

How to Schedule a Writing Appointment

1. Select 'Writing Support: Campus and AOS' in Penji or use our direct link at <https://web.penjiapp.com/schools/astate/communities/writing-center>
2. Select the type of appointment.
3. Select your course.
4. Select a day and time for your session.
5. Select your tutor.
6. Select your location.
7. Review all the information and Confirm.
8. The upcoming session will appear in your activity feed.
9. Once there, the session details will contain all information for the appointment, including the Zoom meeting link for Synchronous appointments
10. If Synchronous, join the meeting at the scheduled time via Zoom. If Asynchronous, expect feedback in the Google Folder from your tutor within the hour.

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