



HOW TO

ARRANGE A ZOOM WRITING CONSULTATION AT THE CSUSB WRITING CENTERS



Step 1: Register for a Writing Center Account

In order to work with a writing consultant via Zoom, you first need to register for an account in our online appointment scheduling application at: csusb.mywconline.com. We use this system for scheduling Zoom consultations, email consultations, and in-person consultations.

Step 2: Computer Hardware & Software

- **Hardware:** You'll need a device with high-speed Internet access, a microphone, and speakers. A webcam is great, but isn't necessary. Zoom will work on your phone or tablet, but you'll probably want your device to also work with applications like Word or Google Docs.
- **Software:** Zoom works on most devices and is compatible with iOS, Mac, Android, and PCs. Set up your device to use Zoom by logging in to MyCoyote, navigating to "Collaborate" and then selecting "Zoom." Don't wait until your session to get it set up! If you need help, you can reach out to us or the technology Support Center by at 909-537-7677 or support@csusb.edu.

Step 3: Prepare Your Workspace

- Eliminate as many distractions or potential interruptions as possible. For example, try to avoid public places in which you might be interrupted, such as a hair salon. Coffee shops are doable, but consider using headphones with a mic to make the audio clearer for you and for us.
- A neutral background is best. Avoid distractions and bright lights or windows. Zoom can digitally replace your background if you're feeling fancy. Sharing your video is encouraged but not required.
- Avoid excessive background noise. For example, music or movies playing or conversations taking place could potentially disrupt the session, but the whole point is to make the Writing Centers more accessible, so pretty much whatever is happening in the background, we'll make it work.

Step 4: Schedule an Appointment

1. At the top of the appointments page, select the "Writing Consultations via Email and Zoom" schedule, or use the "Limit by appt. type or topic" drop-down to narrow your view to only Zoom Consultations on the other schedules.
2. Schedules indicate whether a tutor is available for consultations via Zoom in grey text just below their name. Click on an open (white box) Zoom consultation on a day and at a time that works for you. The appointment form should pop up in another window. Choose "Zoom Consultation" and fill out the rest of the form. If the pop-up appointment window doesn't ask whether you want to meet via Zoom, you've not chosen a consultant who is available via Zoom!

Step 5: Join Your Zoom Appointment

1. To access your Zoom appointment, click on your appointment (gold colored box) to find your Zoom meeting information. This will include both a link and a code for the Zoom session.
2. Have your project open on your computer prior to logging in to Zoom along with any other supporting or contextualizing information that might be helpful, e.g., your prompt, sources, notes, a rubric.
3. Option A: To follow the link, copy and paste it into your browser in another tab or window. Option B: Find the "Meeting ID" provided on your appointment form. Then, log in to MyCoyote, click "Collaborate" and then click "Zoom." After that, click "Join a Meeting" and enter the meeting ID.
4. After joining the Zoom appointment, you will be admitted to the waiting room and your consultant will bring you into the Zoom session to begin your consultation when they're ready. Once you are in the Zoom session, you'll be able to share your screen.

Keep in mind

Writing Center consultants will not edit or "fix" your writing for you. We'll collaborate with you online just as we would do in person.

We encourage you to schedule your first Zoom writing consultation for a one-hour session. Please allow for about 10-15 minutes at the beginning of the session to get set up and about 10-15 minutes at the end of the session for concluding questions.

We will work with you in your Zoom writing consultation to build your confidence working collaboratively through Zoom and the various applications we might use simultaneously, such as Microsoft Word, or Google Docs, or a PDF reader. **You don't have to share your video via Zoom**, and if you're concerned about getting lost dealing with tech issues, feedback via email is also an option, but lacks the dynamic interaction you'll experience via Zoom.

Contact Info:

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