How to Book a CSAS Writing Consultation Session

**Important Information:** To avoid Academic Integrity violations, questions about take-home exams should be directed to your instructor or teaching assistant. In addition, only one student may meet with a Writing Consultant at a time. If you are working on a group assignment, we encourage students to book individual appointments with Writing Services as needed. Please visit our [website](http://www.carleton.ca) for more information on how we can best support you in the writing process.

Do you have **multiple assignments on the same day**? We are more than happy to meet with you on another day for a different assignment. Please note that if you book more than one appointment per day, your second appointment will be automatically cancelled.

**Microsoft Teams:** Writing Consultation sessions will be held via Microsoft Teams. If you have not used Microsoft Teams previously, you can activate your free Carleton student Office license by following the instructions provided by [Information Technology Services (ITS)](http://www.carleton.ca).

1. Once you have activated the license, you will receive invites to meetings via your Carleton email.
2. Accept the meeting using the green checkmark in the top right corner.
3. Just before your scheduled appointment time click the link provided in the meeting invitation (also found on the calendar feature of outlook) and login to Microsoft Teams with your cmail account.
4. You will be able to choose to join the meeting with just audio or audio and video.
5. Join the meeting using a computer (laptop/desktop) and not a phone.
6. Join the meeting at least 5 minutes before the start of your appointment to ensure that there are no connection issues. If you have not joined the session after 10 minutes of its start time, the session will no longer be available, and you will need to book another session.
7. If you wish **to cancel your appointment**, please do so by logging into MySuccess (via Carleton Central) > clicking on Centre for Student Academic Support > booked appointments. On the appointment you want to cancel select view appointment > red cancel button > commit cancellation > okay. You will then receive a cancellation confirmation email.

    If you have any questions or concerns email us at [csas@carleton.ca](mailto:csas@carleton.ca).

**Booking a Writing Consultation Session:** To book a writing consultation session please login to MySuccess (via Carleton Central) and click on the Centre for Student Academic Support, followed by Writing Services. You will then be able to choose a date and timeslot that works best for you. After you have booked a session you will receive a confirmation email followed by a Microsoft Teams meeting invitation from the Writing Consultant. Before you attend your session **please ensure that you have a copy of the assignment instructions that can be provided to the Writing Consultant.**

    Instructions with images can be found on the next page.
1. Login to Carleton Central and select “mySuccess”

2. Select “Centre for Student Academic Support followed” by “Continue”

3. On the left hand (grey) side select “Centre for Student Academic Support” followed by “Writing Services”

4. Select “Book By Appointment Type”

5. Select “Book”

6. Select the date and time that you would like. You will receive a booking confirmation email shortly after.