Getting Started with Penji

Penji Instructions

1. **Download** the Penji App on your phone, or **use the website** on your computer.

2. **Sign in** using your ASU email and password.

3. From the **menu on the left** side of the screen, **choose Learn**.

4. If you haven't before, **join the Writing Center Community** from the **left menu**

5. To do this, look for the heading "Other Communities". Beneath it, click **Writing Center**, and then click **Join Community**.

Note: If you've booked before and use Penji for other communities, you might have to 'Switch To' the Writing Center instead of Joining it. Do this by clicking the 'Switch To' button from the left menu until it cycles to 'Switch to the Writing Center'. Now when you click, you'll be in the Writing Center Community.

6. Pick what type of appointment you want. Choose "Schedule appointment" for a single meeting, or you can choose a weekly appointment, group appointment, or weekly group appointment if you prefer.

7. Choose your class. It'll be listed in the letter-number combination, but if you don't know your class's, you can always look it up in your syllabus. Even if it's for help with a personal project, you'll still need to pick a class; it's okay if it doesn't match.

8. **Pick a time.** Just click the open slot most convenient to you!

9. **Pick a tutor.** All our tutors are well-trained and ready to work with you, so there's no bad choice.

10. **Pick a location.** You can either have your meeting in the Writing Center in-person or through Zoom online.

11. **Leave a message for your tutor.** If you like, you can leave a comment for your tutor in the empty text box. After setting the appointment, we'll share a Google Drive Folder with your ASU email. Here, you can provide any materials you have, including assignment sheets and any writing you've already done, which helps your tutor prepare for your session.

12. Hit **Complete** and your appointment is set!

> For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (tsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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