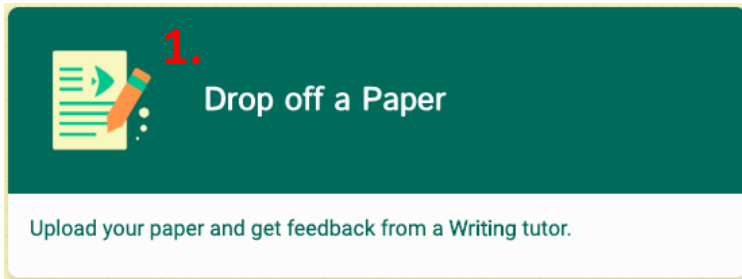


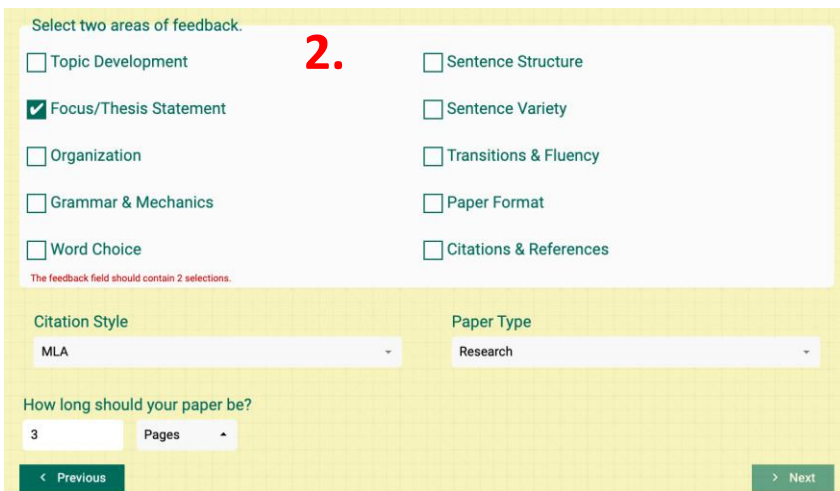
How to submit a paper in NetTutor

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

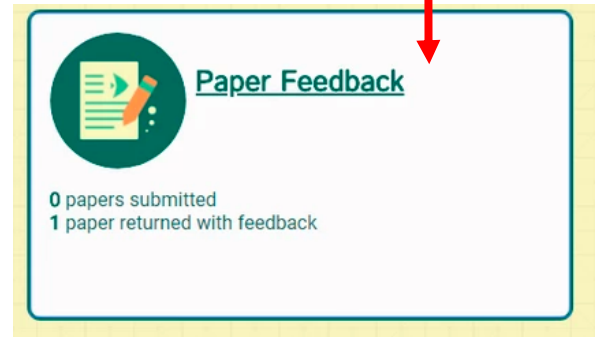
4. Drag or drop your file to the **Drop Your File Here** area, or use the **Choose a File** button to choose the file. Submit!

Keep reading on how to receive
feedback 

How to submit a paper in NetTutor

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.



Review Paper Feedback **6.**



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).