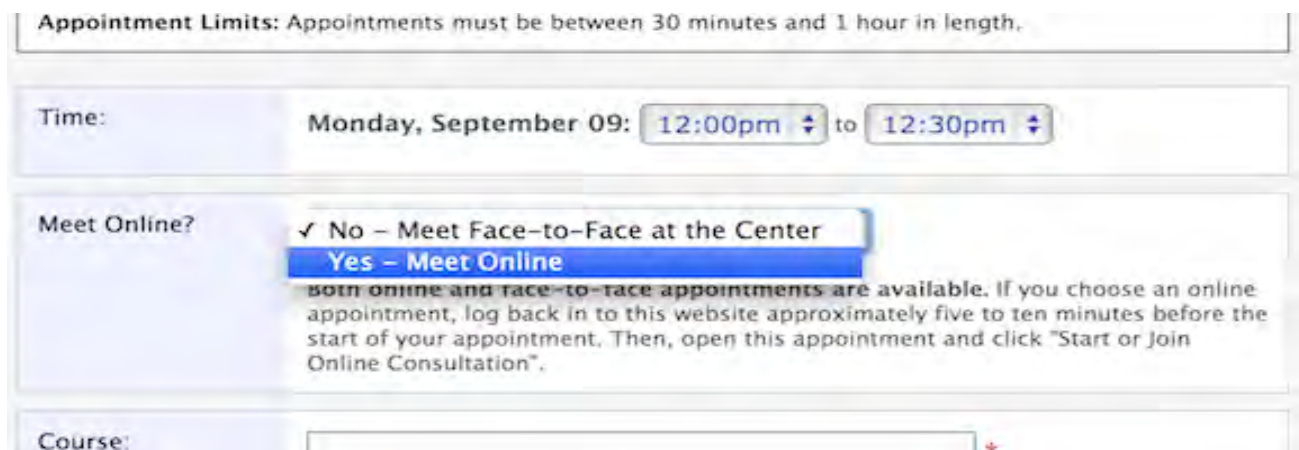The MSU Writing Center offers online tutoring on a limited basis for distance students, students in online courses, and students with special needs. Online tutoring sessions involve document sharing, chat, and phone, as needed. Video can be included if equipment allows. The Writing Center recommends that students use the fastest available internet connection to prevent delays and other technical difficulties.

To schedule an online session:

Students make appointments by visiting http://www.montana.edu/writingcenter and clicking on the "Make an Appointment" button.

> Students: If this is your *first* time using the MSU Writing Center, you'll need to register in our online scheduling system by clicking on "Click here to register" and creating an account. Once registered, you can log in, see the schedule, and make appointments.

Not all tutors are available for online tutoring. Online tutors have one of the following two phrases next to their initials on the far left side of the schedule: "Online appts. only" or "Face-to-face or online." Available appointment slots appear in white. When making an appointment, students will need to indicate "Yes—Meet Online."
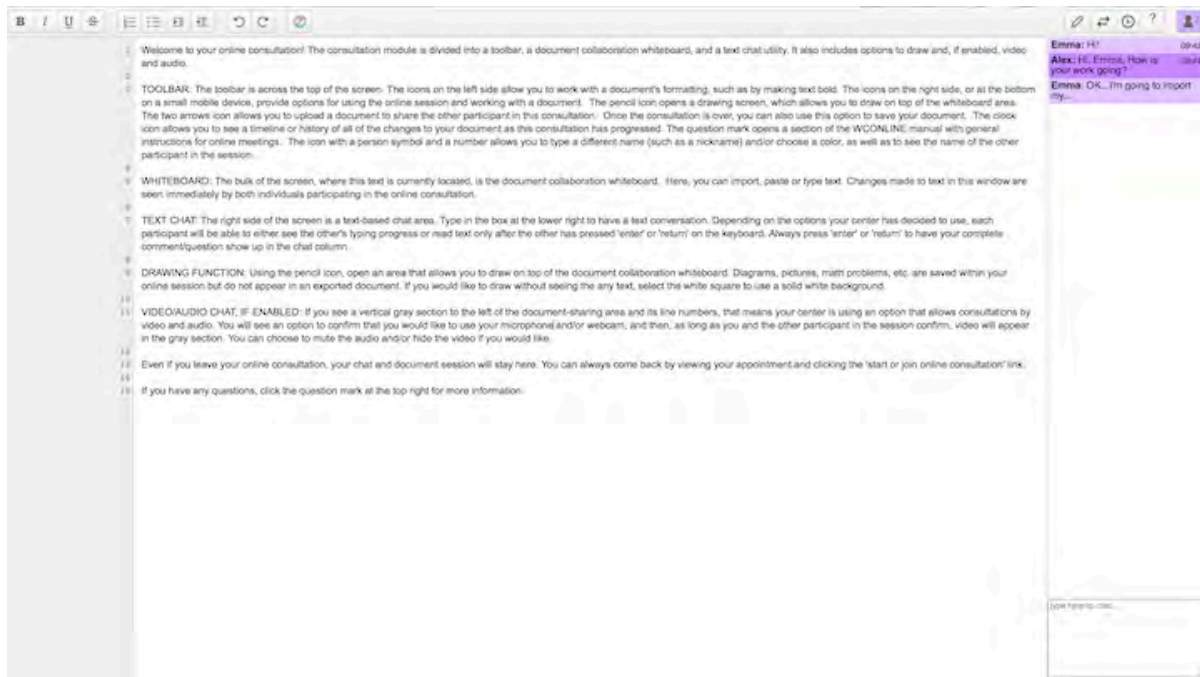

Students may always call for assistance making appointments—(406) 994-5315.

To start an online session:

Approximately five to ten minutes before the start of the appointment, the student should log back in to website. Then, open the appointment and click "Start or Join Online Consultation." The shared whiteboard will appear.

The student can upload a paper, in real time, into this **document-sharing** area by pasting or importing a document. (The student does not have to upload a paper in advance.) To import, the student should go to the button with the ➔ ⬱ icon in the top right-hand corner.

Also in the top right-hand corner of the window is a small box indicating the number of people currently logged in to the session. If there is a "2" in the box, both the tutor and the writer are there, and either can initiate a chat. The **chat** section is on the right-hand side of the window. Both the writer and the tutor can also comment on the text in the document-sharing area.

At the end of the scheduled time, the tutor will send the writer a link to the Writing Center's Exit Survey: montana.mywconline.com/survey.php. We always appreciate feedback!

To revisit the online session:

After the appointment, the student can reenter the online session at any time to "play back" or step back through time to see everything as it happened during the session. The chat session and all of the highlighted additions are saved in the system.

If the student wants to export the document, he/she may do so by going back up to the import/export icon in the upper right-hand.