

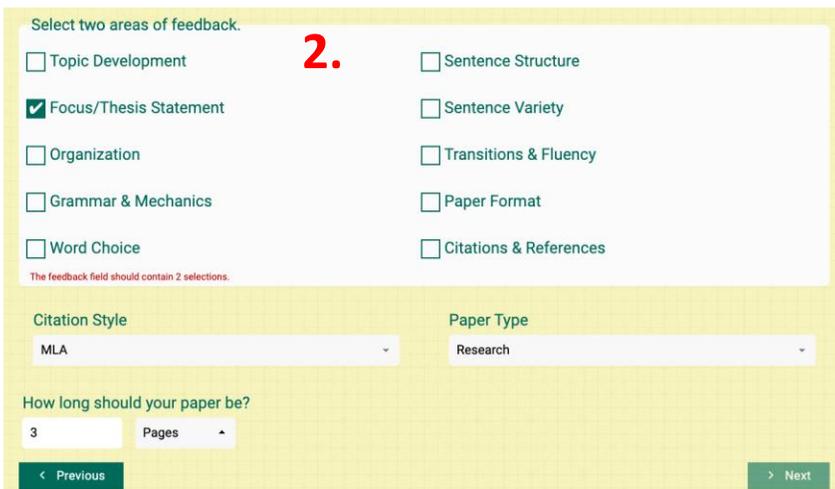
How to submit a paper in NetTutor

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

1. To begin, click on the option to **Drop Off a Paper** under the **Writing and Paper Center** (from the list of NetTutor subjects).



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

A screenshot of a form with a yellow background. At the top, it says 'Select two areas of feedback.' with a red number '2.' next to it. There are two columns of checkboxes. The first column has: 'Topic Development' (unchecked), 'Focus/Thesis Statement' (checked), 'Organization' (unchecked), 'Grammar & Mechanics' (unchecked), and 'Word Choice' (unchecked). The second column has: 'Sentence Structure' (unchecked), 'Sentence Variety' (unchecked), 'Transitions & Fluency' (unchecked), 'Paper Format' (unchecked), and 'Citations & References' (unchecked). Below the checkboxes is a red note: 'The feedback field should contain 2 selections.' Underneath are two dropdown menus: 'Citation Style' set to 'MLA' and 'Paper Type' set to 'Research'. At the bottom, it asks 'How long should your paper be?' with a text input '3' and a dropdown 'Pages'. At the very bottom are two buttons: '< Previous' and '> Next'.

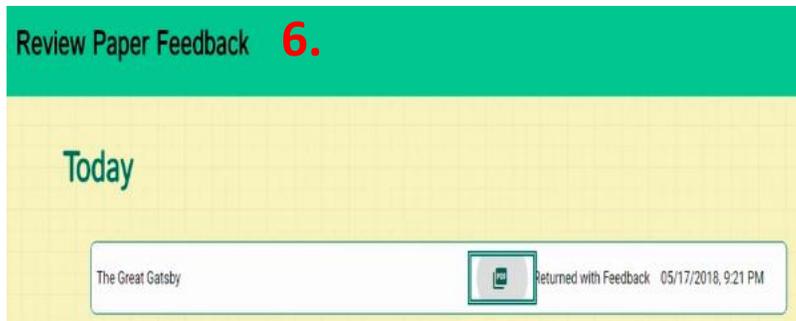
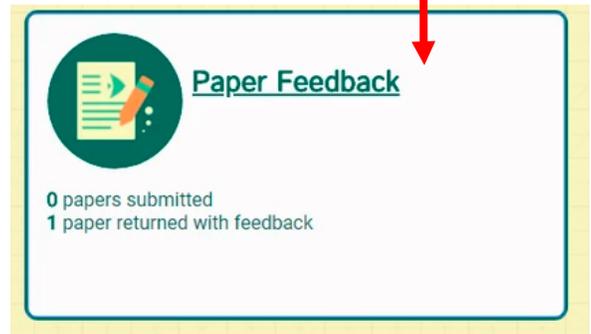
4. Drag or drop your file to the **Drop Your File Here** area, or use the **Choose a File** button to choose the file. Submit!

Keep reading on how to receive
feedback 

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5. To retrieve the feedback to your submitted question, go back to the **Writing and Paper Center** (from the list of NetTutor subjects) click on **Your Writing and Paper Center Locker** and select **Paper Feedback**.

6. Click on the PDF icon to download your paper.



7. 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** and click on Paper Feedback (papers returned with feedback).

Middletown Tutorial Center

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Newburgh Learning Center

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