**CAP Writing Studios Tutoring and WCONLINE Account Information**

**Register for a WCONLINE Account**

Visit [https://uis.mywconline.net](https://uis.mywconline.net/) Create a login and a password by clicking on ‘Register for an account.’ Complete the registration form using your UIS email address, click ‘Register,’ and you will have successfully registered for a WCONLINE account. You can now log in from the home page.

**Choose a Tutor**

Our tutors have completed their first-year writing requirement for the Honors Program and excelled in their writing-intensive courses. To view the tutor’s bio, simply click on their name on the scheduler. This will allow you to view important information such as their class standing, major, how long they have been tutoring, as well as their modality (online or in-person).

**Make an Appointment with a CAP Studios Tutor**

Locate the date and time you would like to schedule an appointment based on the current semester and year (i.e. ‘Fall 2023 Schedule’). You can select different weeks or use the calendar icon at the top of the page to find an appointment time in the future. Be sure to save (copy and paste or screenshot) your tutor’s Zoom information (link and/or meeting ID and password), which is located in the gray box along with their bio. You will need this information to join your tutoring appointment.

You can schedule a half hour or full hour appointment. Please note that hour-long appointments are recommended for longer essays (5 double-spaced pages and up).

You will be required to book an appointment at least 24 hours in advance!

In order to book an appointment, you will need to provide us with the following information:

* Your Name
* Course
* Instructor
* Assignment and Guidelines

You will also be required to upload a copy of your essay and the assignment sheet.

CAP Studios tutoring schedule is color coded as follows:

* White slot = open
* Yellow slot= my appointment
* Blue slot = other appointments
* Indigo slot = not available

**Modify or Cancel Your Existing Appointment**

Locate your existing appointment specified by a yellow ‘My Appts.’ square on the schedule grid and click on it. Or, you can select the appointment from ‘My Appointments’ under the ‘Welcome’ menu on the upper left. This will allow you to modify or cancel your appointment.

When canceling an appointment, please try to do so as early as possible, ideally 24 hours in advance.

**In-Person Tutoring**

Most tutors are online, but the CAP Writing Tutor Teaching Assistant will have some in-person tutoring hours. Before booking an in-person appointment, make sure you do not select online in the appointment modality and ensure it is scheduled within their in-person hours located above their Zoom meeting information.

**Online Tutoring**

In order to provide students with wide availability, our CAP Peer Tutors offer exclusively online tutoring sessions via Zoom. Below, you will find instructions on how to join your Zoom meetings.

**Preparing for Your Upcoming Appointment**

Before you start your Zoom tutoring appointment, please have your essay and assignment sheet ready for your tutor. Please note that your tutor will ask you to share the document(s) using the screen share option and/or other programs like Google Docs.

**Zoom Etiquette**

Zoom tutoring sessions can be disrupted by several different environmental or situational variables. Here are some suggestions for minimizing such distractions:

* Find a quiet space
* Keep background noise to a minimum
* Mute your microphone when you are not speaking
* Avoid activities that could create additional noise (e.g. unnecessary typing, shuffling papers, etc.)
* Keep your camera at eye-level
* Turn off your computer notifications and close all background apps

**Please keep your video on for the entire duration of your tutoring session**. CAP Studio tutors aim to provide personalized and professional assistance to all students, which is maximized when video-sharing capabilities are enabled.

**Join Your Online Appointment Session**

To join your online session with your CAP Studios tutor, log in to your UIS Zoom account. Enter the meeting ID and password provided by your tutor OR the Zoom link to start your appointment (remember this information is available in the tutor’s bio on WCONLINE).

CAP Studio appointments are synchronous, which means you and your tutor will work together, at the same time, via Zoom. During your Zoom tutoring appointment, you and your tutor can use a text chat, the document-sharing whiteboard area, the screen share option, as well as audio and video to work on your assignment.

**Client Report Forms**

You will receive a copy of your session notes, also known as a client report form, shortly after completing your CAP Studios appointment. Students enrolled in CAP 111 and CAP 115 will need to submit these forms to their instructors as proof of attendance for each of their writing projects. You will receive a copy of your client report form in your UIS email from [noreply@mywconlne.com](mailto:noreply@mywconlne.com).

**CAP Studios Feedback Survey**

An anonymous survey will be emailed to you after you have completed your tutoring appointment. Please tell us about your experience so that we can best support you in the future and improve our services.

**Need Help?**

If you need help using WCONLINE or have questions about CAP Studios, you can always email Dr. Marc Klingshirn at [mklin2@uis.edu](mailto:mklin2@uis.edu).