

Reading and Writing Center

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Greetings,

Please let your students know that the Reading and Writing Center is up and running online. After I trained the writing consultants (who are both staff and students), we started conducting online sessions this week. The sessions are going really well, and the students we have worked with are still deeply invested in their writing projects. I was impressed by the number of students who chose to keep their appointments this week.

Pass this link onto your students with these instructions:

<http://www.westfield.ma.edu/academics/reading-and-writing-center>

First time Reading and Writing Center users: Click on "Make an Appointment" and then "Register for an Account." Once you've signed in, the white boxes are available appointments. Click on the one that works with your schedule.

For your online session:

Step 1: a few minutes before you session, sign into WC Online and click on your appointment.

Step 2: then click on **START OR JOIN ONLINE CONSULTATION**

Step 3: a pop up should open asking you to enable video and microphone.

Step 4: the writing consultant will start the session with you by asking what you'd like to work on. Feel free to paste the assignment and, if you have one, a draft in the white board.

Let me know if you have any questions,

Catherine

Pronouns: she/her/hers

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