Writing Help at Metro State

Metro State Writing Center, Fall 2023

# **Tutors available on-campus in LIB 130 -**

Monday – Friday 10:00 am-6:00 pm (closed for lunch 1:00-2:00 pm)

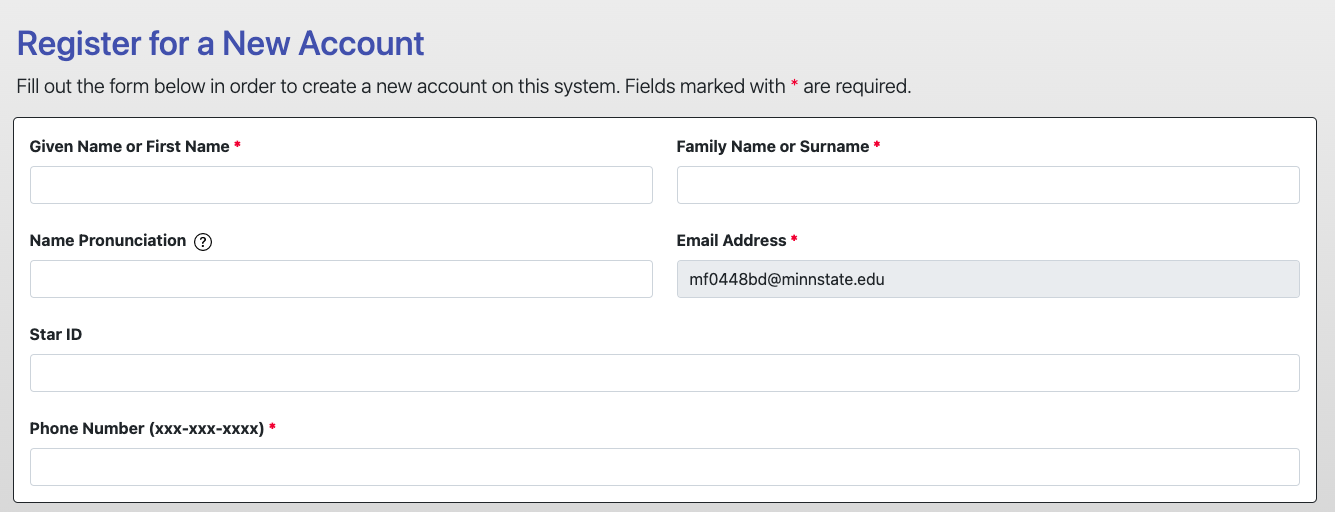
# **Tutors available online on Zoom -**

Monday – Saturday 10:00 am-6:00 pm  
Monday evening 6:00-8:00 pm

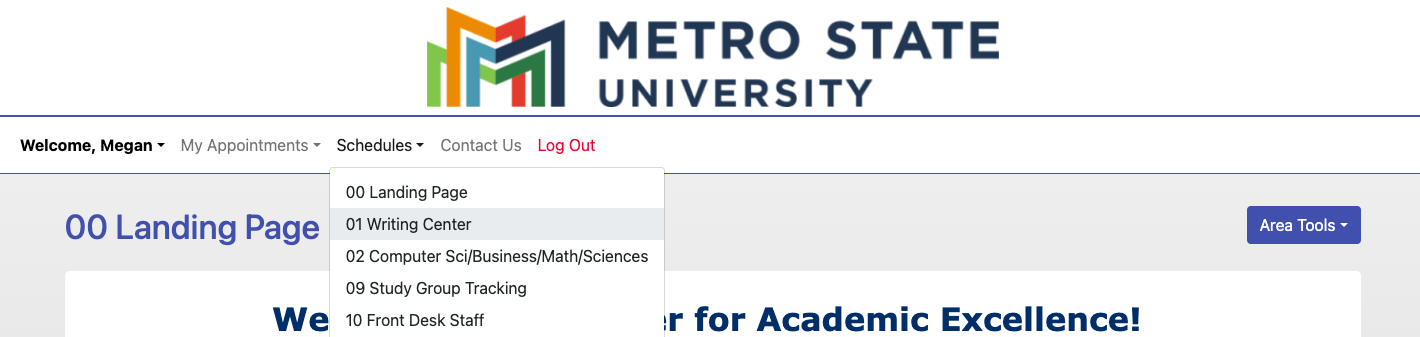
# **Meeting 1:1 with a Tutor -**

Tutoring and Testing Services: <https://www.metrostate.edu/academics/success/tutoring>

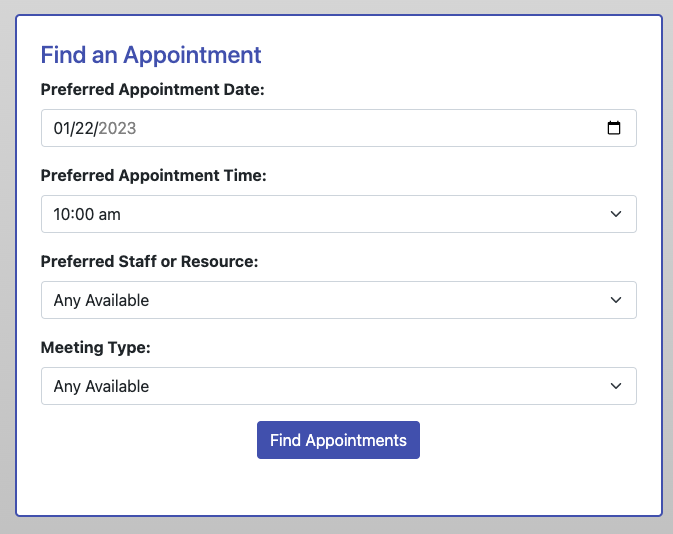
1. Select “Book a Tutorial” near the top of the page
2. Fill out your profile information to connect your account to D2L



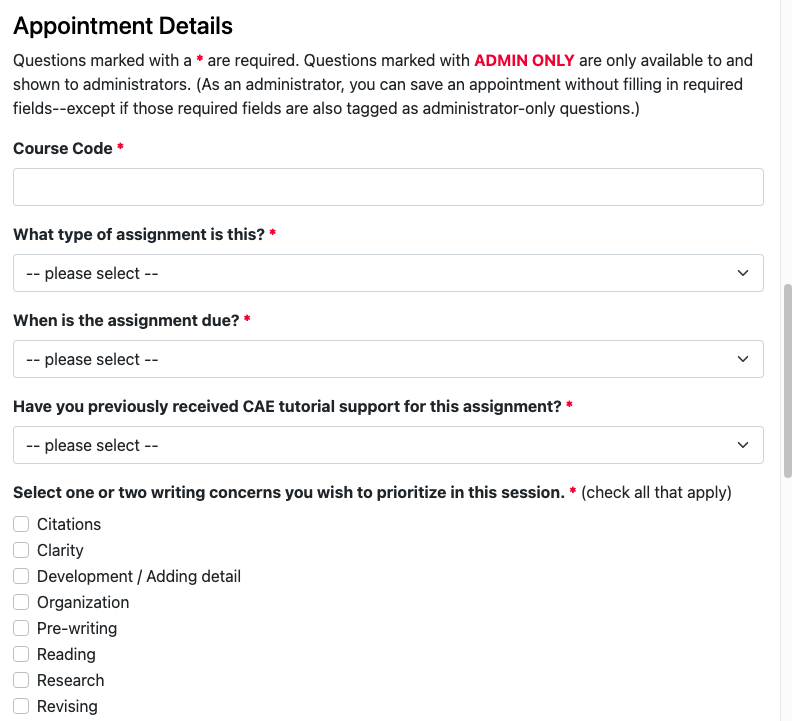
1. Select “Schedules” and “01 Writing Center” near the top of the page



1. At the bottom of the page, select your desired appointment date, time, and type, then select “Find Appointments.” This will generate a list of “Perfect Match” and “Close Match” options for you to choose from to book your meeting.



1. After selecting which appointment slot you’d like, fill out the “Appointment Details” about your assignment so that your tutor can get an idea of what you’re working on and appropriately prepare for your meeting.



1. You will receive a confirmation email that your appointment was successfully reserved along with a reminder of the date and time to add to your calendar.
2. If you’ve selected an in-person meeting, you will meet with your tutor in LIB 130. If you’ve selected a Zoom meeting, your confirmation email will include a Zoom link to join at the selected time.
3. To make changes to your meeting, edit your “Appointment Details,” or make additional meetings in the future, visit <https://metrostate.mywconline.net/schedule.php?scheduleid=sc5f3aad4bc82da> (this is a great link to bookmark if you plan to utilize tutoring often).

# **Written Feedback from Tutors -**

If your schedule does not allow for you to meet with tutors in-person or on Zoom, you may select a “Written Feedback” option when making your appointment.

For this option, you do not need to attend a meeting or speak with a tutor, but you will need to upload a Word.doc copy of your assignment guidelines and your draft to your “Appointment Details.” You may also type out specific questions you have for the tutor or provide additional context for the assignment.

At the meeting time, the tutor will read through the documents you provided, and you will receive an email with their written comments and advice for you to access at any time.

This style of feedback may be productive for final details like grammar or citations but is typically not recommended for early-stage revising or brainstorming.

# **Research & Writing Help -**

Research & Writing Help is a drop-in service where you do not need an appointment to access tutoring. Stop by to meet with a tutor either in-person or on Zoom. This space is ideal for smaller questions and meetings typically last 15-20 minutes.

If you are looking for sources for your paper (books, journal articles, newspaper articles, blogs, etc.), you can meet with a research librarian at the same Research & Writing Help drop-in hours. The librarians can also help you manage your citations, access research databases, and decide whether sources are scholarly or not.

**On Zoom** (<https://minnstate.zoom.us/s/93852627878>)

Monday – Thursday 11:00 am-1:00 pm  
Monday – Friday 2:00-5:00 pm

**On Campus at the Reference Desk on the first floor of the Library**

Monday – Thursday 2:00 pm-5:00 pm

# **Accessing Writing Handouts and Quick Guides -**

If you prefer to not meet with a tutor or simply to learn independently, you may choose to access the Writing Center’s writing guides and handouts (<https://www.metrostate.edu/academics/success/tutoring/resources>). They range in topic from brainstorming and outlining, to crafting thesis statements, to summarizing sources, to grammar and citations. They may also be helpful if you need immediate help and tutoring is not available.

# **Getting Help from the Front Desk -**

To get help making, editing, or accessing your appointment, you can join TTS Front Desk on Zoom (Monday – Saturday during open hours) at <https://minnstate.zoom.us/j/98994943457?pwd=L3dNWmY0ejJGMXRCNGdQK21wL1ppZz09> or call (651)793-1460 (Monday – Friday during open hours).

For questions or concerns that are not time-sensitive, you can also email the Front Desk at [tutoring@metrostate.edu](mailto:tutoring@metrostate.edu).