Online Tutorials with GoToMeeting: Instructions for the Writer

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1. Access the writing center’s webpage at [www.wcupa.edu/writingcenter](http://www.wcupa.edu/writingcenter). Click on “follow this link to make an appointment.”
2. If you already have a writing center account, sign in and proceed to step four.
3. If you do not already have a writing center account, please make one -- using your WCU email and a password of your choice. This password *will not* change, even when you change your standard WCU password. Press “enter.” You will receive an email to your WCU account confirming your newly-created account.
4. After signing in, choose a date and time for your appointment. The screen will look like a spreadsheet with each block consisting of a 30-minute appointment, or what we call a “single session.” Any white space signifies an open appointment time. Please remember that all online appointments must be an hour long, which takes up two blocks.
5. Using the drop down menu for “type of session,” choose “online.”
6. For “please select session length,” choose “double session 60 minutes.” You will receive an email to your WCU account confirming your newly-scheduled session.
7. A few minutes before your appointment is set to begin, check your WCU email. Your tutor will have sent you an email containing a link and a meeting ID number.
8. Click the link provided in the email, and enter the given ID number when prompted. If it is your first time using our online service, you will be asked to download GoToMeeting. The program is free, and, in order to download it, simply follow the directions on your screen. Downloading GoToMeeting will take only a few moments. Once the download is complete, a control panel will appear on the right-hand side of your screen. In subsequent online sessions, downloading GoToMeeting will not be necessary; the control panel will appear for you as soon as you click the link and enter the meeting ID number provided in your email.
9. Look for the “audio” tab on the control panel and choose “mic & speakers” as your communication option. Your computer’s internal microphone and speakers will allow you to communicate with your tutor via audio. You may use the chat box at the bottom of the control panel. If you have any questions, please let your tutor know.
10. Your tutor will now ask you to “share your screen” and enable your webcam. Before sharing your screen, however, make sure to (1) close any private windows or documents and (2) open the document you’d like to work on during your appointment. If you don’t have a document, just let your tutor know. She or he will review a writing assignment with you, brainstorm ideas, or work with you on plans for an upcoming project.
11. Once you’ve adjusted your audio, shared your screen, and enabled your webcam, you will be able to see and hear your tutor in much the same way as in a face-to-face session.
12. Your tutor will begin the session by asking you to read your paper aloud. Reading it aloud gives you a chance to hear how your words and sentences flow, notice how you’re connecting the sections, and listen to your voice as it sounds on the page.
13. If you experience any difficulty at all, make sure to tell your tutor. We look forward to working with you!