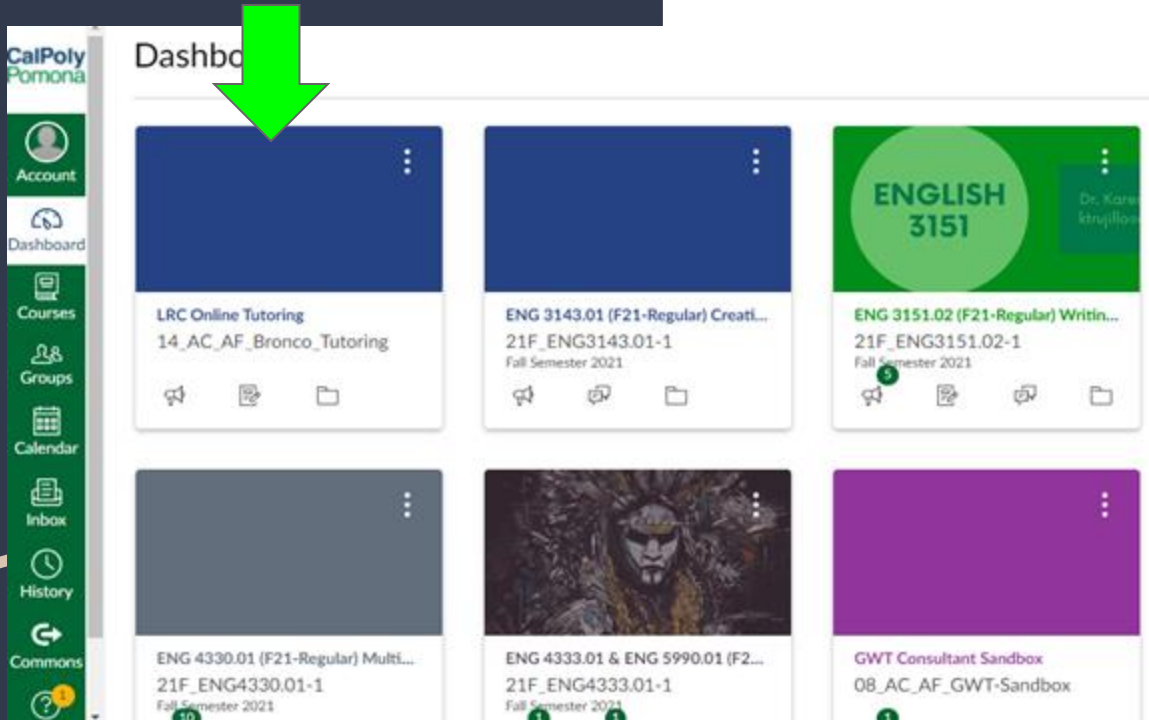


# Submitting Writing for Online Tutoring

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, creating a triangular shape on the right side of the slide.

# Step 1: Go to Canvas

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



# Step 2

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

The screenshot displays the Canvas LMS interface for a course titled "14\_AC\_AF\_Bronco\_Tutoring". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, and Help. The main content area shows a list of items under the "Writing Center" section. The item "Submit Your Paper Here!" is circled in blue, indicating the target for the next step. The interface also shows a "Tutee Evaluation" dropdown menu and a "Writing Center - General Instructions" item.

Cal Poly Pomona

14\_AC\_AF\_Bronco\_Tutoring > Modules

Account

Dashboard

Courses

Calendar

Help

Home

Announcements

Grades

People

Files

▼ Tutee Evaluation

▼ Writing Center

Writing Center - General Instructions

**Submit Your Paper Here!**

0 pts

# Step 3: Submit to Canvas

- ❖ 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.

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.**

**Add a Comment** 0

Attach Video Audio Submit

[Download Submission Comments](#)

# Step 4: Download Your Feedback

Submit Your Paper Here! 0 Points Possible

Attempt 1 Submitted on Sep 2, 2024 10:33pm Attempt 1 Score: N/A Next UP: Review Feedback 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.**

Page < 1 > of 4 — ZOOM +

Entus 1

Fionn Entus  
Dr. Aaron DeRosa  
ENG 3144A

Page < 1 >

Fionn Entus

The image shows a submission interface with a PDF viewer. A blue circle highlights the download icon in the PDF viewer's toolbar. The interface includes submission details, a note about including the course in comments, and a preview of the PDF content.

- ❖ 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.

# 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!
- ❖ Thank you so much for using LRC Online Tutoring!