Online Appointment Guide for Students

How Online Consultations Work:
The WMC’s Online Consultations are conducted through Google Docs. All online consultations are synchronous, meaning the tutor and student are simultaneously present. The WMC does not line edit your documents but rather, offers individualized assistance and suggestions to help improve your writing. Both the Google chat feature and comments will be used.

**Note:** To register for an online appointment, follow the same procedure for scheduling an in-person appointment as detailed in the “In-Person Appointment Guide for Students” under the About Us -> Consulting page on our website. The location you will select is “Online FS19.”

Please be sure to fill out your “Preferred email address for Google Docs” when you schedule your online appointment. If you do not, the document will be sent to the email address you registered your WCOnline account with.
Once you have scheduled an online appointment:

1. You will receive a confirmation email.
2. A Google Doc with your name and the date of your appointment will be sent to the email you have provided on the **DAY OF YOUR APPOINTMENT**.
3. The Online Consulting Google Doc you receive will contain the following prompt:

   Welcome to your online consultation at the Iowa State University Writing and Media Center! For the best consultation, please copy and paste your text below. Your consultant will enter the document to work with you at the time of the consultation. If you have any questions, please email writectr@iastate.edu.

4. Paste the document you would like to work on into the Google Doc.
5. Once your consultant is online, both the chat and commenting feature will be used.
6. Your consultant will inform you when your session is close to wrapping up.