



# Willy P Writing Center Online Session Starter Kit

(Updated August 26, 2019)

Starting this fall, all our writing sessions can be face to face or **online!**

Here's how to 1) sign up, 2) book an appointment, and 3) conduct an online session with us!

First, if you haven't signed up with our reservation system, [do that here](#). It takes just five minutes. Use your WPU email. (Tip: It's a good idea to check all the email boxes as "Yes," so you get all our reminders.)

Now, you're registered! Go to our [WOnline login page](#). Sign in with your WPU email and password.

After you log in, you'll see our writing sessions schedule. Each consultant is listed separately. Purple/Dark Blue means closed/off-duty. Blue and red is booked. White is available.

Day	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
<b>Feb. 1: FRIDAY</b>										
Melissa										
TaTyana										
Valerie										
<b>Feb. 4: MONDAY</b>										
Aminah										
Davia										
Geneva										
Melissa										
Miranda										
Morgan										
Paul										
Sean K										
<b>Feb. 5: TUESDAY</b>										
Aminah										

Choose a consultant and click on a white (available) time slot for them. (If you can't find a good time slot for you, call the Center during our open hours at 973 720 2633 and ask to join our waiting/call-back list. We'll try to find something that works for you!)



**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.



Geneva: My pronouns are she/her/hers and they/them/their. Like some students, I didn't always like writing, or feel that I was actually good at it. Over time I learned that my writing is never good or bad, but instead my writing enables my ideas to grow and change as I revise across drafts. I hope to help you along your own writing journey.

One of my favorite things is to watch writers begin to believe in themselves as a strong writer. I received both my BA in English Literature and my MA in Writing here at William Paterson. When I'm not teaching and being a writing consultant, I love to keep myself up to date with research across different disciplines. I personally love research in the health science fields and social justice fields.

I can help with: First year writing, creative writing (especially prose), citation (both MLA and APA), literature analysis, idea expansion, and brainstorming. I also love working with writers who speak more than one language and writers with differing needs.

**Meet Online?**

No. Meet **face-to-face** at the center.

Yes. Schedule **Online** appointment.

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."

Questions marked with a \* are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields—except if those required fields are also tagged as administrator-only questions.)

**Course (e.g. ENG 1500) \***

**What would you like to work on? \***

**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	Document Title	Notify Client?
<input type="text" value="Choose File no file...lected"/>	<input type="text"/>	<input type="text" value="No"/>
File #2	Document Title	Notify Client?
<input type="text" value="Choose File no file...lected"/>	<input type="text"/>	<input type="text" value="No"/>
File #3	Document Title	Notify Client?
<input type="text" value="Choose File no file...lected"/>	<input type="text"/>	<input type="text" value="No"/>

**ADMINISTRATIVE OPTIONS**

Walk-In/Drop-In | Missed | Placeholder | Email Client?

Five minutes before your session starts, click back into it and then click **"Start or Join Online Consultation."**

Have your writing draft and the assignment ready.

If things change and you can't meet— **please cancel online at least two hours ahead of time.** Under 2 hours, you must call us to cancel. (If you "no show" for a session, it hurts other clients and you may lose access to the system.)

**Now, your session will begin!**

A reservation box will open up.

You can read the short bio for your consultant and see if they are a good fit for you.

You can select up to three documents to attach to your appointment. (While the writing consultant can access these documents, they will not automatically upload into the online session if you attach them here.)

Then check "Yes - Schedule an Online Appointment."

Fill in the rest and click "Save Appointment."

**Now, you're booked!** Your session box should change color to yellow or orange.

**Client**  
Tracey Pletz

**Appointment Date**  
Monday, June 17, 2019  
4:15pm to 5:00pm

**Staff or Resource**  
Geneva

**ONLINE**  
CREATED: Jun. 17, 2019 1:05pm by Geneva Fucci

**Post-Session Client Report Forms**  
[Add New](#) or [View Existing](#)



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**MEET ONLINE? ONLINE**

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**START OR JOIN ONLINE CONSULTATION**

**Course (e.g. ENG 1500)**

**What would you like to work on?**

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Email client notice of cancellation?

