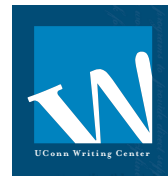# Writing Center Online Tutoring for Spring 2020

Tips for getting the most out of your session

- Chrome and Firefox browsers work best
- Use headphones to avoid echoes and feedback
- Be on time! Online sessions are still 45 minutes long: they start on the hour and end at :45

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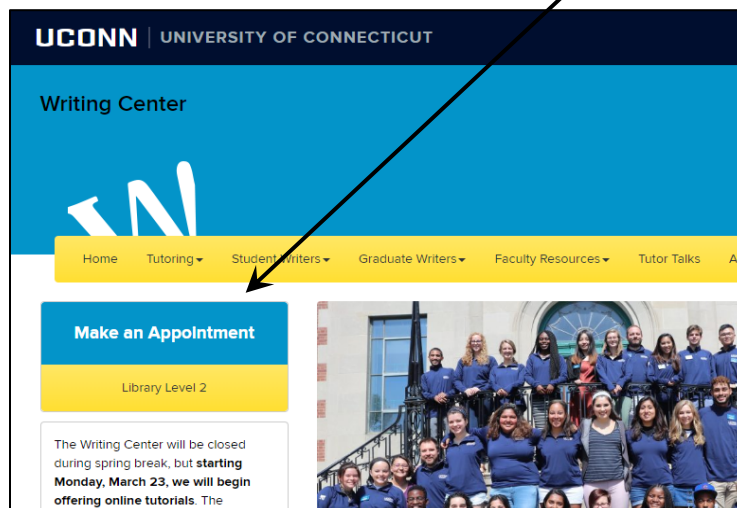
2. Log in with your account info (email address and password). If you've never used the Writing Center, first register for an account (it's free and easy).

3. Once logged in, select a tutor and a timeslot, 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 ✎												
Dean - Agriscience Education ✎												
Deevena - Allied Health ✎												
Erica - English ✎												

4. Fill out the appointment form, including the **SHAREABLE LINK TO A GOOGLE DOC** and **What do you want to work on?** fields.

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.

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/1JKBpYlTblx1hXFXuM2WdnaREGFbEd5mD7hel2M/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.

5. 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. Go to http://writingcenter.uconn.edu, click the blue and yellow **Make an Appointment** button, and log in.
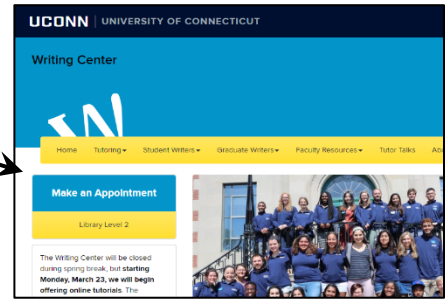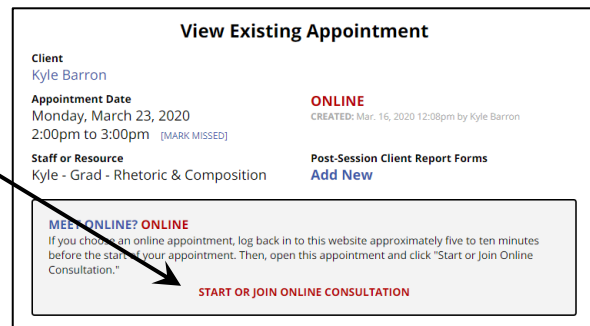
2. Once logged in, click on your appointment, which appears as a **yellow/orange square**.

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 ✎												
Dean - Agriscience Education ✎												
Deevena - Allied Health ✎												
Erica - English ✎												

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

A new browser tab will open.

View Existing Appointment

Client
Kyle Barron

Appointment Date
Monday, March 23, 2020
2:00pm to 3:00pm [MARK MISSED]

ONLINE
CREATED: Mar. 16, 2020 12:08pm by Kyle Barron

Staff or Resource
Kyle - Grad - Rhetoric & Composition

Post-Session Client Report Forms
Add New

MEET ONLINE? ONLINE
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CONSULTATION

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**

wcoocm.com:9091 wants to

🎤 Use your microphone

📹 Use your camera

Allow   Block
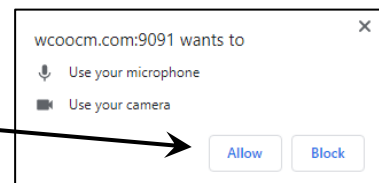
5. Wait in the online consultation room for your tutor to join (put on headphones or turn on speakers).

- 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.

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 here: https://support.google.com/docs/answer/7068618?co=GENIE.Platform%3DDesktop&hl=en

You also 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**

> You **must use your uconn.edu email** to create this Google Doc!
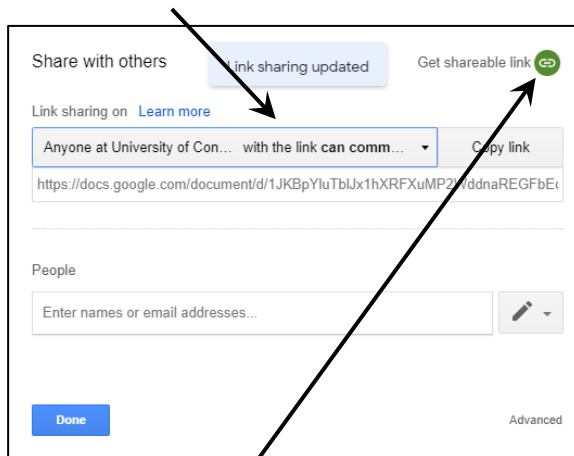
To get a shareable link for your appointment page

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).
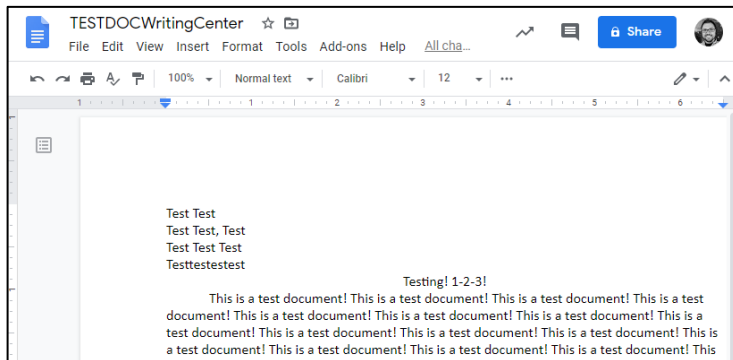
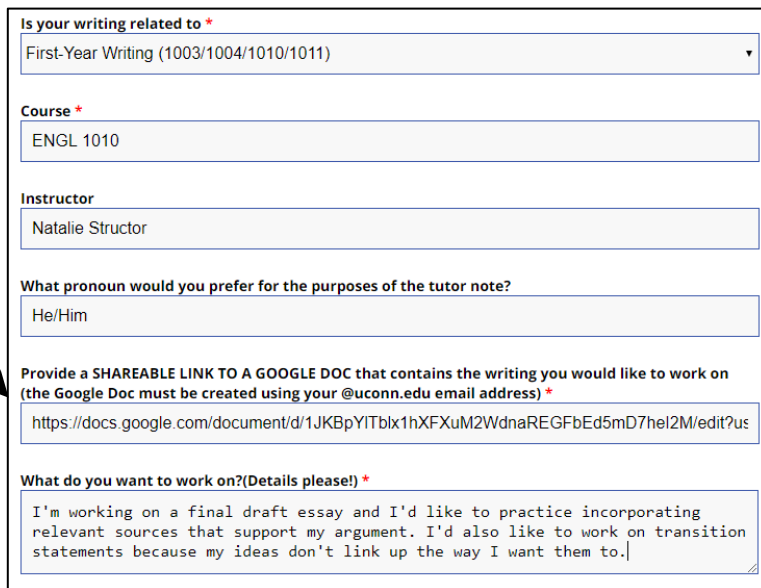A window titled **Share with others** will pop up.

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
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