Face-to-Face Online Appointments

IMPORTANT INFORMATION

- You can schedule appointments if you are currently enrolled in a COD class.
- You can schedule 3 appointments of each type per week (writing, reading, speech, and ELA support) = 12 appointments.
- You can have up to 2 appointments per day, *BUT* the appointments must be of different types (for example, 1 writing appointment & 1 speech appointment), and they must be with different coaches.
- ELA students can have up to 3 “ELA Support” appointments per week.
- Students can have up to 8 appointments to prepare for each ACCUPLACER or KITE placement test.
- Besides face-to-face online appointments, you can try email coaching appointments that do not require your attendance.
- If you have to miss an appointment, please cancel in advance.

Scheduling an online appointment with Writing, Reading, Speech Assistance (WRSA) is easy. Just follow the instructions.

Click [cod.mywconline.com](http://cod.mywconline.com) to register and schedule an online appointment.
REGISTERING

1) Click [https://cod.mywconline.com](https://cod.mywconline.com)

2) Click “Register for an account” and fill in the required fields on the next screen. (You will need to use your COD email address and create a password of your choice, 10 characters or more.)
3) Click “Complete Registration” at the bottom of the page.

SCHEDULING AN APPOINTMENT

4) Log into the system using your COD email address and password.
5) After you log in, the screen will look like this:

![Appointment Calendar Image]

**Note:** The white color means that the coach is available, and you can make an appointment. Each appointment is 45 minutes long. You can make appointments on the hour (for example, 1:00pm) or half hour (for example, 1:30pm). To schedule an appointment:

1. choose a day and time;
2. choose a coach from the list;
3. click the white square under the time you want. For example, if you want to make an appointment at 2pm on Monday, choose a coach from the list and follow the squares over to 2pm. Click on the empty, white square, and it will allow you to make an appointment with the coach you have selected. If you need help understanding the system, please call 630-942-3355.
6) After you click on a white square, your screen will look like this:

7) **Choose** “Yes, Schedule Online appointment.”

8) **Fill in the required fields** marked with an asterisk (*).
9) At the bottom of the appointment box, **click “Create Appointment.”**

**Note:** Once you click “Create Appointment,” your appointment will appear as a gold box on the schedule (see below).

![Schedule Image]

**STARTING AN APPOINTMENT**

When it’s time for your appointment:

10) Log into **cod.mywconline.com** and **click on the gold box on the schedule.** You will then see the online appointment screen.

11) Click the red link **“Start or Join Online Consultation”** and enter the online module (below).
DURING AN APPOINTMENT

Note: This screen functions like FaceTime or Skype. Images of you and the coach will appear on the left side of the screen. The space in the middle is a white board. The coach will use it to write new words or explain grammar.