



# Submitting Writing for Online Tutoring





# Step 1: Go to Canvas

- On your Canvas Dashboard click on **LRC Online Tutoring**

The screenshot shows the Canvas Dashboard interface. A large green arrow points down from the top of the slide to the dashboard. On the left is a dark green sidebar with icons for Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Kaltura - My Media, and Help (with a notification badge for 10). The main area displays five course cards. A green arrow points from the 'LRC Online Tutoring' card to the text in the list above. The cards are:

- LRC Online Tutoring** (Red header): 25\_AC\_AF\_LRC-Online-Tutori... (has a notification badge for 1)
- GWT Consultant Sandbox** (Purple header): 08\_AC\_AF\_GWT-Sandbox
- CLASS Students** (Image header): 24\_CLASS\_CLASS-Students
- ENG 1101.06 (S25-Regular) Stret...** (Dark Blue header): 25S\_ENG1101.06-1, Spring Semester 2025
- EML Students** (Word cloud header): 23\_CLASS\_EML-Students



# Step 2:

- From the home screen, click on **Submit Your Paper Here!**



☰ 25\_AC\_AF\_LRC-Online-Tutoring > Modules

- Account
- Dashboard
- Courses
- Groups

- Home
- Announcements
- Grades
- Modules
- Library Resources
- Zoom LTI Integration

## Recent Announcements

- Tutoring Will Resume Monday, January 1**  
← Reply
- Welcome!**  
Hello and Welcome to the Learning Base

### ▼ Writing Center

**Writing Center - General Instructions**

**Submit Your Paper Here!** ←

0 pts



# Step 3: Submit to Canvas

Submit Your Paper Here! 

0 Points Possible

Attempt 1   In Progress  
NEXT UP: Submit Assignment

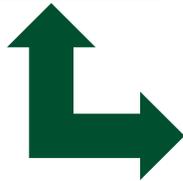
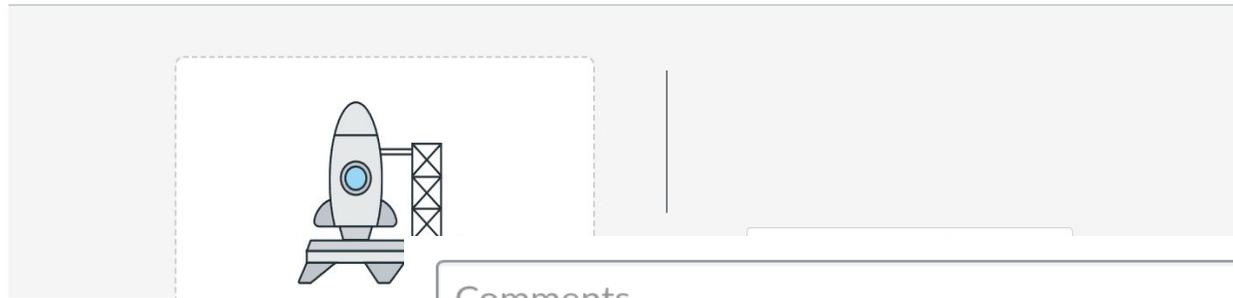
 Add Comment

Please only submit if you intend to receive feedback on a paper from a class. This is not a graded course.

Regardless of whether you're unsure of the kind of help your essay needs or you are confident that your writing is on point, please take the opportunity to submit it here so one of our tutors can provide feedback. (In fact, many of our tutors consistently earn high marks on their own writing, while also seeing the value of having a fellow tutor review their work before submitting for a final grade.)

Finally, please attach the prompt\* and mention whatever concerns about your paper you may have in the comments section. A tutor will review your paper and respond with up to three main areas you can work on to improve your writing.

\*Attaching a prompt will help our tutors be able to tell if you are on topic. Also, please include the course in the comments when submitting.



Comments...

Cancel **Submit Assignment**

- Attach paper file.
- After you hit **Submit**, mention (in the comment box) **the course** for which you would like feedback.
- If you are submitting a paper for a **scholarship** or **professional writing**, be sure to tell us.
- **Also, remember to attach the prompt for your paper** if possible. Otherwise, tutors will not be able to tell if you are on topic.



# Step 4: Download Your Feedback

Submit Your Paper Here!

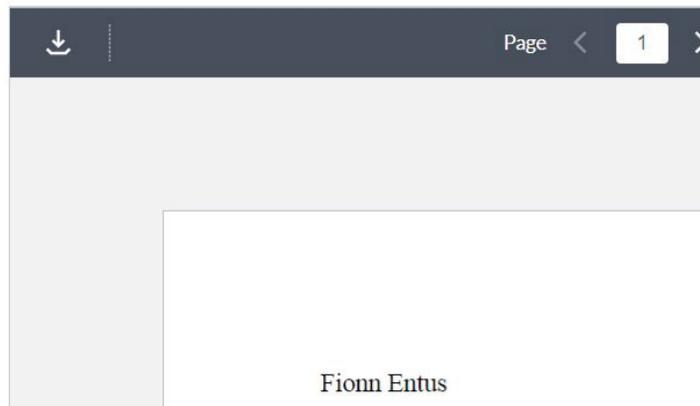
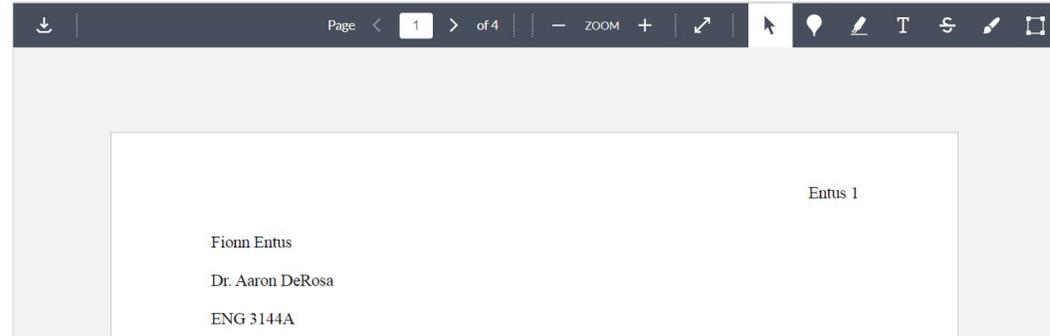
0 Points Possible

Attempt 1

Submitted on Sep 2, 2024 10:33pm  
NEXT UP: Review Feedback

Attempt 1 Score: N/A Add Comment

\*Attaching a prompt will help our tutors be able to tell if you are on topic. Also, please include the course in the comments when submitting.



- After you receive feedback from a tutor, **download your annotated pdf.**
- This tutor-reviewed PDF is your proof of attendance at the Writing Center.
- Submit your annotated PDF **and** your final draft to your professor as verification.
- Feedback will appear on the right side of your download.



## Step 4: Done!

- No Zoom Meeting needed!
- Please note: The LRC provides tutoring to ALL students on campus. Your paper will be returned to you within 24-72 hours, so be sure to plan accordingly!

