



UCONN WRITING CENTER ONLINE TUTORING GUIDE 2020-2021

Dear UConn Students,

Moving tutorials online is still new for us. We've prepared the following blend of face-to-face software and real-time editing because it felt like the most intuitive, the least clunky, and the warmest way we could find to support you as writers during this out-of-the-ordinary semester. It may not work flawlessly but we'll do our best, and we are here to help you. Please let us know in the quick survey afterwards if you have suggestions for us going forward.

Happy writing, and we're so glad you're here!

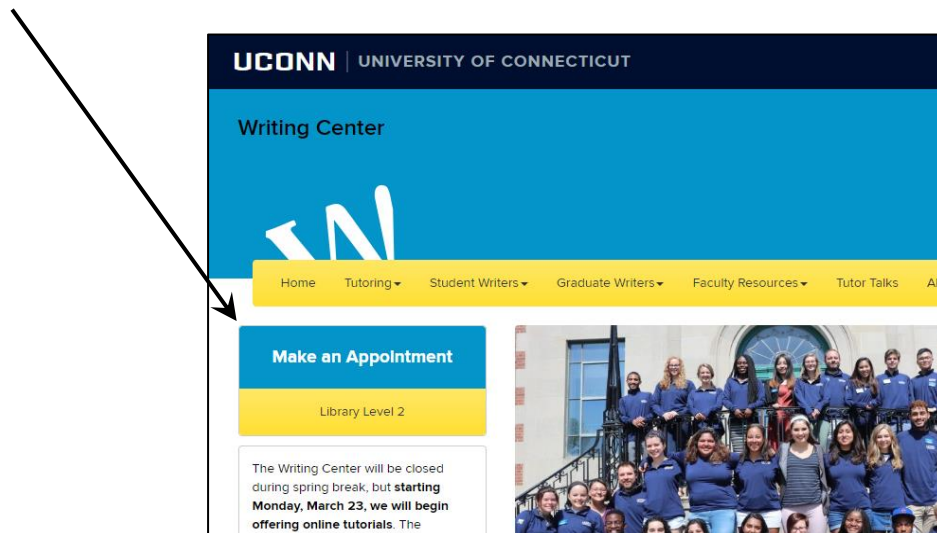
Your UConn Writing Center Staff

TIPS TO GET THE MOST OUT OF YOUR ONLINE SESSION

- Chrome and Firefox browsers work best
- Use headphones during your session (to avoid echoes and feedback)
- Be on time! Online sessions are still 45 minutes long (they start at :00 and end at :45)
- Let your tutor know if you need a session report sent to your instructor

TO MAKE AN APPOINTMENT

1. Navigate to <http://writingcenter.uconn.edu> and click the blue **Make an Appointment** button on the left side of the page.



- Log in with your account info (email address and password). If you've never used the Writing Center, first register for an account (it's free and easy).

- Once logged in, select a tutor and a timeslot that works for you and make an appointment by clicking on an available (white) slot. Maroon means not available and blue means already booked.

White slots = available!

Mar. 29: Sunday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Dazjia-Nursing	Maroon	Maroon	Maroon	Maroon	Maroon	White	White	White	Maroon	Maroon	Maroon	Maroon
Dean - Agriscience Education	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	White	White	White	White	Maroon	Maroon
Deevena - Allied Health	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	White	White	White	Maroon	Maroon	Maroon
Erica - English	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Maroon	Blue	Blue	White

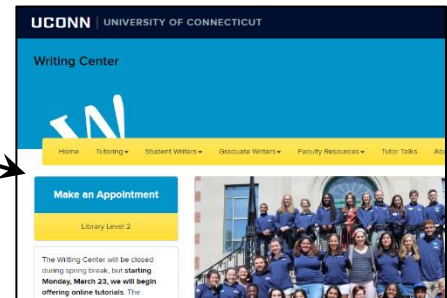
- Fill out all required fields on the appointment form, including the **Google Doc** and **What do you want to work on?** ones.

It's important that you provide a **shareable** link to your Google Doc (you can't just cut and paste in your google doc URL). If you're unfamiliar with creating shareable Google links, scroll down to page 4 of this document. If you don't yet have a draft, you can leave this field blank.

- Click the blue **Create Appointment** button at the bottom of the appointment form. You will receive an email confirming that you successfully made an appointment.

TO BEGIN YOUR ONLINE SESSION

1. Log in by navigating to <http://writingcenter.uconn.edu> and clicking the blue and yellow **Make an Appointment** button.

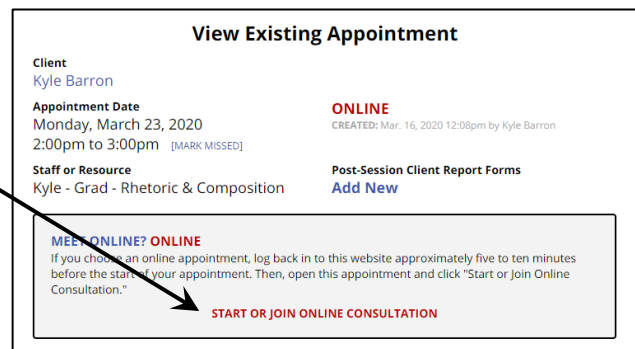


2. Once logged in, click on your appointment, which appears as a **yellow/orange square**.

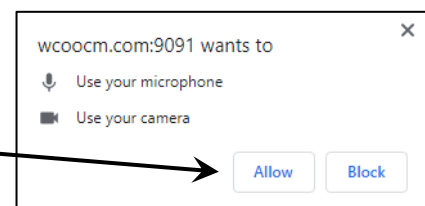
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Dazjia-Nursing ↗												
Dean - Agriscience Education ↗												
Deevena - Allied Health ↗												
Erica - English ↗												

3. Click on **START OR JOIN ONLINE CONSULTATION**

A new browser tab will open.



4. Your computer may prompt you for permission to use your microphone and camera. For audio and video to work during the session, you must click **Allow**



5. Wait in the online consultation room for your tutor to join (put on headphones or turn your speakers on).
 - Audio and video will be active by default. You can type in the chat box on the right or the whiteboard on the left but the main work of the session will occur in your Google Doc (which you provided when you made the appointment).
6. Your tutor will walk you through any issues that may arise. Have a good conversation about your writing!

CREATE A GOOGLE DOC AND GET A SHAREABLE LINK

If you have never worked with a Google Doc before, you will need to convert your current document to the Google Docs format. To do this, follow the [instructions provided here](#).

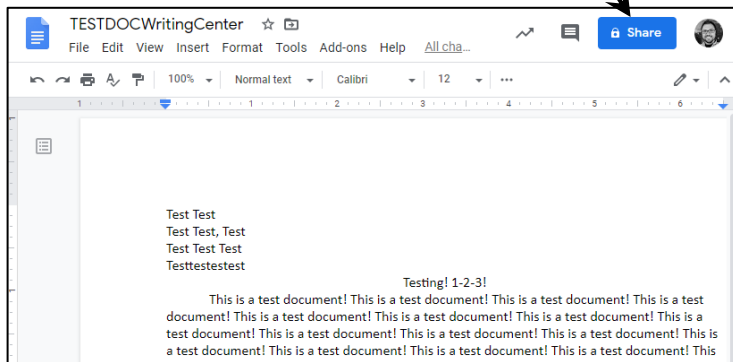
Once you have a Google Doc, you need to **make that document shareable** and provide the shareable link when you make your appointment.

You must use your **uconn.edu email** to create this Google Doc!

⊘ Simply copying the browser's URL will not work

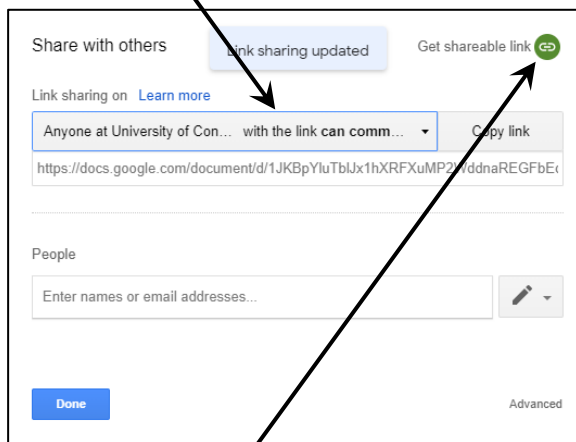
To get a **shareable** link for your appointment page

1. With the Google Doc open, click the blue **Share** button in the top right corner of the screen (the Share button has a padlock icon on it).



A window titled Share with others will pop up.

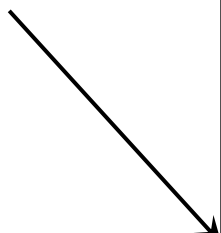
2. Use the Link sharing dropdown menu to select **Anyone at the University of Connecticut with the Link can comment**



3. Click the **Get shareable link** button in the top right of the Share with others box. This will automatically copy the link to your clipboard.

4. Verify that Link sharing is set to **Anyone at University of Connecticut with the link can comment**

5. Paste the copied link into the **Provide a SHAREABLE LINK TO A GOOGLE DOC** field when making your writing center appointment.



Is your writing related to *
First-Year Writing (1003/1004/1010/1011) ▾
Course *
ENGL 1010
Instructor
Natalie Structor
What pronoun would you prefer for the purposes of the tutor note?
He/Him
Provide a SHAREABLE LINK TO A GOOGLE DOC that contains the writing you would like to work on (the Google Doc must be created using your @uconn.edu email address) *
https://docs.google.com/document/d/1JKBpYITblx1hXFXuM2WdnaREGFbEd5mD7hel2M/edit?us
What do you want to work on?(Details please!) *
I'm working on a final draft essay and I'd like to practice incorporating relevant sources that support my argument. I'd also like to work on transition statements because my ideas don't link up the way I want them to.