons. To get started, [go to the WCONLINE scheduler](http://www.usfsm.mywconline.com) [www.usfsm.mywconline.com].

Create an Account

First time users should click on the link that says “Click here to register.”

WC University of South Florida x

← → ↻ <https://usfsm.mywconline.com> ☆ ☰

USF UNIVERSITY OF SOUTH FLORIDA
SARASOTA-MANATEE

**University of South Florida
Sarasota–Manatee**

First visit: [Click here to register.](#) ←
Returning: Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:
Spring 2014 Writing (LSS) ▾

Check box to stay logged in: ?

Having trouble logging in?
[Click here to reset your password.](#)

Using screen reader software?
[Click here for the text-only scheduler.](#)

Attention: You can now make same day library, writing and math appointments for most consultations.

To get started, register for an account by clicking the link to the left. Having trouble registering? Please call the Information Commons desk at 941-359-4225.

The Information Commons is staffed with librarians, learning support faculty, tutors, and technology support specialists. Together they provide workshops and individual assistance in reference and research assistance, tutoring in writing, math and other subject areas, and support with E-learning, hardware and software. Having trouble making an appointment? Please call the Information Commons at 941-359-4225.

» www.usfsm.edu/infocommons/

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Figure 1: Creating a WCONLINE Account

You must create a new account to register for an appointment. Complete all of the required fields like you would for any web service. Only students are required to enter their U-Number, graduation year and major (staff and faculty may enter “n/a” in these fields).

When you are finished filling out the registration form select “REGISTER” at the bottom of the page.

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Create a New Account

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Telephone Number:	<input type="text"/>	*
Standing:	-- please select --	*
U-Number:	<input type="text"/>	*
Graduation Year:	<input type="text"/>	*
Major:	<input type="text"/>	*
Password:	<input type="password"/>	*
Re-Enter Password:	<input type="password"/>	*

Figure 2: New Account Registration Screen

Log In and Select Your Schedule

Once you have selected “REGISTER,” you will be sent back to the login screen. Enter your email address and password. From the drop down menu, located under password field, select the schedule you would like to view. Once selected, click “LOG IN.”

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Figure 3: Log In Window and Schedule Selection

Once you log in you will see your selected schedule. To switch between available schedules, use the drop down menu located towards the top of the page.

WELCOME ANTHONY! ▾

SCHEDULE May 13 – May 19: Summer 2014 Accounting (LSS)

PREV WEEK | CURRENT WEEK | NEXT WEEK

Day	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
May 13: TUESDAY								
All Finn	[Dark Blue Bar]							
May 14: WEDNESDAY								
All Finn	[Dark Blue Bar]							
May 15: THURSDAY								
All Finn					[Dark Blue Bar]			

Figure 4: Schedule View

Schedule an Appointment

Timeslots are organized by day and staff person. White boxes indicate available times, colored boxes indicate times that are unavailable. To make an appointment, click on the timeslot box for the date, time, and person you want to make your appointment with.

The screenshot shows a web browser window with the URL <https://usfsm.myworkonline.com/schedule.php?scheduleid=sc1536a791e95339&date=05-13-2014>. The page header includes the USF University of South Florida Sarasota-Manatee logo and a navigation bar with "WELCOME ANTHONY!", "SCHEDULE", "May 13 - May 19:", and "Summer 2014 Accounting (LSS)". Below the header is a navigation bar with "PREV WEEK", "CURRENT WEEK", and "NEXT WEEK" buttons. The main content area displays a calendar grid for May 13, 14, and 15, 2014. The grid shows timeslots from 11:00am to 6:00pm for each day. The staff person "Ali Finn" is listed for each day. A red circle highlights the 11:00am timeslot on Thursday, May 15th, with an arrow pointing to it and the text "*click*" below.

Day	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
May 13: TUESDAY								
Ali Finn								
May 14: WEDNESDAY								
Ali Finn								
May 15: THURSDAY								
Ali Finn								

Figure 5: Selecting a Timeslot

When you click on your desired timeslot, a pop up will appear. At the top you will find information relating to the staff person you are scheduling to see, as well as other relevant details. Below are spaces for you to set the length of the appointment and to provide details regarding what you need help with. Please complete all of the required fields.

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https://usfsm.mywconline.com/reserve.php?type=r&machid=sc152164bf2bc590&ts=140013...

Ali Finn

Fill out the form below in order to save this appointment. Questions marked with a * are required.

Email: alicefinn@mail.usf.edu
Location: B222 and Cubicle C263
Appointment Limits: Appointments must be between 0 hours and 2 hours in length.

Time: REPEAT APPT. Thursday, May 15: 11:00am to 11:30am

Client: Search: Select: Spall, Anthony

Course: *

Instructor: *

What would you like to work on in your appointment: *

[SAVE APPOINTMENT](#) [CLOSE WINDOW](#)

Figure 6: Appointment Details Window

Once you enter all the required information, select “SAVE APPOINTMENT.”

After you saved your appointment details you will receive a message stating that your appointment has been successfully made. If relevant, you will also be presented with the opportunity to attach a file to your appointment. This is important if, for example, you are making an eTutoring appointment with a writing consultant (if you are not ready to attach a file at the time you make your appointment, you may do so later).

Attaching Files and Modifying/Canceling Appointments

You can add files to your appointments, modify the information you provided, and cancel appointments at any time from the schedule view. You're scheduled appointments will appear in yellow - simply click the timeslot to make changes or cancel.

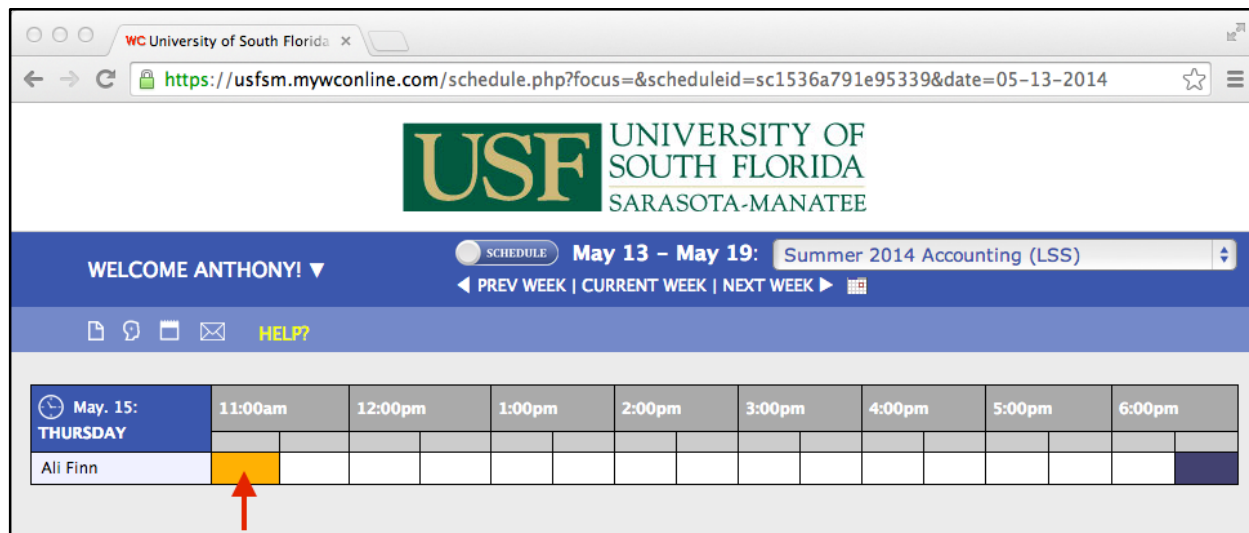


Figure 7: Scheduled Appointment

If it enabled for the schedule that you are viewing, you can attach files to your appointments by clicking the yellow folder icon underneath your name towards the top of the page.

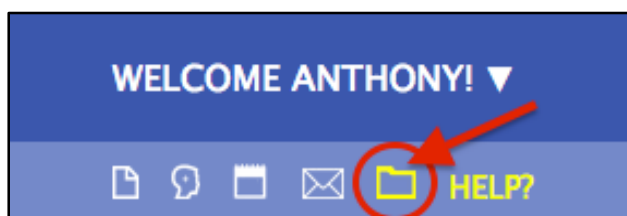


Figure 8: File Attachment Icon

Getting Help

If you have any questions or trouble making an appointment please contact Learning Support Services or the Information Commons Academic Resource Desk (we will be happy to help!).

Information Commons

2nd Floor Main Rotunda
941-359-4225

Learning Support Services

Room B222
941-359-4323
sbs2@sar.usf.edu