“Drop-In” Remote Writing Consultations: Instructions for Writers

Log in to your Allegheny Gmail account in a web browser (preferably Chrome).

Click on the “waffle” in the upper right-hand corner, then click on the “Chat” icon.

When Google Chat opens in a new tab, search for ACWritingConsultant1 or ACWritingConsultant2.
Click on ACWritingConsultant1 or ACWritingConsultant2 to begin a chat conversation.

Notice that when the consultant is available, the smaller circle is green. If the smaller circle is clear, the consultant may be busy and may not respond.

Once you’ve received a response from the consultant, they will ask you whether you’d like to join them in a Google Meet videoconference or only work through the comment feature on a shared Google document. Note: Check your sharing permissions on the Google document to make sure the consultant will be able to view it.
To share your Google document, click on the blue “Share” button in the upper right-hand corner.

Choose the option to “Change link to Allegheny College.”
For greatest flexibility while reviewing the document with the consultant, choose the “Editor” option.

Copy the link to the document.
Paste the link in the chat to share the document with the consultant.

I'll just share my document, if that's OK. Here's the link:
https://docs.google.com/document/d/1E8Dah6708V83cB2sZX3cV6bDmGr6fRc7qyeFQoGynUI/edit

Now you and the consultant can both open the document and begin the consultation using the chat and comment features in Google docs.