How to make an appointment for the Writing Center Assignment

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

**Make sure to make your appointment as a group of 3. Each of you will make an appointment, but will sign up for the same appointment slot.**

Steps to make an appointment

1. Navigate to [http://writingcenter.uconn.edu](http://writingcenter.uconn.edu) and click the blue “Make an Online Appointment” button on the left side of the page.
2. 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).

3. Once you are registered and logged in, make sure the schedule you are looking at is **FYE Schedule Fall 2020**. You can choose this schedule via the log in screen—or once you’re on the Fall 2020 schedule you can go to the drop-down and choose it.
4. Once you are looking at the correct calendar, **FYE Schedule Fall 2020**, select a tutor and a timeslot that works for you & your group. You do this by clicking on an available (white) slot. Maroon means not available and blue means already booked.

![Calendar Image]

White slots = Available

**This schedule is for FYE Appointments only. Appointments should be made in groups of 3.**

***Make sure you are selecting/booking the same appointment as your 2 other group members***

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

![Appointment Form]

- **APPOINTMENT LIMITS:** Appointments must be between 20 minutes and 1 hour in length.

- **Meet Online?**
  - Yes, Schedule Online appointment. If you choose an online appointment, log back into this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click “Start or Join Online Consultation.”

- **Questions marked with a * are required.**
  - **Is your writing related to***
    - First Year Experience (FYE/ UNIV 1800/1810/1820/1784)

- **Course**
  - UNIV.1800

- **Instructor**

- **What pronoun would you prefer for the purposes of the tutor note?**

- **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)**

- **What do you want to work on? (Details please)**

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 5 of this document. If you don’t yet have a draft, you can leave this field blank.

For this field, please put something like “FYE Critical Reflection assignment.”
6. 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.

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.

⚠️ 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).

   ![Share button in Google Doc]

   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

   ![Link sharing dropdown menu]

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

You must use your uconn.edu email to create this Google Doc!
5. Paste the copied link into the **Provide a SHAREABLE LINK TO A GOOGLE DOC** field when making your writing center appointment.

![Google Form](image)

- **Is your writing related to:**
  - First-Year Writing (1003/1004/1010/1011)
- **Course:**
  - ENGL 1010
- **Instructor:**
  - Natalie Strickler
- **What pronoun would you prefer for the purposes of the tutor note?**
  - He/His
- **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 @umass.edu email address):**
  - [Link](https://docs.google.com/document/d/1K2QpYTBb3nXAFXKUMZWhnRGCbEdSmsD7xh2M/edit?pli)
- **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.