

Instructions for Scheduling and Attending an Online Consultation

The Georgie G. Snyder Center for Business Communication (CBC) offers communication consultations to Rawls undergraduate and graduate students. Our consultants 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).

Scheduling the Consultation

1. Visit the CBC's online scheduling system (<https://ttu.mywconline.net/>). If you don't have an account with our scheduler system, make one and then log on.
2. Click on an open appointment (a white rectangle) in the row with the consultant you'd like to schedule an appointment with. Any consultant who offers in-person and online consultations will have a note under their name.



Jacob  FACE-TO-FACE & ONLINE					
Taping Room (presentations only, no consultations) 					

Figure 1: The WOnline scheduling interface. Any consultant with "Face-to-Face & Online" under their names can meet for either an in-person or online consultation. If no note is present, that consultant only offers in-person consultations.

3. Complete the appointment form pop-up by entering the details of your appointment. Be sure to select "Yes. Schedule **Online** appointment" if you want an online consultation. When you're done, click on the "Create Appointment" link.

Create New Appointment

Client
Gordon, Jacob (jacob.l.gordon@ttu.edu)
To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Tuesday, July 30, 2019: 9:00am to 9:30am Show REPEAT Options

Staff or Resource
Jacob (Summer 2019)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

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."

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Select your course if this appointment is for course credit.
-- please select --

Figure 2: The appointment form. Be sure to enter all required information, as noted with a red * in the form and check the appropriate box to schedule an online consultation.. When you've completed entering this information, click "Create Appointment."

- After successfully scheduling your online consultation, you will see a review of your appointment. You'll know you scheduled an online appointment if "Online" appears in the top right, as indicated in Figure 3.

View Existing Appointment

Appointment Date
Tuesday, July 30, 2019
9:00am to 9:30am

Staff or Resource
Jacob (Summer 2019)

ONLINE
CREATED: Jul. 29, 2019 2:49pm by Test Test
LAST EDITED: Jul. 29, 2019 2:50pm

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

Select your course if this appointment is for course credit.
BCOM 3373
Other Course

If this is for a course project, who is your instructor?
Kamille Biden

Is this a group consultation/appointment? ***All group members need to be registered as clients before the consultation***
no;

Figure 3: Your appointment info. Look for "Online" in the top right to confirm you've scheduled an online consultation.

Beginning the Consultation

- About 5-10 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 in Figure 4, to enter the online consultation room.

View Existing Appointment

Appointment Date
Tuesday, July 30, 2019
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Jacob (Summer 2019)

ONLINE
CREATED: Jul. 29, 2019 2:49pm by Test Test
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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

Select your course if it.
BCOM 3373
Other Course

If this is for a course project, who is your instructor?
Kamille Biden

Is this a group consultation/appointment? ***All group members need to be registered as clients before the consultation***
no;

Figure 4: Beginning an online consultation.

- If you have access to a webcam, enable videoconferencing. The "videoconferencing" tool  should be outlined in red. If the icon isn't outlined in red, click on it to enable video and audio.
 - If this is the first time you've enabled audio and video, you may receive a message asking for permission to use your computer's webcam and microphone.
 - 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

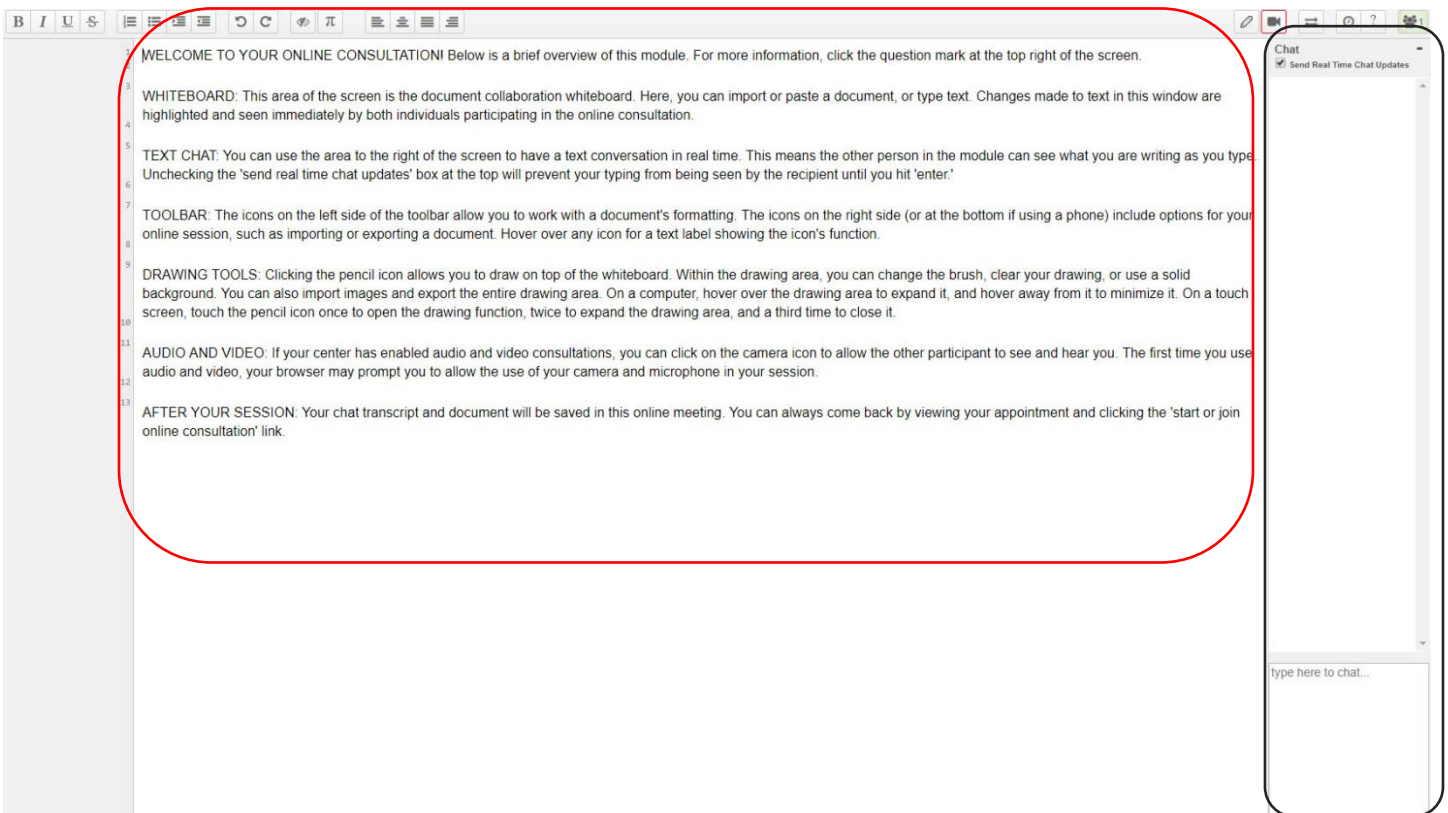



Figure 5: The online consultation room. The red box shows the document window while the black box shows the chat box.

1. Verbal communication via videoconferencing.
2. Chat box (black box in Figure 5)
 - a. Any messages in the chat box are saved for future reference
3. Text typed to signify changes or comments the appear in the document window (red box in Figure 5)
 - 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. To better distinguish your comments from a consultant's, consultants will place "<CC>" before their comments.
 - d. Use the line numbers on the left margin of the document window o quickly call attention to specific parts of your document.

Completing Your Consultation

When your consultation has completed, simply close out of the online consultation room.