A Step-by-Step Guide to eTutoring: Online Writing Assistance

Introduction

If you are a student enrolled in an online course and are interested in online writing assistance, eTutoring is a great option for you. Within 48 hrs, you can submit an essay, receive feedback, improve your draft, and potentially submit again. This allows you to gradually improve your writing, receiving higher grades and become a stronger college writer without ever leaving your home.

Step 1: Logging In

The first step to accessing eTutoring is to go to the website and log on. You can access eTutoring either directly at www.etutoring.org or through the Academic Writing Center website. Either way, you will be directed to the eTutoring website where you will want to click “Login Now!”

Step 1: After getting to the eTutoring website, you press the Login Now! button.
Step 2: Choose University of Cincinnati eTutoring

Step 2: As a UC student, you want to choose University of Cincinnati eTutoring from the list of schools.

Step 3: Log into eTutoring

Step 3: An important step to logging into eTutoring is typing the right username and password. Your username is your 6+2 UC username that you use to log into Onestop. However, a different password is needed. You will want to use UCincinnati2013 as your password. Also, make sure that Student is selected under “User Type.”
**Step 4: Accessing the eWriting Lab**

Step 4: To submit a paper, you will want to select the eWriting Lab option.

**Step 5: Submitting Your Essay**

Step 5: From this screen, you have two options. If you are submitting a paper for the first time, you will want to select Submit a New Writing Assignment. If you are submitting a second or third draft, you will want to select the button below.
Step 5: The Essay Submission Form

Step 5: Another important step is completing the essay submission form. Filling out the form allows the tutor to provide the most accurate assistance possible.

Please fill out the form to the best of your ability. Detailed responses will maximize the tutor’s ability to assist you.

Lastly, click the Browse button and attach your paper (as a Word document) as you would attach an email and click Submit Your Writing Assignment to submit your assignment.
Step 6: Retrieving Your Paper

Step 6: Upon receiving email notification that a tutor has responded to your paper, you can access your paper by selecting View Writing Assignments Archive.

Step 7: Selecting Your Paper

Step 7: The Writing Assignments Archive shows all the papers you submitted to eTutoring. Click the title of your paper to access the tutor's feedback.
Step 8: Accessing Tutor’s Feedback

Step 8: By selecting your paper, you have access to the tutor’s feedback and/or a draft of your paper that contains extensive feedback, point-by-point.

With this feedback, you can work to improve your draft, and if you choose, submit another draft to eTutoring.

Questions?

If you have any questions about the eTutoring process, please email Academic Writing Center Coordinator, Joseph Cunningham, at joseph.cunningham@uc.edu.