



Appointments with Language and Learning Advisers

Booking an appointment

1. Go to [Study Support Appointments](#)
2. **Book an appointment**
3. Select your usual **Campus** from the drop-down menu.
4. Leave **Advisor** selected as **Any**.
5. Select a date in the calendar where you see **Available**.
6. Find the appointment that best suits you and go to **View** appointment.

Language and Learning Adviser appointment / May 2020 / Thursday 21st

	18 May 7 available 12 booked	19 May 17 available 5 booked	20 May 23 available 6 booked	21 May 16 available 6 booked	22 May 9 available 2 booked
9:00 AM	30 minutes Study Support - Language and Learning Adviser (Zoom) Zoom Eileen Hanrahan View appointment >				
10:00 AM	30 minutes Study Support - Language and Learning Adviser (Zoom) Zoom Ruth Lee View appointment >				

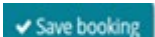
7. Select your preferred appointment.
8. If you wish, **attach** a file or you can add one after booking (instructions below). Take into consideration that you can also share your screen during a Zoom appointment.
Be aware that we do not read or advise on whole assignments, so decide which part or aspect of your work you would like to focus on during the appointment.
9. Select **Book now**.
10. You will receive a confirmation in your **Deakin student email inbox**.

If you have any difficulties making a booking, call 1800 957 311



Adding a document *after* making a booking

If you want to upload a document to your appointment after you have made your booking:

1. Log back into the [booking system](#) and select **My Upcoming Appointments**.
2. Select the booked appointment you want to attach the document for.
3. Under **Attachments**, select **Upload** or drop the document into this area.
4. Don't forget to  Save booking

What next?

1. Before your appointment, we will send you a Zoom invitation via **your student email**.
2. First time using Zoom at Deakin?
 - [Downloading Zoom](#)
 - [Signing in to Deakin Zoom](#)
3. You will need:
 - reliable internet connection
 - working mic and speakers/headphones
 - webcam, if you want to speak face to face
 - a short selection of your work – sent ahead of time or ready to share on-screen.
4. Just prior to the appointment, click on the Zoom invitation.
 - You *may* be asked to go in via SSO (Single Sign On) with your Deakin username and password.
 - It may take a few minutes for you and your adviser to enter the Zoom meeting. Be patient.

Please **email your adviser** if you have any trouble getting in to the appointment. If you have any further issues, please:

- > Call Deakin Student Life reception on **1800 957 311**
- > Contact [IT Help](#)