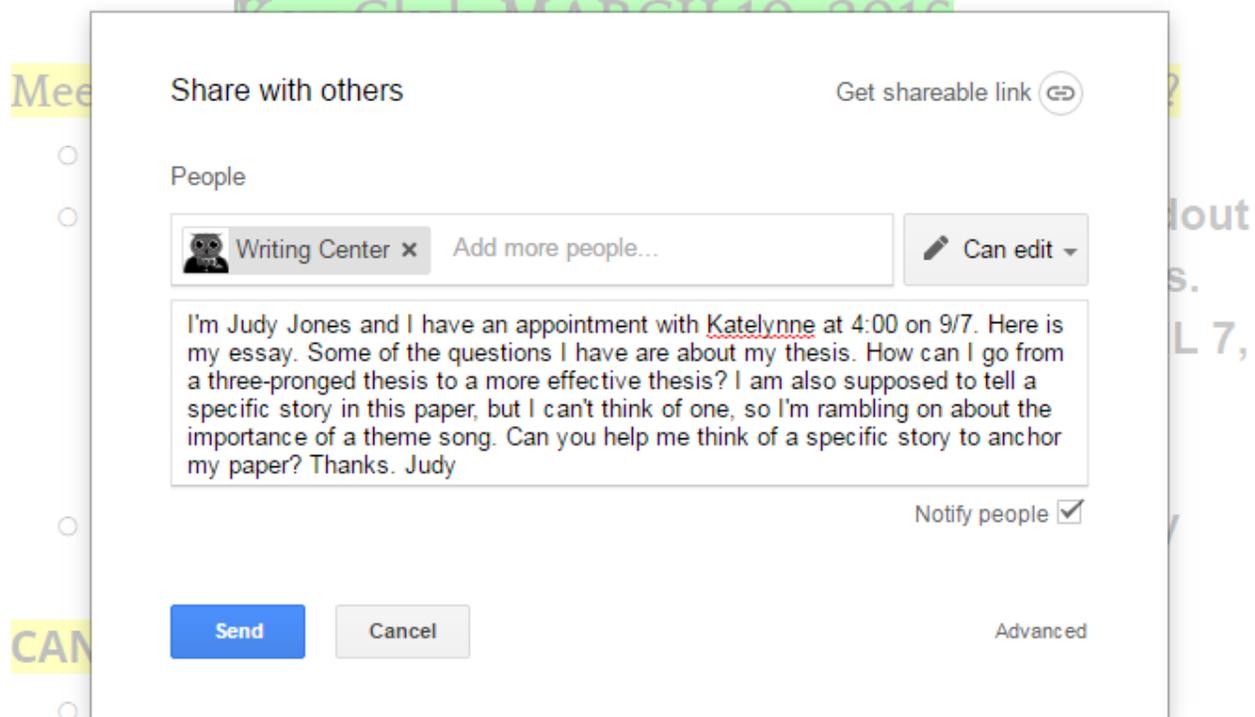


**Koladin College Credit Plus English**  
**Guide to On-line Writing Center Appointments**  
**with Stark State Writing Center Consultants (SSC Room G200 for in-person visits)**

1. In your MyStarkState Angel Account – Go to the Online Writing Center. USE FIREFOX as your browser !!! **WHEN YOU MAKE AN ACCOUNT as an Online Writing Center User, be sure to use an EMAIL and password you will remember. WRITE IT DOWN SOMEWHERE!!**
2. Make a ONE HOUR session appointment. You should have open time in your schedule for this appointment. You will receive a confirmation Email from the SSC OWC. Check your spam folder if you do not get a confirmation in your In Box.
3. Upload your document or share it with your consultant  
SSCWritingCenter@gmail.com. Put the name of your consultant and your appointment time in the email subject area somewhere! Be professional. (Even if it is in the beginning of the writing process you must still have some written questions in a document so the consultant can help you.) Read the image text below to help you effectively SHARE your document.



4. Have a minimum of **TWO SPECIFIC** questions in mind to ask. Consultants are NOT to give you spelling or grammatical help. They focus on CONTENT, ORGANIZATION, (*Continue on the back*)

FOCUS, and IDEAS. DO NOT GO TO YOUR APPOINTMENT UNPREPARED. (They will communicate with me about your session. Incomplete sessions will not receive credit.) Your instructor tracks your visits in a spreadsheet.

5. Sign in to the On-line WC at your scheduled appointment time. Do NOT miss your appointment. If you have to cancel, use the link on your email confirmation. If you did not check your e-mail to see if you received a confirmation do so. **NOTE:** Sometimes the SSC Writing Center emails may go to your SPAM folder. Check there.

6. Upload or SHARE your document with the writing center consultant. SHARE your Google Doc to: [sscwritingcenter@gmail.com](mailto:sscwritingcenter@gmail.com) – label the document with YOUR NAME so the tutor can get to your document. When you

6. **YES.** Your instructor needs a receipt of your appointment emailed. Confirmation is key. Ask for an email to: [JJK3JC@JACKSON.SPARCC.ORG](mailto:JJK3JC@JACKSON.SPARCC.ORG)

7. **How you earn credit. REFLECTION in BEARWORKS.**

You create an Online Writing Center Visit document inside your Bearworks folder inside our class period folder. Keep ALL THREE visits for this semester in the same document. Just repeat the process / reflection three times with the visit date as label.

**Label it with your name – example:** AUDREY JONES On-line WC Visits Semester 1

Respond in detail to these questions for EACH of your THREE Visits for this semester.

Write your response **IMMEDIATELY** upon completing your session. Write detailed sentences per response will be enough. Don't delay. *I should see your reflection when I get the email from the consultant that you had your visit.*

- A. Date of session.
- B. Consultant's Name
- C. Two or Three Questions you asked to the consultant to guide your session.
- D. What feedback the consultant gave you.
- E. How you specifically plan to use the feedback from the consultant.

Many students last year lost points because they did not reflect in detail about how they were planning on using the feedback (Letter E)

**NO EXCUSES.** DON'T COME TO ME WITH SAD STORIES ABOUT MISSING YOUR APPOINTMENT. JUST SCHEDULE ANOTHER ONE. **DON'T WAIT UNTIL THE LAST MINUTE!! THEY FILL UP. NO EXCUSES.**



## How To Log In to your MyStarkState.edu and ANGEL accounts

1. [www.starkstate.edu](http://www.starkstate.edu)

2. Choose blue and white “MyStarkState” Icon in upper right corner.



3. Enter Your Username and Password

Username is your first initial, last name and month and day of birth.

Example dsmith0916

Password is: your initials – a period (the dot) – and the FIRST SIX digits of your SSN.

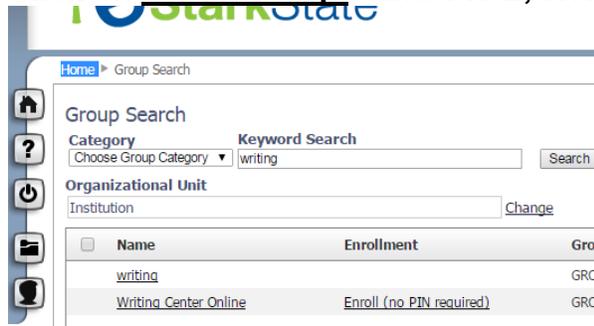
Example: jbl.280324



4. Click on “Angel” Login – upper right. You will be directed to:



5. Scroll down on the left and you will see COURSES – then COMMUNITY GROUPS. UNDER COMMUNITY GROUPS, Click on Find a Group – and TYPE, WRITING in the Search Box. SEARCH.



6. Next to Writing Center Online, Click on ENROLL (no PIN Required)

7. JOIN THE GROUP – YES.

8. Go Back to the ANGEL Page and see if the Online Writing Center is in your COMMUNITY GROUPS. If it is, good job !! Click on the link.



9. Now, a WWJ Entry – Go into the Writing Center Online and explain in your WWJ

1.) how to make an appointment - describe what you learned about the process.

2.) What will be required of you as a member of this group when you go for consulting time?