

# UCCS Excel Communication Center

## How to Schedule a Group Presentation Practice Appointment

The UCCS Excel Communication Center online scheduler is located at <https://uccs.mywconline.net>.

If you do not have a profile with the Excel Communication Center, you will need to make one. BEFORE SIGNING IN, please take a minute to carefully read the information on the right side of the sign-in screen.

**FIRST:** Select a 60-minute block of time (two white blocks next to each other on the same day with the same tutor). Click on the first white block. A pop-up box will open.

**SECOND:** Within the pop-up box, use the drop-down at the top to change the appointment end time to reflect a 60-minute appointment.

**THIRD:** Continue completing the additional drop-down boxes. At "Service Needed," select **In-Center OR Virtual Group Presentation Practice** (change end time to 1 hour).

**FOURTH:** If required by your instructor, upload any documents to the file boxes OR email them to [cec@uccs.edu](mailto:cec@uccs.edu) with the subject line "Group Presentation Practice Documents" at least 48 hours in advance of your appointment.

**FIFTH:** Click the "Create Appointment" button at the bottom to save your appointment.

Upon successful completion of scheduling an appointment you will receive a confirmation email. **Please read it** 😊

Day	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
(A)Student Mgr/Emily									
(A)Brendi									
(A)Brianna L.									
(Admin)Bethany									
(Admin)Paige									
Amber									
Dominique									
Leslie									
Matthew									
Meagan									
Nash							White		
Nathan									
Virtual Interview Room 394A-WebEx01									
Virtual Interview Room 312B-WebEx02									
Virtual Interview Room 312C-WebEx03									

### Create New Appointment

Client  
cec, cec (cec@uccs.edu)

Appointment Date  
Wednesday, September 18, 2019 9:30pm to 3:30pm

Staff or Resource  
Nash (Fall 2019)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Course \*  
COMM 2010 (Oral Comm in the Workplace)

PUBLIC SPEAKING STUDENTS ONLY Choose by: Section Number/Day/Recitation Instructor  
-- please select --

Instructor \*  
-- please select --

Service Needed: 30-minutes (default setting) OR 60-minutes (must change end time to 60-minutes) \*  
In-Person Group Presentation Practice (60-min)

Useful Comments For Your Tutor  
Needs to be recorded- Bobby Joe 02/28

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wml, .wps, .xls, or .xlsx.

File #1  
Choose File No file chosen Document Title Notify Client? No

File #2  
Choose File No file chosen Document Title Notify Client? No

File #3  
Choose File No file chosen Document Title Notify Client? No

ADMINISTRATIVE OPTIONS  
Walk-In/Drop-In  Missed  Placeholder  Email Client?

CREATE APPOINTMENT CLOSE WINDOW