

Instructions for Scheduling and Attending In-Person or Online Consultations

The Georgie G. Snyder Center for Business Communication (CBC) offers communication consultations to Rawls undergraduate and graduate students. Our consultants can provide feedback on any project at any stage of the writing/development process. For more information, please visit our website (<https://www.depts.ttu.edu/rawlsbusiness/about/snyder/>) or contact us by phone (806-742-1944) or email (Rawls_SnyderCBC@ttu.edu).

Click here to jump ahead to scheduling a group consultation.

Scheduling an Individual Consultation

1. Visit the CBC's online scheduling system (<https://ttu.mywconline.net/>) and log on.
2. Each block represents an appointment slot. Appointments can be 30 minutes or 60 minutes in length. Any available slot is shown in white. Under each consultant's name, you'll see whether they offer face-to-face consultations, online consultations, or both.

Aug. 3: Tuesday	9:00am	10:00am	11:00am	12:00pm
Jacob FACE-TO-FACE & ONLINE				
Taping Room (presentations only, no consultations)				

Reserve 9:00am on August 3.

Figure 1: When you hover over an open appointment, this pop-up message appears letting you know you can reserve that slot.

3. Click on the available block for which you'd like to schedule your consultation and complete the appointment form by entering the necessary details. To create a 60 minute appointment, adjust the end time of your appointment. If the consultant only offers face-to-face or online appointments, that option will be the default. If the consultant offers both face-to-face and online appointments, you'll want to select your preferred modality. When you're done, click on the "Create Appointment" button at the bottom.

Create New Appointment

Appointment Date
Tuesday, August 3, 2021: 9:00am to 9:30am

Staff or Resource
Jacob (Summer 2021)

APPOINTMENT LIMITS: Appointments must be 30 minutes and 1 hour in length.
Pronouns: he/him/his
Jacob graduated from The Ohio State with a bachelor's degree in Professional Writing and Editing. He earned his master's in Professional Writing and Editing from East Texas State University. Over the course of his teaching career, Jacob has taught at Penn State University and Texas Tech University. He runs all operations and workshops at the Georgie G. Snyder Center for Business Communication.
Jacob works to keep busy even in his free time. He enjoys reading books on African American history, Japanese history, current issues, and action. He's also a huge NBA fan and loves watching shows on Netflix and Hulu. He also loves the outdoors, walking, camping, or hiking with his wife and dog.

Meet Online?
☒ No. Schedule **Face-to-Face** appointment.
☐ 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."

Questions marked with a * are required.
Is this consultation required as part of your project, course, or submission process? (check all that apply) *

Figure 2: The appointment form. Be sure to enter all required information, as noted with a red * in the form.

What name would you like us to use in your consultation today?

Your personal pronouns (he/him/his, she/her/hers, they/them/their, etc.)

This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1
Choose File No file...hosen Document Title

File #2
Choose File No file...hosen Document Title

File #3
Choose File No file...hosen Document Title

CREATE APPOINTMENT CLOSE WINDOW

Figure 3: You can upload up to three separate file attachments if you'd like your consultant to see original copies of documents during your session.

- After successfully scheduling your online consultation, you will see a review of your appointment.

View Existing Appointment

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

Appointment Date
Tuesday, August 3, 2021
9:00am to 10:00am

Staff or Resource
Jacob (Summer 2021)

Pronouns: he/him/his

Jacob graduated from The Ohio State with bachelor's degrees in English and Japanese and went on to earn his master's in Professional Writing and Editing from Youngstown State University. Over the course of his teaching career, Jacob has taught over two dozen sections of Business Communication at Penn State University and Texas Tech University. He currently runs all operations and workshops at the George G. Snyder Center for Business Communications.

Jacob works to keep busy even in his free time. A lot of time is spent reading books on African American history, Japanese history, current issues, and science fiction. He's also a huge NBA fan and loves watching shows on Netflix and Hulu. He also loves the outdoors, walking, camping, or hiking with his wife and dog.

Is this consultation required as part of your project, course, or submission process?
Yes;

If you answered "Yes" above, please provide the course (ex: BA 1301) or submission process (ex: Scholarship Thank You Letter).
BA 1301

If you answered "Yes" above, please provide the instructor's or contact's name.
Gordon

Appointment Date
Tuesday, August 3, 2021
9:00am to 10:00am

Staff or Resource
Jacob (Summer 2021)

Pronouns: he/him/his

Jacob graduated from The Ohio State with bachelor's degrees in English and Japanese and went on to earn his master's in Professional Writing and Editing from Youngstown State University. Over the course of his teaching career, Jacob has taught over two dozen sections of Business Communication at Penn State University and Texas Tech University. He currently runs all operations and workshops at the George G. Snyder Center for Business Communications.

Jacob works to keep busy even in his free time. A lot of time is spent reading books on African American history, Japanese history, current issues, and science fiction. He's also a huge NBA fan and loves watching shows on Netflix and Hulu. He also loves the outdoors, walking, camping, or hiking with his wife and dog.

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

Figure 4: After creating an appointment, you'll get a green success message. On the left is an example of an in-person completed appointment form; on the right is an example of an online completed appointment form. Note the differences between the two.

- You will also see your appointment as a yellow block on our scheduler. You can modify or cancel the appointment up to 5-minutes before the appointment's start time.

Aug. 3: Tuesday	9:00am	10:00am
Jacob FACE-TO-FACE & ONLINE		
Taping Room (presentations only, no consultations)		

If you scheduled an in-person appointment, please promptly arrive to the CBC before your appointment's start time. If you scheduled an online appointment, please continue to the next section.

Attending an Individual Online Consultation

- About 5 minutes before your consultation starts, log on to our scheduling system.
- Click on your appointment (as indicated by a yellow rectangle). A pop-up window will display the details of your appointment.
- Click on the "Start or Join Online Consultation" link, as noted in the red box below, to enter the online consultation room. If you'd prefer to meet over Zoom, you can let your consultant know once the consultation begins. The rest of this guide will focus on the standard online consultation space.

Appointment Date
Tuesday, August 3, 2021
9:00am to 10:00am

Staff or Resource
Jacob (Summer 2021)

Pronouns: he/him/his

Jacob graduated from The Ohio State with bachelor's degrees in English and Japanese and went on to earn his master's in Professional Writing and Editing from Youngstown State University. Over the course of his teaching career, Jacob has taught over two dozen sections of Business Communication at Penn State University and Texas Tech University. He currently runs all operations and workshops at the George G. Snyder Center for Business Communications.

Jacob works to keep busy even in his free time. A lot of time is spent reading books on African American history, Japanese history, current issues, and science fiction. He's also a huge NBA fan and loves watching shows on Netflix and Hulu. He also loves the outdoors, walking, camping, or hiking with his wife and dog.

ONLINE
CREATED: Aug. 2, 2021 1:24pm by Test Test
LAST EDITED: Aug. 2, 2021 1:37pm

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

4. If you have access to a webcam, be sure to allow your browser permission to use your webcam and microphone when first entering the online consultation.
 - a. If you didn't see a pop-up or receive an error message, re-enter the online consultation space.
 - b. If your browser is out of date, it may not support videoconferencing. Please be sure to update your browser before your consultation.
5. If you want the consultation to focus on a specific document and the document doesn't have special formatting (i.e. section headers, table of contents, etc.), you can import the document by clicking on the Import/Export tool. Your text will then appear in the whiteboard space.
 - a. Importing documents will remove most formatting aspects.
 - b. If your document does have special formatting and you want the consultant to see the formatted version, attach the document to your appointment ahead of time. You may also email the document to your consultant as well.

Communicating During Your Consultation

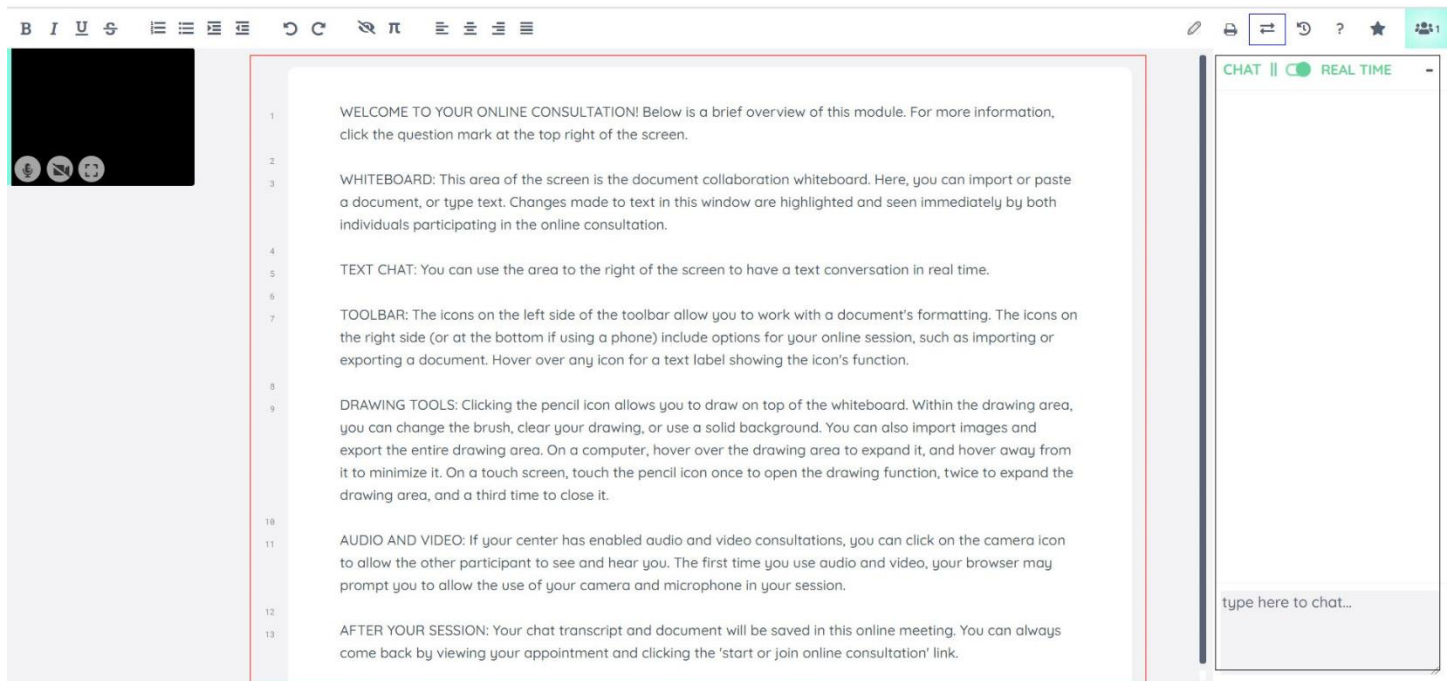



Figure 5: The online consultation room. Videos of all participating members will be seen on the left side. The red box shows the whiteboard, which is very similar to a Google Doc. The blue box shows the Import/Export button, which is used to import files into the whiteboard or to export the whiteboard after the consultation. The black box shows the text chat box.

During the consultation, you can communicate with the consultant in various ways.

1. Verbal communication via videoconferencing.
2. Text communication via chat box (black box in Figure 5)
 - a. Any messages in the chat box are saved for future reference
3. Collaborative communication via the whiteboard
 - a. Your typed text and the consultant's typed text are highlighted in different colors called "authorship colors."
 - b. To remove the colors, you can use the "clear authorship colors" tool . Please note: once the authorship colors have been cleared, previous highlights or comments can't be retrieved.
 - c. Use the line numbers on the left margin of the document window to quickly call attention to specific parts of your document.

Scheduling a Group Consultation

If you are the group member scheduling the initial appointment for your group, the process is very similar to the one above for individual appointments, with some slight differences.

1. Visit the CBC's online scheduling system (<https://ttu.mywconline.net/>) and log on. If you don't have an account with our scheduler system, make one and then log on.
2. Each block represents an appointment slot. Under each consultant's name, you'll see whether they offer face-to-face consultations, online consultations, or both. Remember, group consultations are currently only available as online appointments.

Aug. 3: Tuesday	9:00am	10:00am	11:00am	12:00pm
Jacob FACE-TO-FACE & ONLINE				
Taping Room (presentations only, no consultations)				

Reserve 9:00am on August 3.

Figure 6: When you hover over an open appointment, this pop-up message appears letting you know you can reserve that slot.

3. Click on the available block for which you'd like to schedule your consultation and complete the appointment form by entering the necessary details. To create a 60 minute appointment, adjust the end time of your appointment.

Create New Appointment

Appointment Date
Tuesday, August 3, 2021: 9:00am to 9:30am

Staff or Resource
Jacob (Summer 2021)

APPOINTMENT LIMITS: Appointments must be 15 minutes and 1 hour in length.

Pronouns: he/him/his

Jacob graduated from The Ohio State with a bachelor's degree in Business Administration and went on to earn his master's in Professional Writing and Editing from The Ohio State University. Over the course of his teaching career, Jacob has taught at Penn State University and Texas Tech University. He runs all operations and workshops at the George G. Snyder Center for Business Communication.

Jacob works to keep busy even in his free time. He loves reading books on African American history, Japanese history, current issues in science fiction. He's also a huge NBA fan and loves watching shows on Netflix and Hulu. He also loves the outdoors, walking, camping, or hiking with his wife and dog.

Meet Online?

☒ No. Schedule **Face-to-Face** appointment.

☐ 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."

Questions marked with a * are required.

Is this consultation required as part of your project, course, or submission process? (check all that apply) *

Figure 7: The appointment form. Be sure to enter all required information, as noted with a red * in the form.

- Complete the rest of the appointment form and be sure to list the names of the other group members who will be attending the consultation. This will act as an expected attendance list. Click on the “Create Appointment” button at the bottom.

What project would you like to work on today? *

Group Presentation

What stage is your project in? (check all that apply) *

☐ Brainstorming
☒ Partial Draft
☐ Completed First Draft
☐ Revised Draft
☐ Final Draft

If this is a group consultation, please list other group members' names. Otherwise, type "N/A." *All members attending must be registered in the system before the consultation.*

Miles Morales
 Kamala Khan
 Riri Williams

File #1

Choose File No file chosen

Document Title

File #2

Choose File No file chosen

Document Title

File #3

Choose File No file chosen

Document Title

CREATE APPOINTMENT CLOSE WINDOW

Figure 8: You can upload up to three separate file attachments if you'd like your consultant to see original copies of documents during your session.

- After successfully scheduling your online consultation, you will see a review of your appointment. When you look at the scheduler, you'll see the appointment in gold.

Aug. 3: Tuesday	9:00am	10:00am
Jacob FACE-TO-FACE & ONLINE		
Taping Room (presentations only, no consultations)		

- Once you've made your appointment for the group, be sure to tell the other group members that they need to register in the system before the consultation. This is especially important if the consultation counts towards course credit. The CBC will be able to add them to the appointment during the consultation to ensure they are marked present and receive credit.
- If you scheduled an in-person group consultation, make sure your entire group arrives promptly at the CBC before the start of the consultation. The consultation will not begin until all group members from the appointment form are present.

If you scheduled an online group consultation, please see the next section.

Attending a Group Online Consultation

All group online consultations will be done via Zoom, a video-conferencing platform. In order to make use of Zoom, please ensure that every group member has the following:

- A computer (desktop or laptop) or a tablet or phone with the Zoom app.
- Reliable internet connection
- Microphone (either built-in or external)
- Alternative audio source: phone (if unable to connect audio via computer)
- Optional: Webcam (either built-in or external)
- Optional: Headset or ear buds (helps ensure sound quality)

1. Prior to your scheduled appointment time, you will receive an email from a CBC consultant, which will contain a link to your group's Zoom meeting. **Be sure to forward this information to the rest of your group members, so they can access the Zoom consultation.**

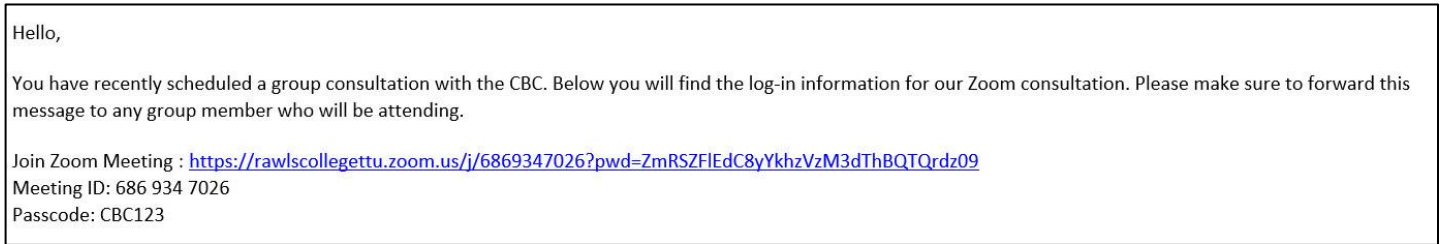
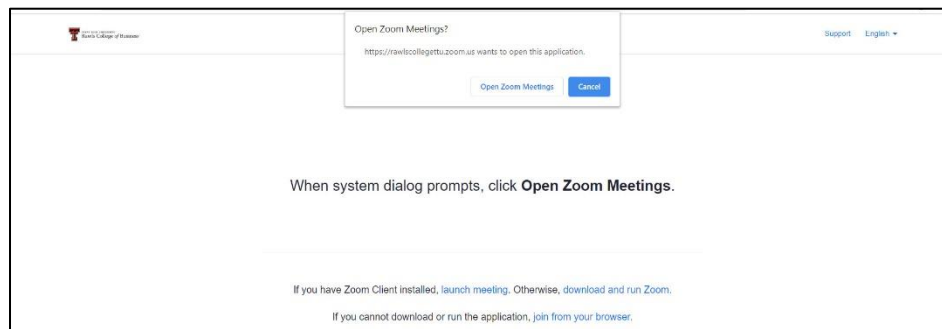


Figure 9: An example of the email with your Zoom consultation information. Be sure to forward this to the rest of your group ahead of the consultation.

2. After you click on the link, you will be asked to download and open Zoom. Please note: if you have a Mac, your instructions may look a little different.



3. After you've launched Zoom, you'll be prompted to join the meeting with your consultant. You may be asked to join with computer audio and/or video. Make sure audio is enabled. Your consultant will have video enabled, and you can do so if you'd like. However, as long as your audio is enabled, that will be enough.

☒ Always show video preview dialog when joining a video meeting

Join with Video

Join without Video

4. During your consultation, it may be a good idea to create and share a Google doc with your group members and the consultant. This will allow you all to have a collaborative space to work together.