



Online Consultations Guide

If you have never done an online appointment, the following instructions will give you a step-by-step guide to starting and working through the sessions. There are two options for online appointments: WC Online or Skype.

WC Online Option

Step 1 – Just a minute or two before your scheduled session, click on your appointment (the yellow one)

California Lutheran University

The Writing Center

WELCOME REGALS! ▼		September 23 – September 29		CLU Writing Center - Fall 2014		◀ PREV WEEK CURRENT WEEK NEXT WEEK ▶				
✉ HELP?		Limit to: -- show all --								
Sep. 23: TUESDAY	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Brooke Straeter Face-to-face or online										
Kimberly Lu GRAD Face-to-face or online										
Liz Whetstone Face-to-face or online										
Mengying (Bella) Jiang GRAD Face-to-face or online										

Step 2 – Click on the “Start or Join Online Consultation” line in the “Meet Online?” Section of the pop-up window.

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Specialization (s): Passionate about Religion & Criminal Justice System Writing Motto: "Everyone has the right to write!"

Appointment Limits: Appointments must be 1 hour in length.

Time: Tuesday, September 23: 6:00pm to 7:00pm

Meet Online? Yes - Meet Online

Start or Join Online Consultation

Course: *

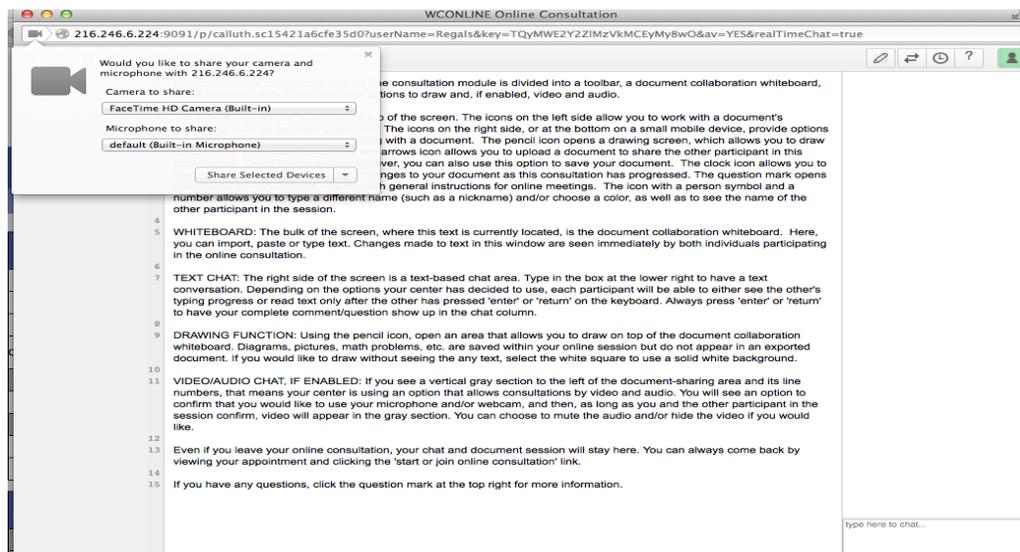
Instructor: *

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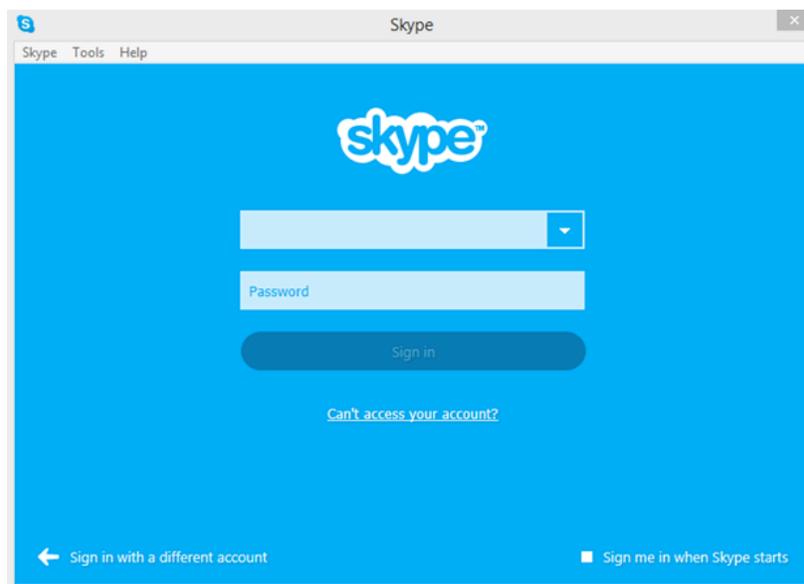
6:00pm

Step 3 – Once you have logged on, you can expect to see your consultant joining the session. They will usually begin the chat along the right side of the page, which will be a continuous flow of conversation throughout the appointment.



Skype Conference Option

While you can use the chat area on the bottom right side of the Skype screen to type and interact with the consultant, your consultant will invite you to switch to a Skype Conference instead. This conference option will be closer to a face-to-face writing consultation experience and thus you can see the consultant and speak to them directly. For the Skype option, you will need to have a Skype ID/account ahead of time. To create a Skype account, please visit the website and follow the instruction: <https://www.skype.com/en/>



Troubleshooting Tips

- If you run into time constraints, you can ask the consultant to call you on the phone to speed up the session.
- Remember that you and the consultant will work a smaller section of the paper since online sessions tend to require more typing and explanations.
- The consultant will be with you live for the entirety of the session but if the internet goes down, try to restart your page or remain online while the consultant logs back on.
- The last resort-- you can also call the Writing Center at 805-493-3257 when everything else fails.