

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

Introduction

If you are 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

[Welcome](#)
[About](#)
[Contact](#)
[System](#)
[Legal](#)

Welcome to eTutoring.org: A Collaborative Online Tutoring Program & Platform

Student and Consortium Login

Select your Consortium or Institution :

- [Antioch University](#)
- [Bay Path College](#)
- [Cornerstone Seminar](#)
- [CT Adult Virtual High School](#)
- [Northeast eTutoring Consortium](#)
- [Ohio eTutoring Collaborative](#)
- [Portland State University](#)
- [UMASS Dartmouth](#)
- [University of Cincinnati eTutoring](#)**
- [University of Hawaii at Manoa](#)
- [Vermont Virtual eTutoring](#)
- [Western eTutoring Consortium](#)
- [CTDL C Development Testing](#)
- [CTDL C eTutor Training Institute](#)

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

Step 3: Log into eTutoring

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Friday May 10, 2013

Welcome to eTutoring.org! You have selected University of Cincinnati eTutoring.
If this is not your institution, please [select a new one](#).

Login Here

Username:

Password:

User Type:

☒ Student ☐ Tutor ☐ Admin

[Sign In](#)

[Forgot your password?](#)

Welcome to AESS Online Tutoring at the University of Cincinnati

Please note the following changes: AESS Online Tutoring has been modified to meet the needs of our Distance Learning students. All on-campus students, including those at our branch campuses, are encouraged to visit the Academic Writing Center for in-person tutoring. The AWC is located in 149 McMicken Hall on UC's main campus.

Login Information

Username: Please use your UC username (6+2 login)
Password: UCincinnati2013
User Type: Student

eTutoring is not connected to your University of Cincinnati Central Login information, so changing your password here will NOT change it in the Central Login system.

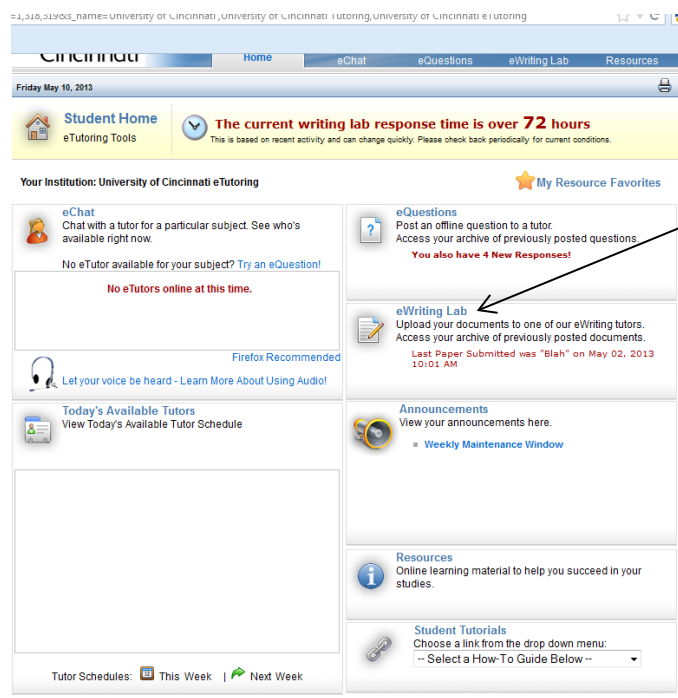
Upon first logging into eTutoring, you will need to agree to "terms and conditions" on the screen that opens.

eTutoring Resources

- eQuestions** will allow you to leave a specific question for an eTutor, who will respond within 24-48 hours. Please note Friday submissions will not receive responses until the following Monday.
- eWriting Lab** allows you to submit a draft of your paper to a tutor, ask for specific feedback, and receive your work back with a tutor's comments in approximately 24-48 hours. Please note Friday submissions will not receive responses until the following Monday.

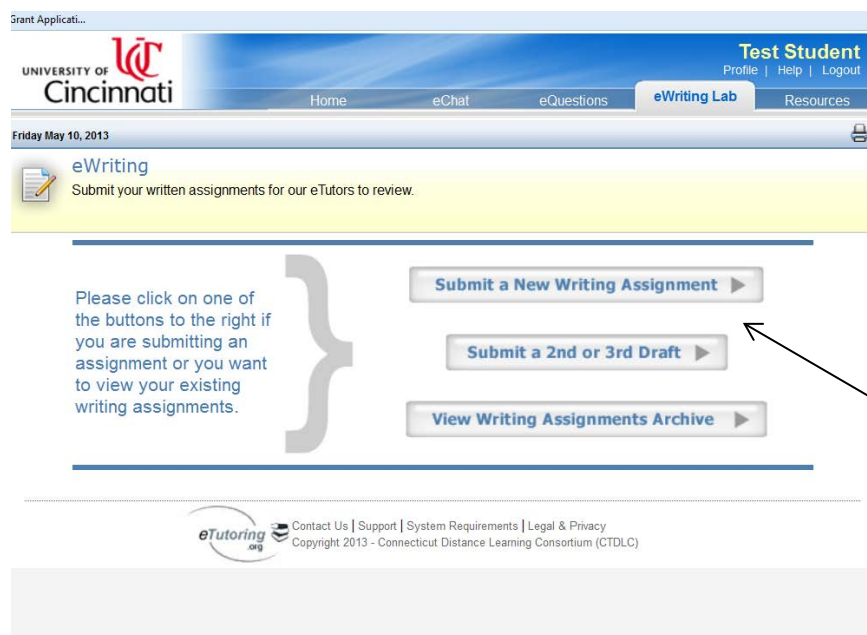
Step 3: An important step to logging into eTutoring is typing the right username and password. Your username is your 6+2 UC username that you use to log into Onestop. However, a different password is needed. You will want to use **UCincinnati2013** as your password. Also, make sure that **Student** is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

eWriting
Detailed view of your eWriting submission complete with corresponding tutor comments and posted documents. Add your own response using the Comment area below.

Upload a New Writing Assignment:
In order to upload a first draft of your assignment to a tutor, you will need to fill out the form below. Please provide as much information as you can the submission form. The more your eTutor knows about your assignment and the help you need, the better s/he can assist you with your work.

[eWriting Lab Main Page](#) [Previous Writing Submissions](#)

eWriting Student Submission Form

Course Name	<input type="text"/>
Course Subject	<input type="text"/> (e.g. English, History, Sociology, etc.)
Instructor's Name	<input type="text"/>
Title	<input type="text"/> Title for this writing sample.
Number of Pages	<input type="text"/> 0 If Your Paper is Longer than 8 Pages, please click here.
Please provide a detailed description of your assignment. What has your Instructor asked you to do (please be as specific as possible):	<input type="text"/> Writing Assignment Description
Citation: If your assignment requires citation (works cited page, footnotes, embedded citation) please indicate the form you are using.	<input type="text"/> - Please Select -
What questions or concerns do you have about your	<input type="text"/> Focus on?

Are you telling a personal story?
☐ Explaining how to do something?
☐ Researching a topic?
☐ Comparing and contrasting ideas or subjects?
☐ Analyzing an issue?
☐ Writing a memo or business report?
☐ Preparing a case study?
☐ Describing something?
☐ Writing a scientific lab report?

How would you describe this assignment?

Is English your native language? ☒ Yes ☐ No

Upload Your Assignment

- After you have completed your writing assignment, save your paper to your computer or to a disk, and remember where you have saved it for retrieval.
- Next, it is important that you close your paper.
- Click the "Browse" button, select the folder where your paper is stored, and select your paper by clicking on it twice. An attachment address for your paper will now appear in the "Browse" window.
- Click on the "Submit Your Assignment" button.
- If you have successfully submitted your paper, you will see this message at the top of your eWriting Lab page: "Your writing sample has been submitted. You should receive a response within 24-48 hours."

(.doc, .docx, or .rtf ONLY)

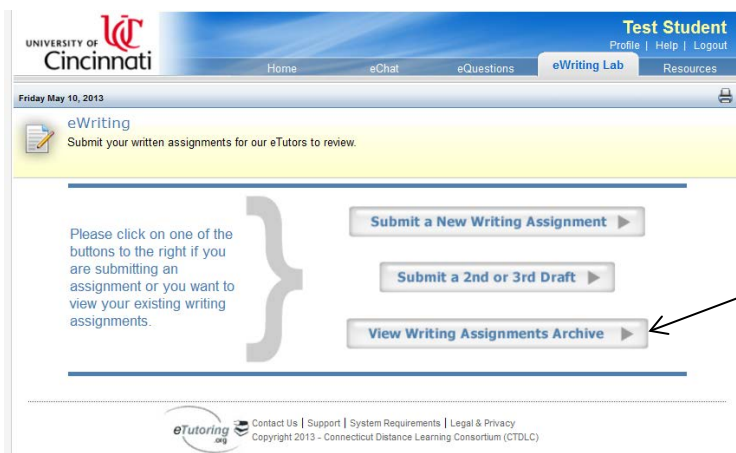
* It is important that you close your paper before submitting *

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.

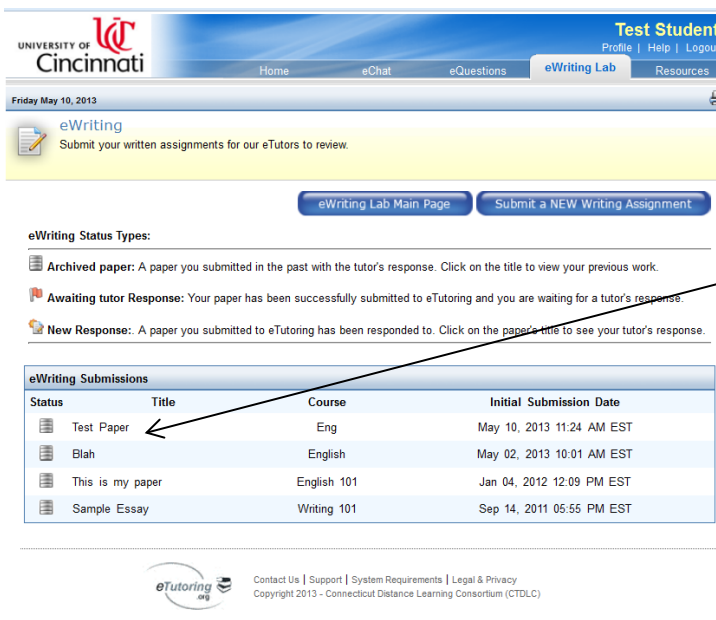
Lastly, click the **Browse** button and attach your paper (as a Word document) as you would attach an email and click **Submit Your Writing Assignment** to submit your assignment.

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

eWriting
Detailed view of your eWriting submission complete with corresponding tutor comments and posted documents. Add your own response using the Comment area below.

Your Previous eWriting Sample and Submission Form Information:
In order to upload a writing sample to a tutor, you will need to fill out the form below.

[Report Activity](#) [eWriting Lab Main Page](#) [Previous Writing Submissions](#)

eWriting Student Submission Form	
Course Name	Eng
Course Subject	English
Instructor's Name	Smith
Title	Test Paper
Number of Pages	3 If Your Paper is Longer than 8 Pages, please click here.
Please provide a detailed description of your assignment.	Test.
What has your Instructor asked you to do (please be as specific as possible):	Test.
Citation:	MLA
If your assignment requires citation (works cited page, footnotes, embedded citation) please indicate the form you are using.	Test.
What questions or concerns do you have about your writing and this assignment?	Test.
How would you describe this assignment?	Test.
Is English your native language?	Yes

Writing Assignment Files	
2 submission(s) posted. *Submissions are sorted with the most recent at the top.	
Family Education Rights and Pr... Submitted: May 10, 2013 11:27 AM EST From: A Tutor File size: 15 KB	File and/or Comments Read By: T Student - May 10, 2013 11:28 AM EST Comments from tutor: A Tutor Test. Reply
Family Education Rights and Pr... Submitted: May 10, 2013 11:24 AM EST From: T Student File size: 15 KB	File and/or Comments Read By: A Tutor - May 10, 2013 11:26 AM EST Comments from student: T Student Reply

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.