

Submitting Your Draft to the Writing Center for Written (Asynchronous) Feedback

Important Details

- You **must** attach a copy of your draft (see below). Appointments scheduled without a draft attached will be canceled.
- We highly recommend attaching a copy of your assignment instructions.
- **Please wait 48 hours for a response.**

Step 1: Login to arcadia.mywconline.com. (If it's your first time scheduling an appointment, you'll need to register for an account)


Step 2: Under the drop-down menu of schedules, select the "Submit A Draft for Written Feedback" schedule (do not schedule your appointment on the "Online Consultations" schedule, as this is for Zoom consultations only).

The screenshot shows the top navigation bar of the mywconline.com website. The user is logged in as Daniel. The current date is August 13, 2020. A dropdown menu is open, showing the current selection "Online Consultations" and the option "Submit A Draft for Written Feedback", which is circled in red. A warning message states: "The date that you selected is outside of the date range of the schedule's date range is displayed below. Use the date range to select a date." Below the navigation bar, a calendar grid for August 13, Thursday, is visible, with a purple slot at 9:00am for Ryan.

Step 3: Under the "Submit A Draft for Written Feedback" schedule, select any open appointment (i.e. any white box).

Aug. 20: Thursday	SLOT 1	SLOT 2	SLOT 3	SLOT 4	SLOT 5
Jane Tutor ADMINISTRATORS ONLY ETUTORING ONLY					
Aug. 21: Friday	SLOT 1	SLOT 2	SLOT 3	SLOT 4	SLOT 5
Ronald Tutor ADMINISTRATORS ONLY ETUTORING ONLY					
Aug. 22: Saturday	SLOT 1	SLOT 2	SLOT 3	SLOT 4	SLOT 5
Ayesha Tutor ADMINISTRATORS ONLY ETUTORING ONLY					
Aug. 23: Sunday	SLOT 1	SLOT 2	SLOT 3	SLOT 4	SLOT 5
Bob Tutor ADMINISTRATORS ONLY ETUTORING ONLY					

Step 4: Fill out all the required fields on the appointment form. **Attach your draft and assignment instructions using the file upload boxes at the bottom of the form. Important: You must attach a draft in order for a consultant to provide feedback. Asynchronous appointments that do not have drafts attached will be canceled.**

 This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1 <input type="button" value="Browse..."/> No file selected.	Document Title <input type="text"/>	<--Attach draft here
File #2 <input type="button" value="Browse..."/> No file selected.	Document Title <input type="text"/>	
File #3 <input type="button" value="Browse..."/> No file selected.	Document Title <input type="text"/>	<--Attach any assignment instructions here

Step 5: Click “Create Appointment and your draft will be submitted! Within 48 hours, you should receive an email with a Writing Center summary, and a link to follow to access your feedback.

Arcadia University Writing Center Session Summary

Dear Client,

Below is a summary of the work we did with you during your recent Writing Center session.

Staff or Resource: Hope

Date: August 24, 2020, 9:00am - 10:00am

Course Code (must be formatted AA###): PA550

Instructor Last Name: Sample

Instructor First Name: Prof.

Send Receipt to Professor?: Yes

Here is what we covered with you:

- Please find your full report/feedback here: https://docs.google.com/document/d/1ME_wVEEN06ODA6tre3oBF1dlhrLuAjRrPUhzEyUTI6s
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Click here to access your feedback/report

If you have any questions, please contact us at writingcenter@arcadia.edu.