

Online Writing Assistance

Online tutoring assistance is available only for students currently enrolled in TTC classes and is limited to written comments about the overall effectiveness of a piece of writing and suggestions for “global” revisions. Writing tutors can also help students learn to recognize and correct the types of mistakes they most commonly make in their writing. Online responses from writing tutors will focus on the following areas:

- Organization of ideas
- Development of ideas
- Focus of the writing
- Sentence structure
- Grammar and mechanics

IMPORTANT: Tutor responses are intended to help you improve your own writing skills. Writing tutors will not write, edit, or proofread papers for you. The writing tutor may point out *some* of the most common errors in grammar or punctuation within the paper and explain how to correct them. The tutor *will not* simply correct mistakes in the paper.

To get the most out of your online writing assistance experience, see page 2 of this document.

Method 1 (for asynchronous emailed written responses—no chat with tutor):

1. Email ttcwritingtutors@my.tridenttech.edu from **your TTC student email account** <yourname@my.tridenttech.edu>. Emailing from other accounts may result in your email not reaching the writing tutors.
2. In the subject line, type your **full name**, your **TTC student ID** number, and **the course name and number**.
3. Give a bit of information about the assignment.
4. Submit your writing as an **attached Word document**.
5. You should receive an email response in your **student email account** <yourname@my.tridenttech.edu> to your paper within **48 hours of submission** (not including Fridays, Saturdays, Sundays, and student holidays, or other times when the college is closed).

Method 2 (for synchronous responses, including chat with tutor at scheduled time):

1. Call the receptionist in The Learning Center at 843-574-6409 to schedule a time to chat online with a writing tutor. Tell the receptionist that you are requesting **ONLINE tutoring** help.
2. Log in to your TTC student email account **before** the scheduled time.
3. **Upload** your paper to Google Docs and **Share** with <ttcwritingtutors@my.tridenttech.edu> before your scheduled tutoring time.
4. At the scheduled appointment time, the TTC writing tutor will contact you via Google Talk (chat). You should be logged into your student email account in order to **accept the call** from the tutor.
5. Once you accept the call, you may chat and “discuss” your paper synchronously with the tutor. (Tutors use written chat rather than video chat.)
6. Your **appointment time is 30 minutes**. At the end of the scheduled time, the tutor will end the chat. You may have a **maximum of two (2) online tutoring sessions per week**.

If you'd like to schedule face-to-face appointments with a writing tutor, contact

The Writing Center
920/211 Main
574-6409

Getting the most out of your online writing assistance experience:

- Before requesting online writing assistance, you should be proficient in using the computer, including using the Google Docs and Google Talk (chat) features. Try out these features to learn how they work.
 - <http://docs.google.com/support/>
 - <http://www.google.com/support/chat/>
 - <http://mail.google.com/support/>

- Save a draft of your paper as a MS Word file before you submit it for tutoring assistance.
- In your tutoring request, include a copy of the class assignment, or explain the assignment, and indicate the specific areas of writing for which you are requesting help.
 - Don't expect the writing tutor to write, edit, or correct your paper for you.
 - Read the tutor's comments and responses carefully.
 - Ask questions if necessary.
 - Save the final copy of the draft for later reference, such as reviewing tutor comments.
 - Tutors are not responsible for ensuring that submissions are received or returned.
- Tutors cannot discuss or speculate on grades or interfere with the relationship between students and instructors. Do not expect the tutors to address these issues.
- If you are not **currently enrolled** in TTC classes, do not request tutoring assistance. Writing tutors will verify current student enrollment in TTC courses.
 - <http://www.tridenttech.edu/StudentCode.pdf>
- Students currently taking online classes at TTC are welcome to use all the resources available through The Learning Center, including individual face-to-face tutoring, small group tutoring, online tutoring, and workshops. Schedules are posted on The Learning Center website.