

# DISTANCE AND ONLINE APPOINTMENTS WITH THE CAC IN THREE EASY STEPS!



# 1. Create an account in <https://uvic.mywconline.com/>

## The Centre for Academic Communication (the CAC)

*formerly The Writing Centre*

University of Victoria Library, Academic Help Hall, Room 135J-M

### The Centre for Academic Communication

You have successfully logged out of the system.

First visit? Register for an account.

Returning? Log in below.

pal1@uvic.ca

.....

#### AVAILABLE SCHEDULES

- Get written feedback
- Meet online for real-time feedback

Our [summer appointment schedule](#) includes two options:

#### 1. Get written feedback

- Select an available space
- Attach a **Word document** to your appointment form
- **Wait for confirmation** that we have reviewed and offered written feedback (by 7pm on appointment date)

#### 2. Meet online

- Select an available space
- **Note** what you would like to work on
- **A few minutes before your appointment, click on your tutor's Zoom link**

### Welcome to the CAC!

*Our tutors can help with academic reading, writing, speaking, presentations, and understanding assignment instructions and academic expectations.*

[Check out our website](#) for more information about the CAC



2. Enter your email and password, select the “Get Written Feedback” or “Meet Online” schedule, and log in

## The Centre for Academic Communication

You have successfully logged out of the system.

First visit? [Register for an account.](#)  
Returning? [Log in below.](#)

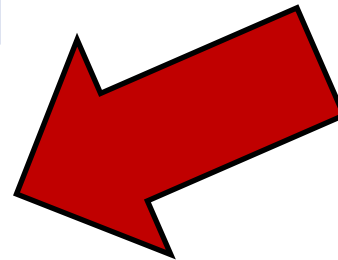
### AVAILABLE SCHEDULES

- Get written feedback**
- Meet online for real-time feedback

Check box to **stay logged in:**  [?](#)

LOG IN

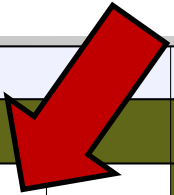
Having trouble logging in?  
[Reset your password.](#)



FOR WRITTEN FEEDBACK



3a. For written feedback, book with the tutor of your choice by clicking on one of the white spaces.



May 19: Tuesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Emily  ETUTORING ONLY							
Nancy  ETUTORING ONLY							

May 20: Wednesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Emily  ETUTORING ONLY							
Gillian  ETUTORING ONLY							
Kaveh  ETUTORING ONLY							

May 21: Thursday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Gillian  ETUTORING ONLY							
Nancy  ETUTORING ONLY							



# 3b. Either attach your assignment and its instructions right away....

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

What course are you visiting us for? \*


Economics ▼




What would you like to work on today? \*

225 research paper quoting and paraphrasing



What are 2-3 of your main concerns with this assignment? (check all that apply) \*

- thesis statement and introduction
- paragraph organization and flow
- strength of conclusion
- sentence clarity (grammar & punctuation)
- vocabulary (word choice and form)
- strength of support and evidence
- smooth integration of quotations and paraphrasing
- for other concerns please leave a note to your tutor at the top of your assignment or use "comments" in Word to ask questions

 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 2MB or less and in one of the following formats: .docx; .doc;

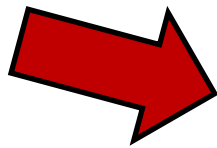
<b>File #1</b> Choose File No fil...hosen	<b>Document Title</b> 	<b>Notify Client?</b>  No ▼
<b>File #2</b> Choose File No fil...hosen	<b>Document Title</b> 	<b>Notify Client?</b>  No ▼
<b>File #3</b> Choose File No fil...hosen	<b>Document Title</b> 	<b>Notify Client?</b>  No ▼

**ADMINISTRATIVE OPTIONS**

Walk-In/Drop-In  | Missed  | Placeholder   | Email Client?  

CREATE APPOINTMENT

CLOSE WINDOW



# 3b. Or remember to return later and attach your documents by clicking on “EDIT APPOINTMENT”

**Appointment Date**  
Thursday, May 21, 2020  
10:30am to 11:00am [MARK MISSED]

**Staff or Resource**  
Gillian

**ETUTORING**  
CREATED: May 16, 2020 9:47pm by Gillian Saunders  
LAST EDITED: May 16, 2020 9:54pm

**Post-Session Client Report Forms**  
[Add New](#)

**MEET ONLINE? ETUTORING**

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.

**What course are you visiting us for?**  
Economics

**What would you like to work on today?**  
225 research paper quoting and paraphrasing

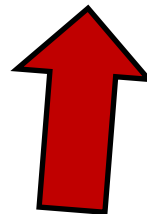
**What are 2-3 of your main concerns with this assignment?**  
thesis statement and introduction; sentence clarity (grammar & punctuation); vocabulary (word choice and form); strength of support and evidence; smooth integration of quotations and paraphrasing;

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

CLOSE WINDOW

EDIT APPOINTMENT

CANCEL APPOINTMENT



### 3c. Wait for feedback via wconline.

- Feedback is returned the same day, in the order appointments are booked, by 7pm at the latest.
- You will receive an email notification that your assignment has been reviewed and the tutor has attached the reviewed document with feedback in wconline.
- Please use a gmail.com or uvic.ca address to create your account; older addresses using hotmail, yahoo, etc. do not always receive notifications from wconline.
- If you have any questions or difficulty booking, or have not received your feedback by the time you expected it, please email us!





# FOR REAL-TIME APPOINTMENTS



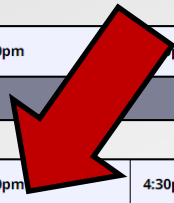
# 3a. For real time appointments, book the time you would like to meet your tutor...

For real-time appointments, 1) select an available space, 2) click on your tutor's Zoom link at the time of your appointment and wait to be admitted.

**Nancy's Zoom**   **Gillian's Zoom**   **Kaveh's Zoom**   **Emily's Zoom**  
**Madeline's Zoom**

Questions about getting written feedback? More information is available [here](#).

Sep. 16: Wednesday	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm
Nancy ↗	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Sep. 17: Thursday	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm
Gillian ↗	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Sep. 20: Sunday	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm
Emily ↗	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Sep. 21: Monday	8:30am	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm
Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available





Questions? Contact us:

Nancy: [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca)

Madeline: [cacpc@uvic.ca](mailto:cacpc@uvic.ca)

Gillian: [eal1@uvic.ca](mailto:eal1@uvic.ca)

Kaveh: [eal2@uvic.ca](mailto:eal2@uvic.ca)

Emily: [caceal4@uvic.ca](mailto:caceal4@uvic.ca)

