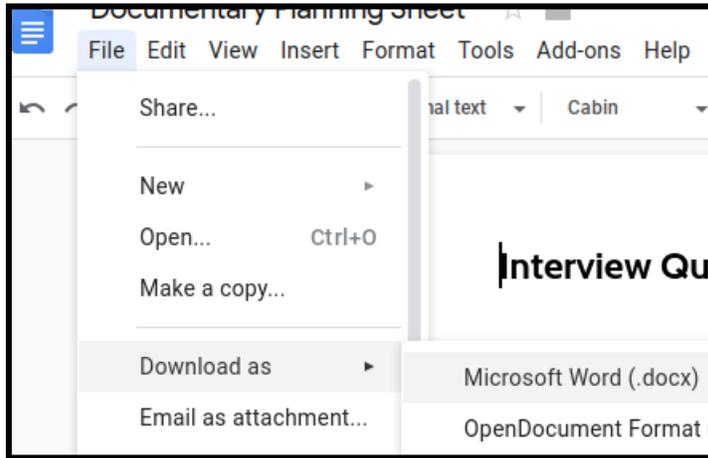


Submitting a Paper to Tutor.com

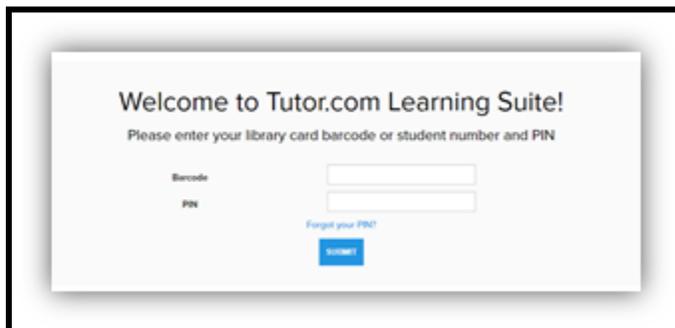
1. Before you start, find the paper in Google Drive that you would like to submit and open it. REMOVE ANY IDENTIFYING INFORMATION BEFORE SENDING (name, school, etc.).
2. Click **File > Download as > Microsoft Word (.docx)**.



3. You will see a message **Download Complete** in bottom right.
4. Go to cmlibrary.org and click the pink **Resources** box.

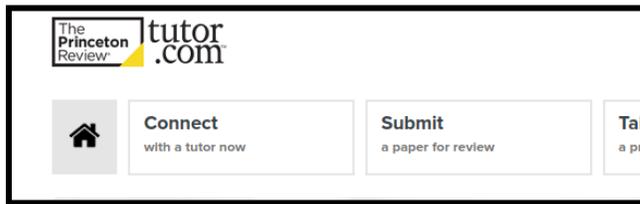


5. Scroll down to **Tutor.com** and click **ACCESS NOW**.

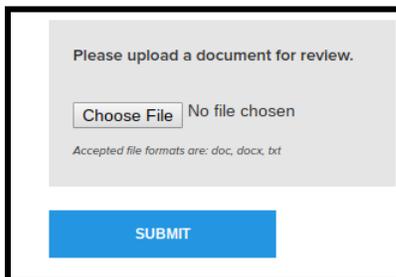


6. Log in using your **Student ID#** as your **barcode** and your **birth month and day** as your **PIN** (for example, July 4th would be 0704).

7. You should see a **Welcome** message with your name.
8. Click the tab at the top: **Submit a paper for review**.



9. Leave **Write Tutor Essay Drop Off Review**. It does not need to change.
10. Select your grade level.
11. Answer the question **What is the topic of your paper?**
12. Then select an answer for **Where are you in the writing process?**
13. Pick **2 additional areas** by selecting the checkboxes for areas you want them to help with.
14. In the next box, **describe or copy and paste the assignment** for the paper.
15. Under **What citation format are you using?**, select **MLA** unless your teacher has instructed otherwise.
16. Under **Please upload a document for review**, click **Choose File**.



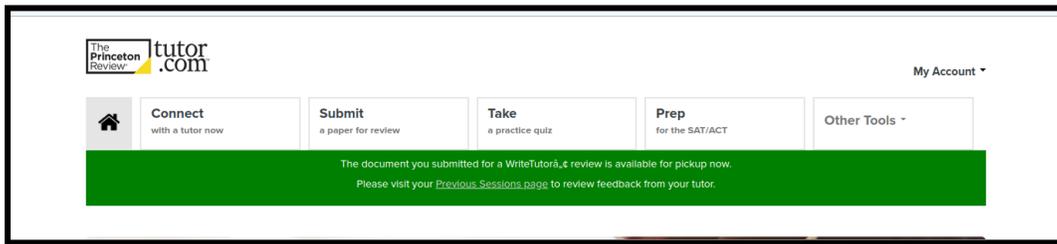
17. Click **My Drive**.
18. Find your paper. You may need to use the **SEARCH** tool at the top.
19. Make sure you select the one with **docx** in the name.
20. Click **Open**.
21. Make sure it worked.
22. Click **SUBMIT**. You will receive a reminder not to submit personal information. Click **OK** if you have *checked this*.

23. You should see a message: **Thank you for submitting a document for review!**

24. In 24 hours, you will have your paper returned with feedback for improvement!

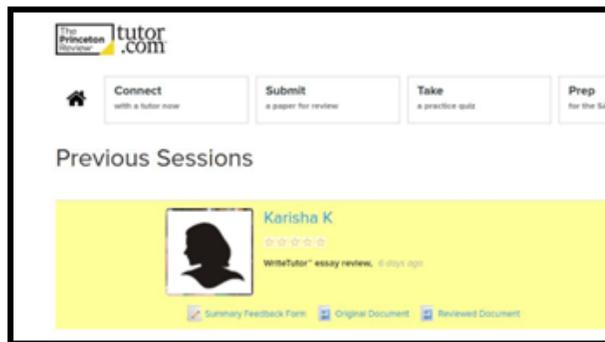
Using Feedback from Tutor.com

1. When your paper is returned, you will get a green message when you log in. (Just follow steps 4-6 above).



2. Click the **Previous Sessions** page link to see your paper. (You can also click **My Account > My Sessions**).

3. Under your Previous Sessions, you should see your essay review and your tutor.

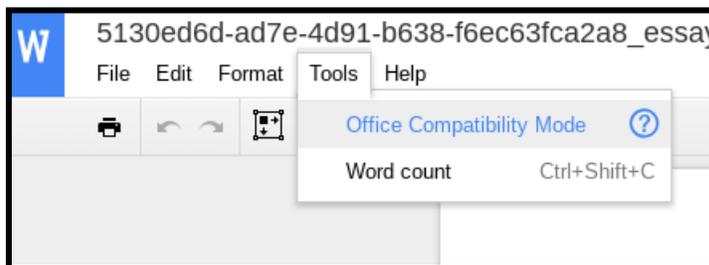


4. Click **Summary Feedback Form** to see what your tutor said about your paper.

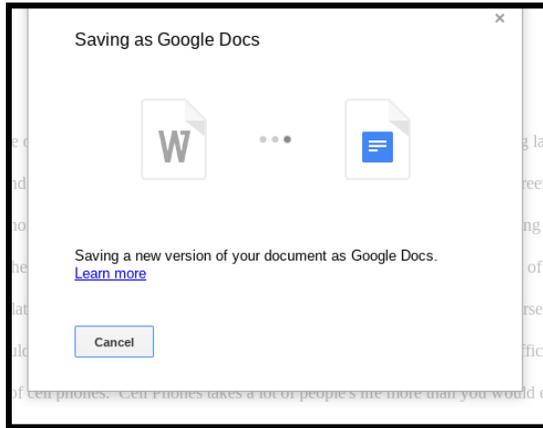
5. To see the comments in your paper, click **Reviewed Document**.

If you are on a Chromebook, you may need to follow these steps to see the comments:

- Click **Reviewed Document**.
- In the top left, click **Tools > Office Compatibility Mode**.



- Click **Save as Google Docs**.



- Wait patiently, then when your paper opens in Google Docs, it will take a minute for the comments to load.
- Read and use their comments to improve your paper and your grade :).