

Adding Hours

Use these instructions to block or open up hours on your WC schedule
Before beginning, please note the information below:

Consultant Login and Password:

Login: wcon@syr.edu

Password: 101HBCrouseHall

Writing Center Schedule Page:

<https://syr.mywconline.com>

Open a web browser and go to the schedule page listed above (or simply click on the link above, depending on your default browser). Enter the login and password listed above; you won't be able to access the blackout feature using your own login and password. See the day on the schedule in the image below.

Once you log in, you should automatically be shown the spring 2016 Face-to-Face schedule.

WELCOME WRITING CENTER! ▼

SCHEDULE

September 2 - September 8

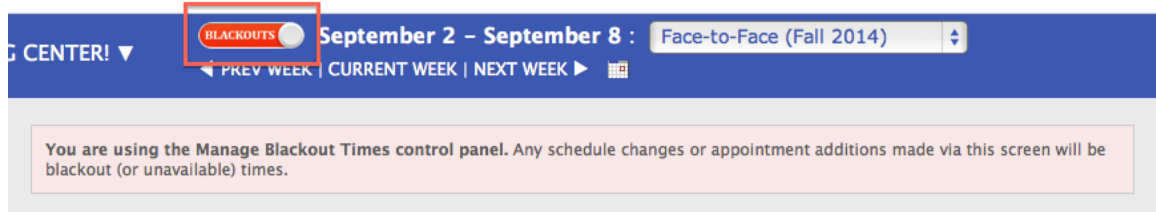
Face-to-Face (Fall 2014)

← PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK →

HELP?

SEP 2: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Benister, Lindsey												
Barber, Mark												
Constable, Andrea												
Fleet-Martin, Kelsey												
Frazier, Santee												
Garcia, Romeo												
Gustavsen, David												
Kaufman, Emily												
Luther, Jason												
Stavnhagen, Kurt												
Voorheis, Molly												
Wright, Stacey												
[DROP-IN CONSULTANT]												

Directly to the left of the dates at the top of the schedule is a toggle labeled "SCHEDULE." Note the red box around this clickable toggle. If you click on this "SCHEDULE" toggle, you will be taken to the "BLACKOUT" version of the schedule. You can only black out times on the schedule if you are viewing the BLACKOUT times control panel. See image below:



Note first that the toggle link within the red rectangle now reads “BLACKOUTS.” Also, note the text in the pink screen box immediately below the header of the schedule. This text notifies you that you are viewing the Blackout control panel and NOT the consulting schedule.

ADDING HOURS ON THE SCHEDULE:

Thus far, the instructions for adding hours have mirrored the process of blacking out hours. The process for adding hours differs in a few subtle ways, however. First, find the date on which, and the consultant for which, you wish to add hours. See image below:

Sep. 29: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant: John Q.												

Note that the consultant here, John Q. Consultant, is currently on the schedule from 9 am to 11 am and again from 3:30 to 9. The following instructions illustrate how to extend that morning shift from the original 9 to 11 am to the revised 9 to 12:

First, click on the block that is currently blacked out. Once you click on the portion of the schedule that is blacked out, a new window will pop up. Note the red boxes around the timeframe of the blackout and the “CANCEL THIS ENTIRE BLACKOUT” button. See image below:

Consultant, John Q.

Use the form below to modify, view, or cancel this blackout. Questions marked with a * are required.

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

Time:

Monday, September 29

11:00am

to

3:30pm

Admin Options:

Update all associated blackouts? ☐ ?

SAVE CHANGES

CANCEL THIS ENTIRE BLACKOUT

CLOSE WINDOW

Once you click on the “CANCEL ENTIRE BLACKOUT” button, this previously blacked out block will now appear open (and available) on the schedule. In short, you have just cancelled the blackout, thus opening up time on the schedule. With this blacked out section now open, the consultant’s schedule is now open for the entire day. See image below:

Consultant, John Q. - Blackout												
Sep. 29: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q. ↗												

You will now need to readjust the schedule by blacking out the open portions you do not want the consultant to appear on the schedule. While still on the blackout menu page, click on the first available appointment you wish to black out. Once you click on an open appointment, a new window will pop up to allow you to black out a range of times; as per the revised schedule listed above, you will want to black out 12 to 3:30. Click on the available appointment you wish to black out, set the times you wish to black out and click the “SAVE ENTIRE BLACKOUT” link. See image below:

Consultant, John Q.

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

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

To apply this blackout to all resources on this day only, check this box: ☐ ?

Time:
REPEAT BLACKOUT

Monday, September 29:

12:00pm

to

3:30pm

SAVE ENTIRE BLACKOUT

CLOSE WINDOW

The schedule should now reflect the blackout you have just saved. See image below:

Sep. 29: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q.												

Note the change in available timeslots for this consultant. John Q. Consultant is now available from 9 to 12 and from 3:30 to 9 pm.

Adding yourself to the schedule on a day where you are not currently consulting:

One common modification to the schedule is to add a consultant on a day where he or she is not currently working. This process is similar to adding any other type of hours to the schedule. First, locate the day you would like to add yourself to the schedule. You will notice that the name below is currently blacked out on the day's schedule. See image below:

Oct. 2: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q.												

First, click on the large blacked out block. As with the previous example illustrating how to add hours, you'll first need to cancel the blacked out portion. See image below:

Consultant, John Q.

Use the form below to modify, view, or cancel this blackout. Questions marked with a * are required.

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

Time:

Thursday, October 02:

9:00am

to

9:00pm

Admin Options:

Update all associated blackouts? ☐ [?](#)

SAVE CHANGES

CANCEL THIS ENTIRE BLACKOUT

CLOSE WINDOW

Clicking the “CANCEL THIS ENTIRE BLACKOUT” button will open up this block of time on the schedule; as a result, times that were previously blacked out will appear as open slots on the schedule. See image below:

Oct. 2: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q.												

Unfortunately, the entire blacked out portion will open up, even if you select the time range to be something other than 9 am to 9 pm. Say 1 pm to 5 pm. Let’s say you want to add yourself to the schedule from 1 to 4. You will need to black out 9 am to 1 pm and then black out 4 pm to 9 pm. Each of these blackouts needs to be performed separately.

To black out 9 am to 1 pm, first click on the 9 am time slot; a new window will pop up that allows you adjust the time of this blackout. Make sure the blackout time is set from 9 am to 1 pm and click “SAVE ENTIRE BLACKOUT.” See image below:

Consultant, John Q.

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

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

To apply this blackout to all resources on this day only, check this box: ☐ ?

Time:
REPEAT BLACKOUT

Thursday, October 02: 9:00am to 1:00pm

SAVE ENTIRE BLACKOUT

CLOSE WINDOW

Once you save the selected blackout indicated above, the schedule should now look like this, with 9 am to 1 pm now appearing blacked out once again:

[illegible]

Repeat the steps listed above, this time selecting 4 pm to 9 pm as your blackout times. See image below:

Consultant, John Q.

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

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

To apply this blackout to all resources on this day only, check this box: ☐ ?

Time:

REPEAT BLACKOUT

Thursday, October 02:

4:00pm to 9:00pm

SAVE ENTIRE BLACKOUT

CLOSE WINDOW


After saving this second blackout, the schedule should now show that John Q. Consultant is available from 1 pm to 4 pm. See image below:

[illegible]

To make a recurring opening on the schedule:

In addition to adding time on the schedule for individual days, there may be times when you want to open up a time slot for a number of weeks. This requires a few more steps than the processes described above:

Let's begin by looking at John Q. Consultant's schedule on Tuesday Sept. 30th. As you can see via the image below, the consultant is on the schedule from 11 am to 1 pm and from 5 pm to 9 pm.

Sep. 30: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q. 												

Let's say you want to permanently open up the 9 am to 11 am block so that John will be on the Tuesday schedule from 9 to 1. First, click on the 9 to 11 block that is currently blacked out. A new window will pop up. See image below:

Consultant, John Q.


Use the form below to modify, view, or cancel this blackout. Questions marked with a * are required.

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

Time:

Tuesday, September 30: 9:00am to 11:00am

Admin Options:

Update all associated blackouts? ☒ 

SAVE CHANGES

CANCEL THIS ENTIRE BLACKOUT

CLOSE WINDOW

First, make sure you have selected 9 to 11.

Under "Admin options, make sure you have selected "Update all associated blackouts." Checking this box will ensure that this time slot (9 am to 11 am) will now be open every Tuesday morning, thus making the consultant available from 9 to 1 each week for the duration of the semester. Once you click "CANCEL ENTIRE BLACKOUT," the schedule should show John available on Tuesdays from 9 to 1 and from 5 to 9 pm. See image below:

