



# HOW TO SCHEDULE A WRITING & SPEAKING CENTER TUTORIAL

## SCHEDULING INSTRUCTIONS

1. Visit the Center's website: [www.smcm.edu/writingcenter](http://www.smcm.edu/writingcenter)
2. Click the **teal button that says "Schedule an Appointment"** to access the Center's Scheduler.
3. On the Scheduler login page, **login using your Center account credentials**. If you do not already have an account, use the link on the login page to create one.
4. After you login, **follow directions at the top of the page** to create an appointment.

## APPOINTMENT TYPES

The Center will be operating entirely online for Fall 2020, offering both Zoom tutorials and Draft Drop-Off tutorials. When you scheduling, you can choose which type of tutorial you prefer.

### ZOOM TUTORIALS:

At the time of your tutorial, you will click the link on your appointment form to join your tutorial, and the session will automatically open in Zoom. Your tutor will use Zoom tools (audio, video, screen sharing, Chat, etc.) to assist you.

### DRAFT DROP-OFF TUTORIALS:

You will submit your draft to the tutor through the appointment form. You will not meet with the tutor; instead, you will receive tailored feedback on your draft within 24-48 hours of your appointment.

## WAYS TO PREPARE

- 1) **Ask your professor** any questions you have about the assignment.
- 2) **Gather materials**, including assignment guidelines, your draft, and instructor feedback.
- 3) **Prepare some questions** for the tutor.

## SCHEDULING TIPS

- 1) **Consider strategy.** Think about when in the process it makes sense to have a tutorial. Also, leave yourself time to revise after your session but before the assignment is due.
- 2) **Consider timing.** Once you know when you want to make a tutorial, book the appointment. Otherwise, someone else may take your preferred time.
- 3) **Consider others.** Please do not schedule in a way that interferes with other students using the Center. For example, avoid scheduling more appointments than you plan to attend, repeated rescheduling, etc.

## CONTACT US

*If you have difficulty scheduling an appointment or have questions, please contact:*

**Mandy Taylor**  
**Assistant Director of the Writing & Speaking Center**  
**[apheatwole@smcm.edu](mailto:apheatwole@smcm.edu)**