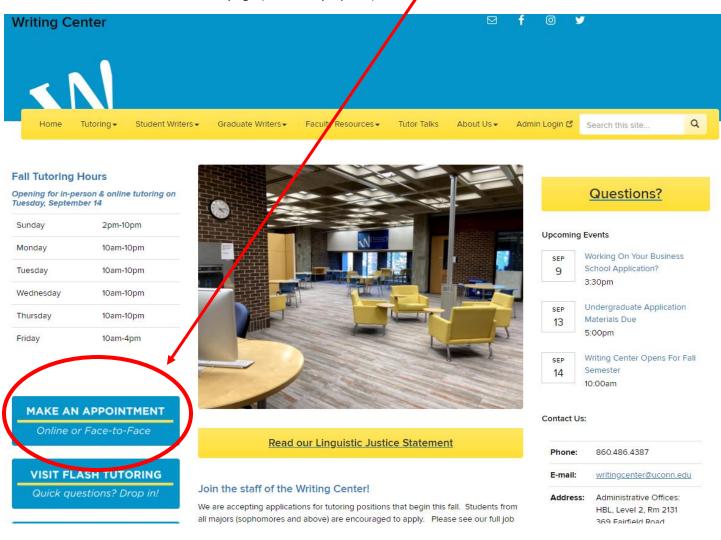
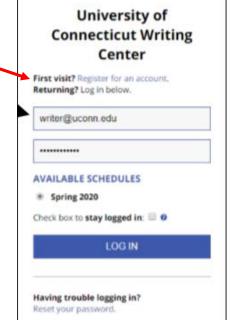
## How to make an appointment for the Writing Center Assignment

## Steps to make an appointment

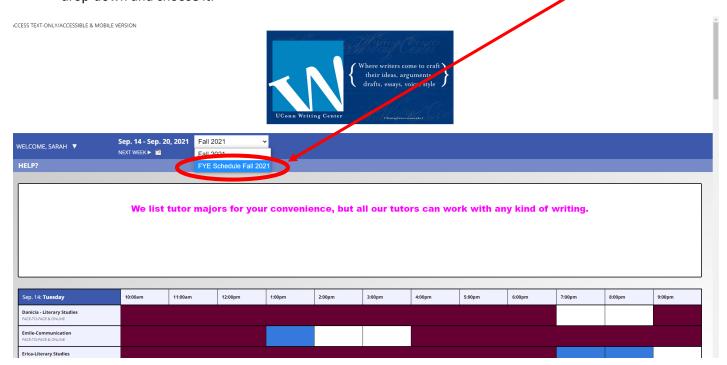
1. Navigate to <a href="http://writingcenter.uconn.edu">http://writingcenter.uconn.edu</a> and click the blue "Make an Appointment—Online or Face-to-Face" button on the left side of the page (it's the top option).



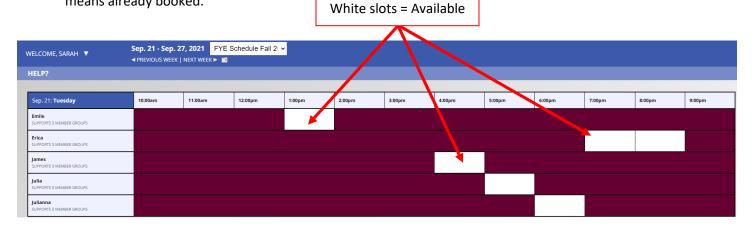
2. Log in with your account info (email address and password). If you've never used the Writing Center, first register for an account (it's free and easy).



3. Once you are registered and logged in, make sure the schedule you are looking at is **FYE Schedule Fall 2021.** You can choose this schedule via the log in screen—or once you're on the **FYE Schedule Fall 2021** you can go to the drop-down and choose it.



4. Once you are looking at the correct calendar, **FYE Schedule Fall 2021**, 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.



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

\*\*The major of your Tutor does not matter for the FYE assignment\*\*

5. Fill out all required fields on the appointment form, including the What do you want to work on? APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length. Questions marked with a \* are required. Course \* Instructor **Your Preferred Name** What pronoun would you prefer for the purposes of the tutor note (she/her, he/him, they/them)? For this field, please put something like "FYE Critical Reflection assignment." What do you want to work on?(Details please!) \* If there's anything we can do to make your tutorial more accessible, please note that here and email us at writingcenter@uconn.edu **CLOSE WINDOW CREATE APPOINTMENT** 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.