

Wait, how do I . . . ?

Make an Account

- Go to www.wallace.mywconline.com and select Wallace or Sparks in the “Choose a Schedule” box.
- Click on the “Click here to register” link.
- Use your Wallace email address (first initial, full last name, and last four of your social security number @student.wallace.edu), and choose a password you will remember to fill out the form.
- Make sure you complete each field with an asterisk (*) next to it.
- When you have completed the form, click “register.”

Make an Appointment

- Once you are registered, log in using your Wallace email and your new password.
- Make sure you are logged on to the correct campus, Wallace or Sparks.
- Choose the date and time you would like to be tutored.
- Schedule an appointment with the tutor of your choice by clicking on a blank (white) space on the row of that tutor’s name.
- Set your appointment for your desired length: 30 minutes, 45 minutes, or 1 hour.
- Click on the box next to “Meet Online?” to choose whether you would like to meet in Person or Online.
- Click on the boxes and select your course name, course number, and instructor name. Also make sure you include what you would like to work on today, such as “descriptive essay” or “brainstorm ideas.”
- Finally, click “Save Appointment.” You are all set!

Submit Library Writing Reflections

- Go to the library and ask for the list of texts available for English 101 Library Writing Reflections and sign in!
- You will be asked to show your student ID card before you write your name, the date, your instructor’s name, and your signature.
- Read your chosen text carefully and take notes.
- When you are done reading, open up a MS Word document and write your response.
- Your response should be 100-250 words, written in MLA format. Please make sure to include your instructor’s name in the heading.
- Save your response as your full first name and last name.
- To submit your Library Writing Reflection to The Writing Center, go to www.wallace.mywconline.com and sign in with your Wallace email address and password from orientation.
- Check the “Choose a Schedule” to make sure you log on to the correct campus, Wallace or Sparks.
- Go to the “SUBMIT Library Writing Reflections” row and click on a white box to submit your response.
- Enter your course name, number, instructor name, and type “Submit Library Writing Reflection” in the “What would like to work on today” box.
- Do **NOT** copy and paste your response in the appointment box; your response must be an attachment. Click on “Save Appointment,” and a pop-up screen will appear. Click “Attach a File” and upload ONE Library Writing Reflection only.
 - Follow these steps for your next Writing Reflection submission (max 2 per semester).