

Making and Accessing a Live Feedback Session

How Live Feedback Sessions work at the Online Writing Center:

As part of the KSU community, you can schedule Online Live Feedback appointments. These appointments, like all appointments, are made through the Writing Center website. Sessions last 50 minutes, and you are expected to log in to the session five to ten minutes before the session is set to start.

After logging in, select which of the three methods (audio/video/chat) you would like to use for the session, and your writing assistant will do the same. You will both use the interactive whiteboard as a shared space for discussing the paper. If you have not logged in at ten minutes after your scheduled appointment, your appointment will be marked as missed.

Making an Appointment:

1. Go to writingcenter.kennesaw.edu and click on “Schedule an Appointment.” You will be redirected to our scheduling site, WOnline. Log in using your NetID and NetID password to open the appointment page. Note: If this is your first time logging in, you will be asked to register in our system. Once your account is created, you will be able to log in to the schedule.
2. In the “Live Feedback” row on the appointment page, click on a white square to select a date and time for your session. Be sure to select an appointment in the “Live Feedback” row.



3. A form will open asking for information about your draft. You must fill in *every* box for your appointment to save properly, so fill in “N/A” for any question that you cannot answer. In addition to filling in all of the boxes and selecting an appointment focus, you will also need to click on at least one of the checkboxes beside the “Please identify your primary concern.” question.

What is your thesis statement?

Please identify your primary concern.:

- Assignment Guidelines
- Prewriting
- Thesis Statement
- Audience and Purpose
- Organization
- Voice
- Development

* You must select at least one of the above answers.

- Once you select “Save Appointment,” a pop-up box will indicate “Success!” and give you the option “to attach a file to this appointment.” You do not need to upload your draft ahead of time.

Success!

Your appointment was successfully added on the following date: March 31, 2017.

If you would like to attach a file to this appointment, click here.

- The system will take you back to the schedule screen, and your appointment box will be gold to indicate that your appointment is confirmed.

Online Live Feedback Online appts. only				
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Accessing Your Appointment:

- On the date and time of your appointment, log in to the scheduling system and click on the gold square that corresponds to your appointment time. Your appointment form will open in a new window, and click on the link titled “Start or join online consultation.”
- A new window will open up to begin the “Live Feedback” appointment, and the writing assistant should join you momentarily. Introduce yourself in the top right corner by typing in your name.

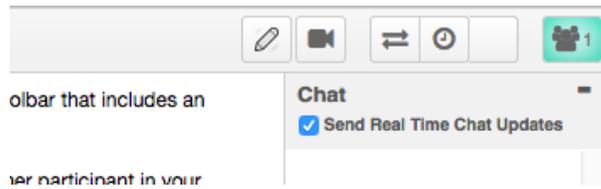
Meet Online? Yes - Schedule Live Feedback Appointment

Start or Join Online Consultation

- Familiarize yourself with the functions and ask your writing assistant any questions you have about how to use the features. The whiteboard is the primary means of interaction, but let your writing assistant know whether you would prefer to use audio/video or only chat in the bar on the right side

Need more help? The Writing Center (English Building 242 and Johnson Library 121) is here for you!
 Go to writingcenter.kennesaw.edu to make an appointment.

of the window.



4. When you are finished with the appointment, exit out of 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.