**WriteAway: Pre-Term Checklist**

*Last Updated January 2019*

The following items are to be completed before a new term launch of WriteAway.

If you have any questions, please contact:

WriteAway Administrative Centre

778.782.9404⏐waoffice@eln.bc.ca

**Two Months in Advance of Start**

⬜ Review WriteAway Benefits and Responsibilities of Participating institutions

<http://bceln.ca/services/learning-support/writeaway/benefits-responsibilities>

⬜ Review the *Responsibilities of the Institutional Coordinator*:

(PDF download: <http://writeaway.ca/coordinators/responsibilities>)

⬜ Choose tutors to staff the WriteAway service and notify WriteAway Administrative Centre

of tutor availability for collaborative schedule. **Tutors must:**

⬜ Meet WriteAway tutor competencies (<http://writeaway.ca/competencies>)

⬜ Agree to and sign all applicable institutional privacy and confidentiality agreements, as well as the WriteAway Privacy and Confidentiality Agreement (PDF download: https://writeaway.ca/content/writeaway-privacy-and-confidentiality-agreement

Institutional coordinators: Please keep the signed Privacy and Confidentiality Agreements on file in case they are required in the event of a FOIPP request.

⬜ Complete WriteAway tutor training. Includes:

* Reviewing information at <https://writeaway.ca/tutors/training>
* Participating (or watching recording) of online training session
* Completing a training response on the WriteAway tutoring platform

⬜ Find out tutor availability for collaborative schedule.

⬜ Notify the WriteAway Administrative Centre of your tutoring hours – minimum tutoring

hours are indicated per semester here: <https://bceln.ca/services/learning-support/writeaway/commitment-model>

**One Month in Advance of Start**

⬜ Input your institution’s tutoring shifts into the collaborative Google spreadsheet.

⬜ Update the WriteAway Administrative Centre on any changes to tutor contact information

so that Administrative Centre can update listservs/accounts.

⬜ Update the WriteAway Administrative Centre on any changes to institutional coordinator

and/or backup contact information so that Administrative Centre can update

listservs/accounts.

⬜ Promote WriteAway to appropriate groups on campus

* Semester promotional plan available at:
* https://writeaway.ca/content/promotional-plan
* Promotional materials available at: <http://writeaway.bceln.ca/coordinators/promotion>

**Two Weeks in Advance of Start**

⬜ Review and Update Institutional Learning Support Page

* Review current page from this list: <https://writeaway.ca/institutional-learning-support>
* Use the Institutional Learning Support Page template: <https://writeaway.ca/content/institutional-learning-support-page-template>
* Share updates with the WriteAway Administrative Centre (office@writeaway.ca)

⬜ Update Institutional Login page - template available at:

<http://writeaway.bceln.ca/login_template>

**Before Start of Term (New Tutors)**

⬜ Confirm that any new tutors have completed or will complete their WriteAway training

(includes evaluation of tutor response by Master Tutor) before start of their first shift