**In-Person Drop-in Writing Help:**
Visit room 208 on the second floor of the Harrington Learning Center

- Monday through Thursday: 10:00 a.m. - 6:00 p.m.
- Friday: 9:00 a.m. – 12:00 p.m.

**Appointments over Zoom:**
- Monday through Friday: 10:00 a.m. - 6:00 p.m.

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.

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.

**Drop-in Writing Help over Blackboard Collaborate:**
- Wednesday through Friday: 9:00 a.m. - 12:00 p.m.
  - 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.
- 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.