

# THINKING ABOUT WRITING

## How to Make an Appointment with the Drexel Writing Center

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215-895-6633

ONE-ON-ONE TUTORING

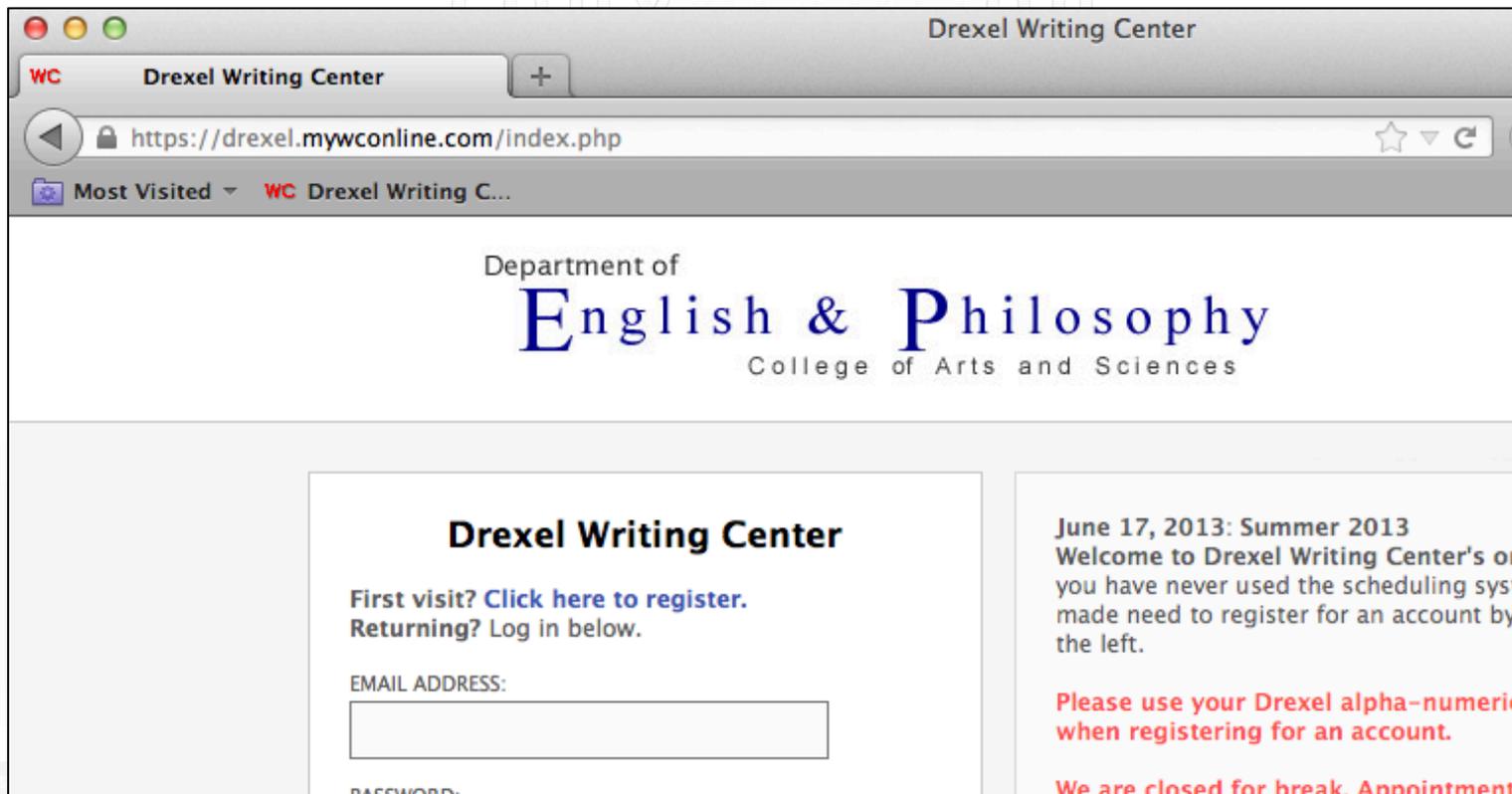
WRITING SUPPORT

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# Step 1:

Go to:  
[www.drexel.mywconline.com](http://www.drexel.mywconline.com)



## Step 2:

Click on the “Click here to register” link. This will open a new window or take you to a different page. Fill out the information requested and create your account by clicking “Register.” Be sure to register using your Drexel alphanumeric email address.

Drexel Writing Center

Department of  
**English & Philosophy**  
College of Arts and Sciences

**Drexel Writing Center**

First time visitor? [Click here to register.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to stay logged in:

June 17, 2013: Sum  
Welcome to Drexel  
you have never used  
made need to regist  
the left.

Please use your Dre  
when registering fo

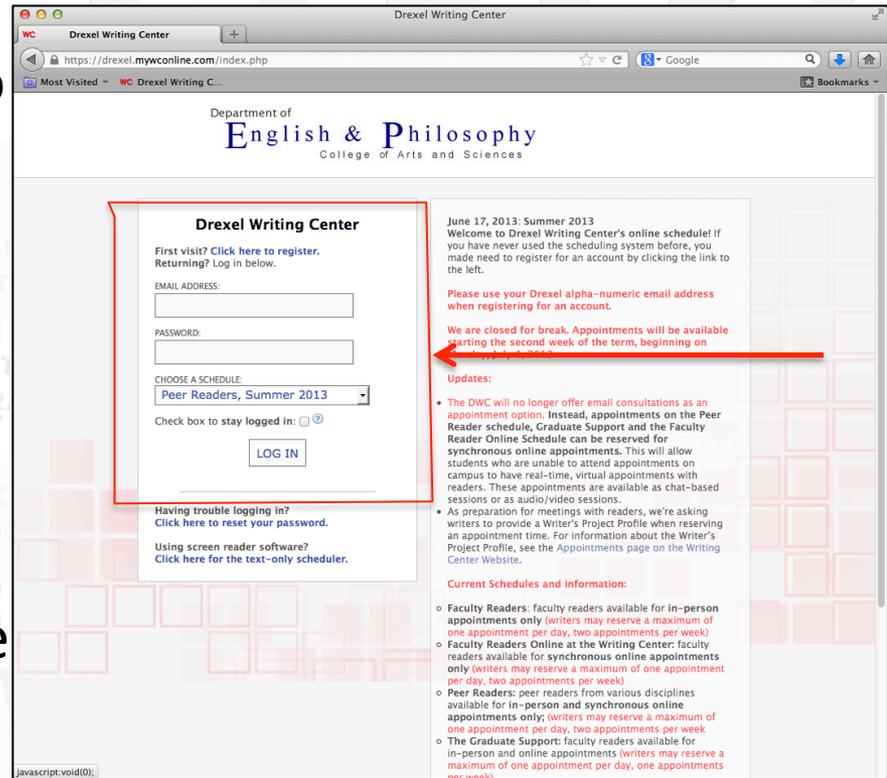
We are closed for b  
starting the second  
Monday, July 1, 201

Updates:

- The DWC will no lon  
appointment option.  
Reader schedule, G  
Reader Online Sche  
synchronous online  
students who are un  
campus to have real

# Step 3:

Login using your email and new password. Also select the schedule you wish to view before clicking “LOG IN.” Peer Readers are undergraduate tutors, Faculty Readers are Faculty tutors, Graduate Support is composed of faculty and only available for graduate students.



# Step 4:

When you login, you will automatically view the schedule you selected upon login. Any white block is an appointment that is available, red and blue blocks are already taken. At the top is the time of the appointment and to the side is the name of the tutor. To begin the appointment making process, select a white block and click it.

The screenshot shows the Drexel Writing Center website interface. At the top, it says "Department of English & Philosophy College of Arts and Sciences". Below that, it says "WELCOME ANDREW!" and "July 1 - July 7: Peer Readers, Summer 2013". There are navigation links for "PREV WEEK", "CURRENT WEEK", and "NEXT WEEK". A "Limit to:" dropdown is set to "-- show all --".

A central text box contains the following information:

Email consultation appointments are no longer available. Online synchronous appointments have replaced this service. These appointments are conducted with audio/video (which is the most productive option) or via a chatroom.

Peer reader appointment times can be reserved for in-person or synchronous online appointments. (For online appointments, you will reserve the appointment time, provide a Writer's Project Profile, and then attach your paper to the appointment. Click on the yellow file folder at the top left of the screen to attach the paper after saving your appointment.)

For information about the Writer's Project Profile, see the [Appointments page](#) on the Writing Center Website.

If you have reserved a synchronous online appointment, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and click "Start or Join Online Consultation". Follow onscreen instructions for using the online module.

**\*Please note:**

1. You are limited to two appointments per week.
2. Appointments are 45 minutes long. The last fifteen minutes of each session is reserved for the Peer Reader to complete paperwork.
3. Readers may not be able to read your entire paper during the allotted time. Please do not submit more than 10 pages, or indicate what portion of longer projects you would like to focus on.

At the bottom, there is a schedule grid for Monday, July 1st. The grid shows time slots from 9:00am to 8:00pm. The 11:00am slot is highlighted with a red box and an arrow, indicating it is available for booking.

07/01: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Christian (MacAllister 0032)												
Megan (MacAllister 0032)												
Taylor (Hagerty 127)												
Taylor (MacAllister)												

# Step 5:

When you click on the white block, a new window will open. Fill out the information requested. Questions with a red asterisk next to them are required. Be sure to select whether you want your appointment to take place either in person or online. After you have filled out the form, click the “SAVE APPOINTMENT” button.

Drexel Writing Center  
https://drexel.mywconline.com/reserve.php?type=r&machid=sc151b72fd1887e&ts=1372827600&resid=&starttin

**Marcus (MacAlister 0032)**

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Location:** MacAlister Hall, 0032

**Bio/Information:** This appointment time can be scheduled for in-person OR synchronous online appointments. Please select "In-person" or "Online" below and provide a Writer's Project Profile. If you are scheduling an online synchronous appointment: After making the appointment, use the "attach file" feature (the yellow folder icon at the top of the schedule page) to attach your file(s) to this appointment. For more information about the Writer's Project Profile and attaching papers, please see the announcement and link at the top of the schedule page. For online appointments, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and then click "Start or Join Online Consultation". Follow onscreen instructions for using the online module.

**Appointment Limits:** Appointments must be 1 hour in length.

**Time:** REPEAT APPT. Wednesday, July 03: 1:00pm to 2:00pm

**Client:** Search: Select: Houriet, Andrew

**Meet Online?** No - Meet Face-to-Face at the Center

Both online and face-to-face appointments are available. 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".

**Course Subject:** \*

**Course Number:** \*

**Instructor:**

**What project are you working on?** \*

**What are your goals for the project?** \*

**Where are you in the writing?** -- please select -- \*

**What is going well in your work on the project?** \*

**What do you want to work on improving? :** \*

**What else would you like the reader to know?**

**Admin Options:** Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client?

**SAVE APPOINTMENT** **CLOSE WINDOW**



# Step 7:

Join your appointment. If in person, the appointment will be located in the area next to the tutor's name (usually Hagerty or MacAlister).

If your appointment is online, click the yellow box on the schedule to open the appointment window, then click the red "Start or Join Online Consultation" button.

07/01: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm
Victoria (MacAlister 0032) 					
Face-to-face or online					
Taylor (MacAlister 0032) 					
Face-to-face or online					
Maggie (MacAlister 0032) 					
Face-to-face or online					
Megan (MacAlister 0032) 					
Face-to-face or online					
Taylor (Hagerty 127) 					
Face-to-face or online					
Melody (MacAlister 0032) 					
Face-to-face or online					
Christian (MacAlister 0032) 					
Face-to-face or online					

Drexel Writing Center

https://drexel.myworkonline.com/reserve.php?type=m&machid=ts&resid=sc151cb1aa1fc19&starttime=C

### Taylor (MacAlister 0032)

Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Location:** MacAlister Hall, 0032

**Bio/Information:** This appointment time can be scheduled for in-person OR synchronous online appointments. Please select "In-person" or "Online" below and provide a Writer's Project Profile. If you are scheduling an online synchronous appointment: After making the appointment, use the "attach file" feature (the yellow folder icon at the top of the schedule page) to attach your file(s) to this appointment. For more information about the Writer's Project Profile and attaching papers, please see the announcement and link at the top of the schedule page. For online appointments, log in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment (by clicking on the appointment on the schedule) and then click "Start or Join Online Consultation". Follow onscreen instructions for using the online module.

**Appointment Limits:** Appointments must be 1 hour in length.

**Time:** Monday, July 08: 1:00pm to 2:00pm  
Created: Jun. 26, 2013 (12:46 pm) by Andrew Houriet. Modified: Jun. 26, 2013 (4:26 pm).

**Client:** Andrew Houriet  
aeh85@drexel.edu

**Meet Online?** Yes - Meet Online

**Start or Join Online Consultation**

**Course Subject:** \*

**Course Number:** \*

**Instructor:**

**What project are you working on?** \*

# THINKING ABOUT WRITING

## If you still can't make an appointment...

convesation  
CAN MY READER SEE HOW I'M BUILDING ON MY RESEARCH?  
WHAT DO I NEED TO KNOW ABOUT MY AUDIENCE?  
BRAINSTORMING  
HOW CAN I INTEGRATE EVIDENCE INTO MY WRITINGS?  
REVISION  
HOW CAN I MAKE MY WRITING MORE READABLE?

In the event that you encounter a problem with the system or have difficulty using it, feel free to either email the Operations Manager at [dwc@drexel.edu](mailto:dwc@drexel.edu) or call the front desk at 215-895-6633

Best of luck and we hope to see you soon!

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