

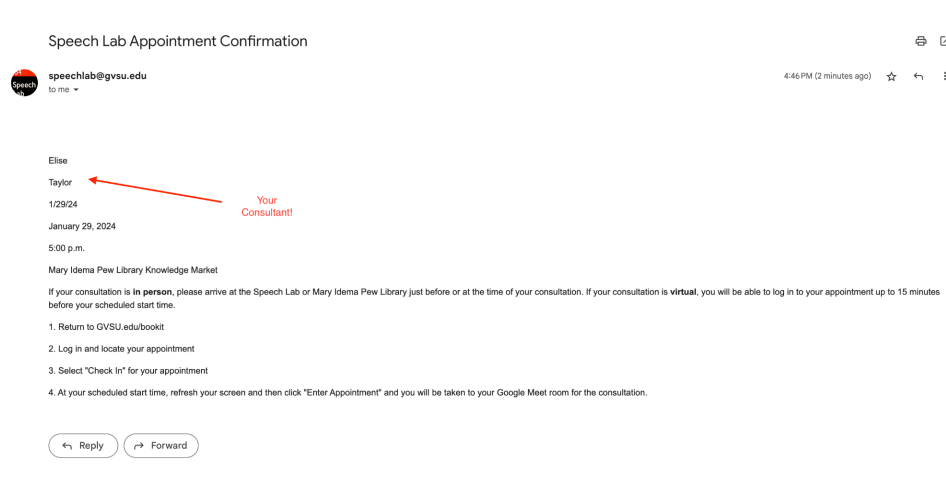
# Checking In and Privacy Policy

## Checking In

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**Step 1:** Now that you've made your appointment you will shortly receive a confirmation email

- You should see your appointment date, time, location, and consultant included in the email



**Step 2:** When it's time for your appointment, you will have to check-in in order to work with your consultant

- This process will differ depending on whether your appointment is virtual or in-person!
- **In-person:** Arrive at the location of your appointment that is specified in your confirmation email anywhere in between 15 minutes before the appointment time to right at the time of the appointment
  - You will be able to check-in at the front desk of the location (at Speech lab right by the entrance of 154 Lake Michigan Hall or in front of the Knowledge Market receptionist kiosk on the first floor of the Library)
- **Virtual:** Monitor the "My Appointments" tab on Book It. This is where you access your history of appointment scheduling
  - Make sure your appointment has the correct information (date, time, location)
  - When you are ready for your appointment, you can check-in anywhere in between 15 minutes before to right at the time of the appointment

- Be sure to refresh your page until your appointment populates
- After refreshing the “My Appointments” page 15 minutes before the time of the appointment, you should now see the button to check-in

## My Appointments


All Statuses
All Services
All Appointments
Search
New Appointment
New Email Review

Date	Location	Service	Status	Actions
Jan 29, 2024 @ 5:30 PM - 6:00 PM	Virtual	Speech	Scheduled	Cancel Check-In

- Checking-in signals to your consultant that you are ready
- Allow your consultants a few minutes to create the virtual room that you will meet in
  - An email will also alert you when your virtual consultation is ready

1 of 5,146

A Google Meet URL has been added to your appointment Inbox x


**speechlab@gvsu.edu**  
to me
5:22 PM (2 minutes ago)

We are ready to assist you for your appointment 1/29/2024 5:30 PM. Please use the following url to meet with your consultant:  
<https://meet.google.com/fkx-nren-vyd>

If you have trouble opening the Google Meet room, please copy-and-paste the link into your browser.

Do not reply to this email, it is an automatically generated message.

Reply
Forward

- Continue to refresh the Book IT page until you see the enter appointment button populate

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Date	Location	Service	Status	Actions
Jan 29, 2024 @ 5:30 PM - 6:00 PM	Virtual	Speech	Checked-In	Enter Appointment

# Our Privacy Policy

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The Knowledge Market services maintain a network with various campus organizations in which it shares appointment data. This data is automatically shared and is de-identified—student specific information is not included. Among the information shared is attendance, date, service (e.g. Speech Lab, Writing Center), topics addressed, and summary of session.

However, students can opt-in to share student information for the purpose of gaining class credit for required knowledge market service visits.

If the student fails to agree to the privacy policy, no information about the session is shared and the student cannot receive credit for mandatory visits.

## Step 1: Accepting the privacy policy when making an appointment

- Before confirming and scheduling you are prompted to agree to the privacy agreement

30 minutes 1 Hour

Upload a file

Upload File

### Schedule Appointment

Please confirm your appointment.

**Service:** Speech  
**Location:** GV Speech Lab 154 LMH  
**Appointment Length:** 30 minutes  
**Date & Time:** Feb 7 2024 @ 1:00PM - 1:30PM

By clicking the box below, you are giving us permission to keep a record of your visit. We keep records for service assessment and consultant reflection, but before being used, your records will be separated from your name, email, and G-number. Sharing copies of your Student Session Summary will only occur after you've provided consent. Our policy does account for a list of exceptions where copies of session notes and/or summarized information may be shared.

For more information about read the [Knowledge Market's privacy policy](#).

☐ Click here to agree to the Knowledge Market's privacy agreement before confirming this appointment.

Confirm & Schedule Pick something else

GV Speech Lab 154 LMH

- This will only share de-identified appointment information

## Step 2: Opting-in to share student session information for course credit

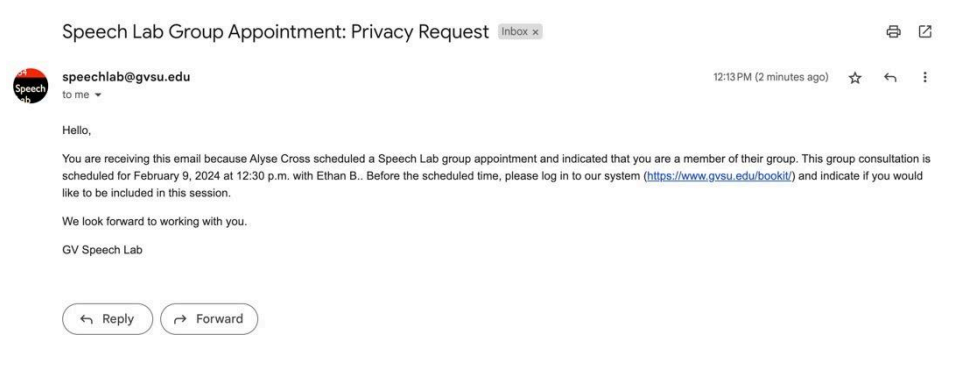
- During your consultation your consultant will ask if you'd like your notes shared with your professor. This will ensure you receive credit for your visits
- Your notes will only be shared if you verbally agree

## Privacy Policy for Group Appointments

For group appointments, the creator of the appointment will have agreed to the privacy policy

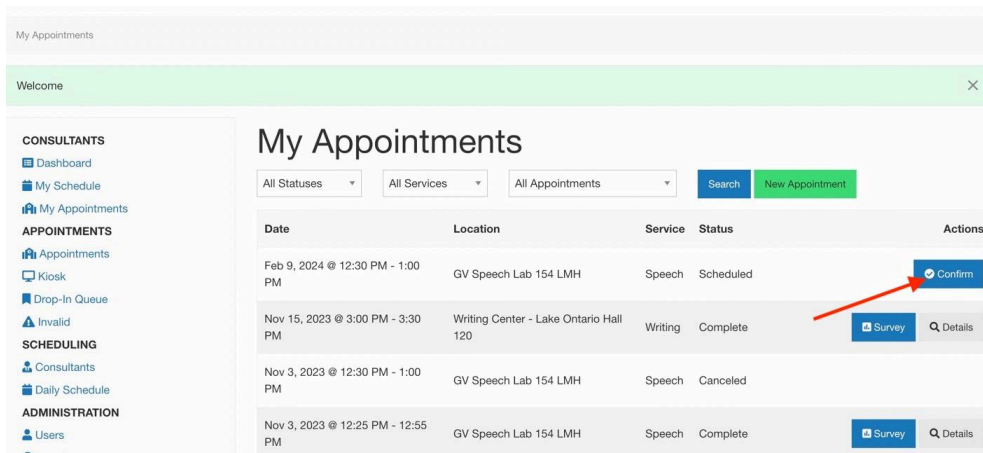
- This does not account for the other group members
  - Additional members will have to accept the privacy agreement separately
  - Group members can accept the privacy agreement in either two ways

## Option 1: Check your GVSU email for a confirmation of your appointment



- The link in the email will bring you straight to your appointments on Book It
- From there you just click confirm to agree to the privacy agreement

## Option 2: Login to Book It directly



- Go to the My Appointments tab
- Click confirm to agree to the privacy agreement