

Full-text Instructions for using synchronous tutoring:

Making an appointment:

1. Go to <https://waterbury.mywconline.com/>
2. If this is your first time using WCONLINE, you need to create an account before you may schedule an appointment. You create an account only one time, and it takes about a minute. Click on “Register for an account” at the top of the log in box and follow the instructions, using your UConn email address. Your password must be at least 10 characters.
 - a. You will receive an email confirming your registration.
3. Back on the Log in screen, enter your UConn email address and the password you created. Before clicking “Log In,” under “Available Schedules,” make sure you select “Writing Center Schedule.”
 - a. If you forget to select the Writing Center during login, at the top of the next page, you can select the WC schedule from a center pulldown menu.
4. Once logged in, you will be directed to the Writing Center’s weekly tutoring schedule. Here, you can book your session.
 - a. Writing Center tutors will appear under each day.
 - b. As a client, you can book one hour of time per day with an available tutor. All tutors are trained to work with all kinds of writing assignments.
 - c. To book a session, click on any of the empty white boxes to the right of your chosen tutor’s name. (Note: Dark blue boxes indicate times when the tutor is unavailable. Red boxes indicate time already booked by another client.)
 - d. A popup window will open. Answer the questions in the boxes provided (all questions with an asterisk * require an answer).
 - e. If you have a writing prompt, please upload it using the available file attachments at the bottom of the screen. You may upload your rough draft, though this can also be shared during your online session.
 - f. When you are satisfied with your selections/answers, verify the time at the top of the popup window, and once ready, click the blue “Create Appointment” button at the very bottom of the screen.
 - g. You will know your appointment was created three different ways: the popup registration screen will now say “View Existing Appointment” and confirm your selection; on the main schedule screen, your selected time will now appear yellow; and finally, you will receive a confirmation email in your UConn inbox.
 - h. Note: If you are making an appointment for a date that does not appear on the main schedule page, you can navigate to later weeks by clicking “Next Week” or the calendar icon at the top of the scheduling screen.
5. Once you finish making your appointment, you can close all open windows or log out by clicking “Welcome, (Your Name)” on the top left of the scheduling screen. In the dropdown menu, select “Log Out.”

Joining your online synchronous session:

1. Visit <https://waterbury.mywconline.com/> and enter your UConn email and chosen password.
2. Before clicking “Log In,” under “Available Schedules,” make sure you select “Writing Center Schedule.”
3. Once logged in, on the master schedule screen, hover your mouse over “Welcome, (Your Name).”
4. In the dropdown menu, select “My Appointments” and the appointment you’d like to join.
 - a. In order to get the most out of your tutoring session, please try to join your virtual workspace five minutes before your scheduled start time.
 - b. You can also access your tutoring session by clicking the yellow box on the schedule screen (if you have several appointments, make sure you click on the box corresponding with the right session).
5. The “View Existing Appointment” popup screen will appear. You will see a gray box which contains the red link “Start or Join Online Consultation.” Click this link.
6. A new tab/window will open. If this is your first appointment, your computer will ask permission to use both your web camera and microphone. Click yes at each prompt.
7. In this new tab, you will see a whiteboard space with basic instructions on how to best use the tools at your disposal. Your video feed will appear to the left of the whiteboard. When the tutor logs in, their face will appear in this space, as well.
8. To the right of the whiteboard, you can access a chat box, which gives you a second mode of communication during the tutoring session.

Editing or canceling a synchronous appointment:

1. Visit <https://waterbury.mywconline.com/> and enter your UConn email and chosen password.
2. Before clicking “Log In,” under “Available Schedules,” make sure you select “Writing Center Schedule.”
3. Once logged in, on the master schedule screen, hover your mouse over “Welcome, (Your Name).”
4. In the dropdown menu, select “My Appointments” and the appointment you’d like to edit or cancel.
5. The “View Existing Appointment” popup screen will appear. At the bottom, click either the blue “Edit Appointment” or the red “Cancel Appointment” button.
 - a. If you click “Edit Appointment,” you will be able to modify answers, upload documents, change appointment time, etc. Once satisfied, click “Save Changes.”
 - b. If you click “Cancel Appointment,” you will be asked to confirm you want to cancel the appointment. Click “OK” to cancel the appointment.

Instructions for using asynchronous tutoring (via Gmail):

Please keep in mind that tutors require 1-2 business days to review your work.

1. Email your assignment as a Word document or PDF to uconnwaterburywritingcenter@gmail.com. We cannot accept Google docs, but you may compose in a Google doc and then convert/save as a Word doc/PDF. If it is a multimodal assignment simply attach it in whatever format it has been composed.
2. Please include a cover page with the following information:
 - a. Provide the name of the instructor to whom you will be submitting the assignment, as well as the name of the course.
 - b. Indicate if you would like a notice sent to your instructor confirming your “visit” to the Writing Center.
 - c. Include any prompt given for the assignment.
 - d. Provide the assignment’s due date. (**Please note that we require 1-2 business days to review your work.**)
3. In addition, please tell us two of the following issues you would most like us to address:
 - a. Understanding the assignment
 - b. Coming up with ideas/Outlining/Planning
 - c. Thesis statement/argument
 - d. Focusing the subject
 - e. Audience
 - f. Support of main ideas
 - g. Introduction or conclusion
 - h. Using sources
 - i. Productive use of the medium (for multimodal projects)
 - j. Citations (MLA, APA, etc.)
 - k. Grammar/mechanics such as punctuation, sentence structure, etc.
4. Lastly, include any other information you would like to share.

A Writing Center tutor will comment on your assignment using the commenting feature in either Microsoft Word or Adobe, depending on the format in which you submit the assignment. ***In order to view the comments, we recommend opening the document on a screen larger than a phone.***

If you are submitting a multimodal assignment the tutor may simply respond via an email note.

Directions for viewing comments in Word:

On the “Review” tab, click “Show Markup” in the “Tracking” group, and then select the “Comments” check box. If you do not see the comment balloon, click “Print Layout” or “Web Layout” under the “View” tab.

Directions for viewing comments on a PDF:

Open the PDF file in Adobe Reader (by right clicking the file and choosing Open with > Adobe Reader). Click on “Tools” in the top bar and then open “Comment” after. On the right side, you can see a list of all your comments.

PLEASE NOTE: Work that is submitted for review late Thursday or on Friday will not be returned until Monday or Tuesday, per the 1-2 business day policy.

The UConn Waterbury Writing Center assists students who are doing any sort of writing for their classes at UConn. Have you started writing essays for your English classes? Are you putting together lab reports for your Biology classes? Are you taking a Sociology W course? If so, you should bring your assignments to the Writing Center.