

Learning Skills Services 2016-On-Line Appointment Booking Steps

yorku.mywconline.net

- 1) To book a one-on-one appointment to see a Learning Skills Specialist, go to: <https://yorku.mywconline.net/>. Available times are posted weekly and you may only book one appointment at a time.

The screenshot shows a web browser window with the URL <https://yorku.mywconline.net>. The page features the York University logo at the top center. Below the logo, there is a main content area with a light blue background. On the left side of this area, there is a white box containing the following text and form elements:

- Learning Skills Services, York University**
- First visit?** Register for an account.
- Returning?** Log in below.
- EMAIL ADDRESS:** [Text input field]
- PASSWORD:** [Text input field]
- CHOOSE A SCHEDULE:** Learning Skills Services *
- Check box to stay logged in: [icon]
- LOG IN** button
- Having trouble logging in?** Reset your password.
- Using screen reader software?** Access the text-only scheduler.

On the right side of the main content area, there is a white box with the text: "Welcome to WCONLINE! To get started, register for an account by clicking the link to the left."

Below the main content area, there is a blue social media icon (Twitter) and a paragraph of text: "Learning Skills Services (LSS) are about 'learning how to learn' and improving student effectiveness and efficiency at studying and completing tests and assignments. We work with you to help you manage your time more effectively, stay on top of your studies, prevent problems later on in the term, and get the most out of your university experience. Open to all current York University students, Learning Skills Services include Workshops, Drop-In, and individual sessions with a Learning Skills Specialist." Below this text are three links: "lss.info.yorku.ca", "TWENTY SIX DESIGN LLC: WCONLINE Support & Billing", and "York University".

At the bottom of the page, there is a footer with the text: "Powered by WCONLINE® 5.5.0.1", "Copyright © 2016. All rights reserved. | Terms of Service v.2.2.1", and "SERVICE CODE:". The Windows taskbar is visible at the very bottom, showing the time as 3:46 PM.

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- 2) If this is your first visit, select - [Register for an account.](#)

The screenshot shows a web browser window with the URL <https://yorku.mywconline.net/register.php>. The page features the York University logo and a heading "Create a New Account". Below the heading, there is a note: "Fill out the form below in order to create a new account on this system. Questions marked with a * are required." The form contains several fields: "Email Address:", "First Name:", "Last Name:", "Student Number:", "Phone Number:", "Year of Study:" (a dropdown menu with "-- please select --"), "Major or Area of Study:", "For Grad Students ONLY: Level of Study:" (a dropdown menu with "-- please select --"), "For Grad Students ONLY: I'd like help with:" (a dropdown menu with "-- please select --"), "Password:", and "Re-Enter Password:". At the bottom of the form, there is a section for "Email Options".

- 3) Once registered, you will see available times for the next 7 days, with one of the 2 LSS Specialists (open gaps are available times*)

The screenshot shows the York University Learning Skills Services appointment booking interface. At the top, there is a navigation bar with "WELCOME, FAKEY" and "October 18 - October 24 Learning Skills Services". Below this, there is a "HELP?" link. The main content is a weekly schedule grid for October 18 to October 24. The grid has columns for each hour from 8:30am to 5:00pm. The rows are for each day of the week. The names of the LSS Specialists are listed in the first column of each row: Cathy Boyd-Withers for Tuesday, Wednesday, Thursday, and Friday; and Mona Fital-Brown for Monday. The grid shows various appointment slots, some of which are highlighted in blue, indicating available times.

Day	8:30am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Oct. 18: TUESDAY										
Cathy Boyd-Withers										
Oct. 19: WEDNESDAY										
Cathy Boyd-Withers										
Oct. 20: THURSDAY										
Cathy Boyd-Withers										
Oct. 21: FRIDAY										
Cathy Boyd-Withers										
Oct. 24: MONDAY										
Mona Fital-Brown										

Learning Skills Services (LSS) are about "learning how to learn" and improving student effectiveness and efficiency at studying and completing tests and assignments. We work with you to help you manage your time more effectively, stay on top of your studies, prevent problems later on in the term, and get the most out of your university experience. Open to all current York University students, Learning Skills Services include Workshops, Drop-In, and individual sessions with a Learning Skills Specialist.

→ lss.info.yorku.ca

→ York University

****Don't see an available time that works with your schedule? Check back again at the end of the week when the window opens up with new appointment times for the next week 😊***

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- 4) Once a time is selected, a window will open up for you to select a time (one hour long appointments) and an area where you can type in what you'd like to work on (ie. Time Management, Exam Preparation, Presentation Skills, Academic Stress, etc).

The screenshot displays the 'yorku.mywconline.net' website. A pop-up window is open, allowing a user named 'Mona Frial-Brown' to book an appointment. The appointment is for Monday, October 24, from 10:00am to 11:00am. The user has selected 'Time Management' as the topic. The background shows a calendar grid with time slots from 11:00am to 5:00pm. The interface includes a 'SAVE APPOINTMENT' button and a 'CLOSE WINDOW' button. The website footer contains the text: 'Learning Skills Services (LSS) are about "learning how to learn" and improving student effectiveness and efficiency at studying and completing tests and assignments. We work with you to help you manage your time more effectively, stay on top of your studies, prevent problems later on in the term, and get the most out of your university experience. Open to all current York University students, Learning Skills Services include Workshops, Drop-In, and individual sessions with a Learning Skills Specialist. -- lss.info.yorku.ca -- York University'. The page is powered by 'WCONLINE® 5.5.8.1' and has a copyright notice for 2016.

- 5) Once the appointment is saved, you should see the appointment time highlighted and you will get a confirmation email.
- 6) Please bring your course outlines and relevant course work with you to your future appointment.
- 7) Location of your appointment: Please check in with a Learning Skills Peer at the red Welcome Desk, 2nd floor of the Scott Library, at the entrance of the Learning Commons.
- 8) To cancel your appointment, please do so by going back to WC online, at least 24 hours before your booked appointment time. *Please note, we have a strict no-show policy per term as the demand for one-on-one appointments is high.*