Pikes Peak Community College

Check out the Learning Commons homepage.

You may submit your draft through our Tutoring by Email online form.

Email submissions and inquiries to the Online Writing Lab.

The PPCC Learning Commons is ready and eager to assist with your reading and composition skills by offering online tutoring options.

WHY USE AN OWL TUTOR?

Writers like you often find that OWL tutors can help with the following:

- Understanding class assignments

- Guiding the writer's process

- Brainstorming ideas for a paper

- Asking questions and providing guidance that help you with Drafting, Revising, and Editing **your own** papers

- Understanding essays, stories, textbook, and other assigned readings

- Developing a supplemental study program

- Grammar and Punctuation diagnostic and tutorial

- Critical Thinking and Critical Note Taking and Study Skills

Questions or Comments? Either the Online Writing Lab or Andy.Scott@ppcc.edu , Learning Support Services Director. Check our hours and tutoring schedules on our tutoring page.

Some things to keep in mind when using the OWL...

- Students should expect a 48-72 hour return time for submissions whether through the online submission form or the email. We also offer real-time online assistance through Skype and Zoom meeting spaces. Please consult the **How to Use Zoom and Skype** document on our OWL tutoring page.

- Materials like assignment descriptions, essays, and instructor feedback attached from your lockbox in D2L CANNOT be opened through the OWL. Make sure to perform a Save As for these materials and store them on your computer/device before uploading or attaching them.

- Document sharing programs and services like Google Docs, SharePoint, and OneDrive CANNOT be opened and viewed through our email.

- Make sure that all documents submitted are saved as a .doc or .docx file. In other words, all documents should be saved in Microsoft Word and Word compatible format.

- Tutors do not edit your work by finding and fixing all errors. In the thirty minutes we have with each student submission, we will find a few examples relevant to your assignment description and noted concerns and provide rules, advice for finding and fixing issues in your own work, and links to further resources so you can become your own best editor!

- Though we encourage students to draft many times when writing, to avoid editing, we ask that students concentrate on something new with each draft: i.e. – 1st draft we work on thesis and major arguments, 2nd draft we work on organization and logical flow, 3rd draft we work on citation style, etc.

Keep in mind that the Online Portal/D2L also requires Word compatible submissions, so it is essential to get access to Word as a student. Luckily, students at PPCC can get a student version of the latest Microsoft Office for

free, and other versions of this suite for discounted prices. Directions for how to download Microsoft Office can be found through our ITSS downloads page.

Here is a quick guide that will help you to understand how ONLINE TUTORING might work for you and a few simple instructions to help you get started.

Using the online submission form:

The best way to get assistance from the OWL is to fill out a Tutoring by Email online form.

Make sure when you fill out the form you include all required fields...

- include your first and last name and the name of your instructor. If there are any issues getting your email back to you, we use this information to contact you.
- your student email is best; this is the email assigned to you which ends with @student.cccs.edu. If you use another account, be sure it is one you check often.
- knowing what the assignment type is (i.e. rhetorical analysis, synthesis essay, etc.) assures that we review your work according to the specific needs each assignment type demands.
- in the **How may we assist you?** section, it helps us to know what you specifically need. Is there something you struggled with while writing (i.e. I'm not sure if my thesis is strong enough, I am not sure how to use commas, etc.)? Is there feedback you have gotten from any instructors about ways you might improve (i.e. my teacher says I use passive voice verbs too much and have run-on sentences)?
- be sure to include assignment instructions/rubrics by uploading them into the submission form or include them written out within the How may we assist you? section.

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You can also submit by email to the Online Writing Lab.

In the email "Subject Line," indicate your course and section #, and your name, for example—

ENG 060-021: Smith.

This notation in your email subject line will help your tutor keep your messages separate from the many others who use this email account.

In the email text window, PLEASE use the following heading

Your Full Name: Jane Smith

Your Course: ENG 060-021

Instructor's Name: Aardvarkenson

Assignment Title: Essay #1, Rough Draft

Also, please write specifically what you want the tutor to do. Include questions you have yourself, special instructions that your instructor gave you, and generally, any information that will help the tutor understand

A) the assignment,

B) your deadline, and

C) the assistance that you think you want.