

# Instructions for Scheduling an In-person Appointment

1. Go to the Online scheduler. You will be brought to the screen below.

Oklahoma State University Writing Center	Spring 2016 Hours and Locations (Beginning January 18):
<p>First visit? <a href="#">Register for an account.</a> Returning? <a href="#">Log in below.</a></p> <p>EMAIL ADDRESS: <input type="text"/></p> <p>PASSWORD: <input type="password"/></p> <p>CHOOSE A SCHEDULE: <a href="#">Main Writing Center</a> ▾</p> <p>Check box to stay logged in: <input type="checkbox"/> ⓘ</p> <p><a href="#">LOG IN</a></p> <hr/> <p>Having trouble logging in? <a href="#">Reset your password.</a> Using screen reader software? <a href="#">Access the text-only scheduler.</a></p>	<p><b>MAIN WRITING CENTER</b> Student Union 440 Monday–Thursday 9:30 am–9:30 pm Friday: 9:30 am–5:30pm</p> <p>Walk-in locations: <b>THE GRADUATE RESEARCH AND WRITING LAB (GRWL)</b> Edmon Low Library, Room 306 Monday: STEM, 5:00–8:00 pm Tuesday: Humanities and Social Sciences, 5:00–8:00 pm</p> <p><b>OUTPOST</b> Edmon Low Library, Rooms 102Q, R, &amp; S Monday–Thursday, 7:00 pm –10:00 pm</p> <p><b>WRITING CENTER NORTH (ATRC)</b> CEAT Center for Student Excellence Advanced Technology Research Center Room 109AD Tuesday, Wednesday, Thursday: 11:30 am–2:30 pm</p> <p><b>WRITING CENTER WEST*</b> The CASNR Student Success Center, Room 103 of the Agricultural Hall Monday–Thursday, 11:30 am – 3:30 pm</p>

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2. Login with your okstate email address and your Writing Center password.
3. Locate the date/time you wish to make your appointment on the chart (the scheduler automatically displays the current week's schedule; to select a different week, select "next week" from the calendar at the top of the screen.) Click on the square for your selected session. If a time is available, it will be marked white.

WELCOME [redacted] January 21 – January 27 Main Writing Center													
◀ PREV WEEK   CURRENT WEEK   NEXT WEEK ▶													
HELP?													
Jan. 21: THURSDAY	9:30am	10:30am	11:30am	12:30pm	1:30pm	2:30pm	3:30pm	4:30pm	5:30pm	6:30pm	7:30pm	8:30pm	
*Abigail Peterson <small>Online appts. only</small>													
*Liz Deegan <small>Online appts. only</small>													
*Melissa Cundieff-Pexa <small>Online appts. only</small>													
Abigail Peterson													
Ashley Arnold													
Austin Arkell													
Brett Pendergrass													
Cheryl Kutcher													
Christina Lane													
Clem Heard													
Dakoda Smith													

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4. Once you click on the session slot a pop-up box will appear. Here you can enter any notes about the session and, if desired, your instructor's name/email information.

The screenshot shows a web browser window with the URL <https://okstate.myseminar.com/schedule.php?room=4&scheduleid=15200391&126app=03-24-2014>. The page title is "Oklahoma State University Writing Center". A pop-up form titled "Derek Graf" is displayed in the center. The form contains the following fields and options:

- Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.
- Time:** Monday, March 24, 9:30am - 10:30am
- Course Prefix:** -- please select --
- Course Level:** -- please select --
- Instructor:** (Text input field)
- What would you like to work on today?** (Text area)
- Buttons:** SAVE APPOINTMENT, CLOSE WINDOW

The background shows a calendar view for March 24 - March 30, with a list of students on the left and a grid of session slots on the right. The student list includes Derek Graf, Elizabeth Morgan, Ian Radzinski, Jason Higgins, Jonathan Cannon, Kyle Hays, Leah Palmer, Marbeth Shaffer, Monique Zeno, Paul Armstrong, and Tim Teller. The session slots are color-coded by time and day.

5. Click the "save" button. You should receive an email confirming the appointment.