

The University Writing Center

All students, all writing, all stages

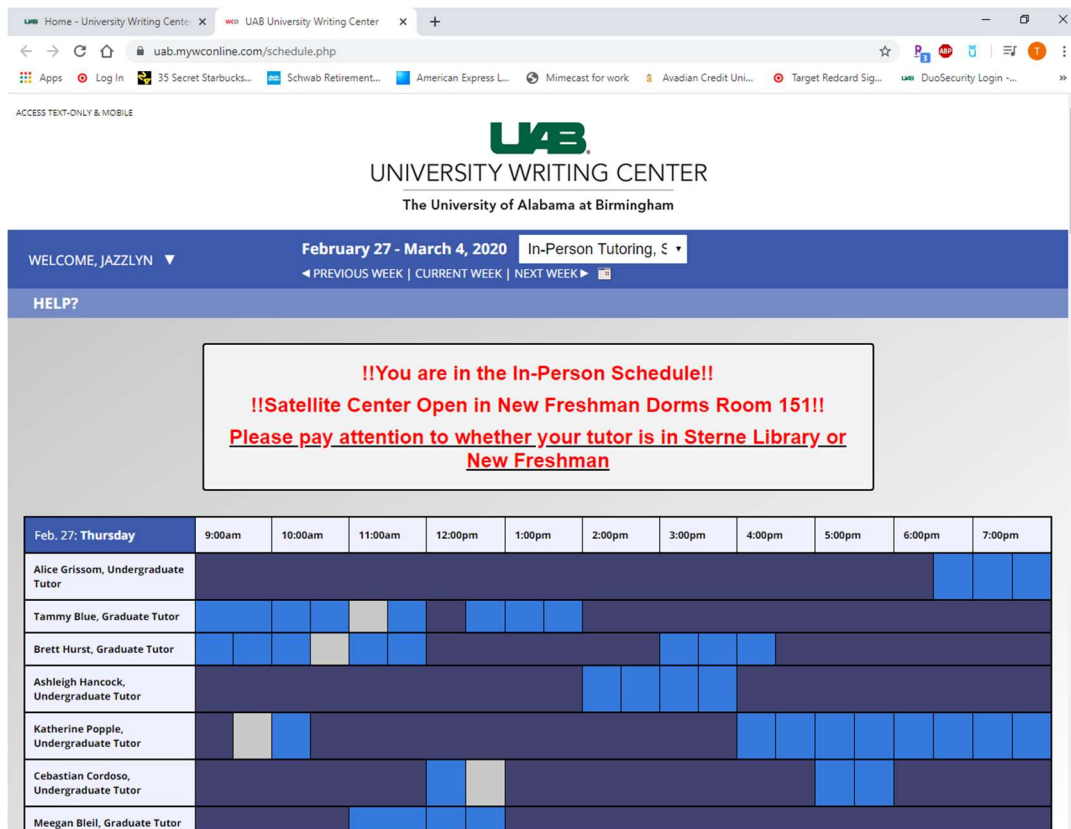
How to create, edit, and cancel appointments

How to create an appointment:

- 1) Navigate to the Writing Center's homepage, uab.edu/writingcenter.
- 2) Click on the "Make Your Appointment" button.



The in-person schedule will appear, as pictured below.



WELCOME, JAZZLYN ▾ February 27 - March 4, 2020 In-Person Tutoring, £ ▾
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

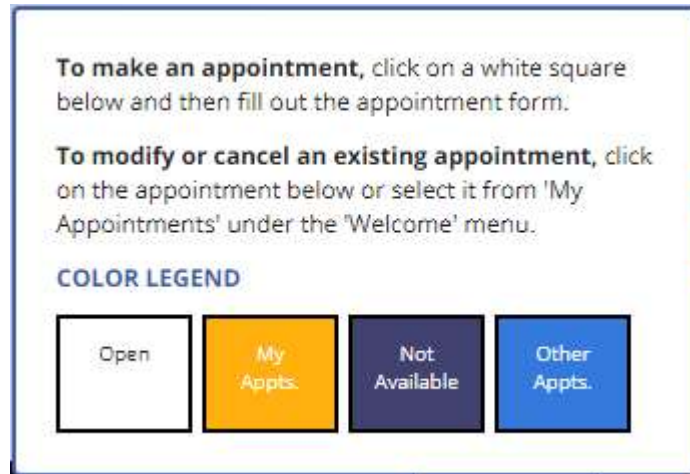
!!You are in the In-Person Schedule!!
!!Satellite Center Open in New Freshman Dorms Room 151!!
Please pay attention to whether your tutor is in Sterne Library or New Freshman

Feb. 27: Thursday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Alice Grissom, Undergraduate Tutor											
Tammy Blue, Graduate Tutor											
Brett Hurst, Graduate Tutor											
Ashleigh Hancock, Undergraduate Tutor											
Katherine Popple, Undergraduate Tutor											
Cebastian Cordoso, Undergraduate Tutor											
Meegan Bleil, Graduate Tutor											

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- 3) Click on a white open slot. The legend below shows what each color means on the schedule.



After that, the “Create New Appointment” window will appear.

- 4) Enter all the necessary information into this form. Fill out all required fields about the assignment, including what course it is for, the instructor’s name, what the assignment is, and how you would like your tutor to help you.
- 5) Scroll to the bottom of the form, and click the “CREATE APPOINTMENT” box.



The window will change from “Create New Appointment” to “View Existing Appointment”.

- 6) Review your appointment information. If anything is incorrect, click “EDIT APPOINTMENT” and reenter the correct information.
- 7) Close the window. You will receive an email confirming your appointment information.



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How to edit, cancel, or reschedule an appointment

- 1) Return to the appointment schedule. Scroll to find your appointment, which will be shown in yellow.

The screenshot shows a web browser window displaying the appointment schedule for Monday, March 2, 2020. The schedule is a grid with time slots from 9:00am to 7:00pm and various tutors. An appointment for Alice Grissom, Undergraduate Tutor, at 2:00pm is highlighted in yellow. A green arrow points to this appointment.

Mar. 2: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Chase Coats, Graduate Tutor											
Katherine Popple, Undergraduate Tutor											
Nora Krall, Undergraduate Tutor											
Kathryn Hargett, Satellite Center											
Tammy Blue, Graduate Tutor											
Alice Grissom, Undergraduate Tutor											
Chloe Seabrooke, Undergraduate Tutor											
Rebecca Foushee, Graduate Tutor											
Sam Klipsch, Undergraduate Tutor											
Cebastian Cordoso, Undergraduate Tutor											
Maggie Sharp, Undergraduate Tutor											
Sarah Goggans, Adjunct Tutor											
Ashleigh Hancock, Undergraduate Tutor											
Ashley Tippit, Graduate Tutor											
Sara Hardy, Undergraduate Tutor											
Ashley Tippit, Satellite Center											

WAITING LIST: MARCH 2, 2020

- 2) Click on your appointment. The “View Existing Appointment” window will appear. From here, you can edit or cancel an appointment.

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To edit an appointment

- a. Click “EDIT APPOINTMENT” from the “View Existing Appointment” window to edit the information about your appointment.

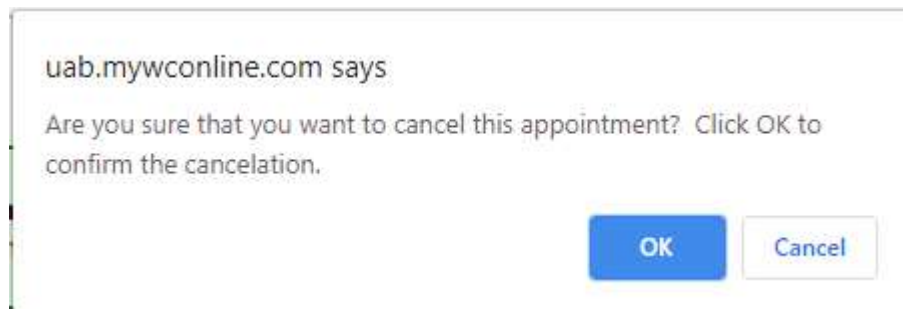


To cancel an appointment

- a. Click “CANCEL APPOINTMENT” from the “View Existing Appointment” window to cancel your appointment.



- b. Click “OK” on the popup that will appear, confirming that you would like to cancel.



- c. Your appointment is now cancelled. Click “CLOSE WINDOW”. You will receive an email, confirming that you have cancelled.

How to reschedule an appointment

- 1) Follow the instructions for cancelling an appointment.
- 2) Follow instructions to create a new appointment.