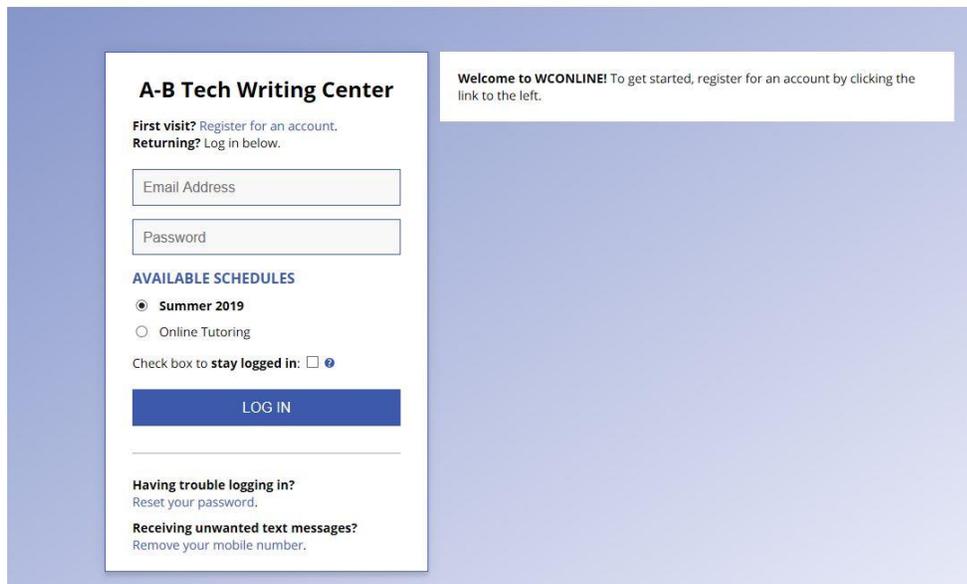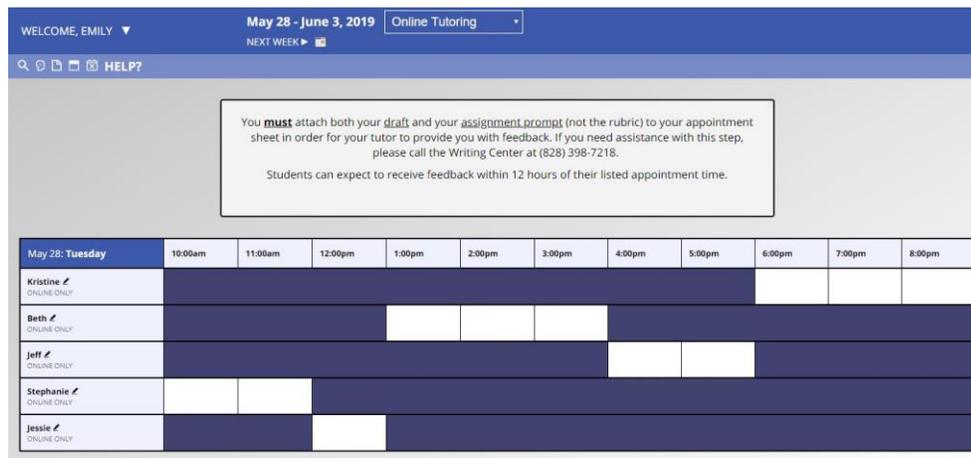## How to Place an Online Submission:

1. Log in to the Writing Center's calendar, and select "Online Tutoring" either on the log-in page or from the dropdown menu at the top of the calendar after signing in.

2. Click on an open submission time, which will be shown in white. Submission times in other colors have already been booked or are otherwise unavailable. Please be mindful of your assignment's deadline when selecting a submission time. The Writing Center recommends booking a submission time that falls at least 48 hours ahead of your deadline to give yourself adequate time to make revisions based on your tutor's feedback.

3. Once you have selected your submission time, a short form will pop up in a new window. Fill out the required information about your assignment.

4. At the bottom of your form, you will attach two documents: <u>your most recent draft as a</u> **Word document** <u>and your assignment prompt as either a</u> **Word or PDF file**.

   <u>Your tutor cannot provide you with feedback if they do not have these documents.</u>

5. Once all required materials have been added to your form, you may select "Create Appointment," which will notify your tutor of your submission. When your tutor has drafted feedback, you will receive an email notification.