

WCONLINE Online Consultation How-To

The WCONLINE online consultation tool allows you to combine **video chat**, **text chat**, and **real-time document editing**. You can collaboratively work on a piece of writing by uploading and editing a Word document, directly typing and drawing in the chat window. The edited document from your session can then be exported in multiple formats. Changes made to the document during the session can also be reviewed as they happened in real-time.

You will need to arrange to use the WCONLINE chat tool ahead of time via email. When it's time for your consultation, go to the WCONLINE schedule, click on your scheduled appointment, and click the red **"Start or Join Online Consultation"** button to open up the chat window.

Video

Whiteboard

Text chat

The chat window has four main features:

- 1) The **toolbar** is located across the top of the window.
On the right are **6 icons**:

- a. **Pencil**: Allows you to draw directly on the central whiteboard. You can choose a pencil or paintbrush tool, select and move your drawing, clear your drawing, upload an image, export your drawing, or share a link to your drawing.

- a. **Video camera:** Allows you to turn on/off audio and video. Follow your computer's instructions to allow your webcam and microphone to be used/shared.
- b. **Arrows:** Allows you to import a document (Word or text files only), or export your edited text (as a Word document, PDF, etc.) at the end of the session.
- c. **Clock:** Allows you to play back all of the changes made to the text on the whiteboard throughout the session.
- d. **Question mark:** Takes you to the WCONLINE online manual.
- e. **Head and shoulders:** Tells you how many people are using the chat window, and allows you to change your display name and text chat type color.

On the left are tools that can be used to format the text on the whiteboard (as in Word). These include bold, italics, underline, strikethrough, bullet points/numbering, indent/outdent, undo/redo, and removing authorship coloring.

- 2) **Text chat** is located in a column on the right, with a box in which to type immediately below it. You can choose to allow your chat partner to see your text as you type by checking the box at the top of the chat column.
- 3) The **whiteboard** gives you blank space to paste text, type, or draw. You can also upload a document and edit it here. Any edits made will be shown in real-time, and will be color-coded according to the author.
- 4) If enabled, the **video** will display on the left side of the window.

To end the session, simply close the chat window.

Note: The online chat tool seems to be less compatible with Safari than other browsers. We recommend using Firefox. If the video function doesn't work, try opening the chat window in another browser. The drawing tool may also not work in Safari.