

How to Submit a Paper to the eWriting Lab

Before you Begin – You should have **WRITTEN** and **SAVED** your paper on your computer. Please make sure your paper is **CLOSED** and you know where to find it (where you saved it).

Please note at the top of your eTutoring homepage is the current turnaround time for papers. Normal turnaround time is 24-48 hours, but this can sometimes go up to 60-70 hours or more, **so please plan ahead**.





Average turnaround time for the writing lab is currently 26 Hr. 29 Min.

Now, you are ready to submit your paper to the eWriting Lab for an online tutor to review. Papers must be in one of these formats: **doc, docx, rft**.

Step 1 – From your Homepage, click on eWriting Lab from either the menu bar or the box.

The screenshot shows the eTutoring homepage with a navigation menu at the top containing 'Home', 'eChat', 'eQuestions', 'eWriting Lab', and 'Resources'. The date 'Wednesday October 06, 2010' is displayed. The main content area includes a 'Student Home' section with 'eTutoring Tools', a 'Current Institution: Connecticut Distance Learning Consortium' notice, and a 'My Resource Favorites' section. The 'eChat' section is currently unavailable, with a message: 'No eTutor available for your subject? Try an eQuestion! No eTutors online at this time.' A red box highlights this message with the text: 'Click on eWriting Lab -at either of these locations.' The 'eQuestions' section provides information on posting questions and shows the last question posted. The 'eWriting Lab' section provides information on uploading documents and shows the last paper submitted and the average turnaround time: 'Average Turnaround Time (over last 48 hours): 69 Hr. 11 Min.' Two red arrows point from the highlighted text in the eChat section to the 'eWriting Lab' link in the navigation menu and the 'eWriting Lab' section.

Step 2 – A pop up will appear with some information about the writing lab. Please read it and close the window by either clicking on the  in the upper right corner, or clicking in the box at the bottom left corner .

Step 3 – If you are submitting a new paper, click on:



If after receiving a response to your first draft you choose to revise and resubmit, please click on:



Step 4 – Completely fill out the form with information on your paper, providing as much detail on your assignment as possible. This information will help your eTutor to help you.

eWriting Student Submission Form	
Course Name	<input type="text" value="Course Name"/>
Course Subject	<input type="text" value="Course Subject"/> (e.g. English, History, Sociology, etc.)
Instructor's Name	<input type="text" value="Instructor Name"/>
Title	<input type="text" value="Title for this writing sample."/>
Number of Pages	<input type="text" value="0"/> If Your Paper is Longer than 8 Pages, please click here.
Please provide a detailed description of your assignment. What has your Instructor asked you to do (please be as specific as possible):	<input type="text" value="Writing Assignment Description"/>
Citation: If your assignment requires citation (works cited page, footnotes, embedded citation) please indicate the form you are using.	<input type="text" value="- Please Select -"/>
What questions or concerns do you have about your writing and this assignment?	<input type="text" value="Focus on?"/>
How would you describe this assignment? <ul style="list-style-type: none">Are you telling a personal story?Explaining how to do something?Researching a topic?Comparing and contrasting ideas or subjects?	<input type="text" value="How would you describe this assignment?"/>

All boxes must be filled in or you will get bounced back to this section.

Step 5 – You should see this box at the bottom of this page:

Upload Your Assignment

- After you have completed your writing assignment, save your paper to your computer or to a disk, and remember where you have saved it for retrieval.
- Next, it is important that you close your paper.
- Click the "Browse" button, select the folder where your paper is stored, and select your paper by clicking on it twice. An attachment address for your paper will now appear in the "Browse" window.
- Click on the "Submit Your Assignment" button.
- If you have successfully submitted your paper, you will see this message at the top of your eWriting Lab page: **"Your writing sample has been submitted. You should receive a response within 24-48 hours."**

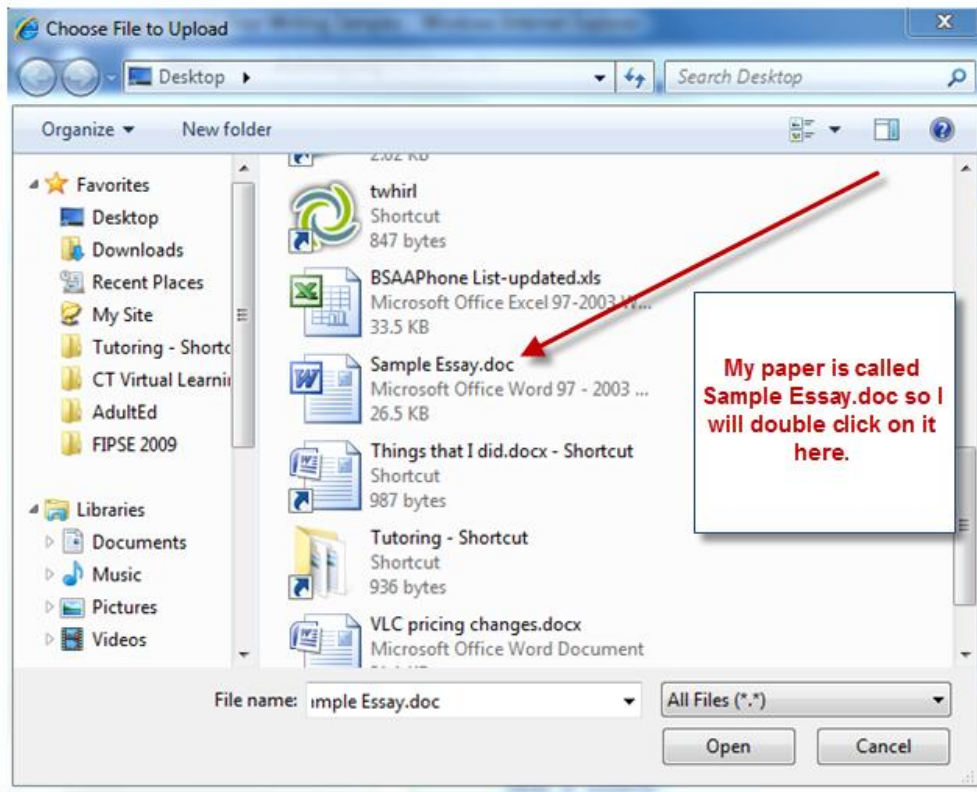
(.doc, .docx, or .rtf ONLY)

* It is important that you close your paper before submitting *

Click on the button that says Browse.

Step 6 – This will open a window on your computer that will let you locate your paper. From here you will need to find where you saved your file. For example, is it on your desktop or in a folder?

When you see your paper in this window **DOUBLE CLICK ON IT.**



Step 7 – Your paper should now appear in the Browser Box:

Upload Your Assignment

- After you have completed your writing assignment, save your paper to where you have saved it for retrieval.
- Next, it is important that you close your paper.
- Click the "Browse" button, select the folder where your paper is stored. An attachment address for your paper will now appear in the "Browse" box.
- Click on the "Submit Your Assignment" button.
- If you have successfully submitted your paper, you will see this message: "Your writing sample has been submitted. You should receive a response within 24 hours." Remember to check your email for this message. It may come to you more than once.

Page:

C:\Users\ccaggiano\Desktop\Sample Essay.doc Browse... (.doc, .docx, or .rtf ONLY)

Submit Your Writing Assignment

* It is important that you close your paper before submitting *

You should see the title of your paper here. Mine is titled "Sample Essay.doc"

Step 8 – To Finish and Upload your paper, click on:

Submit Your Writing Assignment

And you are done!