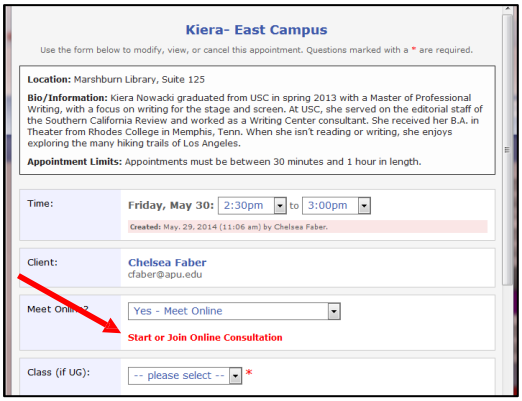
Participating in Online Appointments

• APU Writing Center • (626)815-6000 ext.3141 • apu.edu/writingcenter • apu.mywconline.com •

- A few minutes before your scheduled appointment time, go to apu.mywconline.com, enter your email address and password, select the appropriate schedule from the dropdown, and click “Log In.” Once logged in, click on your yellow appointment box.

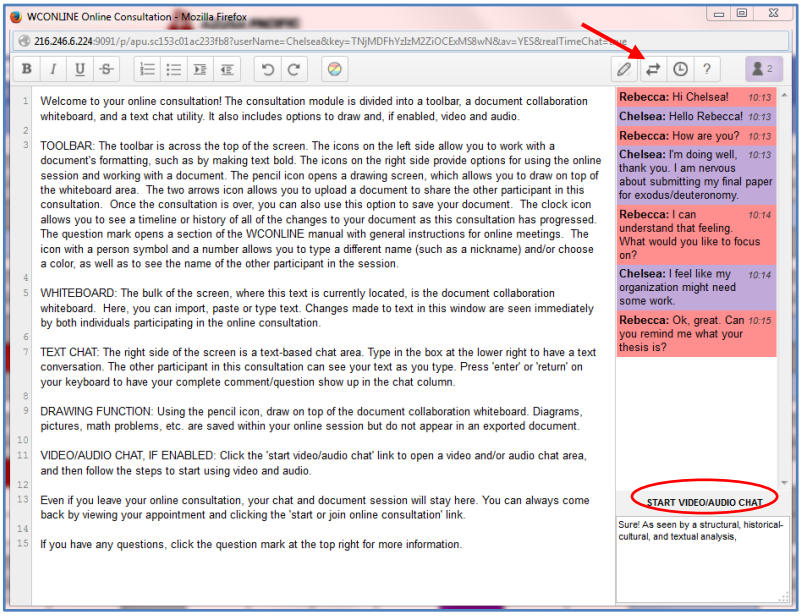


- In the middle of the appointment pop-up box, click on “Start or Join Online Consultation.”

- You have joined your online session! Your writing coach will be in the chat window on the right-hand side of the screen. The whiteboard is on the left-hand side.

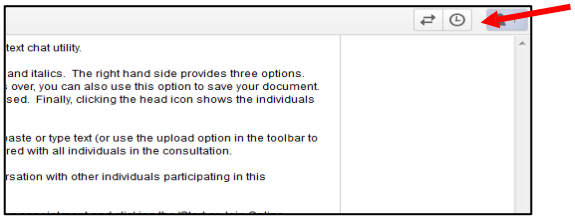
- If you did not upload your paper when scheduling your appointment, you can upload it now. Either copy and paste the text from your word processor onto the whiteboard, or click on the arrows in the top right-hand corner of the screen. If using the arrows, click “browse,” find your paper on your computer, then select “import now.”

- Since talking is faster than typing, if you and your coach choose, you can speak by clicking on “Start Video/ Audio Chat” in the bottom right-hand corner. In the pop-up window, click on “Connect,” “Start Publishing,” and then “Allow.”



- Half hour appointments will end at 25 minutes and hour-long appointments will end at 50 minutes so that Writing coaches will have time to fill out your client report form with next steps for your writing process and email it to you.

- Your entire session will be saved for you. To view the session after your appointment, go back to your appointment time, click “Start or Join Online Consultation,” then select the clock symbol at the top right corner of the page.



Need assistance? Contact the Writing Center at (626) 815-6000 ext. 3141 or email writingcenterstaff@apu.edu.