This is a resource intended to guide you through understanding the information provided to you as a student for your Duguesne University Online Writing Center appointment. It includes information about the email your consultant will send you and basic information about attending your meeting.

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Prepared by Brie Sheldon (2017), under care of Dr. James Purdy, Writing Center Director.
Your Writing Center Appointment Email

After you have scheduled an appointment, an online writing center consultant will email you information about your upcoming appointment, how to test your computer, and how to join the meeting. You should refer to this email as your appointment comes up so that you are prepared to meet the consultant on GoToMeeting. This guide also includes some technological information.

Example Email

Dear Brie,

Please see below for your invitation to meet for your session via GoToMeeting with the Duquesne University Writing Center on November 27, 2017 at 7:00pm for one hour. Please note times are for the Eastern Time Zone.

At the time of your appointment, please join the session from your computer, tablet, or smartphone by clicking on the following link below. Please note the session will be unavailable prior to your scheduled time.

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Student Writing Center Appointment November 27, 2017 7pm-8pm
Mon, Nov 27, 2017 7:00 PM - 8:00 PM EST

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/136052133

You can also dial in using your phone.
United States: +1 (872) 240-3311

Access Code: 136-052-133

First GoToMeeting? Let’s do a quick system check: https://link.gotomeeting.com/system-check

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**All Duquesne University students have access to a GoToMeeting account. Students can initialize their GoToMeeting account by logging in to DORI, selecting Student from the Go to dropdown, then clicking the GoToMeeting Account Creation link found under Resources & Information.**

Please note that students will need to reinitialize their account at the beginning of each Fall semester. Visit http://www.duq.edu/gotomeeting for links to training videos, help documents, and frequently asked questions.**

I encourage you to test your connection and audio prior to each session. To test your connection and audio:

1. From a computer or mobile device, join a test session using the following URL: https://www3.gotomeeting.com/join/406552062. (This is not your meeting link, it is a test.)

2. You will automatically be launched into a session.

Desktop users – If you have not yet installed the GoToMeeting desktop application, the download will automatically begin. See Install on Windows or Install on Mac for more information.

Mobile users – If you have not yet installed the GoToMeeting app, you will be directed to the app store to download it.

3. If you see a “Waiting for Organizer” message, you’ve successfully joined the test session. You should be able to join your writing center session at the time of your appointment. Close the “Waiting for Organizer” window to exit the test session.

Prepared by Brie Sheldon (2017), under care of Dr. James Purdy, Writing Center Director.
Online Writing Center Guide for Students

Introduction and Basic Appointment Information

This section will list the date, time, and location of your meeting (GoToMeeting), as well as instructions indicating that you should be at a computer or other device that can use GoToMeeting. This is an Online Writing Center appointment email. If you didn’t want an online appointment, you can cancel this appointment and schedule with another consultant. If you did want an online appointment and your appointment is missing this information, contact the Writing Center at writingcenter@duq.edu or 412-396-5209.

This section also has a link to the after-session evaluation so that you have it for easy reference.

After the session, please complete the student session evaluation survey at https://duq.mywconline.com/survey.php.

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At the time of your appointment, please join the session from your computer, tablet, or smartphone by clicking on the following the link below. Please note the session will be unavailable prior to your scheduled time.

GoToMeeting Appointment Information

This section includes all of the information about your GoToMeeting appointment, including the date, time, duration, and the link for the meeting. It also includes call-in information.

Student Writing Center Appointment November 27, 2017 7pm-8pm
Mon, Nov 27, 2017 7:00 PM - 8:00 PM EST

Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/136052133

You can also dial in using your phone.
United States: +1 (872) 240-3311

Access Code: 136-052-133

First GoToMeeting? Let’s do a quick system check: https://link.gotomeeting.com/system-check
Using this information, you can attend the meeting. See

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**Testing Your Computer**

The final section of the email before the signature includes information about how to test your hardware and software for the use of GoToMeeting.

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**I encourage you to test your connection and audio prior to each session.** To test your connection and audio:

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It is advised that you test your connection and audio before each session, as noted in the email, and it is important to keep in mind that anything that will impact your internet connection has a possibility of impacting the sound quality or speed of the GoToMeeting software. Your consultant will always make the effort to be available for you through tech troubles, so make sure you communicate any issues if possible.

If you schedule an appointment and find that you’re having trouble with a test session, try looking for assistance through the Citrix GoToMeeting help site [https://support.logmeininc.com/gotomeeting](https://support.logmeininc.com/gotomeeting). Notify the Writing Center via writingcenter@duq.edu or 412-396-5209 if you can’t make it to your appointment, to reschedule, or to see if it’s possible to continue the meeting through the call-in meeting (details provided in [GoToMeeting Appointment Information](https://support.logmeininc.com/gotomeeting)).

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Attending Your Meeting.

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Prepared by [Brie Sheldon](mailto:bsheldon@duq.edu) (2017), under care of [Dr. James Purdy](mailto:jpurdy@duq.edu), Writing Center Director.
Online Writing Center Guide for Students

Your GoToMeeting Account

In the next section, you will see information about how Duquesne University students have access to their own unique GoToMeeting Account. You can follow the instructions here to create your GoToMeeting account, and reinitialize it at the start of each semester.

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Please note that students will need to reinitialize their account at the beginning of each Fall semester. Visit http://www.duq.edu/gotomeeting for links to training videos, help documents, and frequently asked questions.**

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Attending Your Meeting

Just click on the GoToMeeting link under “Please join my meeting from your computer, tablet, or smartphone” and it will open. It may ask to download GoToMeeting software. Click “yes” or “okay.”

The window that follows will have GoToMeeting logos and an additional dialog will pop up with a loading dial showing that your meeting ID is being verified.

The page will continue loading and bring up a window on the side of your screen as in the following image. This is the GoToMeeting and you can use it with the instructions available on the Students tab of the GoToMeeting page of Duquesne’s website.
Chosen Name and Pronouns

If you would like to use your chosen name and/or pronouns during the GoToMeeting, you can simplify this by (1) clicking on the drop down arrow by your name in the “Attendees” section of the GoToMeeting window and choosing “Edit Your Name and Email…” When the pop up comes up, (2) fill in your email and put your name and pronoun(s) in the “Name” box. When you click “Okay,” it will update your name in the Attendees section and the consultant will see it.