

The Writing Lab

TEAMS Online Writing Lab Sessions

Handout courtesy of Angela Gulick

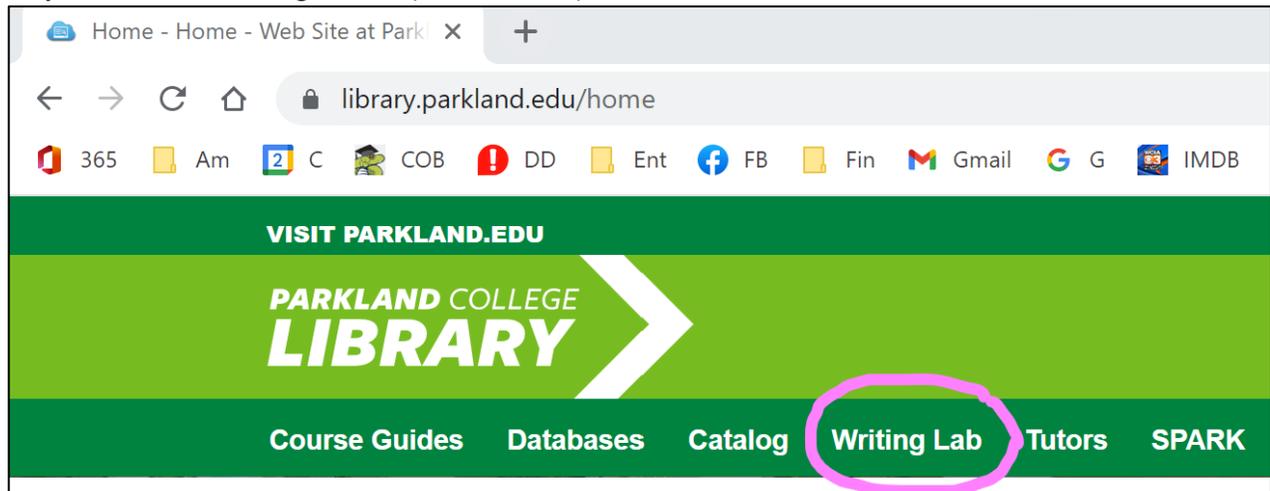
The purpose of this handout is to show you the steps you will go through when requesting an online Writing Lab session using TEAMS. Please note that all steps might not apply to you based on the kind of device you are using and if you have already downloaded the Teams app.

Important:

To set up a Writing Lab session, you will need to use Microsoft Teams. If you have your own computer or device, you should download the Teams app before following the directions in this handout. This will make everything go faster and easier for you. If you have questions, feel free to contact Parkland's Tech Support at 217.353.3333 or go to room A184 for assistance in downloading Teams.

Step 1: Go to the Parkland College Library homepage located at <https://library.parkland.edu/home>

Step 2: Select the Writing Lab tab (circled below).

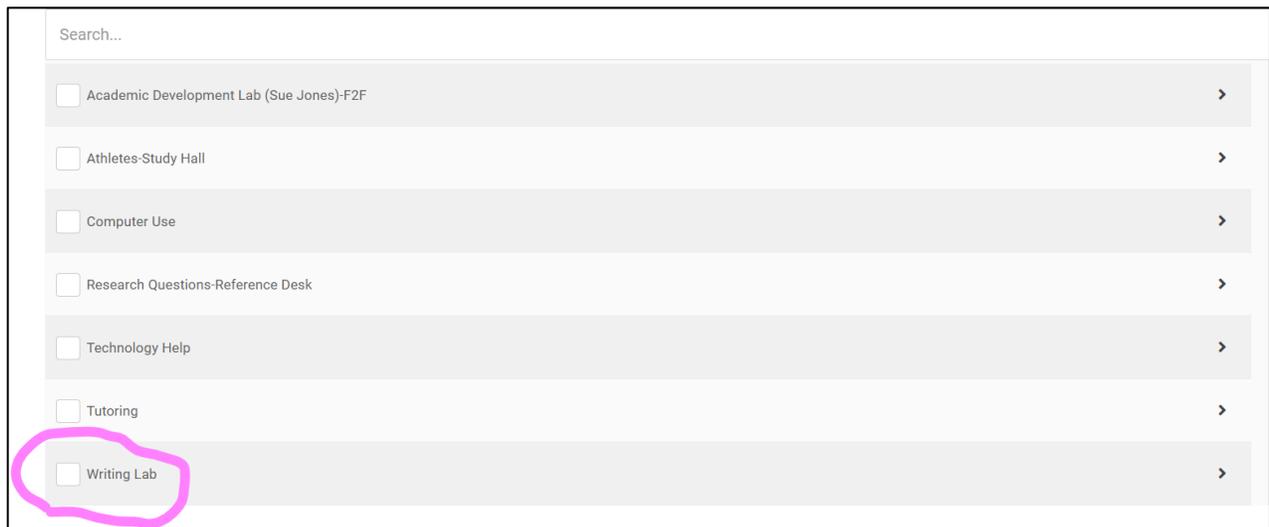


Step 3: Scroll down the screen and look for **Writing Lab Hours** on the right side of the screen. Click on the **online in TEAMS** link that matches the day/time you are requesting assistance.



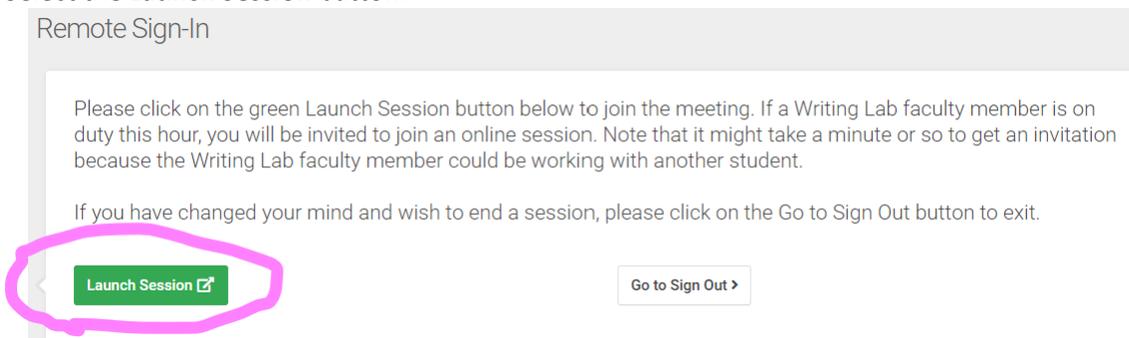
Step 4: Read the instructions on the screen and click on the green **Sign in** button at the bottom of the screen.

Step 5: From the list of services provided, select **Writing Lab** at the bottom of the list. Select the green **Next** button.



Step 6: You may now see a list of your current classes. Select the class for which you are specifically seeking help. If you do not see your class, or you are seeking help outside of a class, just skip this part. Click on the green **Next** button.

Step 7: You will now automatically be taken to a new screen to launch a Writing Lab session on Teams. Select the **Launch Session** button.



Step 8: One of two things will happen at Step 8 depending upon if you have the Teams app on your computer/device:

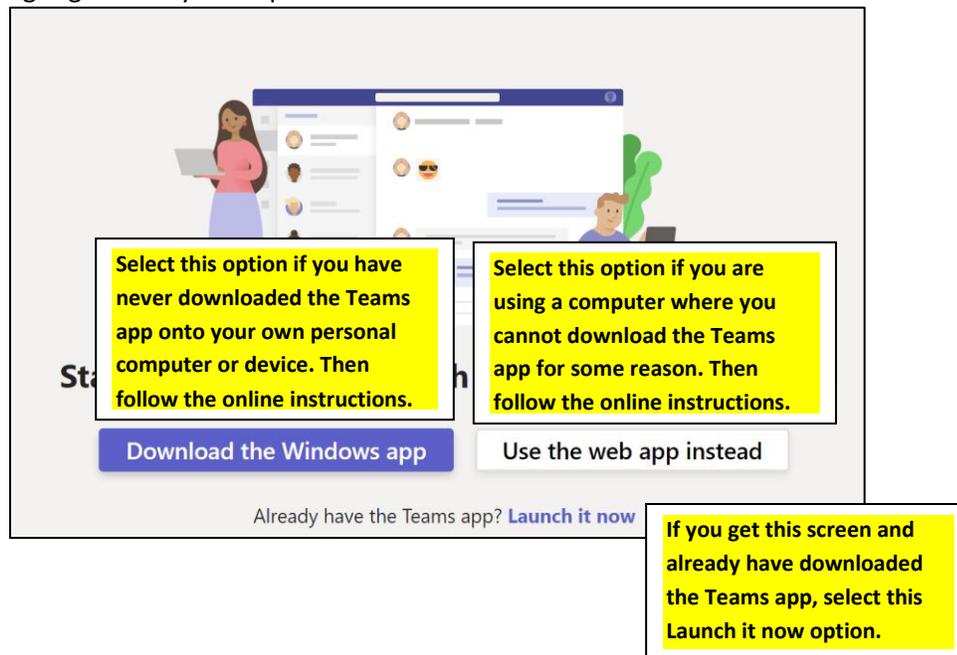
You have already downloaded the TEAMS app:

If you have already downloaded the Teams app onto your computer or device, you will be taken to Teams directly and will be given the option to **Request to Join** the Teams session.

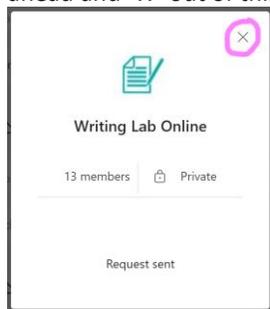
You have not already downloaded the Teams app:

If you haven't downloaded the Teams app yet, you will be prompted to do so. Please look at the image on the next page to determine which button to select. Also, Parkland College may require you to do two-factor authentication (where you have a code sent to your cell phone to confirm you are who you say you are).

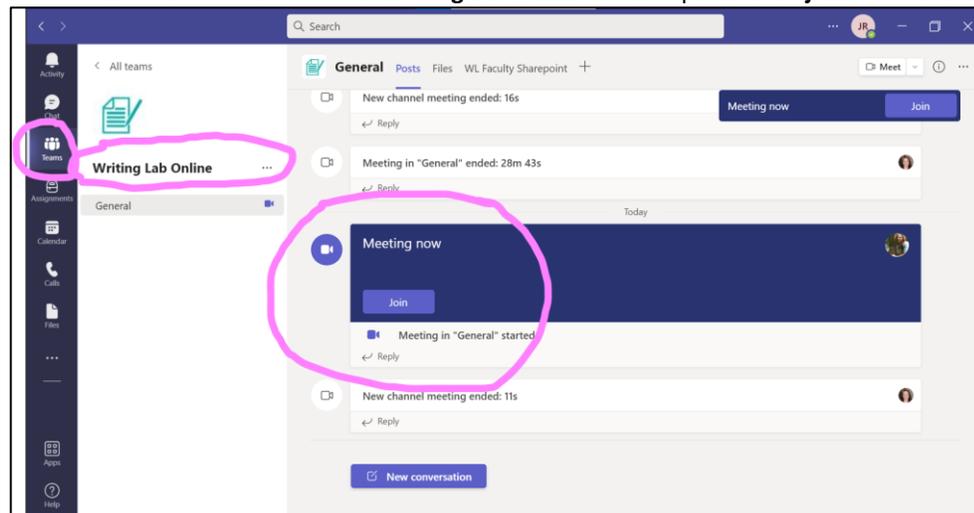
Step 8 Continued: Remember, if you already have Teams downloaded on your device, you might not see this screen and might go directly to Step 9.



Step 9: Once you get to the Teams screen, select the **Join** button, and you should then see the screen below. Go ahead and "X" out of this screen.



Step 10: It might take a few moments, but you should eventually see the image below. Make sure you have Teams selected in the left column so that **Writing Lab Online** shows up. Click the **join** button under **Meeting now**.



Step 11: You may need to click "Join" a few more times, but eventually, you should meet up with a Writing Lab tutor who can help you with your work.

For more handouts and PowerPoint Presentations on writing topics, go to <https://spark.parkland.edu/wl/>
Parkland College Writing Lab, updated July 2022