


















Online Consultation User Guide

Thank you for using our Online Writing Consultation system! Please read over the following steps and rules which will help guide you through the process.

- Go to WOnline through the Lindenwood Library Writing Center page and select the Writing Center schedule.
- Select a timeslot (white box) that works best for you on an online-enabled consultant (listed below his or her name), as shown:

Sep. 26: Thursday	9:00am	10:00am	11:00am
Zane 			
Laura  FACE-TO-FACE & ONLINE 			
Sarah  ADMINISTRATORS ONLY			
Kaitlyn 			

- Within the appointment pane, select “Yes. Schedule Online appointment.” from the box, as shown:

Staff or Resource

Laura (St. Charles Writing Center)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour and 30 minutes in length.
STAFF/RESOURCE EMAIL: lreilly@lindenwood.edu
LOCATION: Writing Center - #333 LARC

Meet Online?

No. Meet **face-to-face** at the center.

Yes. Schedule **Online** appointment.

If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

- Papers up to five pages in length can be reviewed within 30 minutes in the Online Consultation program, so long as formatting is not a concern that needs to be addressed. If the paper is longer than five pages and/or the formatting needs to be reviewed, please email the file to your Consultant as soon as you make the appointment. Papers over five pages will require an hour-long appointment.
- On the day of your consultation, please click on your appointment in the schedule five to ten minutes prior to your start time; in that window, click “start or join consultation,” as shown:

STAFF/RESOURCE EMAIL: lreilly@lindenwood.edu
LOCATION: Writing Center - #333 LARC

MEET ONLINE? ONLINE
 If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

START OR JOIN ONLINE CONSULTATION

- Audio and video are available for use; if you would like to use them, click on the camera icon in the top right of the consultation pane **only after** your camera is ready for use.
- If you cannot use audio or video, there is a live chat available in the consultation pane.
- If you have issues with audio/video connecting or showing up for your consultant, please try exiting and rejoining the consultation. If that does not work, please email your consultant.
- After the consultation, you can click back into the appointment, click “join consultation,” and rewatch the consultation with the timeslider button in the top right.

- You have a ten-minute grace period to log in for your consultation; if you do not join by that time or do not send an email indicating technical difficulties or a need to cancel/reschedule, the consultation will not occur.
- You are free to visit the Writing Center in person as a walk-in, but availability is not guaranteed.