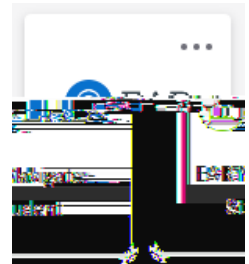


# HOW TO SCHEDULE AN APPOINTMENT @ UNIVERSITY WRITING SERVICES (USING EAB NAVIGATE - STUDENT)

1. Go to <https://myslu.slu.edu/> and enter your **SLU username** and **password**.



- c. Zoom Video Conferences will take place live (in real time) using audio-video conferencing software.
  - i. These conferences can be conducted using a desktop computer/laptop [preferred] or tablet/smartphone app [limited functionality].

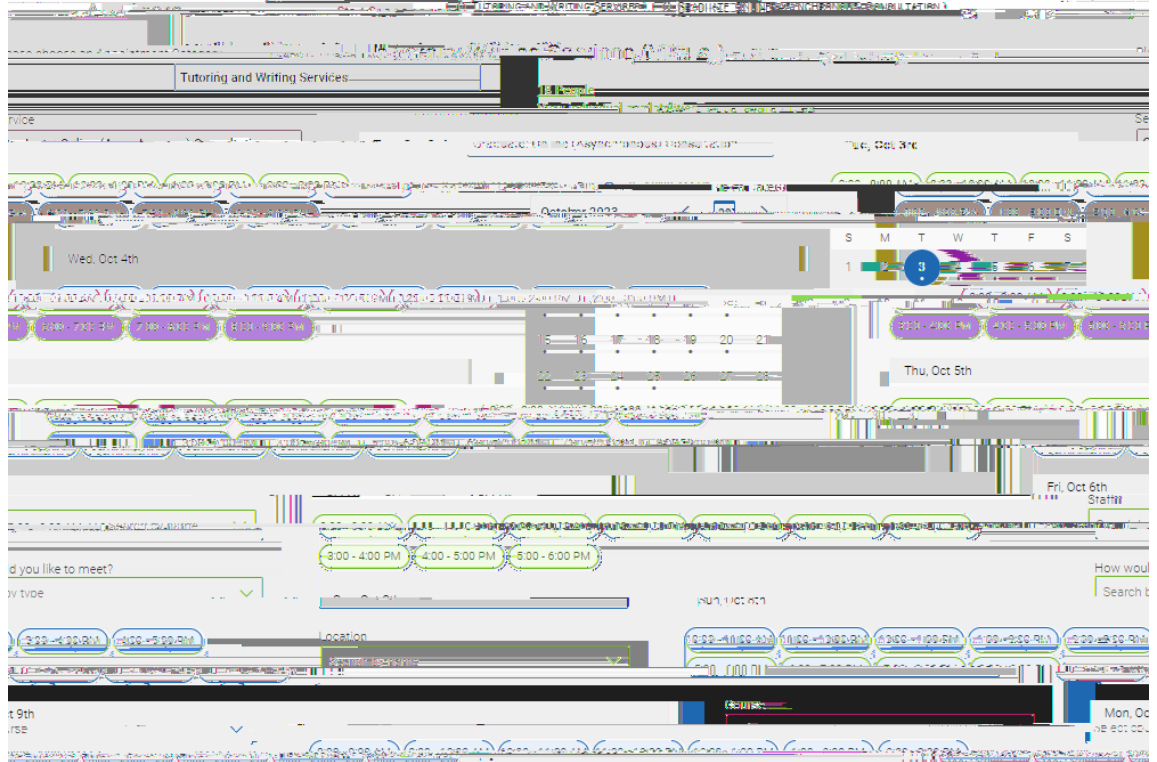
- b. Alternatively, if you selected Online (Asynchronous) Consultation or Zoom Video Conference, a different meeting type will be listed in the dropdown menu. It will say “Virtual”.

iv. Location:

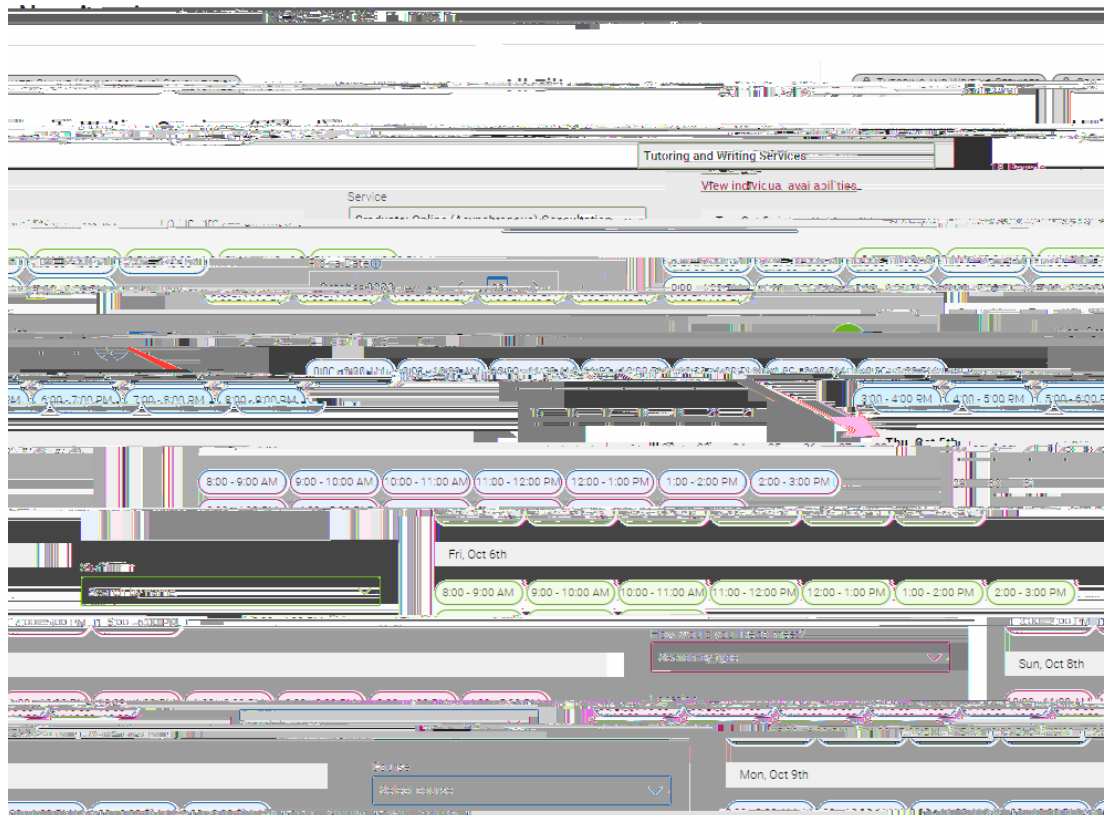
1. If you are meeting the writing consultant in-person, select the building and room of your choice (

## New Appointment

Note: There is only 1 location for Online (Asynchronous) Consultations and Zoom Video Conferences. It is called University Writing Services (Virtual).



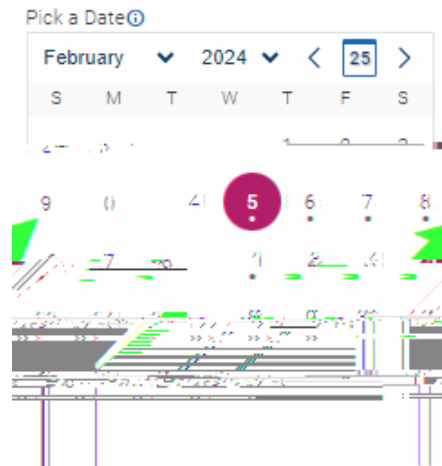
- ii. After choosing your preferred location, the day you originally selected on the calendar will appear in black bold letters.



- iii. Pay careful attention to the date.
  - 1. As appointments book up, they will be removed from the calendar. You want to make sure that you **pick the correct week.**

- Similarly, university holidays will also be blocked off in advance and removed from the calendar. For example, UWS will be closed on Wellness Day, Spring Break, and Easter Break in accordance with the SLU Academic Calendar. Therefore, these dates do **not** appear on the calendar or the list of available times even though the writing center is usually open on Sundays and during the week.

See how there are no dots below February 9<sup>th</sup> since UWS is closed for Wellness Day.



See how the list skips from March 8<sup>th</sup> to March 17<sup>th</sup>. UWS is closed for Spring Break. No writing consultants are available between those dates.



- Once you have decided your preferred time for the appointment, select the corresponding **bubble**.

12:00 - 1:00 PM

v. After clicking the bubble, a loading screen will automatically appear.

12. Once the screen refreshes, you will then see the final confirmation page which asks you to **Review Appointment Details and Confirm**. Make sure there are no mistakes.

13. A little lower on that same page, you will see **Details**. Follow the instructions based on the type of service you selected.

**IN-PERSON APPOINTMENT:**

- If the writing consultant does NOT initiate the Zoom meeting **after 5 minutes** past the start time of your appointment, please send an email to [writing@slu.edu](mailto:writing@slu.edu).
- Every 1-hour appointment that takes place via Zoom includes up to 50-minutes of brainstorming and/or content-based feedback followed by a 5-minute survey.

**OR**

**ONLINE (ASYNCHRONOUS) CONSULTATION:**

Remember to 1) hit the "Schedule" button at the bottom of the screen to complete your reservation and 2) fill out the Online Submission Form by attaching your project as a .doc or .docx file. Copy and paste the link into a new tab on your internet browser.

- Here is the link to the Online Submission Form - [https://slu.az1.qualtrics.com/jfe/form/SV\\_0lehn6G16BmZ24d](https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d)
- You must complete the form BEFORE your appointment; otherwise, you will be marked as a "no show" and will need to reschedule.
- You will receive 2 email confirmations (1 from EAB Navigate and 1 from Qualtrics) when the reservation is successfully completed.
-

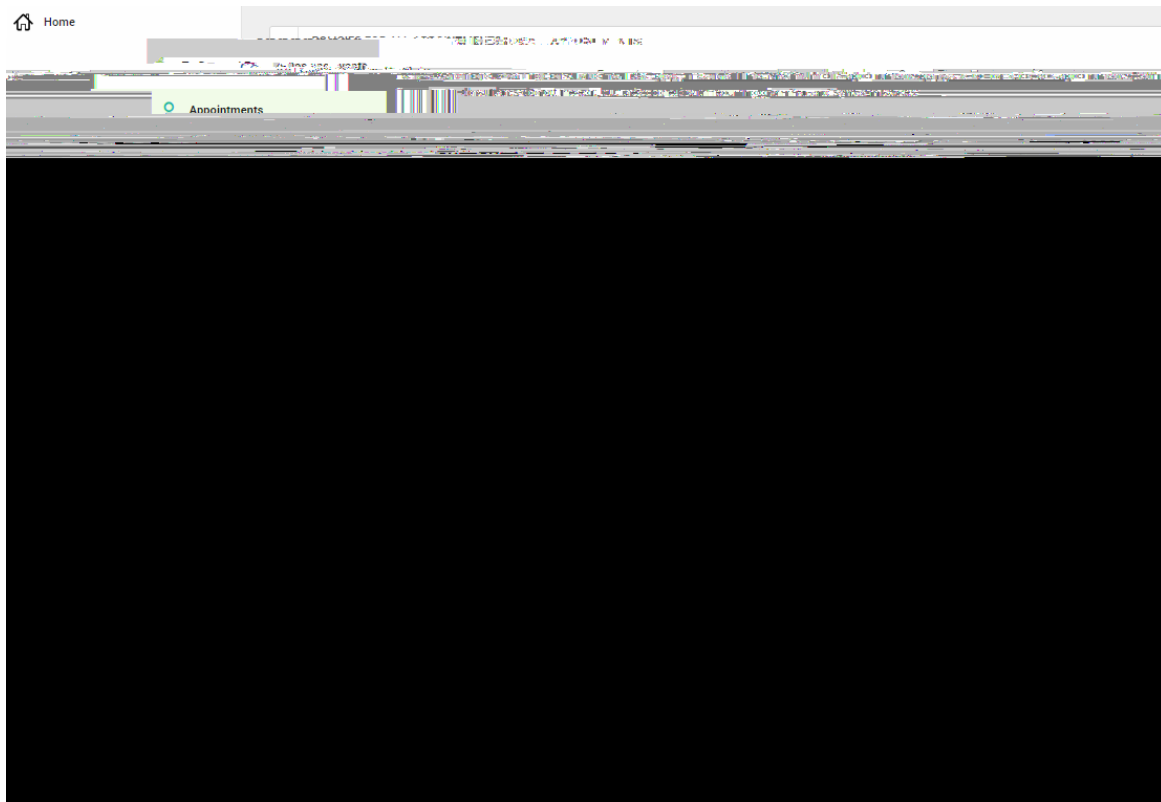
All appointments regardless of the service (in-person, Zoom, and asynchronous) will take place in Central Time.

All appointments include up to 50-minutes of brainstorming and/or content-based



# TROUBLESHOOTING

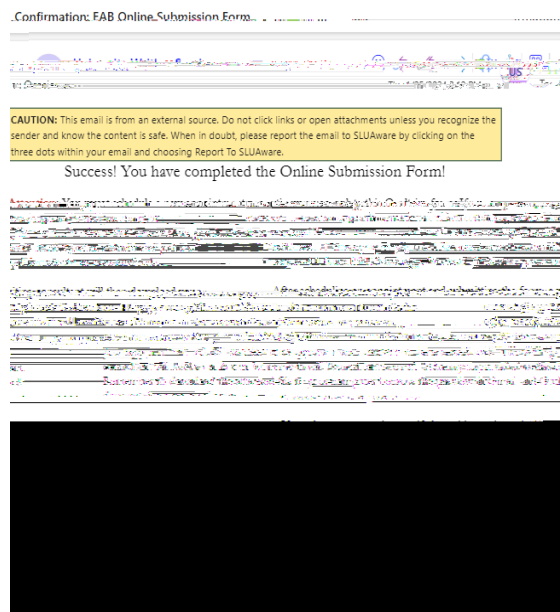
Where do I find the **schedule** button for a Zoom Video Conference and/or an Online (Asynchronous) Consultation on EAB Navigate - Student? Underneath “Phone number for Text Reminder”.



How do I know if I have completed all the steps for an Online (Asynchronous) Consultation?



Confirmation Email #1 from EAB Navigate Student



Confirmation Email #2 from Qualtrics