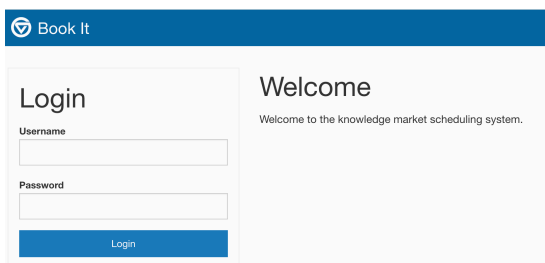


# Book It student walkthrough – Drop-in

1. Login to Book It using your GVSU login/password ([www.gvsu.edu/bookit/](http://www.gvsu.edu/bookit/))

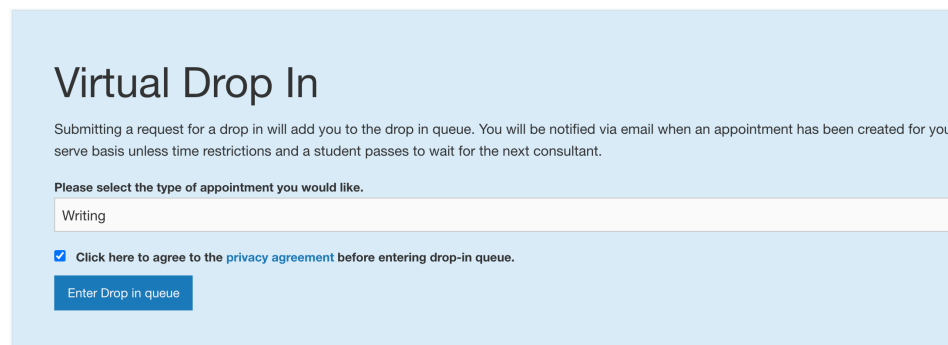


The image shows the Book It login page. It has a blue header with the 'Book It' logo. Below the header, there is a 'Login' section on the left with fields for 'Username' and 'Password', and a 'Login' button. To the right of the login section is a 'Welcome' message that says 'Welcome to the knowledge market scheduling system.'

2. After logging into the system, you will see the following navigation bar. The option to do a virtual drop-in is available during our normal hours of operation.

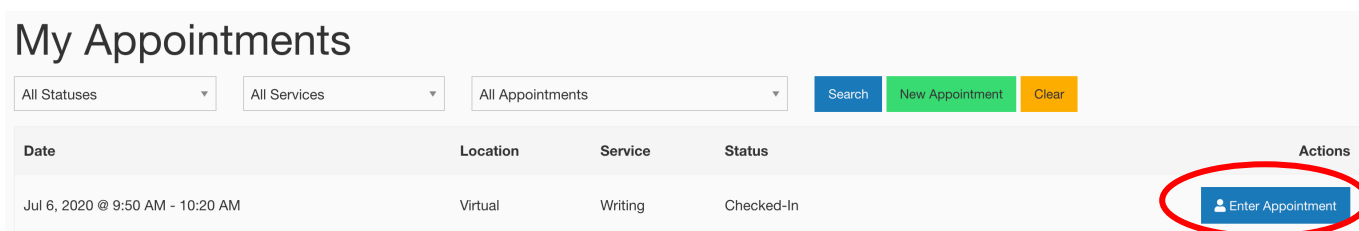


3. After selecting “Virtual Dropin” you will be directed to the confirmation page:



The image shows the 'Virtual Drop In' confirmation page. It has a light blue header with the title 'Virtual Drop In'. Below the title, there is a paragraph explaining that submitting a request for a drop in will add you to the drop in queue and that you will be notified via email when an appointment has been created for you. Below this, there is a section titled 'Please select the type of appointment you would like.' with a dropdown menu showing 'Writing'. There is also a checkbox labeled 'Click here to agree to the privacy agreement before entering drop-in queue.' and a blue button labeled 'Enter Drop in queue'.

4. After you have checked-in, **please stay on that page.** As soon as the next available consultant is ready to begin, the “Enter Appointment” button will appear. When active, this link will take you directly to a Google Meet room where you can begin your consultation.



The image shows the 'My Appointments' page. It has a light gray header with the title 'My Appointments'. Below the title, there are three dropdown menus: 'All Statuses', 'All Services', and 'All Appointments'. To the right of these dropdowns are three buttons: 'Search' (blue), 'New Appointment' (green), and 'Clear' (yellow). Below these buttons is a table with the following columns: 'Date', 'Location', 'Service', 'Status', and 'Actions'. The table has one row with the following data: 'Jul 6, 2020 @ 9:50 AM - 10:20 AM', 'Virtual', 'Writing', 'Checked-In', and a blue button labeled 'Enter Appointment' (which is circled in red).

5. If you have any issues or questions with this process you can email the Writing Center at [virtualwc@mail.gvsu.edu](mailto:virtualwc@mail.gvsu.edu) and/or speak with a Knowledge Market receptionist at: <https://gvsu.edu/library/km/dropin>