

Getting Familiar with the Appointment Book

Scroll through different weeks of the calendar (points to navigation arrows)

Current week (points to the current date range)

Drop down menu to access the calendar you need: Pocatello or Idaho Falls (points to the location dropdown)

Under your name you can update your profile, email, and log out of the system. (points to the user name)

Quick instructions and Writing Center Policy (points to the policy section)

Pocatello Writing Center
 To schedule your appointment, **click on a white box** in a time slot that works for you. A new window will open in which you can enter the information about yourself, which class this is for, your instructor, and if you would like a copy of your appointment notes to be sent to your instructor.

Policy:
 If you are 5 minutes late, your appointment may be reassigned and you will have to reschedule.
 You can not make appointments if you:
 • Cancel with less than 2 hours notice three times.
 • Are a no-show three times.
 • Have any combination of three no-shows and/or late cancellations.
 *You can still use the Writing Center as a "walk-in."

Appointment Length
 1-4 pages = half-hour

Using the Schedule

Time blocks: each appointment block is 30 minutes. If your paper is 5 pages or more, look for 2 white blocks next to each other.

Day of the Week

Tutor names. Some tutors are available for online appointments. If you are unable to meet a tutor face-to-face in Pocatello or Idaho Falls, choose a tutor that can meet online. We recommend meeting in person when possible, but online is available if needed.

Click the clock icon to join the wait list. The system will send you an email or text if an appointment becomes available. You will need to log in and schedule your appointment to save that time slot.

Day	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Sep. 23: WEDNESDAY										
Azza										
Ben										
Brianna										
Carley										
Haydie										
Larissa										
Stephanie										
Sylvia										
Wan										
Sep. 24: THURSDAY										
Ben										
Danny										
Larissa										
Stephanie										
Trina										
Wan										
Sep. 25: FRIDAY										
Ashlyn										
Carley										
Danny										

Make an Appointment

Click a White Box that works with your schedule.

A new window will pop up. This is where you will tell us about the assignment you are bringing to your appointment: the class (ACAD, ENGL, HIST, etc), the course number (1101, 1102, etc), the assignment, your instructor, and if you would like a copy of the tutor notes sent to your instructor.

Click save after you complete the fields. After you save the appointment, the white box you clicked turns orange. **Success!**

If you need to cancel the appointment, click on the orange box and scroll to the bottom of the page. There will be a "cancel appointment" button. If it is less than 2 hours before your appointment, the button will not be available. You will have to call the front desk at 208.282.3662.

What Do the Colors Mean?

COLOR LEGEND:		
Open	My Apts.	Unavailable

Example Appointment Form

11:00am to 11:30am

Client: Center, Student Success (success@isu.edu)

Meet Online? No - Meet Face-to-Face at the Center

Is this your first time to the Writing Center? -- please select --

How many pages will you have? -- please select --

Class: -- please select --

If you selected "OTH," please specify: []

Course Number (i.e. 1101, 1102): []

Name or Description of Assignment: []

Instructor Name: []

May we send a copy of your appointment notes to your instructor? Yes No

Do you have any specific areas of concern (i.e. APA, MLA, etc) to work on? -- please select --

I have read and understand the Policies for using the Writing Center: []

Check the start and end time of the appointment. You will need to change the end time if you need longer than the default.

Your name will show in the "Client" box.

Some of the tutors are available for "online" appointments. If you see this selection, please select "Meet Face-to-Face" if you are on the Pocatello or Idaho Falls campuses. Select "online" if you are physically unable to meet face-to-face (i.e., online student living in another state.)

If your paper is for something other than a class, such as a scholarship letter, please select "OTH" in the Class list and then let us know what the paper is for.

Let us know the type of essay you will be bringing in: narrative, compare/contrast, argumentative, etc.

Please provide your instructor's name. Look this up in Moodle or your BengalWeb to ensure you have the correct instructor information. Then let us know if you would like a copy of the appointment notes sent to your instructor.

Click "save appointment" when you are finished. If all required fields are complete, a new window will open that says, "Success." Then when you look at the appointment book, that time slot you selected is now yellow instead of white.

You can make changes to your appointment by clicking on the yellow box. This includes the option of canceling the appointment if your schedule has changed. If it is less than 2 hours until your appointment, you will not be able to cancel.

SAVE APPOINTMENT CLOSE WINDOW