

Using Written Feedback appointments (Recommended only for 2nd year and up)

Written Feedback appointments give you the option of receiving feedback on your writing *in writing* rather than in-person. Which can be a great option if you don't have time or have scheduling challenges due to time zone differences. It's quite simple! You upload your file to our booking website and we respond with comments, questions and general feedback to help you improve your next draft.

Who can use Written Feedback appointments?

We offer the written feedback appointments to all ECUAD students, graduate and undergraduate level.

When should I use Written Feedback appointments?

Written Feedback appointments are not ideal for every stage of the writing process. If you really want to brainstorm, talk about your ideas or sketch out an early map or outline, you're probably better off with an [online appointment](#) where you can meet with a tutor in real time for a discussion. But once you have words on paper, no matter how rough, and have a clear understanding of your assignment, a Written Feedback appointment can be a great option. **Please note**, the feedback will be in the form of comments and questions - tutors will not do detailed editing for grammar.

How often can I book these appointments?

Including online appointment bookings, students are able to schedule 90 minutes a week total. You can do either online or Written Feedback appointments, or a combination of the two. Written Feedback appointments can be booked 30 days in advance and must be cancelled at least 60 minutes before the appointment start time.

How do I receive feedback?

We will always start our comments with a note about our general sense of the document:

- what's working,
- which sections we focused on,
- where you might focus your attention for another draft.

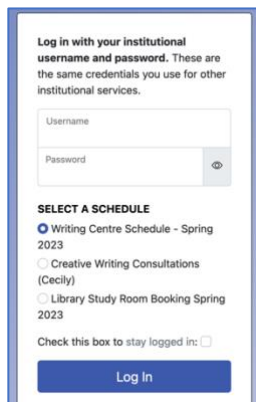
In a Word or Open Office document, we'll likely insert those comments into your main draft. For PDFs, we may upload a separate text file. Depending on your document's format, we will use different modes for feedback but will mainly provide comments and ways for you to think about what you've written, not corrections and editing. For some documents, we may even record a short video to contextualize our feedback.

Can I book a written feedback appointment and then meet with the same tutor?

As long as a tutor offers both online and written feedback options, you can receive your written feedback and then book a follow-up online appointment with that same tutor (subject to their availability).

How to book a Written Feedback appointment

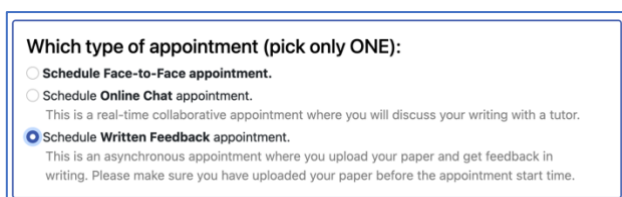
- 1) **Log into MyWCOonline and select the schedule you need:** you can do this either on the login page or once you are viewing the main schedule (there will be a drop-down menu at the top of the screen).



- 2) **Select any available appointment (any white square):** you can book a 30 or 60 minute appointment.

| Sep. 15: Tuesday | 9:00am | 10:00am | 11:00am | 12:00pm | 1:00pm | 2:00pm | 3:00pm |
|---|--------|---------|---------|---------|--------|--------|--------|
| Jacqueline *online OR written feedback* ONLINE CHAT & WRITTEN FEEDBACK | | | | | | | |
| Thu *online OR written feedback* ONLINE CHAT & WRITTEN FEEDBACK | | | | | | | |

- 3) **Please SELECT the Written Feedback type of appointment:**



- 4) **Complete the form in that same window, giving us as much information as you can about the draft:**
 - what stage is it at?
 - what sections or issues do you want feedback on?
 - what guidelines are you working from?
 - are there any word limits or constraints that we should be aware of?

Remember, we have only 30 or 60 minutes to read your writing and prepare feedback, so the more background you give us, the more focused and efficient we can be.

5) **You will need to upload your writing and assignment outline (if available) BY OR BEFORE the start of the appointment.** There is a 1MB limit to the system. If the file is larger than that, please provide a Dropbox, Google Drive, etc. link.

- **Option #1:** Upload the writing when you book the appointment.

File Attachments

To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .pdf, .doc, .docx; If making a repeating appointment, files will only be attached to the first (this) appointment.

| | |
|-----------------------------|-----------------------|
| File | Document Title |
| Browse... No file selected. | <input type="text"/> |
| File | Document Title |
| Browse... No file selected. | <input type="text"/> |
| File | Document Title |
| Browse... No file selected. | <input type="text"/> |

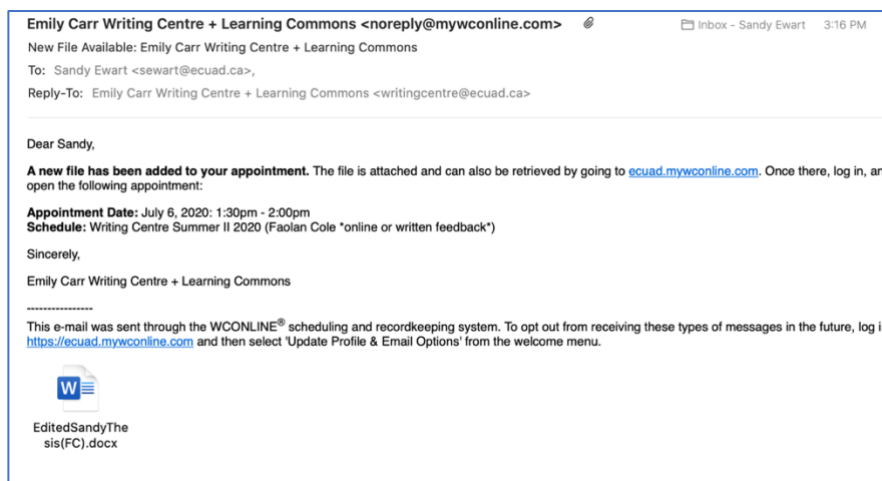
****Written Feedback** appointments ONLY:** Keeping in mind the length of your appointment, what specifically should we focus on?

****Written Feedback** ONLY:** Please attach your files below (include assignment sheet). If a file is larger than 1MB, paste a link to a DropBox, WeTransfer, etc., link below:

- **Option #2:** Book the appointment and attach the file later (making sure it's by or before start of appointment). If you cannot edit the appointment, e-mail writingcentre@ecuad.ca .

Please note: Uploading the file early does not mean the tutor will read it earlier. Also, not uploading a document at all equates to a missed appointment. If you do not have a document ready by 60 minutes prior to the appointment, please go into your appointment and cancel it. If it is after 60 minutes, you must contact writingcentre@ecuad.ca

6) **Now you just have to wait for your feedback.** We will respond by the end of the appointment time you booked (so if you booked for a 10 – 11AM appointment, expect the feedback to be uploaded by 11AM). You will receive an email from the system that looks like this:



THE FEEDBACK FILE WILL BE ATTACHED TO THE E-MAIL

- 7) If there is file attached to the notificationemail, you can go into your appointment on WOnline and find it attached there (same place where you uploaded your writing):

Attached Files

- [Thesis draft - Sandy](#) - Mar. 10, 2023 12:18 pm by Sandy Ewart (Writing Centre) | [Email File to Client](#) | [Delete File](#)
- [Written Feedback for Sandy](#) - Mar. 10, 2023 12:18 pm by Sandy Ewart (Writing Centre) | [Email File to Client](#) | [Delete File](#)

And that's all there is to it!