UCONN WRITING CENTER

ONLINE TUTORING GUIDE

2021-2022

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

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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).

NetID Single Sign On

NetID

Password

On your way to...
wconline-bridge.uconn.edu

Login

UConn Single Sign On serves as your login to many University computing and networking services.

Forgot 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.

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

Client

Ouimette, Margie (margie.ouimette@uconn.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Monday, October 4, 2021: 4:00pm ∨ to 5:00pm ∨   Show REPEAT Options

Staff or Resource

Sarah-Grad-Rhetoric & Composition (Fall 2021)

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

Meet Online?

○ No. Schedule **Face-to-Face** appointment.

○ 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. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields—except if those required fields are also tagged as administrator-only questions.)

Is your writing related to *

-- please select --

Course *

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.

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/1JKBpYlTblx1hXFXuM2WdnaREGFbEd5mD7heI2M/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.

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.

ONLINE APPTS ONLY Paste a SHAREABLE LINK TO A GOOGLE DOC or ONEDRIVE DOC containing the writing you would like to work on (must use @uconn.edu email address). Enter N/A if nothing prepared! *

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

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In ☐ | Missed ☐ | Placeholder ☐ ❓ | Email Client? ☑ ❓

CREATE APPOINTMENT   CLOSE WINDOW

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.
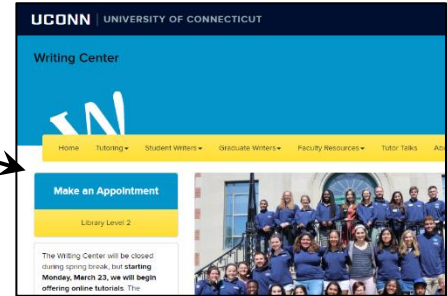
**2.** Once logged in, click on your appointment, which appears as a **yellow/orange square**.

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Erica - English ✎												

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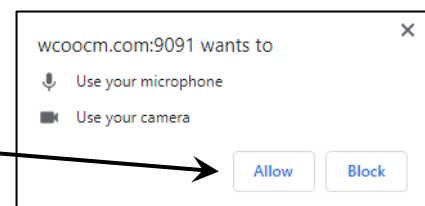
5. Wait in the online consultation room for your tutor to join (put on headphones or turn your speakers on).

- 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.

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).
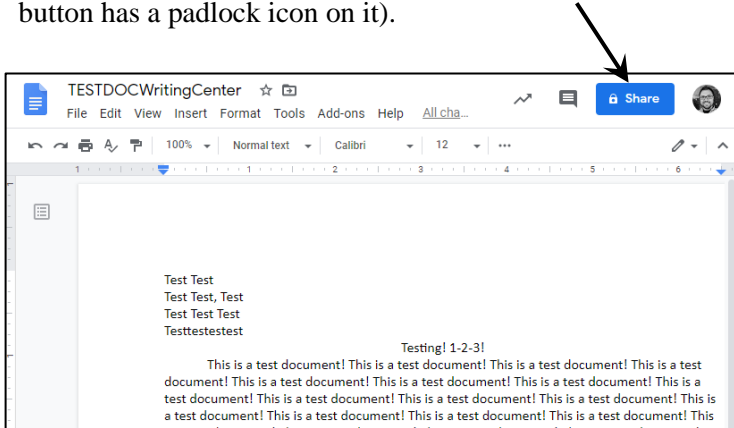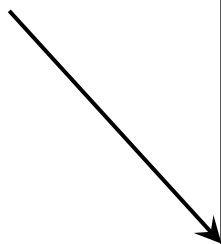

A window titled Share with others will pop up.

2. Use the Link sharing dropdown menu to select **Anyone at the University of Connecticut with the Link can comment**
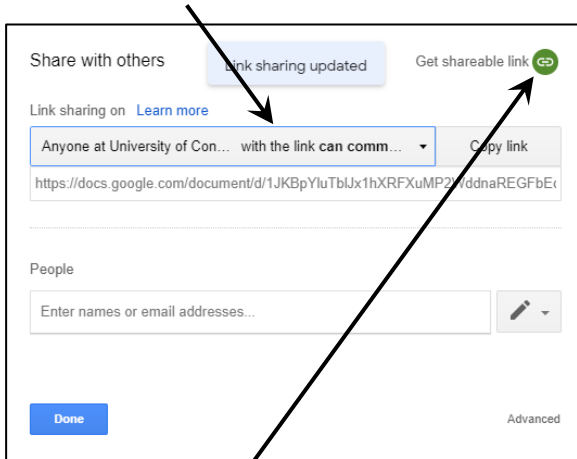
3. Click the **Get shareable link** button in the top right of the Share with others box. This will automatically copy the link to your clipboard.

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.

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