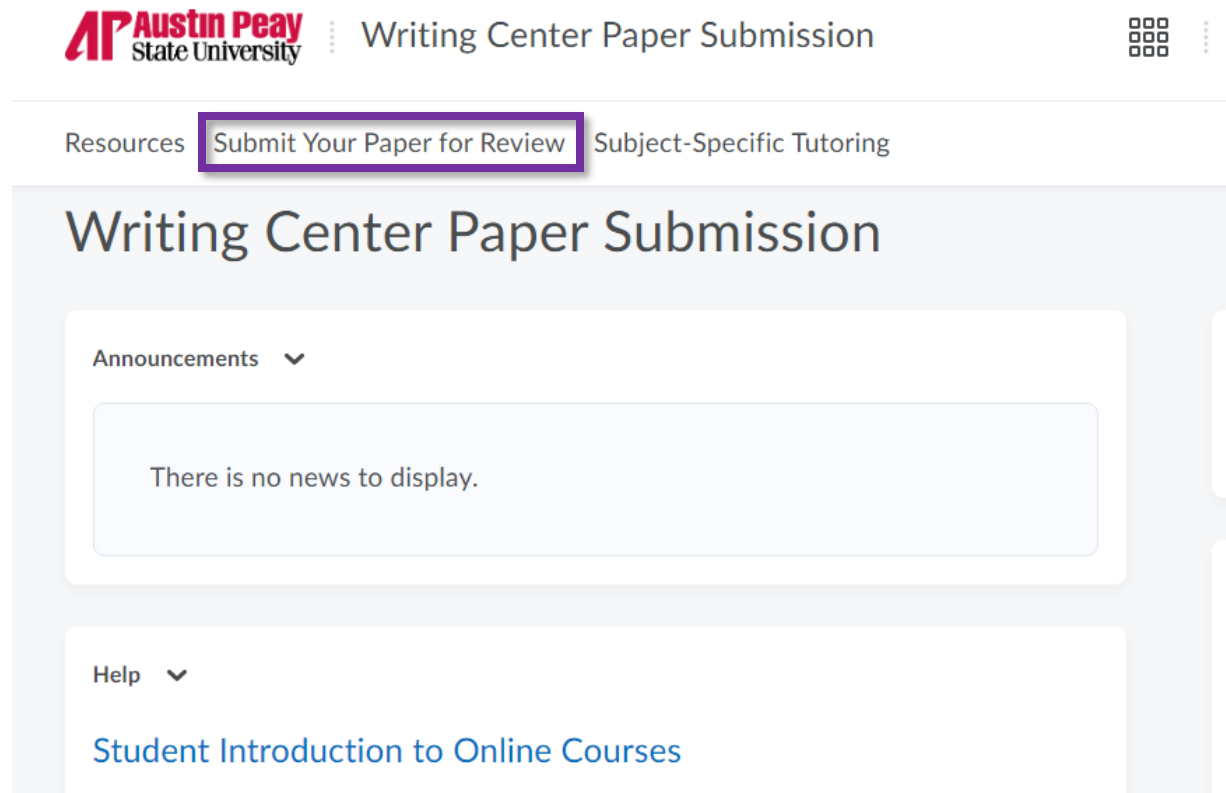


# How to Submit a Paper to the Writing Center

**Step 1:** Log into your [D2L](#) account. Click on the “Writing Center Paper Submission” course.

**Step 2:** Click “Submit Your Paper for Review.”



The screenshot shows the D2L interface for the 'Writing Center Paper Submission' course. At the top left is the Austin Peay State University logo. The page title is 'Writing Center Paper Submission'. Below the title is a navigation bar with 'Resources', 'Submit Your Paper for Review' (highlighted with a purple box), and 'Subject-Specific Tutoring'. The main content area has a heading 'Writing Center Paper Submission' and a section for 'Announcements' which contains the message 'There is no news to display.' Below this is a 'Help' section with a link to 'Student Introduction to Online Courses'.

**Step 3:** There will be a folder available every two weeks for submissions during that time period. Click on the folder with the correct dates on it. (e.g. I am submitting my paper on January 15, so that is the folder I click on. If I were to submit on February 7, I would click on the top folder.)



## Dropbox Folders

[View History](#)

Folder	Completion Status	Score	Evaluati
No Category			
January 27 - February 8		- / -	
Opens Jan 27, 2020 12:00 AM			
January 15	Not Submitted	- / -	

## Step 4: Click “Add a File.”

[Resources](#) [Submit Your Paper for Review](#) [Subject-Specific Tutoring](#)


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[Dropbox](#) > [January 15](#)

# January 15

▼ [Hide Folder Information](#)

Turnitin®

 This assignment will be submitted to Turnitin®.

Start Date

Jan 15, 2020 12:00 AM

End Date

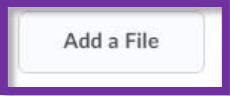
Jan 15, 2020 11:30 PM

## Submit Assignment

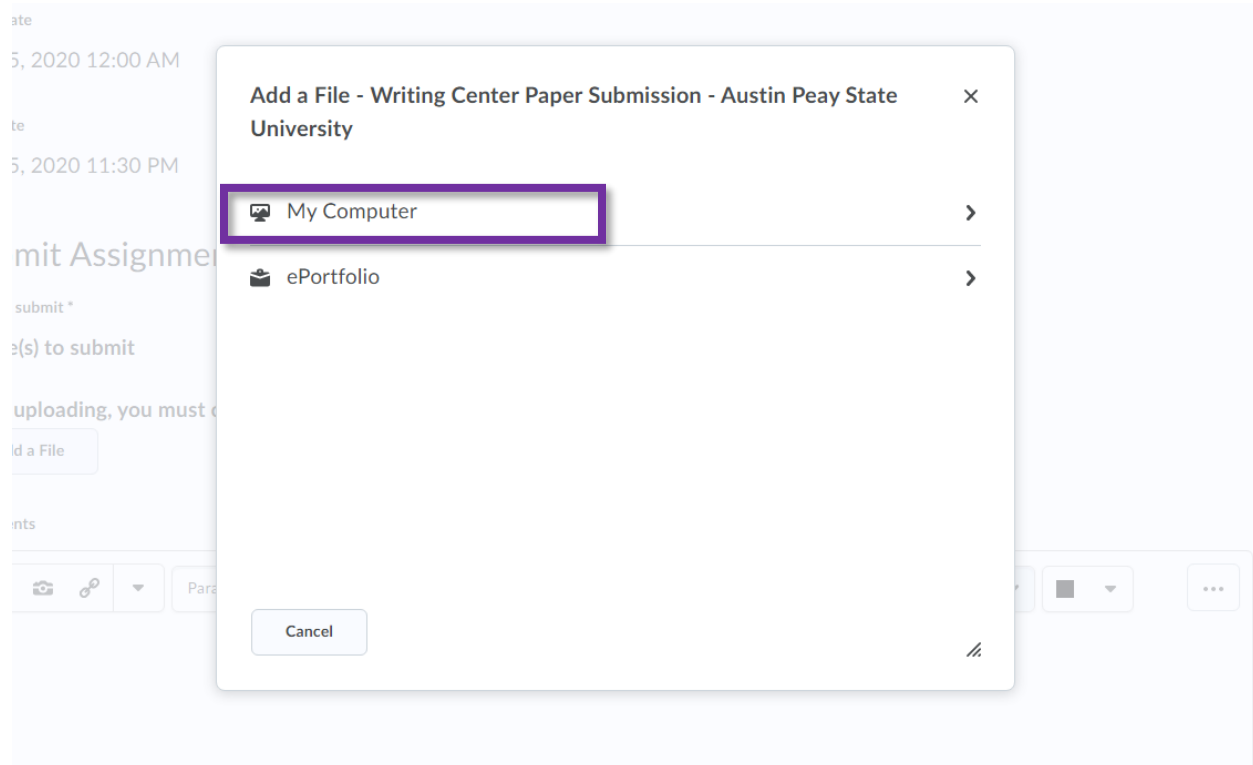
Files to submit \*

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

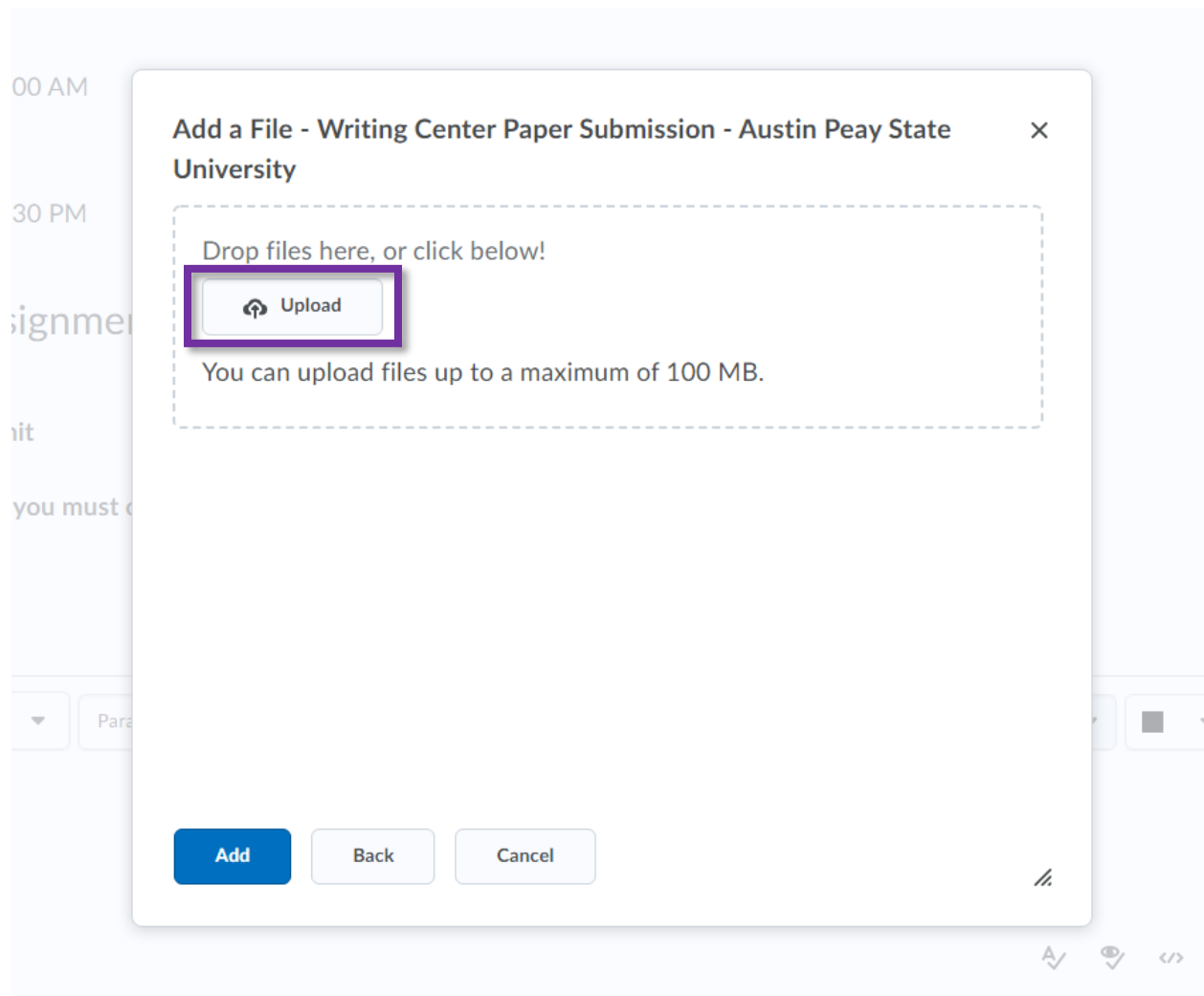
 Add a File

## Step 5: Click “My Computer.”

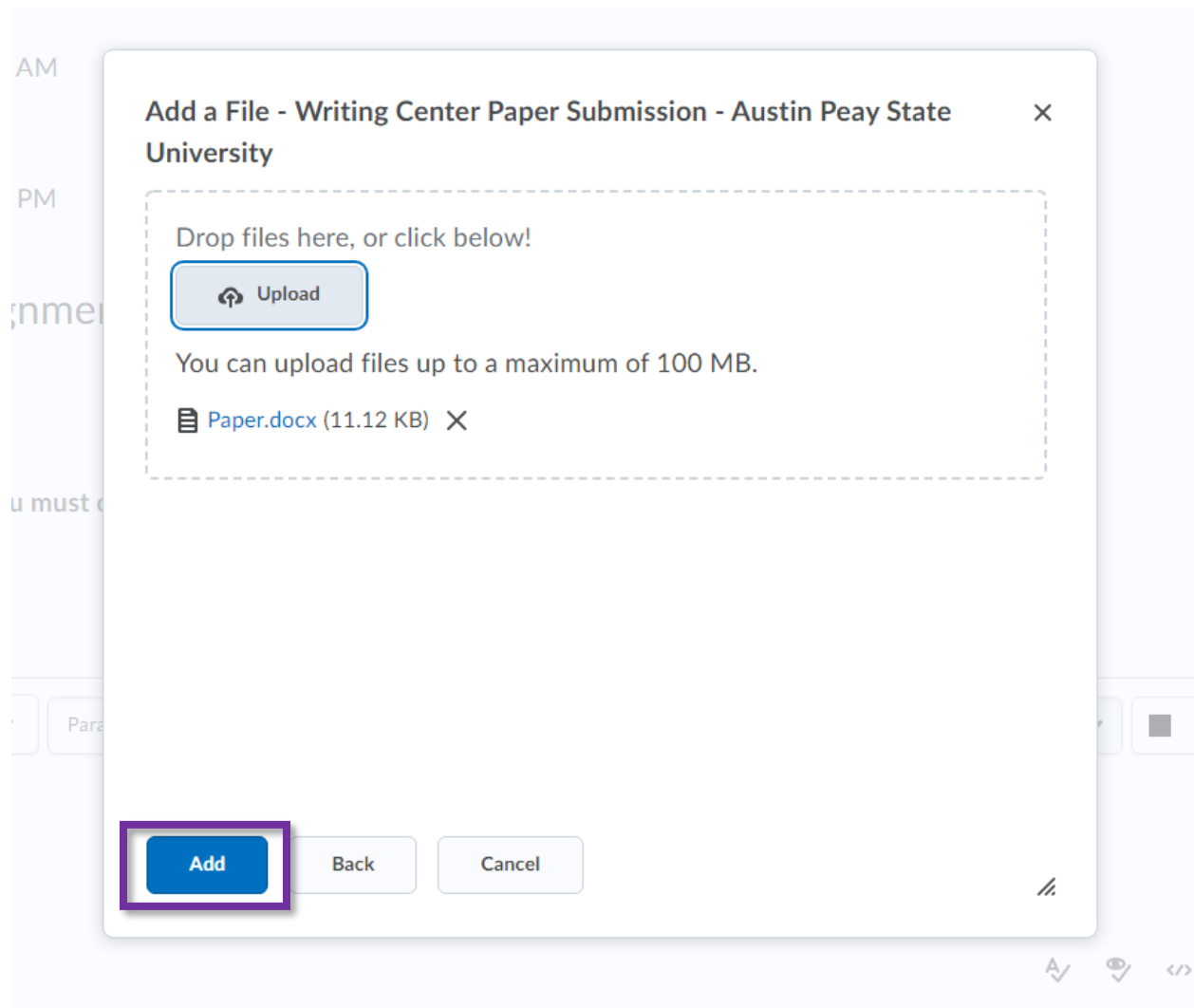


The image shows a web interface for submitting a paper. A modal dialog box titled "Add a File - Writing Center Paper Submission - Austin Peay State University" is open. The dialog has a close button (X) in the top right corner. It contains two options: "My Computer" and "ePortfolio", each with a right-pointing arrow. The "My Computer" option is highlighted with a purple rectangular border. At the bottom left of the dialog is a "Cancel" button, and at the bottom right is a double-slash icon. The background shows a submission form with fields for "Date" (5, 2020 12:00 AM), "Time" (5, 2020 11:30 PM), "Submit Assignment", "Submit", "File(s) to submit", and "Uploading, you must click on the 'Add a File' button". There are also icons for file selection and a "Parameters" button.

**Step 6:** Click “Upload” and select your file.



**Step 7:** Click “Add.”



**Note:** Repeat steps 3 – 6 to add any additional files, like rubrics, instructions, etc. **Do not** add multiple papers. One submission = one paper.

**Step 8:** Write in the comments your A#, professor, course name and number, the writing style used, and any areas you'd like the tutor to focus on (e.g. thesis statements, formatting, etc.). This information is very important, so don't forget it. Click "Submit."


## Submit Assignment

Files to submit \*

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

 Paper.docx (11.12 KB) ×  
Source: My Computer

Comments

Rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Font Family, Font Size, and background color. The editor area is empty.

Submit Cancel

**Step 9:** You'll receive a confirmation page. Click "Done" when ready.

Congratulations! You've submitted to the Writing Center. We will try getting your paper back to you within 72 hours, depending on how busy we are. You may always email [writinglab@apsu.edu](mailto:writinglab@apsu.edu) for an update on your paper's status.