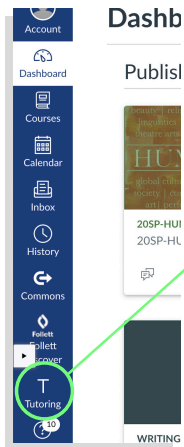


How to Book a Writing Center Appointment

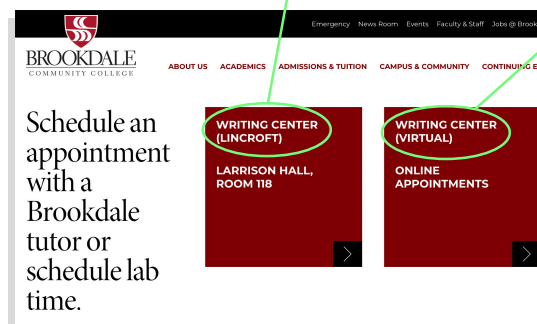
1. Log into Canvas and click on the **Tutoring** tab on the left menu bar.



*You can also scan this QR code to get directly to this link:
<https://www.brookdalecc.edu/schedule-a-tutoring-appointment/>



2. Click on a **Writing Center** tile for an **in-person** location OR **virtual** appointment.



3. Select your preferred tutor, date, and time.

A screenshot of the 'Writing Center (Lincroft)' appointment scheduling interface. At the top, it says 'Brookdale Writing Help 1 hour'. Below this is a calendar for May 2024. The calendar shows dates from 1 to 31, with the 20th highlighted. To the right of the calendar is a 'Select staff (optional)' dropdown menu with 'Anyone' selected. Below the calendar is a section titled 'Add your details' with fields for 'Name' (May Jampathom), 'Email' (mjampathom@brookdalecc.edu), and 'Phone number *'. There is also a 'Notes (optional)' text area. Below this is a section titled 'Provide additional information' with a text area for 'What course do you need help with?'. At the bottom right is a 'Book' button.

4. Enter your contact info and any details about your assignment/course.

5. Click **Book** and check your Brookdale Outlook email for a confirmation!