

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> and click the blue **"Make an Online Appointment"** button on the left side of the page.

The screenshot shows the homepage of the UConn Writing Center. A red circle highlights the "Make an Online Appointment" button in the left sidebar. A red arrow points from this button to the "Make an online appointment today!" banner in the center. The banner features a video player showing a writing session. Below the banner, there are sections for "The Writing Center is Open!", "FYE Students—Remember to Make Your Appointments in Groups of 3 on the FYE Schedule Fall 2020!", and "2019 Aetna Writing Award Winners Announced". On the right, there are sections for "Questions? Email Us", "Upcoming Events", and "Contact Us".

Make an Online Appointment

Make an online appointment today!

The Writing Center is Open!

The schedule is now available for appointments beginning September 8th. Check out our step-by-step instructions below on how to make an appointment, prepare a shareable Google doc, and begin your session.

[Instructions for Online Tutorials](#)

Need to be in touch? Please email us at: writingcenter@uconn.edu

FYE Students—Remember to Make Your Appointments in Groups of 3 on the FYE Schedule Fall 2020!

Tutoring for FYE Appointments will be done in groups of 3. Be sure you're on the FYE Schedule Fall 2020 when you make your appointment.

2019 Aetna Writing Award Winners Announced

Congratulations to the 2019 Aetna Award Winners and Honorable Mentions. Visit our Aetna Writing Awards [page](#) for information about this annual writing award the list of 2019 winners.

Questions? Email Us

Upcoming Events

This calendar has no events scheduled at this time.

[All Events »](#)

Contact Us

Phone: [860 486.4387](tel:8604864387)

E-mail: writingcenter@uconn.edu

Address: Administrative Offices:
HBL, Level 2, Rm 2131
369 Fairfield Road
Storrs, CT 06269

Mailing Address:
Homer Babbidge Library
369 Fairfield Road
U-Box 1168
Storrs, CT 06269-1168

Online Tutoring Guide

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.

White slots = Available

WELCOME, SARAH ▾ September 10 - September 16, 2020 FYE Schedule Fall 2 ▾
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

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

Sep. 10: Thursday	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Anisha SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Bryce SUPPORTS 3 MEMBER GROUPS ONLINE ONLY				Reserve 3:00pm on September 10.						
Emile SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Erica SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Hannah SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Jase SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Josh SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Kat SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Kevin SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Kimmy SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										
Rosie SUPPORTS 3 MEMBER GROUPS ONLINE ONLY										

WAITING LIST: SEPTEMBER 10, 2020

*****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 LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Meet Online?

☒ Yes. Schedule **Online** appointment.

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."

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."

- 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

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



- 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
Dazja-Nursing												
Dean - Agriscience Education												
Deevana - Allied Health												
Erica - English												

An arrow points from the text in step 2 to a yellow/orange square in the 6:00pm slot of the Erica - English row.

- Click on **START OR JOIN ONLINE CONSULTATION**

A new browser tab will open.



- 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**



- 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).
- 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

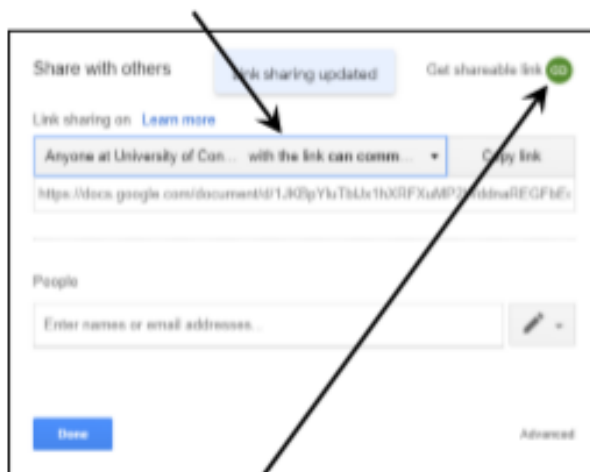
To get a **shareable** link for your appointment page

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 Strick

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 @ucare.edu email address) *

<https://docs.google.com/document/d/1JK2pYTTb1tXFXuM2VWbWbRECF3Ed5mD7wQMed7u/>

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.