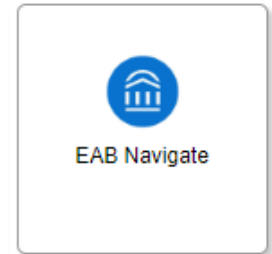




HOW TO SCHEDULE AN APPOINTMENT AT UNIVERSITY WRITING SERVICES USING EAB NAVIGATE

1. Log into your **mySLU account** with your **username** and **password**.
2. Select the **Tools** tab.
3. Search for and open the **EAB Navigate** app.
4. Once your screen automatically redirects to the EAB Navigate website, click on **Schedule an appointment** located in the top right-hand corner.
5. Under **Appointment Category**, select “Tutoring and Writing Services”.
6. **Choose an option for why you would like to see someone:** Graduate Writing Services or Undergraduate Writing Services.
 - a. Undergraduates are required to select Undergraduate Writing Services. Similarly, graduate students must choose Graduate Writing Services. No exceptions.
7. **Choose the type of service you would like to receive:** Online (Asynchronous) Consultation or Zoom Video Conference. Hit **Next**.
8. **Choose a location.** There is only 1 option: Virtual (University Writing Services).
 - a. In response to COVID-19 and to promote the safety and well-being of all students and writing consultants, University Writing Services will **not** be holding in-person appointments at any of our on-campus locations – including the Busch Student Center Suite 331, Pius XII Memorial Library 320, School of Nursing Suite 114, Grand Hall 152, and Spring Hall 131 – until further notice. They are temporarily closed.
9. **Optional:** Select a **staff member** (or leave it blank if you do **not** have a preference). Hit **Next**.
10. Available appointments are split into “Morning” and “Afternoon” time slots.
 - a. After you select either “**Morning**” or “**Afternoon**” under a specific day of the week, a list of available times to meet with a writing consultant will automatically appear.
 - i. **Pick which time** you would like to make your appointment. Hit **Next**.
11. You will then see a summary with all of the **Appointment Details**. Review the information carefully. Make sure there are no mistakes.
12. On that same page, you will see **Additional Details**. Follow the instructions based on the type of service you selected.



ZOOM VIDEO CONFERENCE:

Remember to 1) save the link to the writing consultant's virtual meeting room and 2) hit the "Confirm Appointment" button in the lower right hand corner to complete your reservation.

- Your device must have microphone accessibility. Webcam accessibility is strongly recommended. In accordance with university policy, you must be *appropriately attired* throughout the entire 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.

ONLINE (ASYNCHRONOUS) CONSULTATION:

Remember to 1) hit the "Confirm Appointment" button in the lower right hand corner and 2) complete the Online Submission Form which can be found at the following link:

https://slu.az1.qualtrics.com/jfe/form/SV_01ehn6G16BmZ24d

- You must complete the form BEFORE your appointment; otherwise, you will be marked as a "no show" and will need to reschedule.
- You will be asked to attach the prompt (if applicable) and your current writing project as a **.doc** or **.docx** file.
- You will receive 2 email confirmations (1 from EAB Navigate and 1 from Qualtrics) when the reservation is successfully completed.
- A writing consultant will then start reading in addition to making suggestions (using Microsoft Word's built-in comment function) at the time of your appointment but may not send you an email until later that day.
- If the writing consultant does NOT send you **feedback by 10 pm** the day of your appointment, please send an email to writing@slu.edu.

13. **DID YOU REMEMBER TO HIT THE "CONFIRM APPOINTMENT" BUTTON AT THE BOTTOM OF THE PAGE? OTHERWISE, NO RESERVATION WILL BE MADE!**

- a. Once you **confirm your appointment**, you will receive a **confirmation email** which is automatically generated by EAB Navigate and sent to your SLU Outlook account.

POLICIES

- All appointments will take place in Central Time.
- Maximum of 1 appointment per day, 3 per week.
- No back-to-back appointments permitted.
- Contact writing@slu.edu if you have any comments, concerns, or questions.

TROUBLESHOOTING

Where do I find the confirm appointment button for a Zoom Video Conference and/or an Online (Asynchronous) Consultation on EAB Navigate?

ONLINE (ASYNCHRONOUS) CONSULTATION:
Remember to 1) hit the "Confirm Appointment" button in the lower right hand corner and 2) complete the Online Submission Form which can be found at the following link:

https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G

- 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.
- A writing consultant will then start reading in addition to making suggestions (using Microsoft Word's built-in comment function) at the time of your appointment but may not send you an email until later that day.
- If the writing consultant does NOT send you **feedback by 10 pm** the day of your appointment, please send an email to writing@slu.edu.

ALL APPOINTMENTS:
Every Zoom Video Conference and Online (Asynchronous) Consultation will take place in Central Time. Maximum of 1 appointment per day during Winter Break, 3 per week. No back-to-back appointments permitted.


Is there anything specific you would like to discuss with Caitlin ?

Comments for your staff...

Send Me an Email
 Send Me a Text

Please provide your mobile number


Phone Number

[◀ Back](#)  [Confirm Appointment](#)

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

[External] [Appointment Notification] Graduate: Online (Asynchronous) Consultation @ Jan 07 2021 5:00pm - 6:00pm CT

Alexander Ocasio
Sun 12/6/2020 12:48 PM
To: Alex Ocasio



SAINT LOUIS UNIVERSITY.

Appointment Scheduled

An appointment has been scheduled for Jan 07 2021 5:00pm - 6:00pm CT. Details are included below.

Additional Details

ZOOM VIDEO CONFERENCE:
Remember to 1) save the link to the writing consultant's virtual meeting room and 2) hit the "Confirm Appointment" button in the lower right hand corner to complete your reservation.

- Your device must have microphone accessibility. Webcam accessibility is strongly recommended. In accordance with university policy, you must be *appropriately attired* throughout the entire 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.

ONLINE (ASYNCHRONOUS) CONSULTATION:
Remember to 1) hit the "Confirm Appointment" button in the lower right hand corner and 2) complete the Online Submission Form which can be found at the following link:
https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d

Confirmation Email #1 – EAB Navigate

Confirmation: Online (Asynchronous) Consultation Form

US University Writing Services
Mon 12/7/2020 9:50 PM
To: Alex Ocasio


Success! You have completed the Online Submission Form!

Attention: You **must** schedule a new appointment every time you complete a Qualtrics form for University Writing Services. If you have *not* booked an appointment for this submission, please do so now by opening a new browser tab and visiting EAB Navigate which is located under the Tools tab of the mySLU portal. If done properly, you will receive 2 email confirmations (this 1 from Qualtrics and another 1 from EAB Navigate). Both steps are required in order to receive feedback.

On the day of your appointment, a writing consultant will download your current writing project and provide feedback on 4-7 pages using Microsoft Word's built-in comment function. The consultant will start reading in addition to making suggestions about how to improve your project at the time of your appointment but may *not* send you an email until later that day (by 10 pm at the very latest). You *do not* need to be present online in order to receive feedback. The writing consultant will *not* be on Zoom. Comments will be sent to the email address you provided in this form. Remember to download the attached file to your computer because the preview in Gmail and Outlook does *not* show marginal notes.

If you have any questions or if the writing consultant does NOT send you **feedback by 10 pm** the day of your appointment, please send an email to writing@slu.edu.

Thank you! We look forward to reading your work!



SAINT LOUIS UNIVERSITY.
EST. 1818

University Writing Services
Student Success Center - Academic Support
(314) 977-3484
writing@slu.edu
For more information, see our website.

[Reply](#) | [Forward](#)

Confirmation Email #2 – Qualtrics