



Welcome! Following are instructions for navigating 'VirtualMuse,' Collin College's real-time online writing center consultation system. The consultation module has a chat area on the right side, a document collaboration space or whiteboard area in the middle, a toolbar that includes an option to draw, and (turned on at your center) an option to use audio and video (we will use audio & chat only during sessions).

### **TEXT CHAT**

The right side of the screen is a text-based chat area. Type in the box at the lower right to have a text conversation. The text can either show up for the other participant in your session as you are typing, or show up only once you press 'enter' or 'return' on your keyboard. Keep the checkbox for 'send real time chat updates' (at the top of the chat column) checked to allow the other participant to see text as you are typing, or uncheck 'send real time chat updates' if you would prefer to type a whole chat before allowing the other participant to see what you have typed. In either case, press 'enter' or 'return' to have your complete comment/question show up in the chat column.

### **WHITEBOARD**

The bulk of the screen, where this text is currently located, is the document collaboration whiteboard. Here, you can import a document, paste a document, or type text. Changes made to text in this window are seen immediately by both individuals participating in the online consultation.

### **TOOLBAR**

The toolbar is across the top of the screen, or divided on the top and bottom if you are using a phone. The icons on the left side allow you to work with a document's formatting, such as by making text bold. The icons on the right side (or at the bottom) include options for your online session, such as importing a document and drawing. Hover over any icon for a text label showing the icon's function.

- *Import/Export:* The icon showing two arrows allows you to upload a document to share with the other participant in this consultation. Both of you can type on the document. Once the consultation is over, you can choose to save the document on your computer using the same icon.
- *Timeslider:* After your consultation, use the clock icon to play back the text changes to the document, starting from the beginning of your session.
- *Show the users on this pad:* The icon with a person symbol and a number allows you to type a different name (such as a nickname) and/or choose a color to highlight your typing, as well as to see the name of the other participant in the session.

### **DRAWING FUNCTION:**

Using the pencil icon, open an area that allows you to draw on top of the document collaboration whiteboard. Within the drawing area, there are additional options to draw with a thick brush or thin pencil, change colors, clear your drawing, or use a solid white background. If you would like to draw without seeing the any text in the background, select the white square to make the drawing area no longer see-through. Diagrams, pictures, math problems, etc. are saved within your online session but do not appear in an exported document.

- *Expanding and minimizing:* On a computer, after you have clicked the pencil icon, hover over the drawing area to expand it, and hover away from it (such as over the chat area) to minimize it. On a touch screen, touch the pencil icon once to open the drawing function and a second time to expand the drawing area. A third touch closes the drawing area.

***Enable AUDIO. (VirtualMuse will not use VIDEO):***

With audio/video enabled for your center's online sessions, your browser will most likely ask if you would like to allow use of your camera and microphone in this session. The specific prompt depends on your browser, device, and operating system. Follow your browser's instructions to start using audio/video. If you deny access to the camera and microphone or close the question without making a selection, click on the video camera icon to reopen the option. If you are not prompted to allow your camera and microphone, close your online meeting in your current browser and open it in a different browser. Hover over your own image in the video to see options to mute the audio or hide the video.

***AFTER YOUR SESSION***

Your chat and document will be saved in this online meeting. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.

***QUESTIONS***

If you have any questions, click the question mark at the top right for more information or call/email the Spring Creek Writing Center @ 972-881-5843 or [www.springcreekwc@collin.edu](mailto:www.springcreekwc@collin.edu)