Submitting Your Paper to the Online Write Lab

The Online Write Lab is designed to give students an opportunity to get feedback from our Write Lab tutors. The way it works is that you'll submit a paper to the Drop Box. Then one of the tutors will review your paper, putting comments and feedback directly on the draft you submit. Once they do so, you'll be able to check their comments and feedback and revise your paper with those suggestions in mind.

You must [self-enroll in the Online Write Lab](https://wvc.instructure.com/enroll/X8N7NX) before submitting a paper for review. Go to the above link and log in, and then you can add the Online Write Lab.

## Rules for Submissions

* Submissions must be in a Word document format because .odt documents or Rich Text documents do not allow for the tutor to insert comments.
* You must give the tutors at least 24-48 hours before the due date of the paper to review your paper. The tutors will not be able to review papers that are too close to the due date. Please don't ask them to. (We recommend that you submit your paper at least 3 days in advance of its due date. This gives tutors adequate time to provide quality feedback, and it gives you time to incorporate that feedback into your writing before it is due.)
* Please be polite and respectful at all times. Follow the same rules of courtesy that are required of you in your online and face-to-face classes and tutoring situations.
* Questions about your specific paper should be added in the comment box of your submission for the reviewing tutor. This will allow tutors to better understand how to focus their review and feedback. Questions about the eWriting Lab in general should be relayed to Janna Goodyear via email at jgoodyear@wvc.edu or via phone/voicemail at (509) 682-6797.

Instructions for Submitting Papers

1. Click on the "Dropbox for Papers to Review," located on the Home Page in the eWriting Lab module.
2. Click on "Submit Assignment."
3. Use the Browse button to locate your file. Click on the file and upload it.
4. Check the box that says "This assignment submission is my own, original work.'
5. Click "Submit Assignment."
6. Once you submit, you should receive a submission receipt in the upper right-hand corner of the page. (It'll have a great big green check mark.)