

eTutoring Student Guide

About the eTutoring Writing Center

Our goal is to help students improve their writing skills. To that end, Writing Associates will help you identify significant issues with content or recurring patterns of error in your writing, and explain how to fix them rather than editing or rewriting your draft.

The type and amount of feedback you receive is based on the content of your paper and your individual writing needs. Writing Associates attempt to review your paper and provide feedback in approximately 24 hours, spending one hour reviewing your paper—typically allowing them to work through about 6 pages. If you have a lengthy paper, we recommend that your schedule more than one appointment during the week.

Mission of the eTutoring Writing Center


We work with students at all stages of the writing process to develop their confidence and abilities as writers. We are committed to fostering a community of inclusion, diversity, and equity through which we believe we all become better students and writers.

Hours of Operation

The eTutoring schedule is available Sunday, 7:00-10:00 PM, and Monday through Thursday, 3:00-10:00 PM. Writing Associates attempt to review your paper and provide feedback in approximately 24 hours.

To Create An eTutoring Appointment

- Log on to trincoll.mywconline.com to make your appointment.
- A white box on the schedule indicates an open appointment, while a blue box indicates a scheduled appointment.
- When you click on a white box, you will be prompted to submit information about your session. Be sure to fill out the appointment form completely.
- Upload your paper for review and include the assignment instructions or prompt. Up to three documents can be uploaded. Click “Create Appointment.”
- Submissions are limited to a maximum of 6 pages. If you have a lengthy paper, we recommend that you schedule more than one appointment during the week.
- You will receive an email when the Writing Associate has finished commenting on your paper, providing feedback in approximately 24 hours.

 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, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1

Choose File

No fil...hosen

Document Title

Notify Client?

No

File #2

Choose File

No fil...hosen

Document Title

Notify Client?

No

File #3

Choose File

No fil...hosen

Document Title

Notify Client?

No

ADMINISTRATIVE OPTIONS

Walk-In/Drop-In

Missed

Placeholder

Email Client?

CREATE APPOINTMENT

CLOSE WINDOW

Viewing Comments and Receiving an Edited Document

Check your email for a reply from one of our Writing Associates which will include your attached annotated or edited document. Alternatively, you can follow the steps below to retrieve your document from the WOnline system.

- Log on to trincoll.mywconline.com and click on your appointment.
- Under “Post Session Client Report Forms,” click “View Existing.”

View Existing Appointment

Client
Carolyn Kelly

Appointment Date
Monday, March 23, 2020
SLOT 4 [MARK MISSED]

Staff or Resource
Lyn Kelly

ETUTORING

CREATED: Mar. 18, 2020 7:27am by Carolyn Kelly

Post-Session Client Report Forms
[View Existing](#)

MEET ONLINE? ETUTORING

If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

- Scroll to the bottom of the report and click “Download Attached File” under “File Attachment.”

FILE ATTACHMENT

Download Attached File

Uploaded: March 16, 2020 3:12pm by Lyn Kelly [X]

EMAIL LOG

March 16, 2020 3:12pm: Sent by Lyn Kelly to carolyn.kelly@trincoll.edu

March 16, 2020 3:12pm: Sent by Lyn Kelly to tennyson.odonnell@trincoll.edu

March 16, 2020 3:12pm: Sent by Lyn Kelly to carolyn.kelly@trincoll.edu