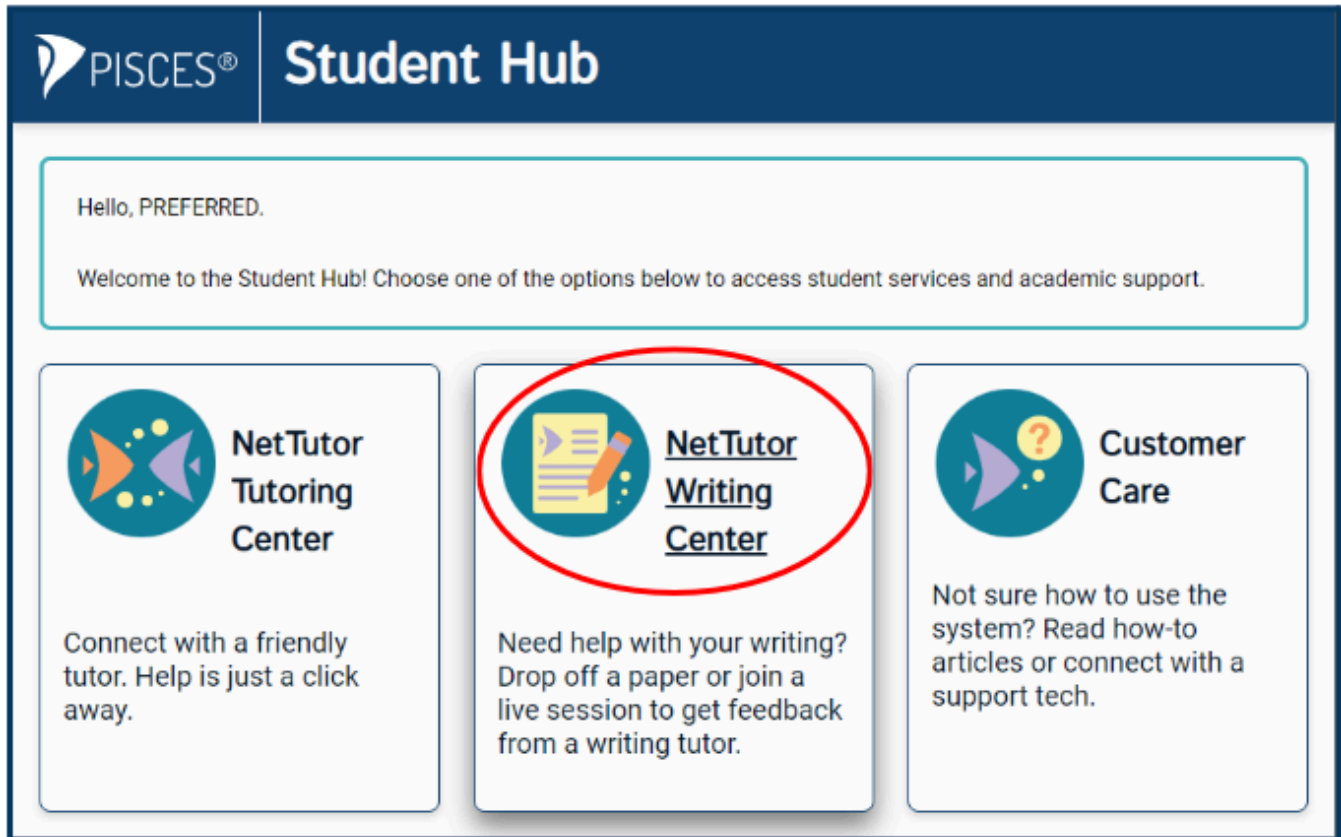


How do I submit a paper in NetTutor?

You've clicked on NetTutor from your My.SUNYOrange.edu page. You want to submit a paper and receive feedback, so what's next?

1). To begin, choose **NetTutor Writing Center** from the NetTutor homepage.



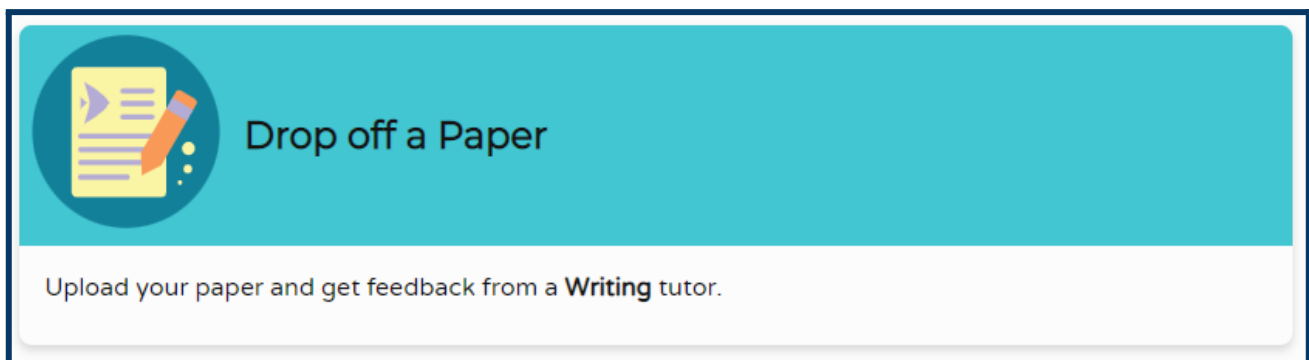
The screenshot shows the NetTutor Student Hub interface. At the top, there is a dark blue header with the PISCES logo and the text "Student Hub". Below the header, a white box contains a greeting: "Hello, PREFERRED." and "Welcome to the Student Hub! Choose one of the options below to access student services and academic support." Below this, there are three white boxes with rounded corners. The first box is for the "NetTutor Tutoring Center", the second is for the "NetTutor Writing Center" (circled in red), and the third is for "Customer Care".

NetTutor Tutoring Center
Connect with a friendly tutor. Help is just a click away.

NetTutor Writing Center
Need help with your writing? Drop off a paper or join a live session to get feedback from a writing tutor.

Customer Care
Not sure how to use the system? Read how-to articles or connect with a support tech.

2). Click on the option to **Drop Off a Paper**.



The screenshot shows a large teal button with a white border. On the left side of the button is a circular icon containing a document with a pencil. To the right of the icon, the text "Drop off a Paper" is displayed in a white, sans-serif font. Below the button, a white box contains the text: "Upload your paper and get feedback from a **Writing** tutor."

Drop off a Paper
Upload your paper and get feedback from a **Writing** tutor.

Center For Student Success

Middletown Center | Library Building, 2nd Floor | (845) 341-4171
Newburgh Center | Kaplan Building, Room 220 | (845) 341-9504
Email: studentsuccess@sunyorange.edu

How do I submit a paper in NetTutor?

3) Give your paper a name and describe the assignment and/or how their writing tutors can help. If English isn't your first language, you can let your tutors know by selecting **English is not my first language**. When you're ready to continue, select **Next**.

Paper Name

Give your paper a title so you can refer to it later.

100 characters remaining

Tell us about your assignment and how we can help

Describe your paper and any special instructions for the tutor.

300 characters remaining

English is not my first language.

> Next

4) On this page, identify two areas you want your tutor to focus on, the citation style, type of paper, and if applicable, a required paper length. Once you're ready to continue, click **Next**.

Select two areas of feedback.

<input type="checkbox"/> Topic Development	<input type="checkbox"/> Sentence Structure
<input type="checkbox"/> Focus/Thesis Statement	<input type="checkbox"/> Sentence Variety
<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Transitions & Fluency
<input type="checkbox"/> Grammar & Mechanics	<input type="checkbox"/> Paper Format
<input type="checkbox"/> Word Choice	<input type="checkbox"/> Citations & References

Citation Style:

Paper Type:

How long should your paper be?
 Pages

< Previous > Next

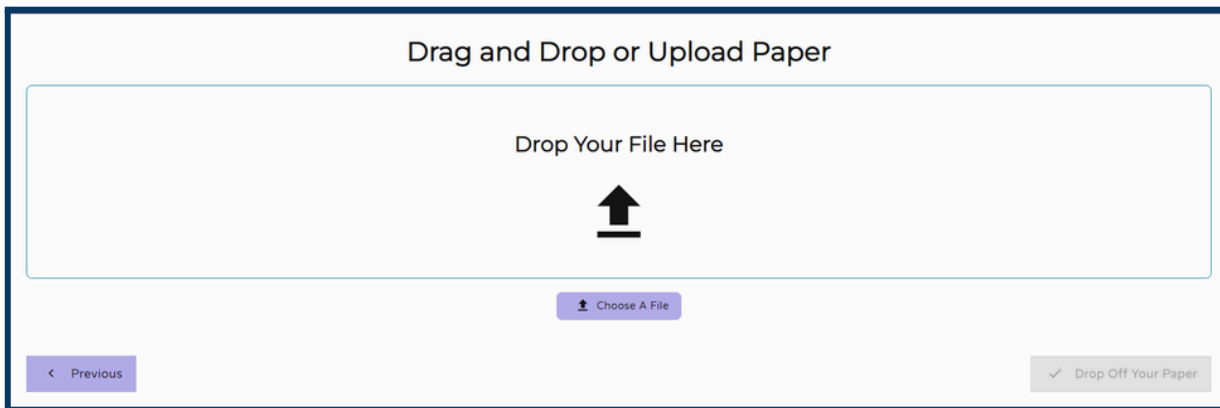
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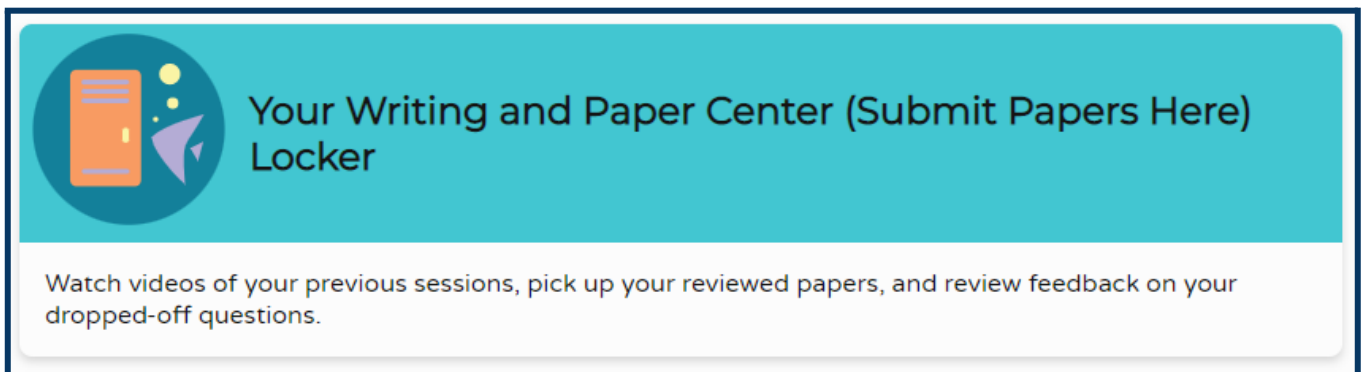


How do I submit a paper in NetTutor?

5) Drag or drop your file to the **Drop Your File Here** area, or use the **Choose A File** button to choose the file. Once you're ready to submit, click **Drop Off Your Paper** on the bottom right.



6) To retrieve the feedback to your submitted paper, go back to the **NetTutor Writing Center** (from the NetTutor homepage), click on **Your Writing and Paper Center (Submit Papers Here) Locker**.



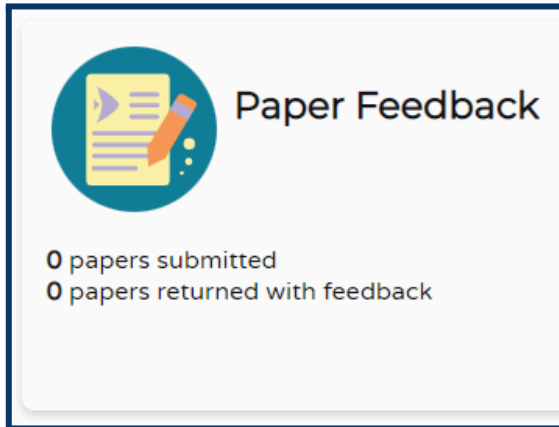
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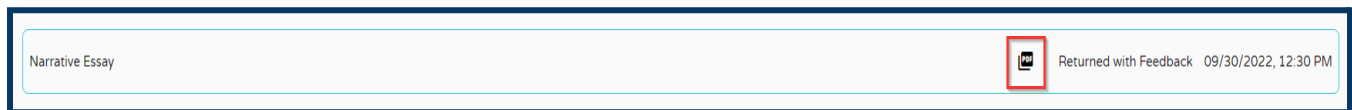


How do I submit a paper in NetTutor?

7) Next, click on **Paper Feedback**.



8) Find your paper (the title you gave it in the beginning) and click on the PDF icon to download your paper.



9) You'll receive a copy of your submitted paper along with any feedback the tutor has provided.

Pro-Tip: NetTutor stores all your submitted papers and feedback in your Writing and Paper Center locker! Just go back to the **Writing and Paper Center Locker** and click on **Paper Feedback** (papers returned with feedback).

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