INSTRUCTIONS FOR APPOINTMENTS USING GOOGLE HANGOUTS

1. USE YOUR AGGIEMAIL ADDRESS (OR PERSONAL GMAIL ACCOUNT)

You will need to use a Gmail account to join Hangouts. You are welcome to use your Aggiemail account through Gmail or a personal Gmail account. Before 8:00pm the day before your appointment, email your session materials (paper and assignment description) to the corresponding email address below using your Aggiemail or personal Gmail account.

- Online RBW: usuwritingcenter@gmail.com
- Online LWC: usulibrarywritingcenter@gmail.com
- Online Science WC: usu.sciencewc@gmail.com

Also, we recommend you use Google Chrome as your web browser because the applications are compatible.

2. WATCH FOR AN EMAIL FROM YOUR TUTOR

At your scheduled appointment time, your tutor will send a Google Hangouts invite to the email you used to send in your materials. You will be communicating with your tutor through either video chat or typing using the chat feature.

3. DISCUSS YOUR PAPER COMMENTS

Your tutor will either share their screen so you can view your paper comments, or they will email you the comments as the session starts. You will have about 25 minutes to go over these comments and any other questions you have with your tutor. In order to receive credit for a Writing Center appointment, you must be actively engaged in this conversation, so make sure you are communicating with your tutor during the session!

4. WATCH FOR YOUR APPOINTMENT FORM

After your session, your tutor will fill out and submit an appointment form showing what you discussed during your session. You can use this to receive credit for your visit.

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