

## QCC Writing Center Fall 2021

*Writing Center tutors are ready to meet students where they are, in-person or remote!*

### Appointment Hours

- Monday through Friday:  
10:00a.m. - 4:00 p.m.

(Appointments are encouraged. Drop-ins are also welcome during these hours *if a tutor is available.*)

### Drop-in Hours (no appointment needed)

- Monday through Thursday: 4:00 p.m. - 7:00 p.m. (remote and in-person)
- Friday: 4:00 p.m. - 6:00 p.m. (remote only)
- Saturday: 10:00 a.m. - 2:00 p.m. (remote only)

### For an Appointment In-Person or over Zoom:

Email [wcinfo@qcc.mass.edu](mailto:wcinfo@qcc.mass.edu) with the following information:

- Your name and student ID number
- Your professor's name
- Your course name and number
- A brief description of your assignment
- Your preferred date and time

We will confirm your appointment date and time with an email, which will include the name of your tutor and a Zoom link (if remote).

Be prepared to share the assignment instructions and your writing in-person or over Zoom. If you prefer, you can email a copy of your assignment and anything you have written to [wcinfo@qcc.mass.edu](mailto:wcinfo@qcc.mass.edu) before your appointment.

Appointments can be made for the same day. We can't guarantee your requested day and time, but we will do our best!

If you have trouble logging in to a session or have any questions, email [wcinfo@qcc.mass.edu](mailto:wcinfo@qcc.mass.edu) or call 508.854.7488.

### For In-Person Drop-in Writing Help:

Visit room 208 in the Harrington Learning Center

### For Drop-in Writing Help over Blackboard Collaborate:

- Using Chrome, Log in to *The Q*.
- Log in to Blackboard.
- Click on the Writing Center course (found with your current courses).
- On the menu to the left, under QCC Drop-in Writing Center, click on "Join a Drop-in Writing Help Session."
- Find the Drop-in Writing Help for that date and time.
- Live sessions will show up as "In Progress."
- Click on the three dots to the right of the session title.
- Collaborate will ask you to check your microphone and camera; make sure the microphone and camera icons at the bottom of the page are unclicked, so we can see and hear you.
- You are in! Click on the Raise Hand icon to let a tutor know you have joined the session.
- A tutor will greet and assist you