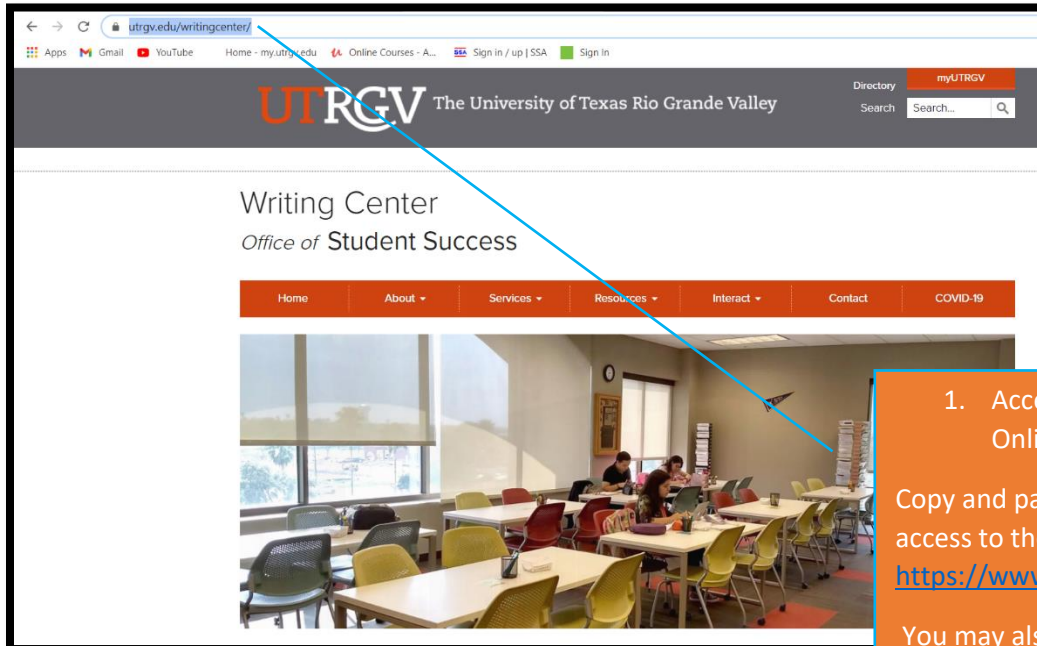


How to Use the Writing Center Online Services: A Quick Guide



1. Access to Writing Center Online Services

Copy and paste the URL to get direct access to the Writing Center website.

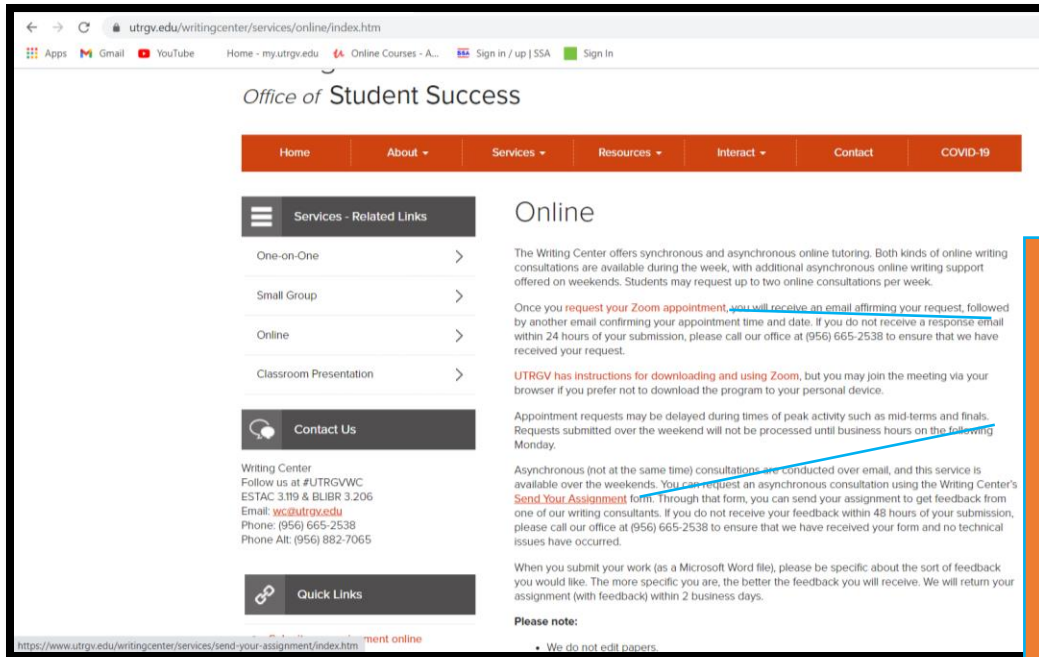
<https://www.utrgv.edu/writingcenter/>

You may also get to the website from the UTRGV home page by using the search tab to search for "Writing Center".



2. Find where the online services are located

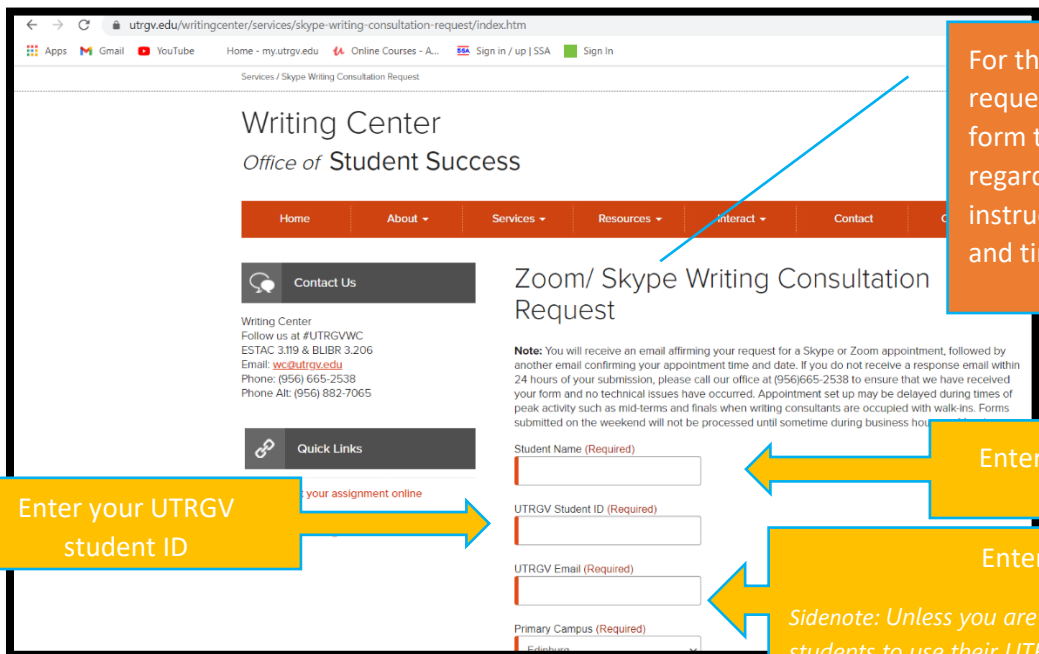
Move the cursor over the tab "Services" and click on the "Online" category to be directed to the "Online" webpage.



3. Choose which services fit your needs most.

On this page, you will have two online service options, synchronous "Zoom/ Skype" session or asynchronous "Send your Assignment".

How to Schedule a Zoom/Skype Consultation



For the Zoom/ Skype consultation request, you will need to fill out a form that will ask information regarding you, the class, the writing instructions, and the desired date and time for your session.

Enter your UTRGV student ID

Enter your full name

Enter UTRGV email.

Sidenote: Unless you are alumni, UTRGV's policy requires students to use their UTRGV email to receive service.

Primary Campus (Required)
Edinburg

Classification (Required)
Freshman

Type of class
Traditional/Face-to-face

Class and Section of the Assignment (Required)

Due Date (Required)
Format: mm/dd/yyyy

Date for Appointment (Required)
Format: mm/dd/yyyy

Appointment Time (Required)
(Last appl. for Fri. is 12:00pm)

- 9:30 a.m.
- 10:00 a.m.
- 10:30 a.m.
- 11:00 a.m.
- 11:30 a.m.
- 12:00 p.m.
- 1:30 p.m.
- 2:00 p.m.
- 2:30 p.m.
- 3:00 p.m.
- 3:30 p.m.
- 4:00 p.m.

Carefully fill out the Zoom/Skype form and select the option that suits you.

Enter the due date of the assignment.

Enter the class and section to help tutors know what type of format and style of paper is usually associated with that kind of class. *Alumni can use "N/A" in place of a course number.*

Choose a time(s) where you are available for a Zoom/Skype session. *Remember that sessions can take up to 30- 45 minutes.*

One or two items to be addressed. Hold Ctrl key. (Required)

Invention/brainstorming, coming up with ideas
Finding sources/resources for your paper
Paper structure and organization of your paper
Developing and supporting ideas
Writing with Multiple Sources

Please explain further. (Required)

Upload a file (Required)
(To upload multiple files, please attach a zipped folder. The maximum file size is 20MB. Acceptable files that can be uploaded: images, Microsoft Word documents, PDFs, excel spreadsheets, text files, and zip files.)

Choose File No file chosen

I'm not a robot

reCAPTCHA
Privacy - Terms

SUBMIT

Choose one or two concerns you have for your assignment. This would allow the tutors narrow what should be prioritized during the 30-45 minutes.

If you need to further explain or want to add in the professor's instruction, use the "Please explain further".

Attach your writing as a Microsoft Word document.

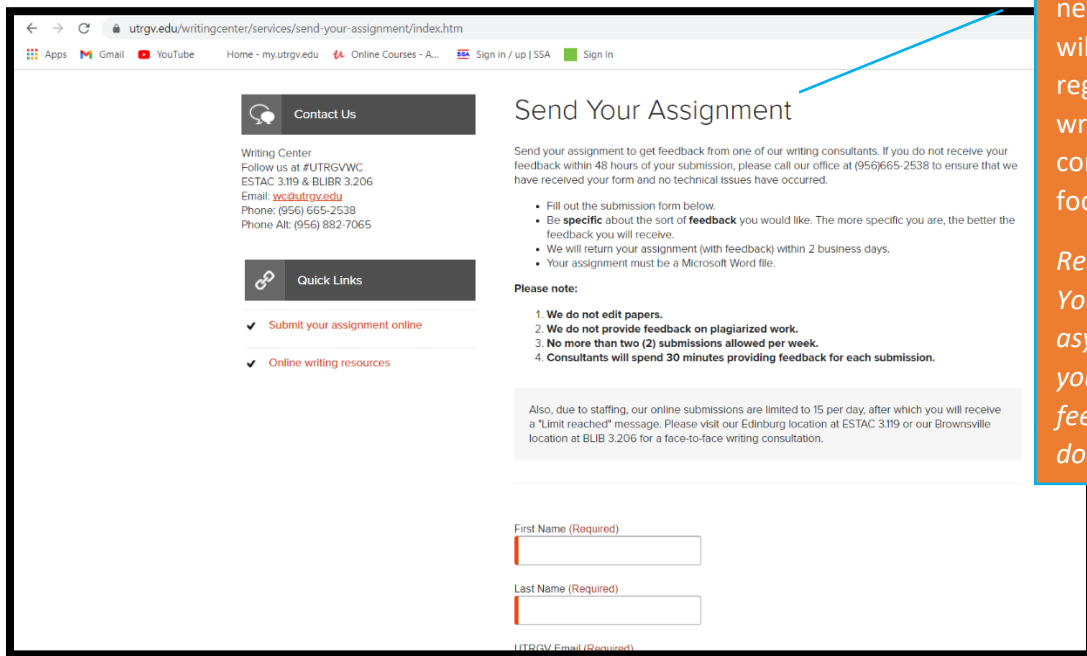
Check the "I'm not a robot" box.

Click submit to send your form request to the Writing Center. You should then receive a confirmation email for the time and date requested or be asked to reschedule if your time is not available.

How to Fill Out a “Send Your Assignment” Form

To use the “Send Your Assignment” service, you will need to fill out a form that will ask information regarding you, the class, the writing instructions, concerns you want tutors to focus on and the due date.

Remember that the “Send Your Assignment” service is asynchronous, which means you will receive your feedback in a word document through email.

A close-up view of the form fields from the screenshot. The fields are: "First Name (Required)", "Last Name (Required)", "UTRGV Email (Required)", "UTRGV Student ID (Required)", "Primary Campus (Required)" with a dropdown menu showing "Edinburg", "Classification (Required)" with a dropdown menu showing "Freshman", and "Type of Class (Required)" with a dropdown menu showing "Traditional/Face-to-face".

Enter your full name.

Enter UTRGV email.
Sidenote: Unless you are alumni, UTRGV's policy requires students to use their UTRGV email to receive service.

Enter your UTRGV email.

Carefully select the option that suits you.

Type of Class (Required)
 Traditional/Face-to-face

Class and Section (Required)
 This is a required field.

Professor's instructions (Required)

Due Date (Required)
 Format: mm/dd/yyyy

Enter the class and section to help tutors know what type of format and style of paper is usually associated with that kind of class. Alumni can use "N/A" in place of a course number.

Enter your professor's instruction. Providing the instructions will help tutors know what the instructors are requiring from you and can help them keep you on track.

Enter the assignment due date.

Prior feedback for this assignment from Writing Consultant? (Required)
 Yes

One or two items to be addressed. Hold Ctrl key. (Required)
 Invention/brainstorming, coming up with ideas
 Finding sources/resources for your paper
 Paper structure and organization of your paper
 Developing and supporting ideas
 Writing with Multiple Sources
 Citing sources in the text and in the bibliography

Please explain further. (Required)

Upload a file (Required)
 (To upload multiple files, please attach a zipped folder. The maximum file size is 20MB. Acceptable files that can be uploaded: images, Microsoft Word documents, PDFs, excel spreadsheets, text files, and zip files.)
 Choose File No file chosen

I'm not a robot

reCAPTCHA
 Privacy - Terms

SUBMIT

Let us know if you have submitted this assignment before so the tutors can reflect on previous comments.

Choose one or two concerns you have for your assignment. This would allow the tutors to narrow what should be prioritized during the 30 minutes they are given to work on it.

If you need to further explain about the assignment or the professor's instruction, use the "Please explain further".

Attach your writing as a Microsoft Word Document in order for the tutors to provide you feedback.

Check the "I'm not a robot" box.

Click submit to send your form request to the Writing Center. You should receive feedback to your email within 48 hours.

Writing Center Contact Information

ESTAC 3.119 & BLIBR 3.206

Email: wc@utrgv.edu

Phone: (956) 665-2538

Phone Alt: (956) 882-7065