Pikes Peak State College
OWL submission guidelines and How-To

Check out the many resources on the [Learning Commons webpage](#)!

We have WCOnline specifically for paper submissions.

**It's important that you're signed in to your WCOnline account in order to submit a

paper**

The PPSC 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 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 tutorials
- Critical Thinking and Critical Note Taking and Study Skills

Some things to keep in mind when using the OWL…

- We offer real-time online assistance through Zoom meeting spaces. Please look online and schedule an appointment through your Navigate portal. Instructions are below.
- 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 CANNOT be opened and viewed through our email. **Please save an Offline Copy** to your device, and attach that copy to an email. Instructions are below.

- Make sure that all documents submitted are saved as a .doc, .docx, or .pdf 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 hour 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.

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:

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.
- 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** by uploading them into the submission form.

TROUBLESHOOTING

- **WCOnline isn't loading?** Try refreshing, deleting cookies, or try a different browser. It may take a few moments for the website to load. Once you've tried these options, reach

out to your instructor with specific details on what you did and what happened. They'll let us know about issues.

- **It's been more than 72 hours since I successfully submitted my paper with no response?** Tell your instructor, and they'll reach out to us. As with all things, keep a dialog open with your instructors. They're not out to ruin you, and they're people just the same as you are.
- **You're all amazing tutors! How can I give you feedback?** or **The tutors are horrid! How can I give you feedback?** An email is sent after your appointment where you can tell us what you think! We appreciate any feedback, and strive to help you become the best writer you can be.

How to save an Offline Copy of a document
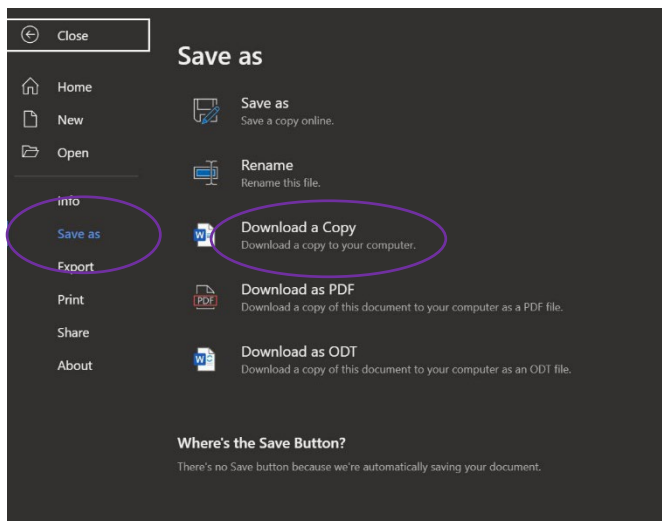
When working in Office 365 Word, you go to the top left and click "File".

Next, you'll see Home, New, Open, etc. Further down, there is the option of "Save as". Click it and you'll get more options.

Click "Download a Copy". This will download a .docx copy of your document. You can also click "Download as a PDF", but it's easier for tutors to work on Word documents not PDFs.
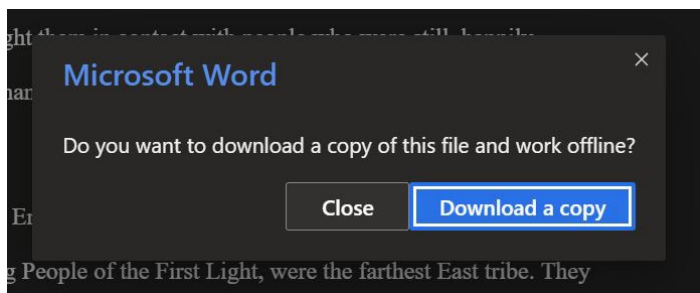
It will ask for confirmation. Click "Download a copy". This will download the document into your **Downloads folder** of your computer or device. You can move it from that folder if needed.