Wireframes

https://www.lucidchart.com/documents/view/7487eade-7584-4de5-b1c2-b5a08a9eb351

Note: Home page
1) A brief introduction video of WTS
2) The upcoming events place
Note: Welcome page
(1) basic location and hours, clickable, leading to map
2) WTS basic duty, link to another page
<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 AM</td>
<td>John (6)</td>
<td>Owen-Blocked</td>
<td>Steven-Blocked</td>
<td>Julia-Blocked</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Kate-Blocked</td>
<td>Owen-Blocked</td>
<td>Steven-Blocked</td>
<td>Julia-Blocked</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Emily-Blocked</td>
<td>Owen-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Julia-Blocked</td>
<td>Julia-Blocked</td>
<td>Julia-Blocked</td>
<td>Julia-Blocked</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Owen-Blocked</td>
<td>Owen-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
<td>Steven-Blocked</td>
</tr>
</tbody>
</table>

Note: Sign Up page
(1) The icon can link to the homepage;
(2) Click and can be taken to the survey page, get the tutor recommendation;
(3) Clients can choose the week calendar;
(4) Click to know the appointment policy;
(5) Blue clickable name means available, clients can click it and will be lead to the “tutor profile listing page” to know more information of the tutors.
(6) Click and leads to the registration page.
Note: Staff page
(1) Click and back to the “Sign up” page;
(2) Tutors and staff profile listing.
WTS Pamphlets on Common Writing Situations
Each pamphlet deals with a specific writing situation. Most pamphlets are available in html and pdf versions. To read the pdf versions, you will need Adobe Acrobat Reader.

Please note that the pdf versions are formatted to be printed front and back on legal-length paper which is then folded into thirds, creating a pamphlet like those which students and faculty members can also pick up in WTS in the Learning Commons on the first floor of the West tower in the Wells Library. Faculty members may contact WTS to order paper copies for their classes; call 855-6738.

Help with citing (APA, Chicago, MLA)
(This link leads to a page at the IU Libraries Web site.)
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*Taking an Essay Exam*: html, pdf
*Using Evidence*: html, pdf
*Using Outlines*: html, pdf
*Writing Abstracts*: html, pdf
*Writing Book Reviews*: html, pdf
*Writing Conclusions*: html, pdf
*Writing Resumes and Cover Letters*: html, pdf

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*How to Write a Thesis Statement*: html, pdf, or watch the video
*Paragraphs and Topic Sentences*: html, pdf
*Personal Statements and Application Letters*: html, pdf
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*Proofreading for Spelling Errors*: html, pdf
*Taking an Essay Exam*: html, pdf
*Using Evidence*: html, pdf
*Using Outlines*: html, pdf
*Writing Abstracts*: html, pdf
*Writing Book Reviews*: html, pdf
*Writing Conclusions*: html, pdf
*Writing Resumes and Cover Letters*: html, pdf

Note: Resources page
WTS Policies
- Number of appointments
- Lateness
- Cancellation
- Walk-in tutorials
- Confidentiality
- Proofreading
- ESL students
- Required tutorials
- (click and learn more)

For Students:
Questions Students Frequently Ask about WTS
1. Is there a fee for tutorials at WTS?
2. Is it necessary to make an appointment for tutoring?
3. Do you accept walk-ins?
4. What is a "tutorial"? Does that mean that WTS tutors don't proofread or edit papers?
5. What should I bring to a tutorial?
6. Do I have to have a completed paper to make an appointment?
7. Will you send a report to my instructor telling them about my tutorial at WTS?
8. What are the tutors?
9. What sort of writing resource materials are available at WTS?
10. Can the tutor show me how to use footnotes?
11. I don't need help with my paper. I just need to know how to cite my sources. Can I use your computers to work on my paper?
12. I'm an international student, and English isn't my native language. Do you have any tutors who specialize in helping students like me?
13. I'm working on a group writing project. Can my whole group meet with a tutor?
14. How do I apply to become a tutor at WTS?
- (click and learn more)

For Faculty:
Questions Faculty Frequently Ask about WTS
1. What can WTS do for my students? What kinds of tutors are available at WTS?
2. What goes on in a typical tutorial? How can I best inform my students about WTS?
3. What is course-specific tutoring? How can I arrange for a tutor to be assigned in my course?
4. Can I require a student in my course to have tutorials on his or her paper(s)?
5. Can I require ALL the students in my course to have tutorials on their papers?
6. I don't have a tutor assigned to my course. Can my students arrange tutorials at WTS anyway?
7. What kind of help will they receive in this situation?
8. Will WTS tutors proofread my students' papers?
9. If my students visit WTS, how can I be sure that their papers represent their own work and not the tutors'?
10. My students are working on group projects. Can they arrange for group tutorials?
11. Some of my students said that they were unable to schedule tutorials at WTS. What happened?
12. I don't want WTS tutors to work on the content of my students' papers. Rather, I want their tutorials to focus on sentence-level problems of grammar and standard usage. Is this possible?
- (click and learn more)

Note: Policies & FAQs page
(1)(2)(3) All “blue martial” is clickable, when click it, link to different page
WANT TO JOIN US?

WTS Employment Information

Writing Tutorial Services hopes to hire students—both graduates and undergraduates—who have demonstrated ability and confidence in writing papers and who will be friendly and approachable when working with other students. We are looking in particular for students who have the ability to discuss others’ writing constructively or to work in small groups.

The majority of WTS tutorials are for classes other than English. WTS would therefore like to encourage applications from students from a variety of disciplines, particularly sciences and social sciences. And because students who visit WTS are a widely diverse group—in terms of ethnicity, nationality, religion, race, and gender—we encourage applications from those who reflect this diversity.

Both graduate students and undergraduates at IU are invited to submit applications to WTS. In addition, WTS solicits nominations from faculty members for undergraduate candidates as described below.

How do I apply to become a tutor at WTS?

Graduate students can send a resume, a letter of application, and a writing sample to Jo Ann Vogt / Writing Tutorial Services / Wells Library E250. Be sure to highlight any teaching, tutoring, and/or counseling experience you may have. Likewise, be sure to include information on various disciplinary or interdisciplinary experience you may have in addition to your current focus as a graduate student. We see students from many different disciplines. As such, applicants with broad backgrounds and diverse interests make especially successful WTS tutors.

Follow this link for further details.

Note: Hiring page
Locations and hours

Wells Library Learning Commons
Academic Year
Mon–Thurs 10am–8pm
Fri 10am–5pm

Culture Centers Locations and Hours
Neal Marshall Black Culture Center
Sundays 5pm-8pm
Wednesdays 6pm-8pm
La Casa, Latino Cultural Center
Tuesdays 6pm-8pm
Thursdays 6pm-8pm

Academic Support Centers (ASCs)
(Briscoe | Forest | Teter)
Academic Year Only
Sun–Thurs 7–11pm

Note: Location & Hours page under “Welcome to WTS” navigation bar
What can WTS do for students?
Tutors can help IUB students with
- Brainstorming
- Outlining
- Grammar
- Content
- Formatting
- Revising

Feel free to come in with or without specific questions and at any stage of the writing process.

Types of paper that we can work on:
- critical essay
- response paper
- resume
- cover letter
- report
- scholarship application, etc.
- various kinds of paper

Note: WTS duty page
under “Welcome to WTS” page
(1) list of paper gerne
Central Authentication Service

Username:  
Passphrase:  
Login

Interrupts have moved to CAS. Click to learn more.

Trouble signing in? We can help.

To access protected services, you will need to establish your IU authentication.

For security reasons, you will need to close your web browser when you finish using services that require authentication.

Note: Password page
After click blue “open” button on the “sign up” table, links to this page
Note: Survey page
Fill out the appointment registration survey and make an appointment with tutors.
(1)(2)(3) can be clicked and select information.
You are about to reserve an appointment with **Owen** at **10:00AM on MON 12-07-2015.**

*What type of writing will you bring?*

- Coursework
- Thesis
- Dissertation
- Personal Statement
- Job Application
- Creative Piece
- Other

If you are bringing one course paper, which course is it?

An e-mail confirmation will be sent to:

XXXXX@umial.iu.edu

(You may enter an alternate address)

If you must cancel your appointment, please do so at least 2 hours in advance.

Note: Survey page 2
(1) basic info of appointment, including tutor’s name, time and date
(2) Most important appointment policy reminder
CONGRATULATIONS!
You are done to reserve an appointment with
Owen at 10:00AM on MON 12-07-2015.

Please check your email and make sure adding this appointment on your calendar. Thanks! See you soon at WTS.

Back to Home page

Note: Appointment confirmation page
(1) reminds students again about the basic information of the appointment
1. Do you have gender preference for tutors?
   - Female
   - Male

2. What kind of paper would you like to work on today?
   - Thesis
   - Coursework
   - Dissertation
   - Personal Statement
   - Job Application
   - Creative Piece
   - Other

3. If that is a course work, which course is it? Under which department?

4. Are you seeking for grad tutor or undergrad tutor?
   - Undergrad
   - Grad

5. Describe your expectations for the intended tutor? (1 = not important; 5 = very important)
   - Brainstorming
   - Outlining
   - Grammar
   - Content
   - Formatting
   - Revising

Note: Survey page for tutor recommendation
Regarding your survey answers, we recommend these tutors who are best for your needs:

1.

(2) Name, year, major
Name, year, major
Name, year, major

Find them on the tutor list and get more information, click here (3)

Note: Tutor matching results after taking one survey, students can get the most suitable tutors’ list
(1) Tutors’ photo, which are the same on the “staff” page.
(2) Tutors’ name listed by alphabet
(3) Click to check the tutor’s profile
Number of appointments
As the WTS can serve as many students as possible, tutorial appointments are limited to one per person per day, at any of our locations. However, WTS sessions are primarily to support undergraduate learning, graduate students are limited to two appointments per week, at any location.

WTS cancellation policy
If you need to cancel an appointment at WTS, we ask that you notify WTS by 8:30 am on the day of your appointment, so that we may give your time slot to another student. After regular business hours, you may cancel an appointment by calling WTS and leaving a voicemail message. If you cannot cancel an appointment after 8:30 am or fail to show up for an appointment more than three times, you will be asked to find another appointment at WTS due to the limited availability.

WTS waiting policy
WTS enforces a 10-minute late policy at all central locations in the Jenkins Library. If a student does not arrive within the first 10 minutes of a scheduled tutorial, the appointment will be canceled.

This policy allows WTS to assign such sessions to other students and thus avoid wasting tutoring hours.

Policies for walk-in tutorials
Walk-in appointments are available at WTS' primary location in the Jenkins Library, depending on tutor availability, but it is based on first-come, first-served basis.

At 4:30 PM, the ASC staff will post a sign-up sheet. You should sign up for this sheet either for a 30-minute tutorial or a 45-minute tutorial. You must be present at the tutoring location at the time you signed up to participate. If you are not present, you may not take your time to another student. All the slots on a sign-up sheet are filled, do not add slots or start another sign-up sheet. Tutors will meet only the students whose names are on the sheet, and may refuse to meet with students who have added slots to the official schedule or started another tutorial.

You may sign up only one walk-in tutorial per day.

Please do not interrupt the flow of an activity with student tutoring. You may meet with another student in our lobby if they are helping other students. Each tutor will meet only one student per time slot. Tutors are not allowed to supervise more than one student in a single day.

To make your walk-in more productive, please think about what you'd like to work on with the tutor before your session begins. You and the tutor will have more time to address your concerns if you identify them for the tutor at the beginning of the session. You'll also have time by printing out both your assignment sheet and your draft (if you have one) before the tutorial begins.

Note: Policies page
Linked from the “Policies & FAQs” page
1. Do you have a list of tips for success at WTS?

No. WTS is here to help you in any subject you are struggling with.

2. Is it necessary to make an appointment to tutoring? Do you accept walk-ins?

No appointment is necessary. Students can receive tutoring any time in the hour before the class begins. If you plan to work with a tutor at your primary location, it is best to make an appointment in advance by calling the WTS Front Desk or stopping by the front desk. Setting up an appointment ahead of time allows us to schedule you with a tutor whose interests and background best match your particular needs and the demands of the course for which you are studying. It also ensures that you will have a full-time tutor assigned to work with you throughout your course.

3. If you are unable to attend a tutoring session, do you accept make-up appointments?

No. Tutoring is a valuable resource and there is a commitment on our part to provide the best possible service. When you schedule a session, you are reserving a tutor's time and energy. If you must cancel, please let the WTS front desk know as soon as possible. If you cancel less than 24 hours before your session, or do not attend a session you scheduled, your name will be removed from our schedule. This helps us to better manage our resources and ensure that all students have access to the support they need.

4. What is your policy for calling a tutor?

Tutors at WTS adhere to specific policies and procedures that are designed to ensure high-quality tutoring services. If you need to cancel a session, please contact the WTS front desk as soon as possible. If you do not show up for a scheduled session without canceling in advance, your name will be removed from our schedule.

5. What is your policy on absences?

Tutors at WTS are unable to make up time lost due to absences in specific assignments, and with instructions on the material covered during your session. You must still contact the front desk to cancel your session and we will reschedule you.

6. What are your policies on assignments?

Tutors at WTS are not required to complete assignments in specific areas of expertise, and with instructions on the material covered during your session. You must still contact the front desk to cancel your session and we will reschedule you.

7. What are your policies on assignments?

Tutors at WTS are not required to complete assignments in specific areas of expertise, and with instructions on the material covered during your session. You must still contact the front desk to cancel your session and we will reschedule you.

8. What is your policy on absences?

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9. What are your policies on assignments?

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10. What are your policies on assignments?

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Note: Student FAQs page
Linked from the “Policies & FAQs” page
Prototype

Please find the Prototype to my redesign at this link:

https://www.lucidchart.com/documents/view/7487eade-7584-4de5-b1c2-b5a08a9eb351

Note: it does not work, please copy and paste the link to the web browser.