Creating an Appointment with WC Online in 5 Simple Steps (or less)

	1. Which Calendar do you need?							
WELCOME ASHLEY	7	September 28 – PREV WEEK CURR	October 4 GQ Fall '15 RENT WEEK NEXT WEEK ►	2. What are you				
🖂 🗀 🖌 HELP?		Limit to: show	/ all		coming in for?			
Sep. 28: M NDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm 2:00pm			
Karen								
Sep. 29: TUESDAY	2;00am	10:00am	11:00am	12:00pm	1:00pm 2:00pm			
Luyao								
Sep. 30: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm 2:00pm			
Steven								
Oct. 1: THURSDAY	9:00am	1, 10am	11:00am	12:00pm	1:00pm 2:00pm			
Ashley								
Karen								
3. Choose a T Create an Ap	ime and pointment	4 Ap	Attaching Files pointment (Op	to Your tional)	5. Confirm Your Appointment is Made			

1. Choosing a Calendar

WELCOME ASHLEY	September	28 – Octo	Der 4 GQ I EK NEXT WEI	Fall '15 Consulta	tions				
🖂 🗖 🖌 нецру	Limit to:	- show all		-					
Sep. 28: MONDAY 9-00am Karen	10:0	JC	RC	irac	ISu	cce	SS		
C Sep. 30: WEDNESDAY 9:00am	10:0	Sept ⊲ PRE	ember : V WEEK	21 – Sept CURRENT W	ember 27 EEK NEXT	GQ Fall	'15 Consul	tations shops Fall	• '15
Steven		Limi	t to:	show all		GQ Fall	15 Consult	tations	
Oct. 1: THURSDAY 9:00am	10:0					GWC Fa	ll'15 Consu	ltations	
Ashley	10:	:00am		11:00am		12:00pm		1:00pm	
Karen									
GQ = GradQuant GWC = Writing Center	10:	:00am		11:00am		12:00pm		1:00pm	

a. Choose whether you are looking for a Workshop or Consultation b. Choose the correct Quarter (Fall, Winter, Spring, or Summer) Note: Calendars will become available for future Quarters by Week 10 of the current Quarter

2. Tell Us Why You Are Coming In

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WELCOME ASHLEY V September 28 - October 4 4 PREV WEEK CURRENT WEEK NE				GQ Fall '15 Consultations ■ NEXT WEEK ► 10	
		Limit to: show al	1	· · · · · · · · · · · · · · · · · · ·	
Sep. 28: MONDAY	9:00am	10:00am	11:00	September 28 - October 4 GQ Fall '15 Consultations	
Karen					
<u> </u>	9:00am	10:00pm	11:00	Limit to: Basic Statistics	
Sep. 29: TUESDAY	S.Ooani	10.00am	11.01	show all	
Luyao				10:00am Advanced Statistics 12:00pm	
	9:00am	10:00am	11:00	Basic Statistics	
Sep. 30: WEDNESDAT			_	Code Debugging	
Steven				Data Mining and Machine Learning	
Oct. 1: THURSDAY	9:00am	10:00am	11:00	Database Management	
A shires				Excel	
Karen				Experimental Design	
	1 1	-11		10:00am Non-Parametric Testing 12:00pm	
				Probability Theory	
Note: This i	is importa	nt because	e it	10:00am Programming 12:00pm	
will assure	that you s	ign up witł	า	R	-
a consultan	it who car	address		SAS	
your specifi	ic issue.			SPSS	

3. Choose a Time UCR GradSuccess

WELCOME ASHLEY	WELCOME ASHLEY ▼ September 28 - October 4 GQ Fall '15 Consultations •							
🖂 🗀 🖌 Help	7	Limit to: Basic Stat	istics	•				
Sep. 28: MONDAY	Sep. 28: MONDAY 9:00am		11:00am	12:00pm	1:00pm	2:00pm		
Karen								
Fill out the for	m below in order to save	Karen this appointment. Questions marked with a	• are required.	12:00pm	1:00pm	2:00pm		
Location: LSFC 1425 Appointment Limits:	Appointments must be	between 30 minutes and 1 hour in length	ı.	2:00pm	1:00pm	2:00pm		
(Time:	Time: Monday, September 28: 11:00am • to 11:30am •				1:00pm	2:00pm		
What would you like to focus on in your consultation?								
Appointment Focus:	Basic Statistics	* NTMENT CLOSE WINDOW	Choose an available time (White = available) Double click on the time you want and an appointment box will pop up in another window.					

3. Continued... Create an Appointment

	Karen			
Fill out the fo	rm below in order to save this appointment. Questions marked with a * are requ	ired.		
Location: LSFC 1425				
Appointment Limits:	Appointments must be between 30 minutes and 1 hour in length.			
		Fill out the for	Karen	s marked with a * are required.
Time:	Monday, September 28: 11:00am • to 11:30am •	Appointment Limits: v	upport the between 30 minutes and 3	1 hour in length.
What would you like to focus on in		Time:	Monday, September 28: 11:00am 🔹 tr	9:30am
your consultation?		What would you like to focus on in your consultation?		10:00am 10:30am 11:00am
	*	Annointment		11:30am 12:00pm 12:30pm
Appointment	Pagia Chatistica	Focus:	Basic Statistics	1:00pm
Focus:			SAVE APPOINTMENT CLOSE WIN	0 2:00pm
				2:30pm 3:00pm
	SAVE APPOINTMENT CLOSE WINDOW			

Choose an **appointment duration** using the dropdown menu. You can have the appointment last 20 minutes (30 minute increment on WC Online) or 50 minutes (1 hour increment on WC Online).

3. Continued... Create an Appointment

Fill out the fe	Karen	estions marked with a * are r	equired.			
Location: LSFC 1425 Appointment Limits:	Appointments must be between 30 minut	What would you				
Time:	Monday, September 28: 11:00a	like to focus on in your consultation?	e.g.: Conducting <u>ANOVA</u> with study data			
What would you like to focus on in your consultation?		Appointment Focus:	Basic Statistics			
Appointment Focus:	Basic Statistics • *		SAVE APPOINTMENT CLOSE WINDOW			
	SAVE APPOINTMENT CLOSE	WINDOW				

Let us know what the **appointment focus** will be. This will give your consultant and idea of what you are hoping to gain help with.

4. Attaching Files to an Appointment

Your appointn	nent was successfully added on the following dat	te: September 28, 2015.
lf you would lik	e to attach a file to this appointment, click here.	
To add a file to your then select the file. D following formats: . Appointment:	Attach a File appointment, select the appropriate appointment from the list below and cournents cannot be over JNB in size and must be in one of the loc, docx, numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.	One option is to immediately
Attach File:	Browse No file selected.	attach a file when you create the appointment.
Document Title:		
	UPLOAD FILE CLOSE WINDOW	

4. Continued... Attaching Files to an Appointment UCR GradSuccess

WELCOME ASHLEY V September 28 - October 4 GQ Fall '15 Consultations APREV WEEK CURRENT WEEK NEXT								
🖂 🗋 🖌 HELP?		Limit to: Basic Stati	•					
🤆 Ser 28: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm		
Karen								
	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm		
To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over JMB in size and must be in one of the following formats:.doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx. Appointment: Attach File: Browse No file selected.				2:00pm	2:00pm 1:00pm 2:00pm 2:00pm 1:00pm 2:00pm 2:00pm 1:00pm 2:00pm			
Document Title:	UPLOAD	FILE CLOSE WINDOW		Your s file at consu clickin	econd opti any point k Itation by log g the Yello	on is to attach before your ogging in and w folder icon.		

5. Confirm Your Appointment

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WELCOME ASHLEY V September 28 - October 4 GQ Fall 115 Consultations -											
🖂 🗀 🖌 HELP?		Limit to: Ba	sic Statistics	;	•						
Sep. 28: MONDAY	9:00am	10:00am 1		11:00am		12:00pm		1:00pm		2:00pm	
Karen											
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Sep. 30: WEDNESDAY	9:00am	10:00am		11:00am		12:00pm		1:00pm		2:00pm	
🕒 Oct. 1: THURSDAY	9:00am	10:00am		11:00am		1 :00pm		1:00pm		2:00pm	
Ashley											
Karen											

Successfully created appointments show up in GOLD.