

Making Your Speech Lab Appointment

Step 1: Access the student services through gvsu.edu/bookit/

Step 2: Create new appointment

Step 3: Choose the service you need assistance with

The screenshot shows the top navigation bar with links: + New Appointment, + New Email review, My Appointments, Virtual Dropin, Feedback, and Logout. Below this are four service categories, each with a list of capabilities and a 'Book It' button:

- Research Consultants can:**
 - Understand your assignment
 - Focus your topic
 - Explore existing research
 - Find sources
 - Check if sources are peer-reviewed
 - Read and evaluate sources
 - Avoid plagiarism
 - Cite sources correctly[Book It with Research](#)
- Digital Skills Consultants can:**
 - Build confidence with technology
 - Brainstorm topics
 - Learn new hardware and software
 - Communicate online
 - Create charts and graphs
 - Engage with social media
 - Edit and revise media projects[Book It with Digital Skills](#)
- Writing Consultants can:**
 - Draft, revise, and edit your paper
 - Understand your assignment
 - Outline ideas
 - Make an argument
 - Support ideas with evidence
 - Process feedback
 - Avoid plagiarism
 - Cite sources correctly[Book It with Writing](#)
- Speech Consultants can:**
 - Select a topic
 - Craft a speech and visual aids
 - Outline and organize
 - Practice and record
 - Manage speech anxiety
 - Speak in conversation
 - Cite orally
 - Avoid plagiarism[Book It with Speech](#)

[I need help figuring out what service I should use.](#)

Step 4: Select the location and date details of your appointment

- Your appointment should state your desired service at the top

The screenshot shows the appointment scheduling form with the following fields and options:

- I would like to schedule as:** dropdown menu with "speech consultation" selected (circled in red).
- Class:** dropdown menu with "General session" selected.
- Is this a group consultation?** Radio buttons for "No" (selected) and "Yes".
- Appointment Length:** Radio buttons for "30 minutes" (selected) and "1 Hour".
- Upload a file:** "Upload File" button. Below it: "If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here."
- Upload an additional file:** "Upload File 2" button. Below it: "If you have any more supplementary information, upload it here."
- Location:** dropdown menu with "Any Face-To-Face Location" selected.
- Start Date:** text input field with "01/26/2024".
- End Date:** text input field with "02/02/2024".
- Please select a start and end date. These dates will be used to show you available appointments.
- Consultant:** dropdown menu with "Select a consultant".
- Back** button.

- You have the ability to make your appointment one-on-one or group
 - You may add other students to the appointment as needed for group projects and presentations
 - Input the emails of your groupmates

I would like to schedule a:

speech consultation

Class

General session

Is this a group consultation?

No Yes

First Name	Last Name	Email
+ Add an email		

Appointment Length

30 minutes 1 Hour

Upload a file

Upload File

If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

Upload an additional file

Upload File 2

If you have any more supplementary information, upload it here.

- Notice that you can upload files as well
 - This can be used for outline, rubrics, and any other materials that may help give your consultant additional information
- Now, select your desired location
 - The Speech Lab as well as other student services offer in-person and online consultation options
 - There are two designated in-person locations for the speech lab
 - 154 Lake Michigan Hall (Mon-Thurs 9-4, Fri 9-1)
 - Mary Idema Pew Library Knowledge Market (Mon-Thurs 4-9, Sun 4-9)

I would like to schedule a:

speech consultation

Class

General session

Is this a group consultation?

No Yes

Appointment Length

30 minutes 1 Hour

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Location

- ✓ Any Face-To-Face Location
- Virtual
 - Allendale Campus
 - Digital Creator Lab
 - GV Speech Lab 154 LMH**
 - Mary Idema Pew Library Knowledge Market
 - Writing Center - Lake Ontario Hall 120
 - Robert C. Pew Grand Rapids Campus
 - Steelcase Library Knowledge Market

Consultant

Select a consultant

Back

- Or select virtual
- From there you should select the range of dates that you have for availability by choosing start date and end date

I would like to schedule a:

speech consultation

Class

General session

Is this a group consultation?

No Yes

Appointment Length

30 minutes 1 Hour

Upload a file

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If you have any supplementary information, such as an assignment sheet or rubric, feel free to upload it here.

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If you have any more supplementary information, upload it here.

Location

Any Face-To-Face Location

Start Date

01/26/2024

End Date

02/02/2024

These dates will be used to show you available appointments.

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9