

How to Schedule an Email (eTutoring) Session

1. **Make an Appointment:** Visit unco.mywconline.net or click "Make an Appointment" on the Writing Center homepage.

2. **Log in:** Use your UNC Bears email (**name1234@nears.unco.edu**) and password.

- First-time users: Complete your profile before scheduling.

3. **Select Your Time:** Choose an available appointment (white boxes) in the **Email Session (Asynchronous)** row only.

- **Important:** Do NOT book under individual Consultant names - These are for in-person sessions only.

4. **Complete Required Information** (marked with red*):

- Course name and professor
- Project description
- Specific areas needing help (citations, organization, proofreading, etc.)
- Upload assignment guidelines when possible

5. **Submit Your Document:** Upload or link your paper **before** your scheduled time.

- You can reserve a time slot without uploading initially; to do so, return to the schedule, click My Appointments, and then Open Appointment for your reserved session to access upload links
- Sessions will be canceled if no document is received by the appointment time

Session Requirements

Length Limits

- Maximum 10 pages per 60-minutes session
- For longer documents, schedule multiple appointments
- Consultants will review as much as they can during the 60-minute session

File Format Requirements

- Documents must be provided as either
 - **Microsoft Word** (uploaded as a *.doc* or *.docx*)
 - **Google Doc Link** (sharing must be set to "Anyone with a link can edit")
- Sessions will be canceled if consultants cannot access and edit your document

Feedback Delivery

- Feedback is usually returned shortly after the end of the session, **but may take up to 24 hours**
- Feedback is added to your paper in the form of comments:
 - Microsoft word: Go to Review → Track Changes → Show All Markup
 - Google Docs: Click the "Show All Comments" speech bubble icon at the top right corner

Getting the Best Feedback

- **Provide Guidelines:** in addition to your paper, upload or link assignment guidelines, prompts, or any materials that provide useful context for your writing project
- **Set Goals:** Identify specific assignment requirements or other writing needs you'd like the consultant to focus their feedback on

Questions?

Contact the [Writing Center](#) if you need assistance with scheduling or technical issues.