

## Making and Accessing a Written Response Session

### How Written Response Sessions Work at the Online Writing Center:

If you are a student enrolled in a [fully] online degree program at KSU, you can schedule Online Written Response appointments through the KSU Writing Center website. You will upload both your draft *and assignment guidelines* at the time you schedule your appointment. Within 48 hours of your appointment time, a writing assistant will respond to you with feedback as a PDF document using Microsoft Word's "Comments" feature. For example, if the appointment is at 4:00 PM on Tuesday, you will receive feedback no later than 4:00 PM on Thursday.

### Signing Up for an Appointment:

1. Go to [writingcenter.kennesaw.edu](http://writingcenter.kennesaw.edu) and click on "Schedule an Appointment." You will be redirected to our scheduling site, WOnline. Log in using your NetID and NetID password to open the appointment page. Note: If this is your first time logging in, you will be asked to register in our system. Once your account is created, you will be able to log in to the schedule.
2. In the "Written Response" row on the appointment page, click on a white square to select a date and time for your session. Be sure to select an appointment in the "Written Response" row.

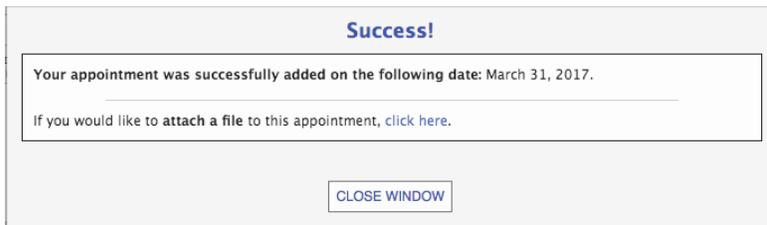
Online Written Response (100% online students) ✎ eTutoring appts. only	
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3. A form will open asking for information about your draft. You must fill in every box for your appointment to save properly, so fill in "N/A" for any question that you cannot answer. In addition to filling in all of the boxes and selecting an appointment focus, you will also need to click on at least one of the checkboxes beside the "Please identify your primary concern" question.

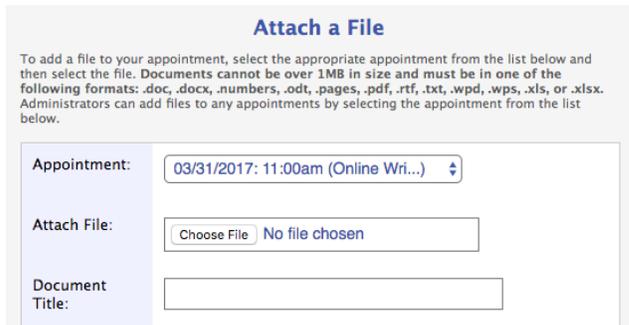
What is your thesis statement?	<input type="text"/>
Please identify your primary concern.:	<input type="checkbox"/> Assignment Guidelines <input type="checkbox"/> Prewriting <input type="checkbox"/> Thesis Statement <input type="checkbox"/> Audience and Purpose <input type="checkbox"/> Organization <input type="checkbox"/> Voice <input type="checkbox"/> Development <small>* You must select at least one of the above answers.</small>

Need more help? The Writing Center (English Building 242 and Johnson Library 121) is here for you!  
Go to [writingcenter.kennesaw.edu](http://writingcenter.kennesaw.edu) to make an appointment.

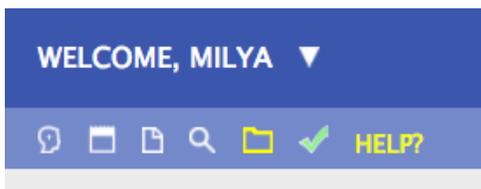
- Once you select “Save Appointment,” a pop-up box will indicate “Success!” and give you the option to “to attach a file to this appointment.”



- Select “click here,” and the “Attach a File” pop-up box will open. Click on “choose file,” select your *draft*, and click on “Upload File.” You should get a confirmation message that reads “Your file has been attached successfully! You can download your file by viewing the original appointment. Close this window to continue or use the form below to attach another file.” Follow the same steps noted above to attach another file with your assignment guidelines.



You can also upload a file using the yellow folder icon on the top right part of your screen under the “Welcome, [Your Name]” message. A new window will open, and you will follow the same steps noted above to upload your documents.



- The system will take you back to the schedule screen, and your appointment box will be gold to indicate that your appointment is confirmed.

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### Accessing Your Appointment:

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1. Within 48 hours of your scheduled appointment time, you will receive an email from WOnline indicating that you have received feedback on your draft.
2. Click on the gold square that corresponds to your appointment, and your appointment form will reopen. Scroll down to the “Attached Files” section near the bottom of the form. You will see a PDF file titled “Response to [Name of Your Original Draft].” Click on the link to download your feedback automatically.



3. If you have any additional questions about your draft or run into any technical difficulties, contact the KSU Writing Center at [writingcenter@kennesaw.edu](mailto:writingcenter@kennesaw.edu) or 470-578-6380.

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