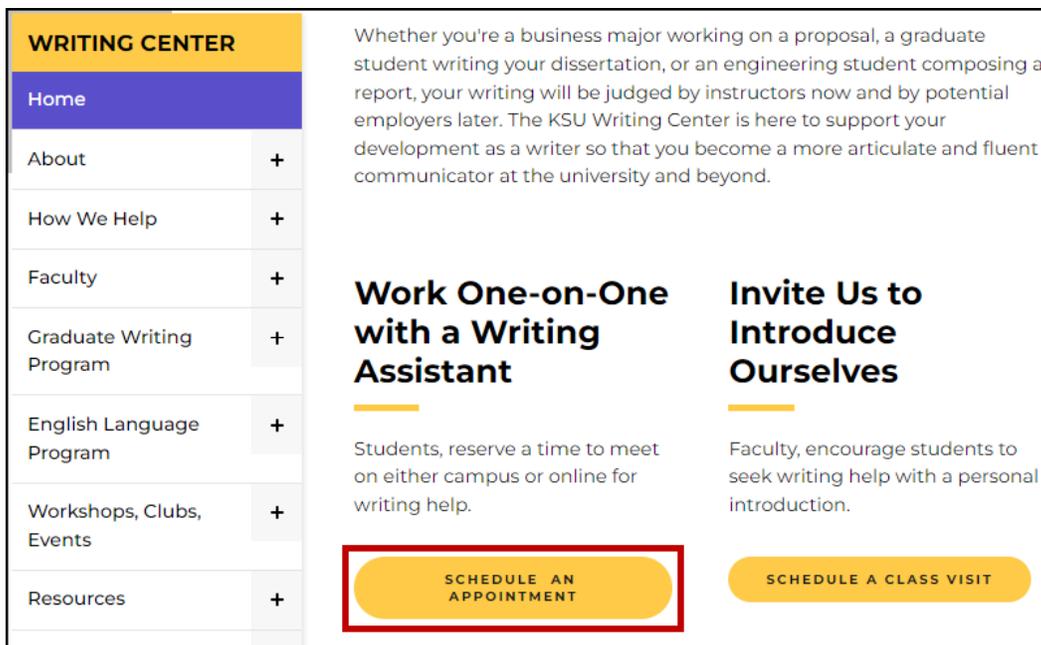


How to Schedule and Access an Online Live Feedback Session

Online Live Feedback sessions are just like face-to-face sessions at our Marietta or Kennesaw campus locations. Sessions take place one-on-one with a Writing Assistant, last approximately 50 minutes, and can address any aspect of your writing. **This guide explains how to create, modify, and access your online appointments.**

Making an Appointment

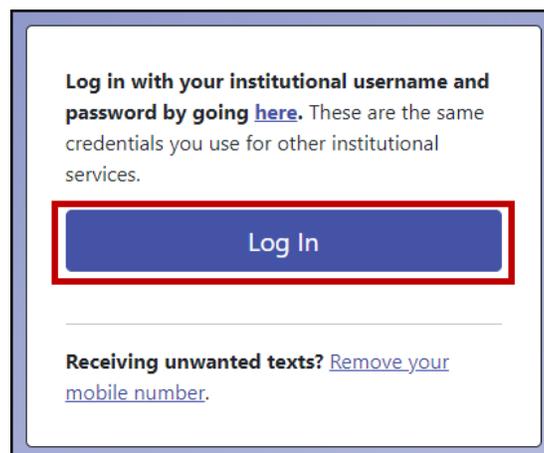
1. Navigate to writingcenter.kennesaw.edu.
2. Click on **Schedule an Appointment**.



The screenshot shows the Writing Center website interface. On the left is a navigation menu with items: Home, About, How We Help, Faculty, Graduate Writing Program, English Language Program, Workshops, Clubs, Events, and Resources. The main content area features a welcome message, two columns of text: 'Work One-on-One with a Writing Assistant' and 'Invite Us to Introduce Ourselves'. At the bottom of these columns are two yellow buttons: 'SCHEDULE AN APPOINTMENT' (highlighted with a red box) and 'SCHEDULE A CLASS VISIT'.

Click Schedule an Appointment

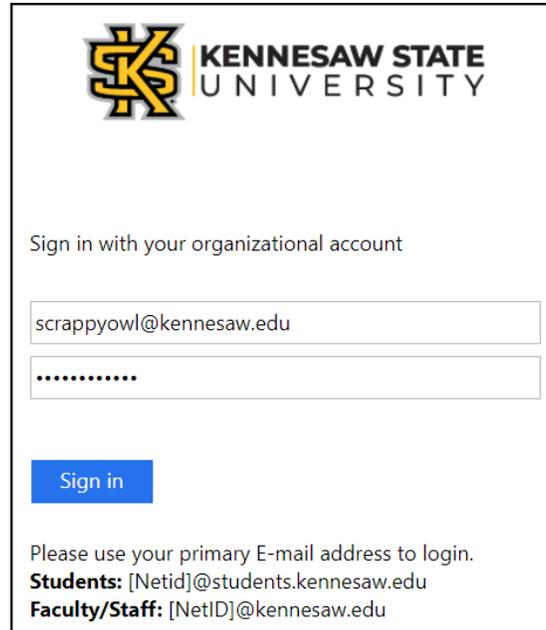
3. The Writing Center appointment portal opens. Click **Log In**.



The screenshot shows a login page with the following text: 'Log in with your institutional username and password by going [here](#). These are the same credentials you use for other institutional services.' Below this is a blue 'Log In' button, which is highlighted with a red box. At the bottom, there is a link: 'Receiving unwanted texts? [Remove your mobile number](#).'

Click Log In

4. Log in with your KSU credentials and authenticate with Duo.

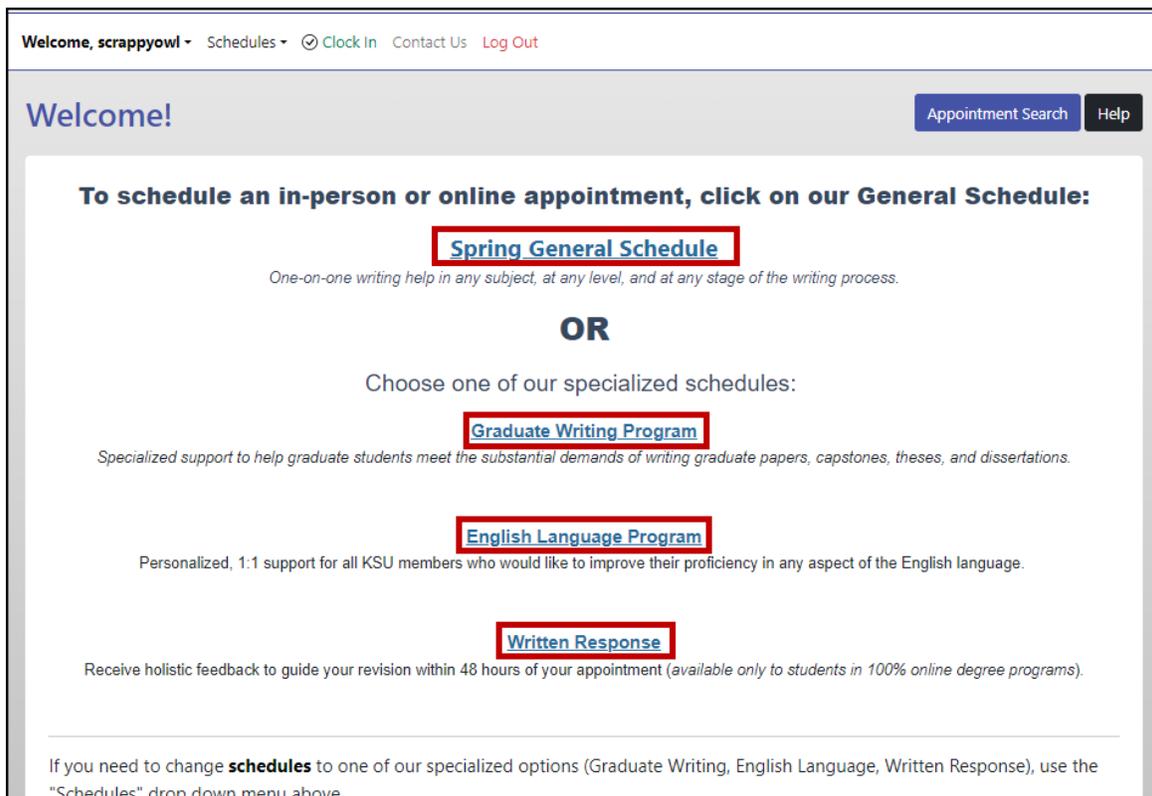


The image shows a login form for Kennesaw State University. At the top left is the KSU logo, a stylized 'KS' in yellow and black, followed by the text 'KENNESAW STATE UNIVERSITY' in black. Below the logo is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'scrappyowl@kennesaw.edu' and the second contains a series of dots representing a password. A blue 'Sign in' button is located below the password field. At the bottom of the form, there is a note: 'Please use your primary E-mail address to login. Students: [Netid]@students.kennesaw.edu Faculty/Staff: [NetID]@kennesaw.edu'.

Sign in

Note: If this is your first time logging in, you will be asked to register with your KSU credentials. Once your account is created, you will be able to log in to the system.

5. On the next screen, select the schedule you would like to use for your appointment. You may choose the general schedule for the semester or a more specific option that fits your needs.

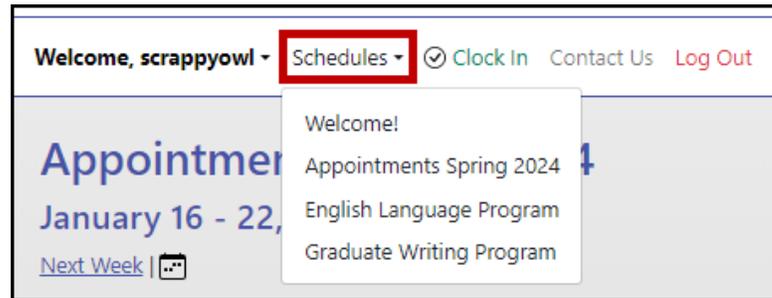


The image shows a screenshot of a web application's appointment scheduling page. At the top, there is a navigation bar with the text 'Welcome, scrappyowl' followed by a dropdown menu 'Schedules', and links for 'Clock In', 'Contact Us', and 'Log Out'. Below the navigation bar is a 'Welcome!' message on the left and 'Appointment Search' and 'Help' buttons on the right. The main content area features a heading: 'To schedule an in-person or online appointment, click on our General Schedule:'. Below this heading are four options, each in a blue box with a red border: 'Spring General Schedule', 'Graduate Writing Program', 'English Language Program', and 'Written Response'. Each option is followed by a brief description of the service. At the bottom of the page, there is a note: 'If you need to change schedules to one of our specialized options (Graduate Writing, English Language, Written Response), use the "Schedules" drop down menu above.'

Select a schedule

For additional support with your appointment, please contact the Writing Center at writingcenter@kennesaw.edu.

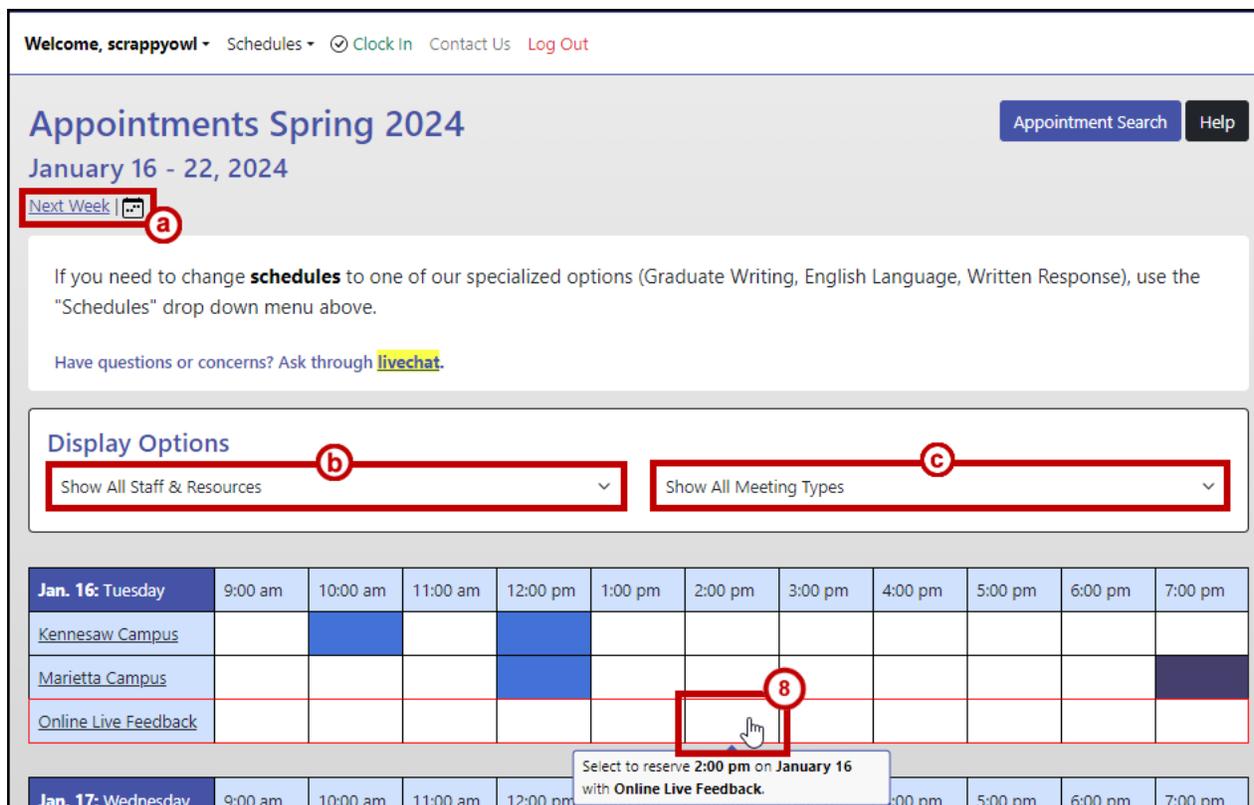
Note: You may change your schedule at any time by clicking **Schedules** in the navigation bar, then selecting a different schedule. However, WOnline schedules are not accessible through direct links on websites, D2L, etc.



Change Schedule

6. You will be directed to the Appointments screen. Select your desired settings:
 - a. Change dates by clicking **Next Week** or clicking the **Calendar** icon to select a specific date.
 - b. Filter by appointment location.
 - c. Filter by meeting type.

7. Click on a **white** square to reserve a date and time for your session.



Appointment Scheduling

8. The Create New Appointment window opens. Enter all applicable details; enter "N/A" for questions you cannot answer.

For additional support with your appointment, please contact the Writing Center at writingcenter@kennesaw.edu.

Create New Appointment

Friday, Jan. 19, 2024 | 7:00 pm to 8:00 pm
Online Live Feedback | Appointments Spring 2024
 Location: Online

APPOINTMENT LIMITS: Appointments must be 1 hour in length.

For detailed instructions on how to access your online Live Feedback appointment, [click here](#).
 Don't forget to upload your assignment guidelines.

Select your type of sessions.

Schedule **Online Live Feedback** appointment.
 For your Live Feedback appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Choose your appointment, open it, and click "Start or Join Online Consultation." Don't forget to upload your guidelines!

Appointment Details

Questions marked with a * are required.

Course (e.g., BIOL 3210) *

Create New Appointment

9. Click **Create Appointment**.

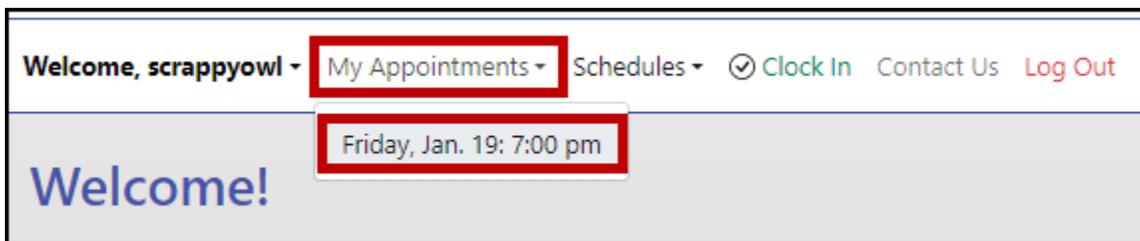


Click Create Appointment

Viewing or Modifying Your Appointment

At any time, you can view your upcoming appointments. If needed, you can also make changes or cancel your appointment.

1. To view your upcoming appointments, click **My Appointments** in the navigation bar. Select any appointment date to view more information.



My Appointments

For additional support with your appointment, please contact the Writing Center at writingcenter@kennesaw.edu.

Note: You may also view your appointment in the schedule view by clicking on the gold square that corresponds with your appointment time.

Jan. 19: Friday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm
Kennesaw Campus											
Online Live Feedback											

Appointment in Schedule View

2. The Existing Appointment window opens. Select your desired option:
 - a. Attach File
 - b. Edit Appointment
 - c. Cancel Appointment

Existing Appointment

Friday, January 19, 2024 | 7:00 pm to 8:00 pm
Online Live Feedback | Appointments Spring 2024
Location: Online

For detailed instructions on how to access your online Live Feedback appointment, [click here](#).
Don't forget to upload your assignment guidelines.

Online Live Feedback
For your Live Feedback appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Choose your appointment, open it, and click "Start or Join Online Consultation." Don't forget to upload your guidelines!

[Start or Join Online Consultation](#)

Appointment Details

Course (e.g., BIOL 3210)
N/a

Instructor
N/a

Is there anything your writing assistant should know to make this session more beneficial for you?
This is a test for documentation purposes.

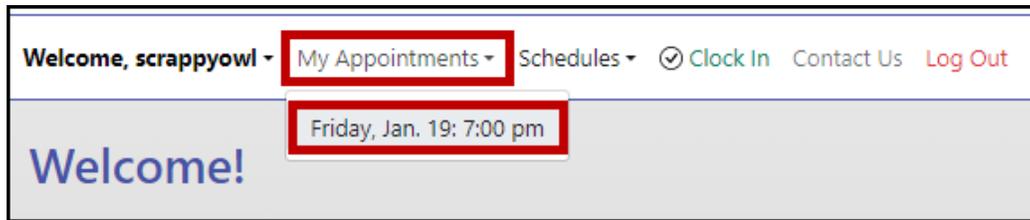
a [Attach File](#) **b** [Edit Appointment](#) **c** [Cancel Appointment](#) [Print](#) [Close](#)

Appointment Options

For additional support with your appointment, please contact the Writing Center at writingcenter@kennesaw.edu.

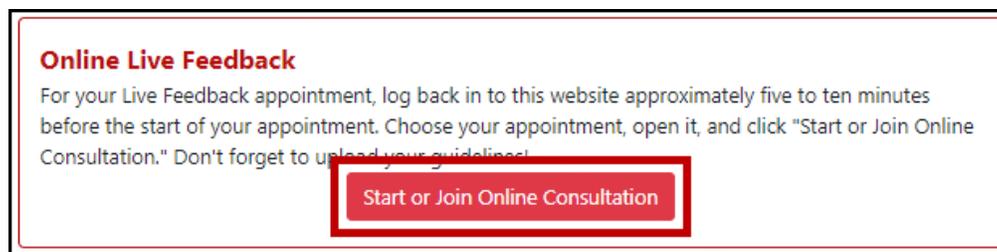
Accessing Your Online Appointment

1. Five minutes before your appointment time, log in to the scheduling system and click **My Appointments** in the navigation bar. Select the appropriate appointment.



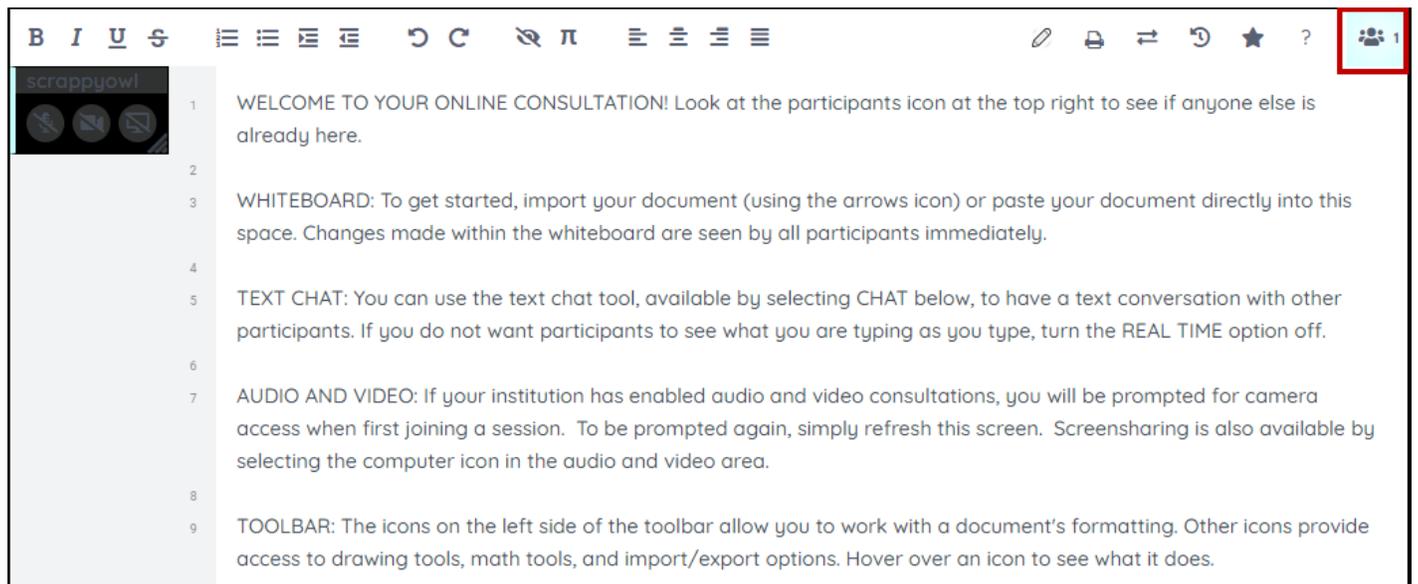
Select Appointment

2. The Existing Appointment window opens. Click **Start or Join Online Consultation**.



Start Online Session

3. The Online Consultation window opens. Click the **Participants** button in the top right to see if a Writing Assistant has joined; if not, they will join you momentarily.



Online Consultation Window

4. When you finish the appointment, exit the session by closing the window.
5. You will have access to your Online Live Feedback session for the entire semester, and your work will be preserved within the session.

For additional support with your appointment, please contact the Writing Center at writingcenter@kennesaw.edu.