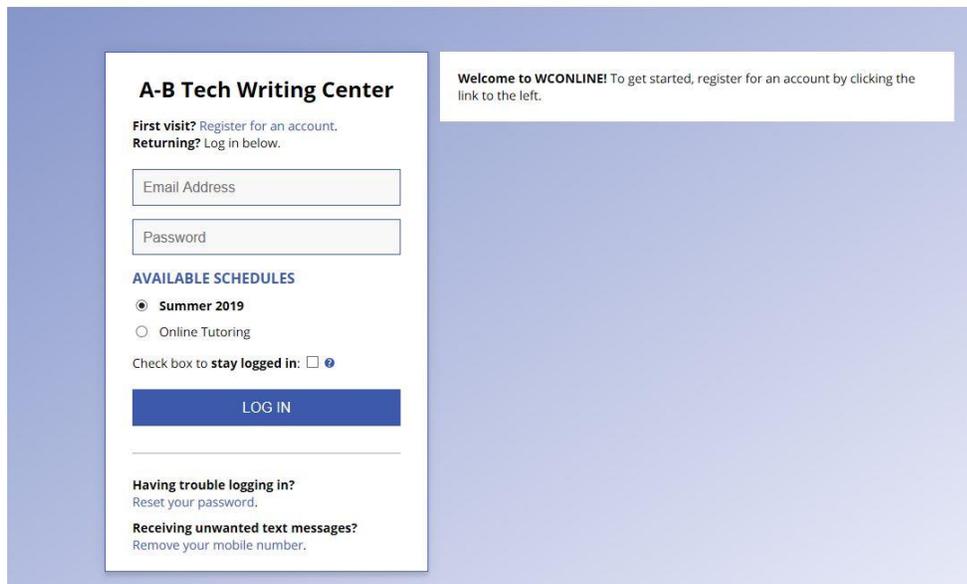


How to Place an Online Submission:

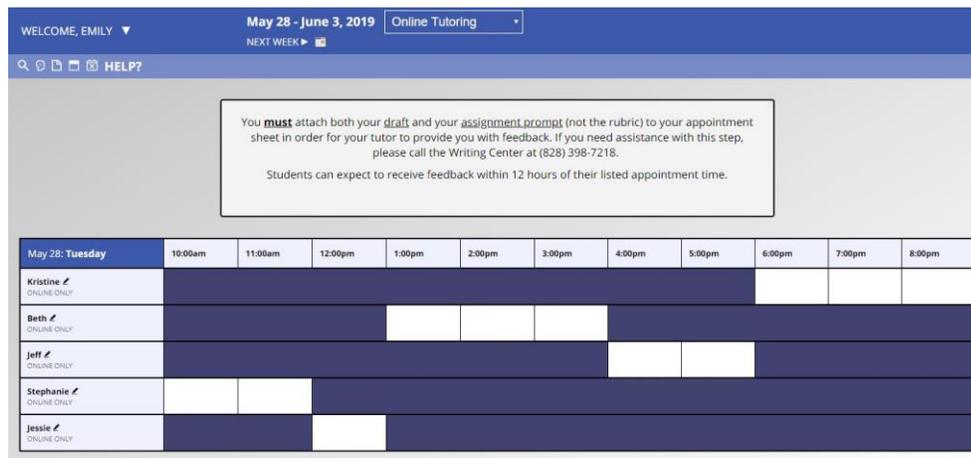
1. Log in to the Writing Center's calendar, and select "Online Tutoring" either on the log-in page or from the dropdown menu at the top of the calendar after signing in.



The image shows the login page for the A-B Tech Writing Center. It features a white login box on a light blue background. The box contains the following elements:

- A-B Tech Writing Center** header.
- Instructions: "First visit? Register for an account. Returning? Log in below."
- Input fields for "Email Address" and "Password".
- Section: "AVAILABLE SCHEDULES" with radio buttons for "Summer 2019" (selected) and "Online Tutoring".
- Check box for "stay logged in" with an eye icon.
- A blue "LOG IN" button.
- Links for "Having trouble logging in? Reset your password." and "Receiving unwanted text messages? Remove your mobile number."

To the right of the login box is a white box with the text: "Welcome to WCONLINE! To get started, register for an account by clicking the link to the left."



The image shows a calendar interface for the Writing Center. At the top, it says "WELCOME, EMILY" and "May 28 - June 3, 2019" with a dropdown menu set to "Online Tutoring". Below this is a search bar and a "HELP?" link. A central message box states: "You **must** attach both your **draft** and your **assignment prompt** (not the rubric) to your appointment sheet in order for your tutor to provide you with feedback. If you need assistance with this step, please call the Writing Center at (828) 398-7218. Students can expect to receive feedback within 12 hours of their listed appointment time."

May 28: Tuesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Kristine ONLINE ONLY											
Beth ONLINE ONLY											
Jeff ONLINE ONLY											
Stephanie ONLINE ONLY											
Jessie ONLINE ONLY											

2. Click on an open submission time, which will be shown in white. Submission times in other colors have already been booked or are otherwise unavailable. Please be mindful of your assignment's deadline when selecting a submission time. The Writing Center recommends booking a submission time that falls at least 48 hours ahead of your deadline to give yourself adequate time to make revisions based on your tutor's feedback.

- Once you have selected your submission time, a short form will pop up in a new window. Fill out the required information about your assignment.

Appointment Date
Tuesday, May 28, 2019: 1:00pm to 2:00pm Show REPEAT Options

Staff or Resource
Beth (Online Tutoring)

APPOINTMENT LIMITS: Appointments must be between 0 hours and 1 hour in length.

Meet Tutor Online?
 Yes. Schedule **Online** appointment.
If you choose an online appointment, upload your paper as a Word document AND your assignment prompt to the bottom of this form. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

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.)

Course (Ex. ENG 111 YD1) *

Instructor *

What are you working on? *

My goal for this session is to: (check all that apply) *

- Understand the assignment
- Brainstorm
- Organize my ideas

- At the bottom of your form, you will attach two documents: your most recent draft as a Word document and your assignment prompt as either a **Word or PDF file**.

Your tutor cannot provide you with feedback if they do not have these documents.

 This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. File attachments must be 1MB or less and in one of the following formats: .doc; .docx; .pdf;

File #	Document Title	Notify Client? 
<input type="button" value="Choose File"/> No fil...hosen		No 
<input type="button" value="Choose File"/> No fil...hosen		No 
<input type="button" value="Choose File"/> No fil...hosen		No 

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

- Once all required materials have been added to your form, you may select “Create Appointment,” which will notify your tutor of your submission. When your tutor has drafted feedback, you will receive an email notification.