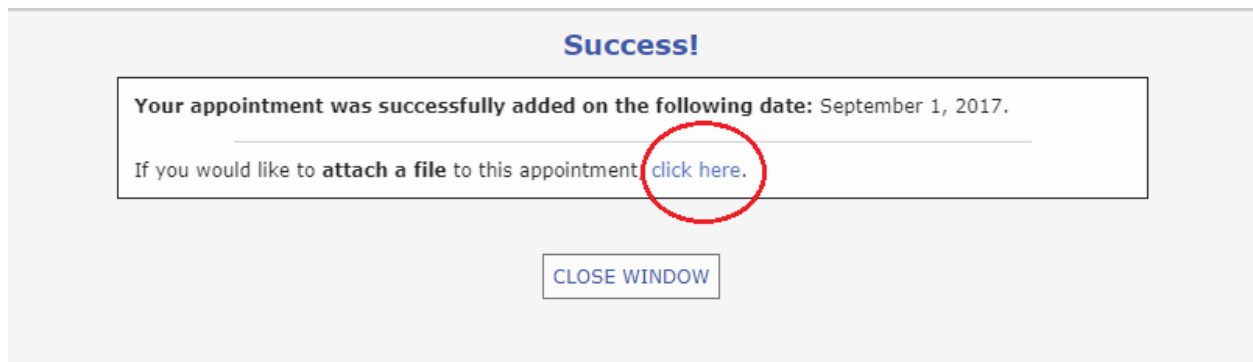


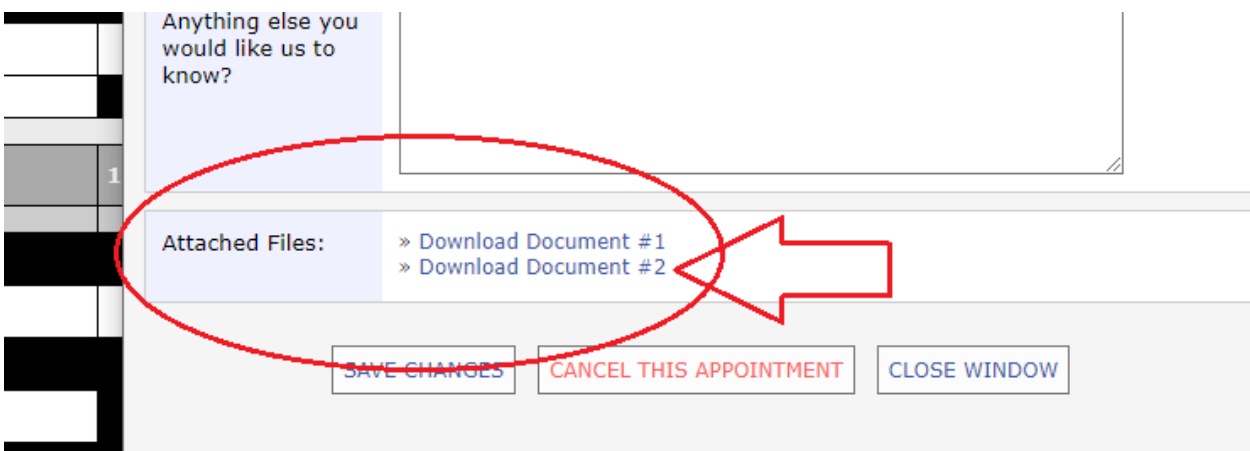


The white spaces are **available appointments**. Click on one at the desired time and with the desired Writing Assistant.

5. Fill out the appropriate information. A **face to face session** (indicated in blue) indicates that you will have your session in person, in Gabriele Library. An **online appointment** (indicated in red) is a video conferencing appointment to be held at the scheduled time. An **E-tutoring appointment** (indicated in purple) is an asynchronous appointment. You would upload the paper in question to your appointment slot and your Writing Assistant will review it at the scheduled time and upload the reviewed version to the same spot. **Your personal appointments will appear in yellow.**
6. After scheduling your appointment, you will have the opportunity to upload your paper so your Writing Assistant can review it:



7. To retrieve reviewed papers, click on your appointment slot (in yellow) and scroll down to "Attached Documents"



8. If you have scheduled an **online appointment**, log on at the appropriate time and click on your appointment slot (in yellow). You will be able to join the virtual session by clicking “Start or join Online Consultation.”

Time:	Friday, September 01: 11:30am ▼ to 12:00pm ▼
Meet Online?	Yes - Schedule Online Appointment ▼ <b>Start or Join Online Consultation</b>
Course name and number:	ACC 303 Intermediate Accounting I ▼*
If you selected "other," please tell us the name and number of your class (example: ENG 107: Composition II):	<input type="text"/>

\*No one but you and your Writing Assistant will be able to see your information and papers.

\*If you encounter issues during this process, please call the Writing Center at 484-323-3494 or email at [writingcenter@immaculata.edu](mailto:writingcenter@immaculata.edu) for assistance.