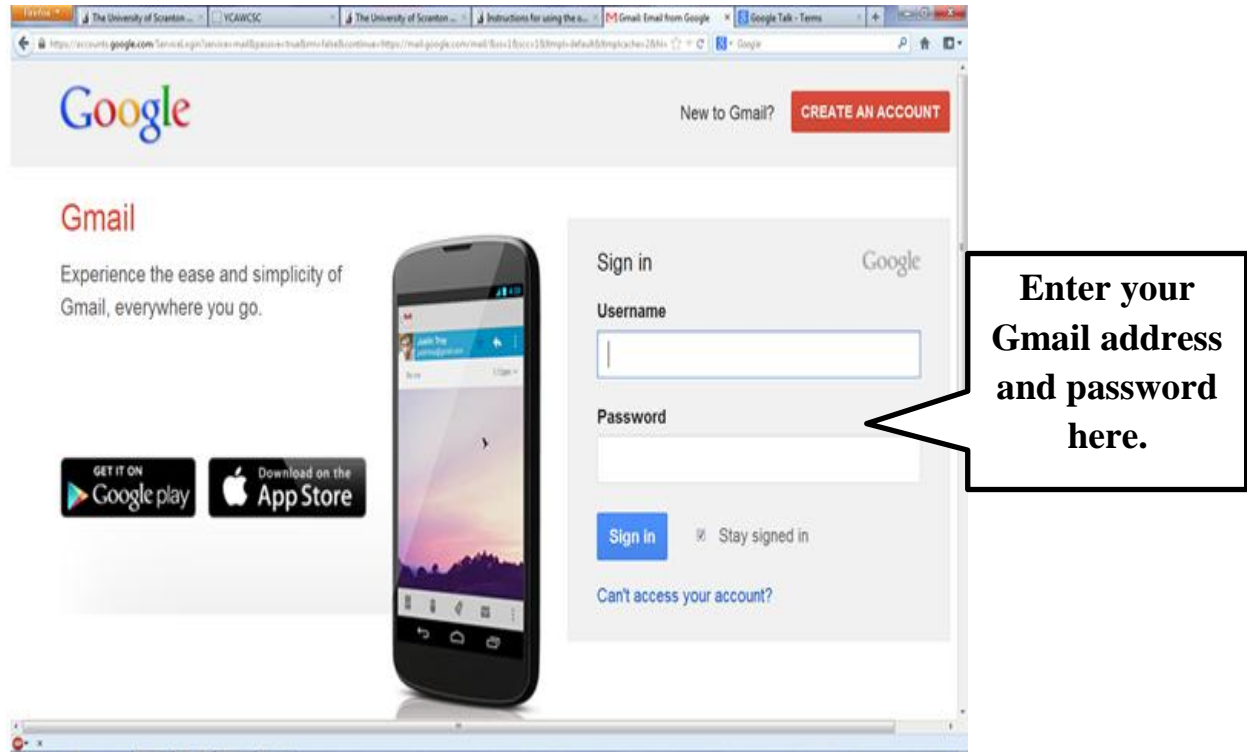


Instructions for using the synchronous online consulting capabilities [Hours for Online Consultations](#)

FIRST: Sign into Google (i.e. your Gmail account)



- Signing into your account will allow you to use both Google Docs and Google Chat functions.
- If you do not have a Gmail account, register for free using the instructions posted on <http://www.gmail.com>
- Once signed into Gmail, you should see the screen for your mail and several tabs across the top.

NEXT: Upload your paper to Google Drive. (You can do this before your session to save time.)

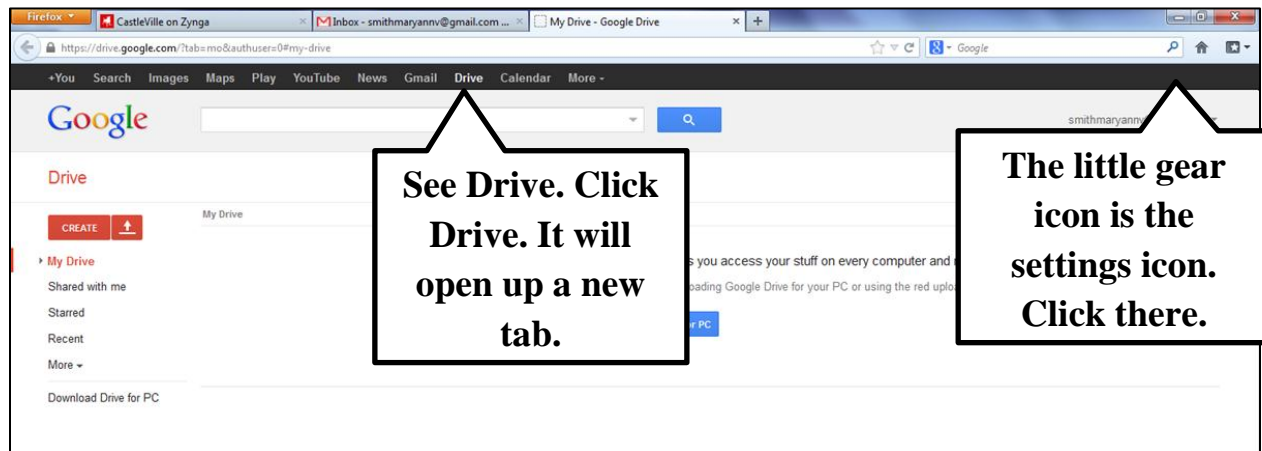
For sessions we use Google Docs, so that the Writing Consultant and the Client can both see the paper and can converse about the paper during the session.

- From your email list, navigate to Google Drive by clicking on the tab that says Drive at the top of your screen. (<https://drive.google.com/>)

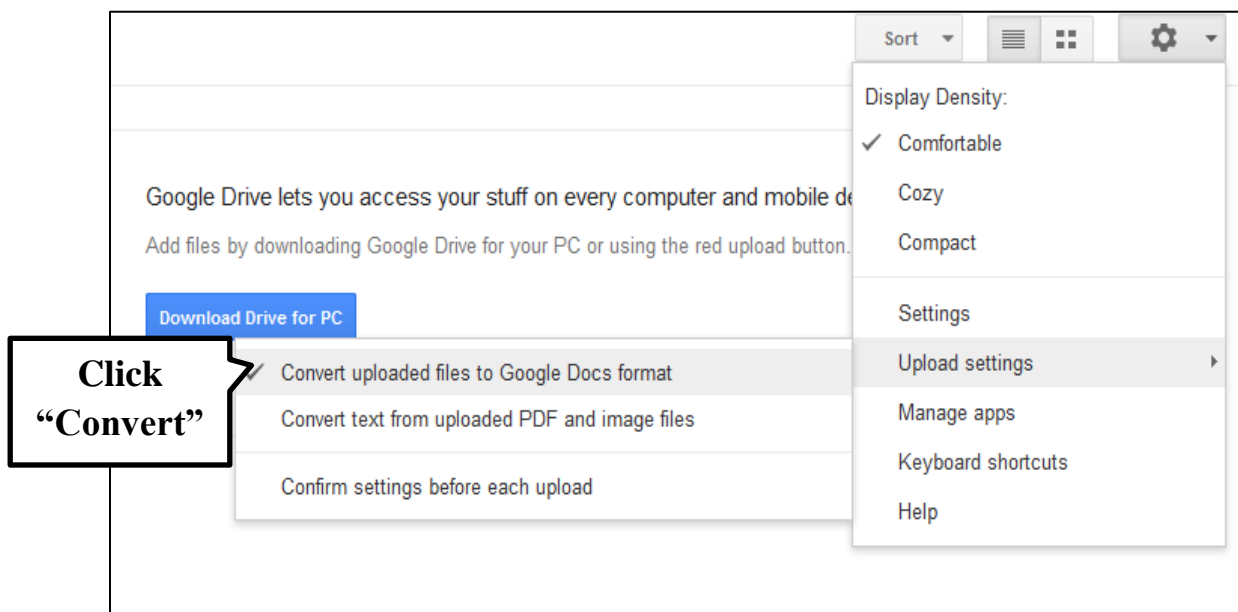
After Drive is open, you can change your settings to upload. You only need to do this once.

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- Click the settings icon to bring up the drop-down menu.



- Go to “Upload Settings”



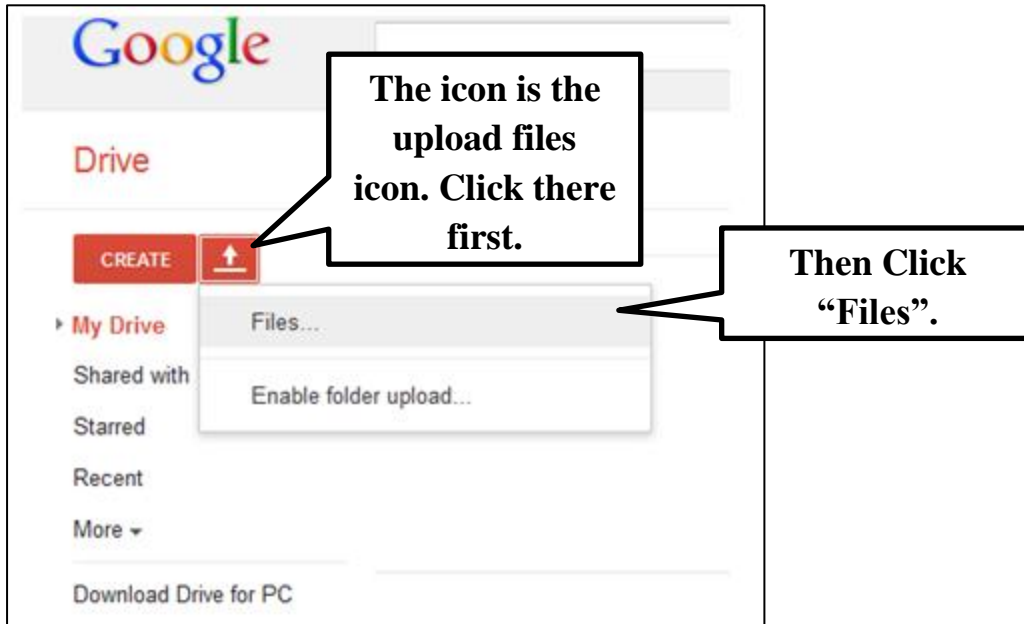
- Then select “Convert uploaded files to Google Docs format.” This automatically converts your Word document into a Google Doc that you can work on with your consultant.

Now you are ready to actually upload your document.

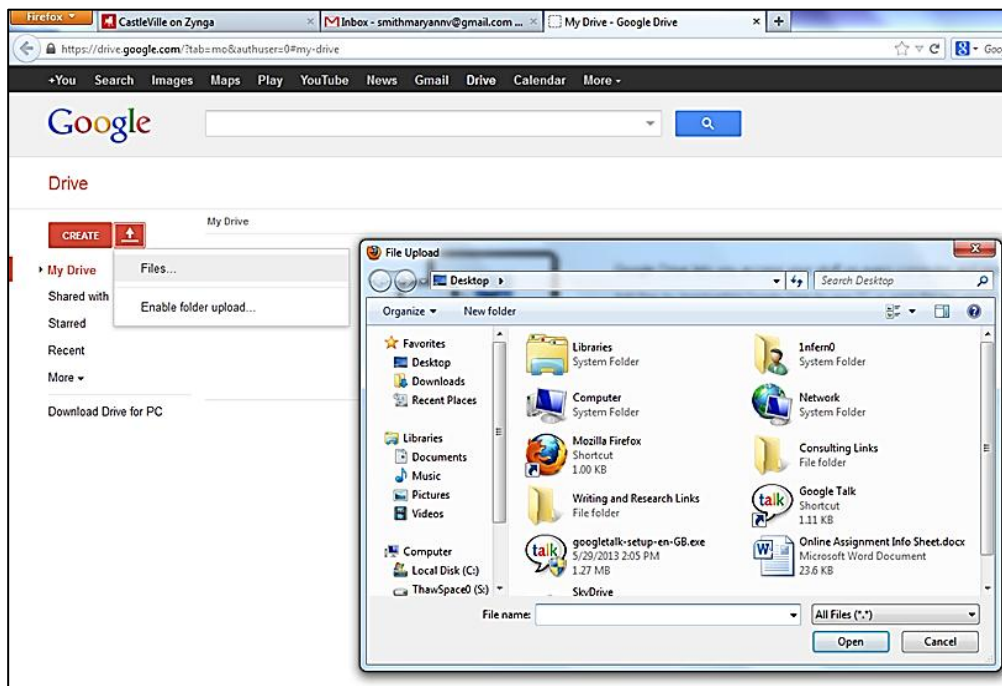
- Under the Drive tab, you can upload your document using the upload files feature.
- On the left hand side, you should see the up arrow icon. This is to upload files. Create allows you to create new Google Docs. (We generally do not use these in sessions.)

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- Click on the upload files icon.

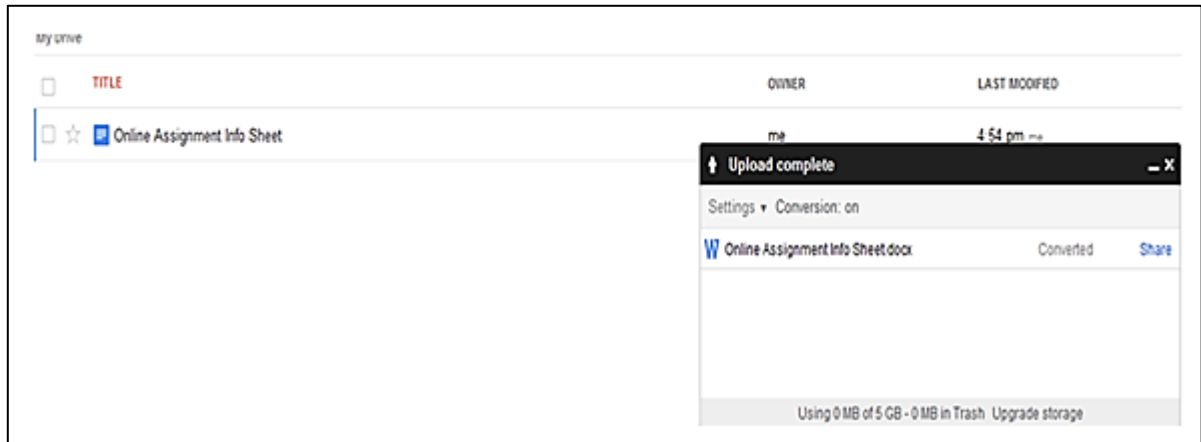


- After you click files, a new window will open which will allow you to select your document from your files.
- Click on the document, then click "Open."



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- Once your document is selected, it will upload and convert.

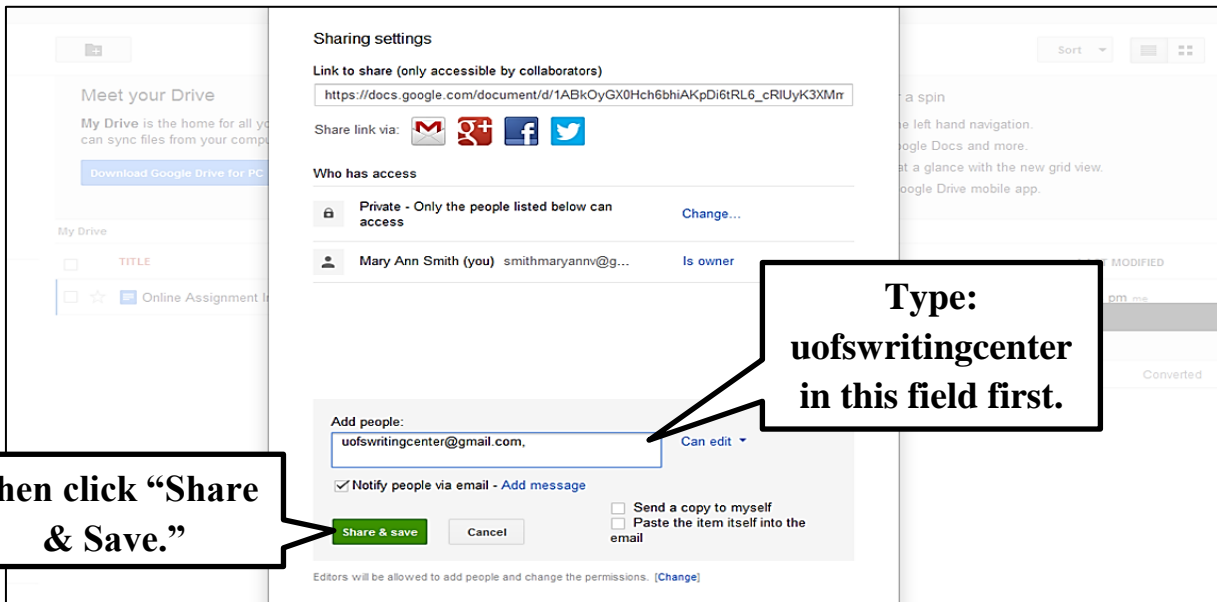


The file will be listed in a progress box and your list of Google Docs. Make sure that it says “Converted” in the progress box. If it is a W in the list, then you did not change your settings.

NEXT: Share your paper with the consultant.

You can share through the progress box or through the listing.

- Through the progress box, click on “Share.”
- A new window will pop up with Share Settings. This asks whom you want to share the file with.



- This will send a message and link to the consultant about where your document is.
- Now that you document is uploaded and shared with the consultant, you can contact your consultant to begin the session.

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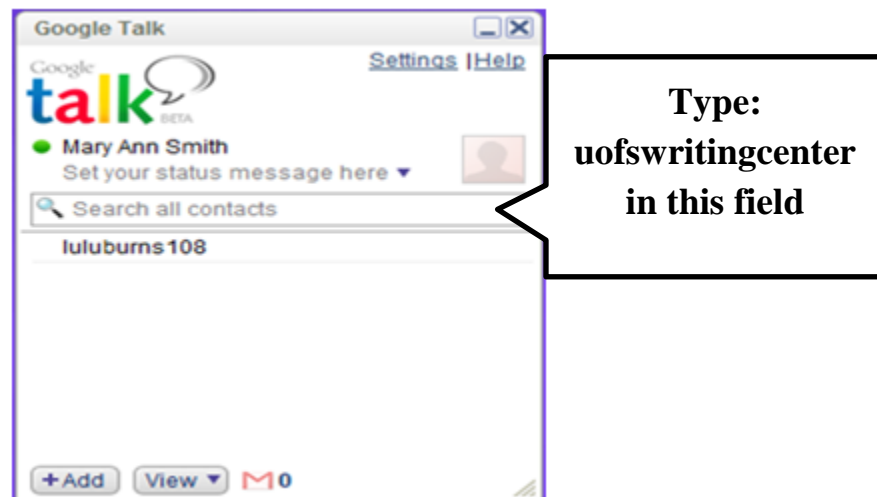
NEXT: Sign into Google Talk

Google Talk will allow you to contact the consultant online to begin your previously scheduled appointment, to schedule future appointments, or to start a walk-in session.

- If Google Talk is not installed on your computer, download it for free at <https://www.google.com/talk/intl/en-GB/>
- If you already have Google Talk installed, Sign In.
- Sign in to Google Talk using your Gmail account information.

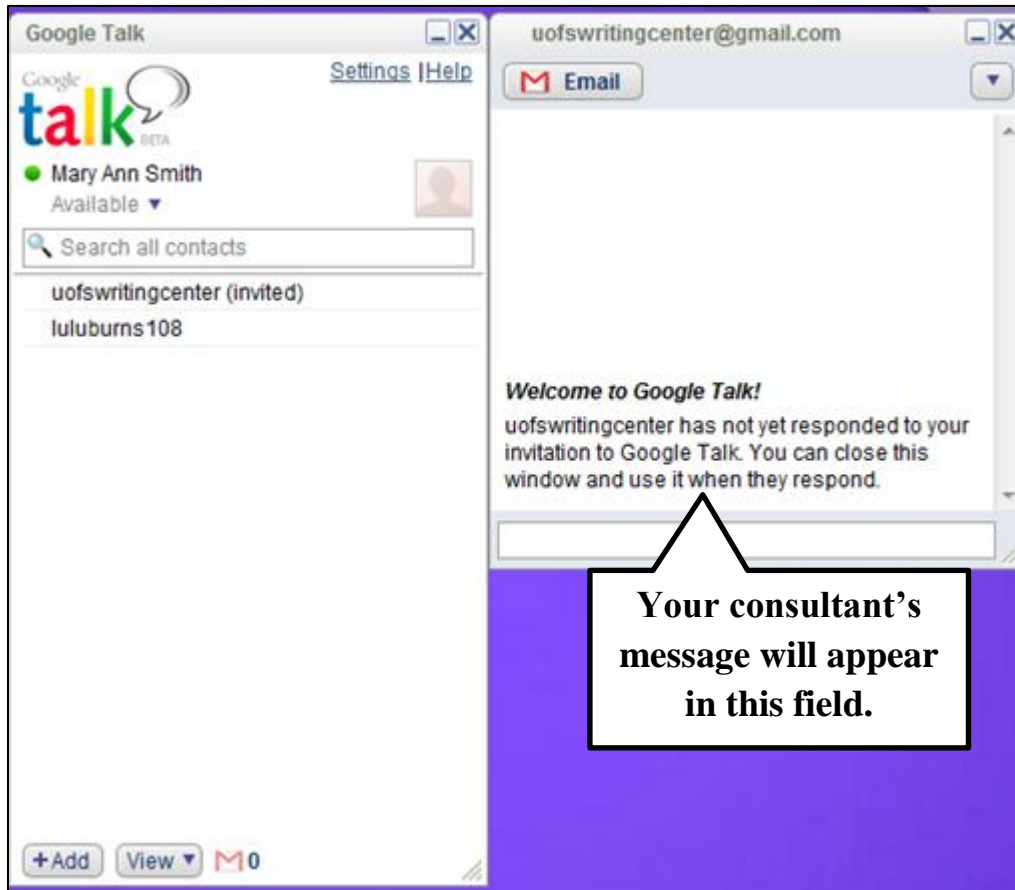


NEXT: Contact the Writing Center screen name: uofswritingcenter



- If you have an appointment, your consultant will be logged on and waiting.
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- If you are making use of the “walk-in” hours, contact the Writing Center and the consultant on duty will respond in a moment.



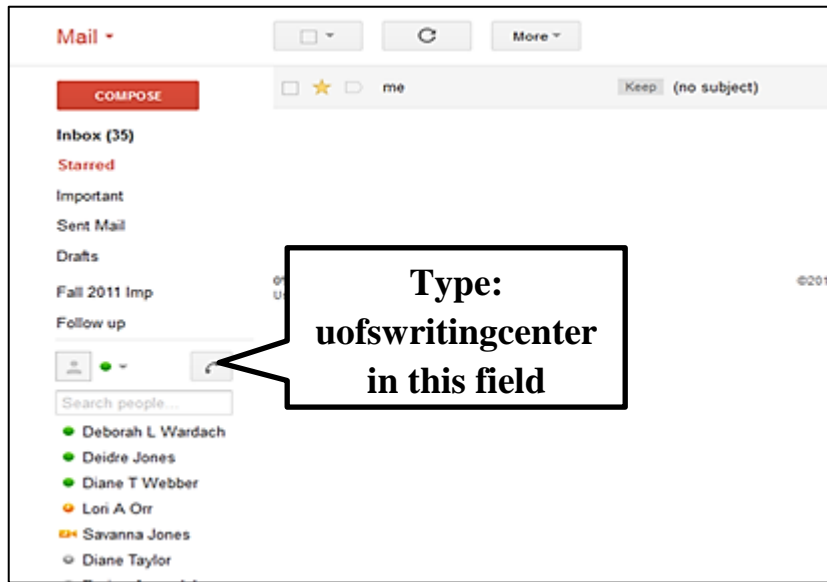
- If you are using the optional voice communication feature, the consultant will call you through the system. If you prefer, you can call the consultant by clicking on the icon of the phone at the top of the message field.

You can also contact a consultant through Gmail using the Google Chat feature.

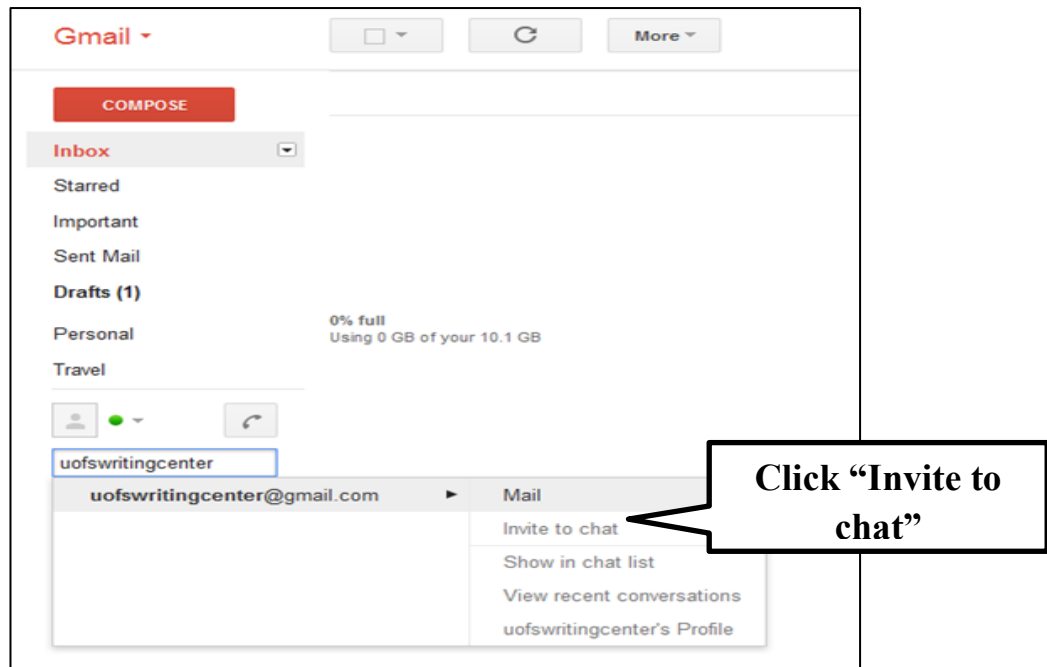
Google Chat does not require additional software or logins. Once in your Gmail account, you will see on the left hand side a list of contacts. Some of them maybe available and would have a green dot next to them. After you have contacted the Writing Center online, this option can be available to you.

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- Type uofswritingcenter in the field that says “Search people.”



- If the uofswritingcenter is one of your contacts, it will show the information. If not, still type uofswritingcenter in the field and then invite to chat.



- Inviting to chat brings up a new message box, so that you can contact your consultant.
- You can then message your consultant in the new message field.

You are now ready to begin your CTLE Writing Center online consulting session.

More information is also available on [our website](#).