

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

The screenshot shows the UCR GradSuccess calendar interface. At the top, it says "WELCOME ASHLEY" and "September 28 - October 4". A dropdown menu is set to "GQ Fall '15 Consultations". Below this is a "Limit to: -- show all --" dropdown. The calendar grid shows days from Monday to Thursday with time slots from 9:00am to 2:00pm. Callouts are as follows:

- 1. Which Calendar do you need? (points to the calendar dropdown)
- 2. What are you coming in for? (points to the "Limit to" dropdown)
- 3. Choose a Time and Create an Appointment (points to a time slot in the calendar)
- 4. Attaching Files to Your Appointment (Optional) (points to a calendar cell)
- 5. Confirm Your Appointment is Made (points to a calendar cell)

1. Choosing a Calendar

This screenshot shows the "1. Choosing a Calendar" step. The calendar dropdown menu is open, showing options: "GQ Fall '15 Consultations", "GradSuccess Workshops Fall '15", "GQ Fall '15 Consultations", and "GWC Fall'15 Consultations". A legend at the bottom left defines the abbreviations:

GQ = GradQuant
GWC = Writing Center

- 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



Note: This is important because it will assure that you sign up with a consultant who can address your specific issue.

3. Choose a Time



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

Location: LSFC 1425
Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Monday, September 28: 11:00am to 11:30am

What would you like to focus on in your consultation?

Appointment Focus: Basic Statistics *

SAVE APPOINTMENT CLOSE WINDOW

Karen

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

Location: LSFC 1425
Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Monday, September 28: 11:00am to 12:00pm

What would you like to focus on in your consultation?

Appointment Focus: Basic Statistics *

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

Karen

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

Location: LSFC 1425
Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Monday, September 28: 11:00am

What would you like to focus on in your consultation?

Appointment Focus: Basic Statistics *

SAVE APPOINTMENT CLOSE WINDOW

Karen

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

Location: LSFC 1425
Appointment Limits: Appointments must be between 30 minutes and 1 hour in length.

Time: Monday, September 28: 11:00am

What would you like to focus on in your consultation? e.g.: Conducting ANOVA with study data

Appointment Focus: Basic Statistics *

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



Success!

Your appointment was successfully added on the following date: September 28, 2015.

If you would like to attach a file to this appointment, [click here](#).



Attach a File

To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over 1MB in size and must be in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

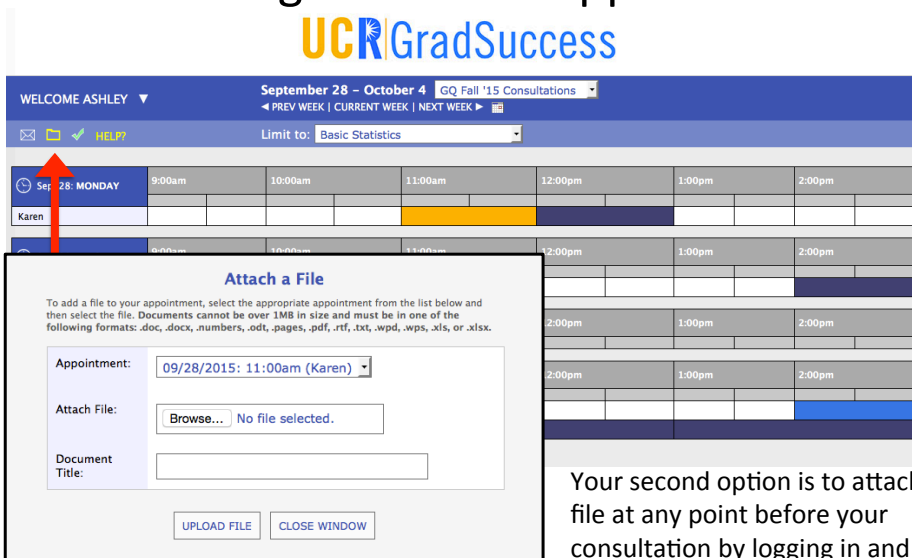
Appointment:

Attach File: No file selected.

Document Title:

One option is to immediately attach a file when you create the appointment.

4. Continued... Attaching Files to an Appointment



UCR GradSuccess

WELCOME ASHLEY ▾ September 28 - October 4 GQ Fall '15 Consultations ▾
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

Limit to: Basic Statistics ▾

SEP 28: MONDAY 9:00am 10:00am 11:00am 12:00pm 1:00pm 2:00pm

Karen

Attach a File

To add a file to your appointment, select the appropriate appointment from the list below and then select the file. Documents cannot be over 1MB 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: No file selected.

Document Title:

Your second option is to attach a file at any point before your consultation by logging in and clicking the Yellow folder icon.

5. Confirm Your Appointment



WELCOME ASHLEY ▾ September 28 – October 4 GQ Fall '15 Consultations
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

✉ 📁 ✓ HELP? Limit to: Basic Statistics ▾

	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Sep. 28: MONDAY						
Karen						
Sep. 29: TUESDAY						
Luyao						
Sep. 30: WEDNESDAY						
Oct. 1: THURSDAY						
Ashley						
Karen						

Successfully created appointments show up in GOLD.