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 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.
2. Log in with your account info (NetID and password).

3. 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.

4. Choose an In-person (Face-to-Face) or Online appointment.
5. 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.

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).

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

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.