

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."

The top screenshot shows the Iowa State University Writing and Media Center website. The header includes the university name and the center's name. Below the header, there is a navigation bar with the date 'September 5 - September 11, 2019' and a dropdown menu for location selection. The dropdown menu is open, showing options: 'Carver 208 FS19', 'Hixson-Lied 1020 FS19', 'Online FS19', and 'Parks Library, Study Room #4 FS19'. The 'Online FS19' option is circled in red. Below the navigation bar is a calendar grid for the week of September 5-11, 2019, with columns for each hour from 9:00am to 4:00pm. The grid shows availability for several tutors, including Allieen Justus, Ana Mier, Aubrey Schmitt, Sarah James, Kaitlyn Heims, and Madeline Griffin-Muench.

The bottom screenshot shows the same website but with a different tutor selected, 'Kate Wright'. The location dropdown menu is still open, and 'Online FS19' is selected. The calendar grid now shows availability for Kate Wright, with columns from 9:00am to 7:00pm. The grid shows availability for several tutors, including Katy Butler, Brittany Eide, Julia Hall, Cole Pollock, Kate Wright, Madeline Griffin-Muench, Abby Mankins, and Aubrey Schmitt.

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 WOnline account with.

The screenshot shows the 'Create New Appointment' form. The form is divided into several sections:

- Client:** Gonzalez, Carolyn (cgonz94@iastate.edu)
- Appointment Date:** Thursday, September 5, 2019; 11:00am to 12:00pm
- Staff or Resource:** Kate Wright (Online FS19)
- APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length. **Kate Wright**
- Pronouns:** She, her, hers
- Academic Standing:** Graduate
- Preferred Pronouns (check all that apply):**
 - he/him/his
 - she/her/hers
 - they/their/theirs
 - other
 - I dont wish to disclose my pronoun
- Preferred email address for Google Docs:** (This field is circled in red)
- Assignment (check all that apply) *:**
 - Essay
 - Research Paper
 - Response Paper
 - Reflection
 - Science Writing

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.