



How to Use the Online Writing Center in Canvas

Students who are currently enrolled in East Central College should have received an email to join the Online Writing Center “course” in Canvas. Once they accept the invitation, the Online Writing Center will appear on their dashboards. It has the Learning Center logo, as above.

Note: Students who did not receive an invitation to the Online Writing Center may also self-enroll. Here’s what they need to do:

1. Log into Canvas
2. Click the gold “Enroll in course” button at the far right
3. Click the gold “Go to the course” button to enter the course.
4. After this, it will be on your course dashboard

To submit a paper to the Online Writing Center, students should click on the OWC course card, which will take them to the OWC home page. From there, they will be able to see Learning Center hours of operation, as well as a chat box that will enable them to ask quick questions during business hours (Mon-Thurs 7:30 to 7:30, Fri 7:30 to 2:00). Directions on the home page are as follows:

1. Click “Modules” in the left-hand column
2. Click “Submit Paper Here”
3. Complete pre-tutoring survey
4. Click “Submit Assignment”
5. Click “Choose file” and select the paper you want reviewed
6. Add any comments
7. If there is an assignment sheet, students can upload it by clicking “add another file”
8. Click “submit assignment”
9. Learning Center staff will read the paper and provide comments within 24 hours, excluding weekends and holidays. If a paper is submitted over the weekend, it will be returned on Monday.

Questions?

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