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.](image)

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.
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 \( \times \) 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:

Submit a New Writing Assignment

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

Submit a 2nd or 3rd Draft

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.

<table>
<thead>
<tr>
<th>eWriting Student Submission Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name</strong></td>
</tr>
<tr>
<td><strong>Course Subject</strong> (e.g. English, History, Sociology, etc.)</td>
</tr>
<tr>
<td><strong>Instructor's Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Number of Pages</strong></td>
</tr>
</tbody>
</table>

Please provide a detailed description of your assignment.
What has your instructor asked you to do (please be as specific as possible):

*Writing Assignment Description*

Citation:
If your assignment requires citation (works cited page, footnotes, embedded citation) please indicate the form you are using.

*Please Select*

What questions or concerns do you have about your writing and this assignment?

*Focus on?*

How would you describe this assignment?

- Are you telling a personal story?
- Explaining how to do something?
- Researching a topic?
- Comparing and contrasting ideas or subjects?

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:

![Image of upload process]

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:

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!