**Instructions for Using eTutoring - Writing Center Tutoring**

Please review information about the Writing Center and Writing Consultants on My Cedar Crest> Current Students> Academic Services> Peer Tutoring page. Writing Consultant appointments are made using the WC Online portal. First time users will need to register for an account. In addition, you will need to disable your browser’s pop-up blocker by clicking the small red box that appears in the upper-right corner of your screen, then you can click the WC Online link again. Instructions are provided below regarding how to make appointments, upload your assignments, etc.

Please note you may select either a ½ hour or hour long e-tutoring appointment. You will upload your paper/document in **Word format** via the appointment form and your selected tutor will review your paper (keeping in mind the focus you’ve identified on the appointment form) and provide you with feedback in the form of comments in your Word document. Once the tutor has completed the appointment, they will send your document back to you (via your Cedar Crest email).

**To Schedule an eTutoring Appointment with a Writing Consultant**

**Please Note: eTutoring appointments are not in-person or live appointments, the tutoring will spend the scheduled appointment time working on your writing assignment and providing feedback on it. Your paper, including feedback comments, will be emailed back to you.**

Sign into WC Online

My Cedar Crest > Current Students> Academic Services> Peer Tutoring

From the schedule dropdown at the top, select “Writing Center – Spring 2020”

Check the schedule and make an appointment with a tutor (who is marked as an e-tutor?) by clicking on the appointment time you’d like

Complete the appointment form

* at the top of the appointment form is the appointment length
* the minimum default appointment length for a Writing Center appointment is ½ hour
* if you would like an hour long appointment, please change the time

At the bottom of the form, please use the “File #1” are to upload your paper.

Make sure to click on the “Create Appointment” button at the bottom of the form to set the appointment.

**To View the Feedback/Comments on Your Document**

Once you receive an email from your tutor with your document attached, click on the arrow on the right of the attached document, then click on “Open.” You may have to sign into your online Microsoft account for the document to open.

If you want to save the document to your device, once it is open, you can do so (Save As> Download a Copy).

You will see a little “comment bubble” at the right side of the paper, at each location where the tutor has provided feedback.

Click on the comment bubble and the feedback the tutor has provided will appear at the right of the screen (or, if you’ve downloaded a copy, they will appear in the right column next to the body of the document).

Edit your paper. To remove the comment, hover over the comment, right click on the paper symbol in the right corner, and Delete the comment.

Once you have revised your paper and deleted all the comments, you will no longer see them – the right column will disappear in the downloaded version.