

HOW CAN I GET HELP FROM THE WRITING CENTER?

We offer several methods for you to meet with a Writing Center consultant to receive help with your writing assignments and/or presentations. Pick the one that works the best for you!

- If you would like a conversation with a consultant, you can schedule a synchronous appointment through TutorTrac for a virtual or in-person appointment.
- Submit an online asynchronous consultation request through our form. No need for an appointment or conversation; just give us 2 or 3 business days to return your assignment with our comments!
- Use our IM Chat for quick questions. Scroll down to the bottom of any page on our website and to find our chat box.

Mid-terms and finals are very busy in the center. We encourage you to schedule appointments and submit asynchronous consultation requests in advance, especially during those times!

Synchronous Consultations (virtual face-to-face or in-person)

1. Go to tutortrac.pfw.edu and sign in with your PFW username and password.
2. Click on **Search Availability** in the upper left of the screen.
3. Select a **Center**. Choose Writing Center for writing assignments, and Speech and Presentation Service for public speaking.
4. Choose the course for your assignment in the **Section** drop-down menu.
5. Choose in-person or online appointment in the **Reason** drop-down menu.
6. Click on **Search**. (Do not adjust the date or time parameters. The default setting returns availability for the next 60 days)
7. Find an appointment date and time that works best for your schedule and click it.
8. Be sure to click Save.

To connect with your consultant

Virtual Appointments

1. Have your assignment open on your computer and log in to TutorTrac.
2. Your Upcoming Appointments appear in the Main Menu. When you're within a few minutes of your appointment, a button with **Enter Online Appointment** will appear.
3. Click the button. This will open Zoom and take you to your consultant's waiting room.
4. Your consultant will let you in when they are ready to begin the appointment.

In-Person Appointments

1. Go to the First Floor Service Desk in Helmke Library
2. Let them know you're there for a Writing Center appointment.
3. The Service Desk employee will connect you with your consultant.

Online Asynchronous Consultations (no conversation needed!)

1. Go to pfw.edu/writing, and click **Online Assistance** in the menu on the left of the screen.
2. Scroll down to the **Email Consultations** heading and read through the text, then click on the button for the service you need (speech or writing). It will open an online form in a new window or tab in your browser.
3. Read through the policies and click on the **Request an Online Consultation** button.
4. Complete the form. Be sure to upload the assignment sheet and your assignment. If you wish to have a recording of your speech consulted on, you can upload the recording to YouTube (no need to publish it) and include the link to the video in the form.
5. Make sure you click the **Submit** button.

It takes us 2 – 3 business days to receive, review, and return your request. When we have completed the consultation, you'll receive an email from wconline@pfw.edu with your completed consultation.

PURDUE UNIVERSITY
FORT WAYNE

Writing Center



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The Draft
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