


# How to Attach a File to Your Appointment in WCONLINE

You can attach up to three files to any appointment, such as the draft of your paper, assignment instructions, rubric, a handout or worksheet, or a PDF of slides.

There are two ways to attach files:

## 1. Within the original appointment form:

- At the bottom of the appointment form, click "Browse..." Locate the file(s) you want to attach on your computer.

 This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

<b>File #1</b>	<b>Document Title</b>
<input type="text"/> Browse...	<input type="text"/>
<b>File #2</b>	<b>Document Title</b>
<input type="text"/> Browse...	<input type="text"/>
<b>File #3</b>	<b>Document Title</b>
<input type="text"/> Browse...	<input type="text"/>

- Provide a Document Title for each file, such as "Assignment Description," "Problem Set", "Professor Slides", "Rubric," or "Research Paper Draft" (Optional)
- Click CREATE APPOINTMENT to save your appointment.

## 2. AFTER the appointment is created

- Log in to <https://arcadia.mywconline.com>
- Click on your green appointment block

Aug. 25: Tuesday	SLOT 1	SLOT 2	SLOT 3
Hope-TERM SUBMIT A DRAFT FOR WRITTEN FEEDBACK ONLY			
Aug. 26: Wednesday	SLOT 1	SLOT 2	SLOT 3
Hope-TERM SUBMIT A DRAFT FOR WRITTEN FEEDBACK ONLY			
Aug. 27: Thursday	SLOT 1	SLOT 2	SLOT 3

- Follow the instructions from #1 above.