# THE WRITER'S CENTER

COASTAL CAROLINA COMMUNITY COLLEGE

# HOW-TO GUIDE

# FOR TUTORS

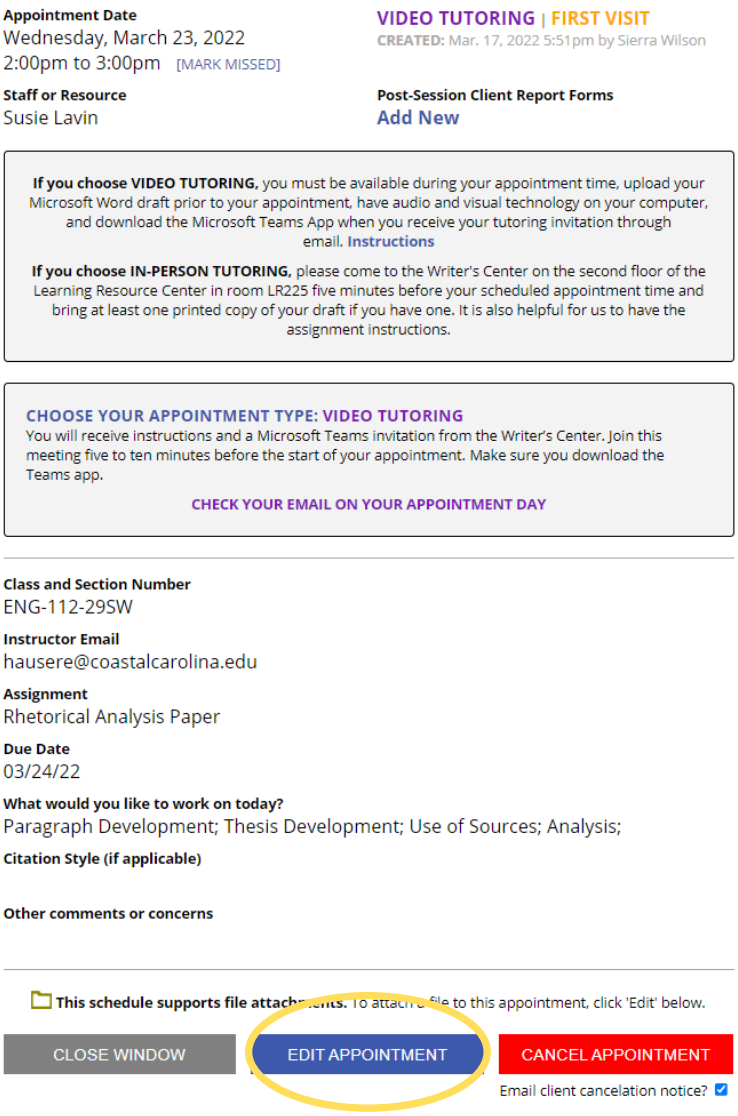
COASTAL CAROLINA COMMUNITY COLLEGE

# HOW-TO GUIDE

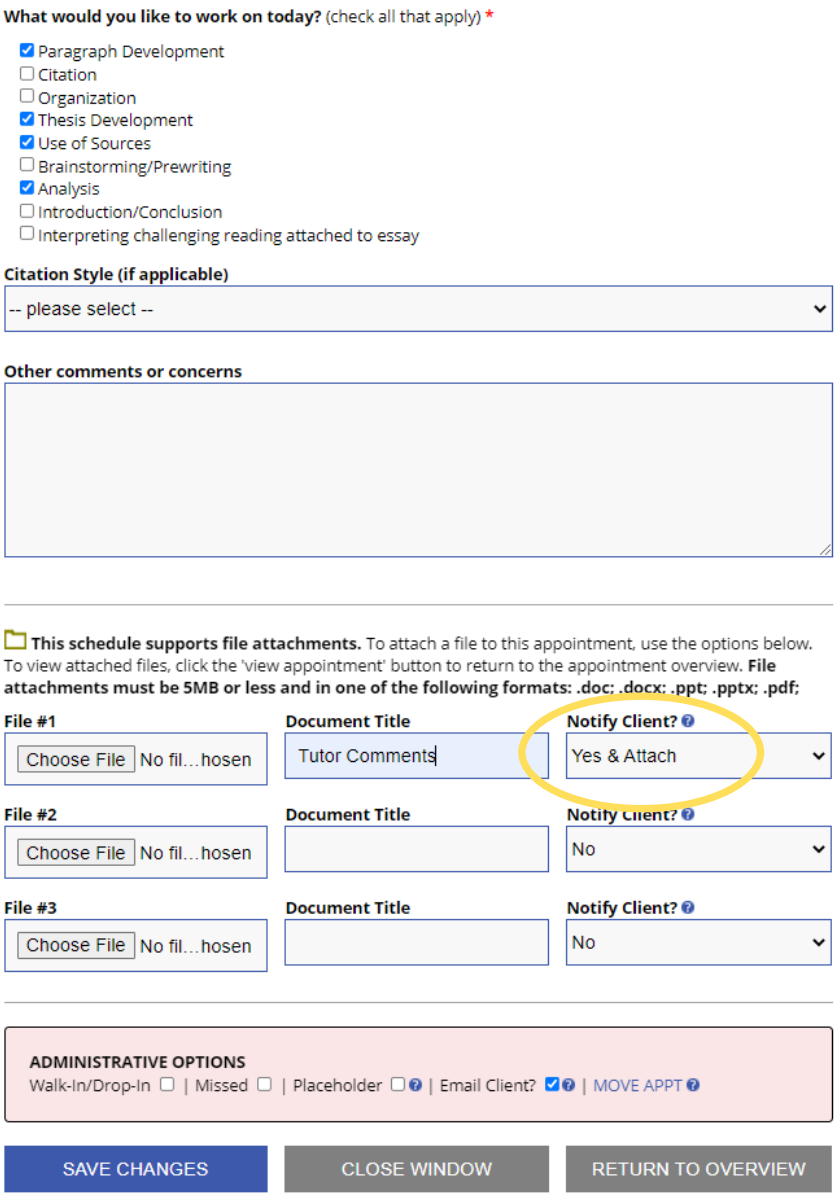
## ATTACHING TUTOR COMMENTS

After commenting on a student's paper, you need to send those comments to the student. To do so, follow the steps below.

- Save the paper in a folder dedicated to student feedback on your computer.
- Click on the appointment form, scroll to the bottom, and click "Edit Appointment."



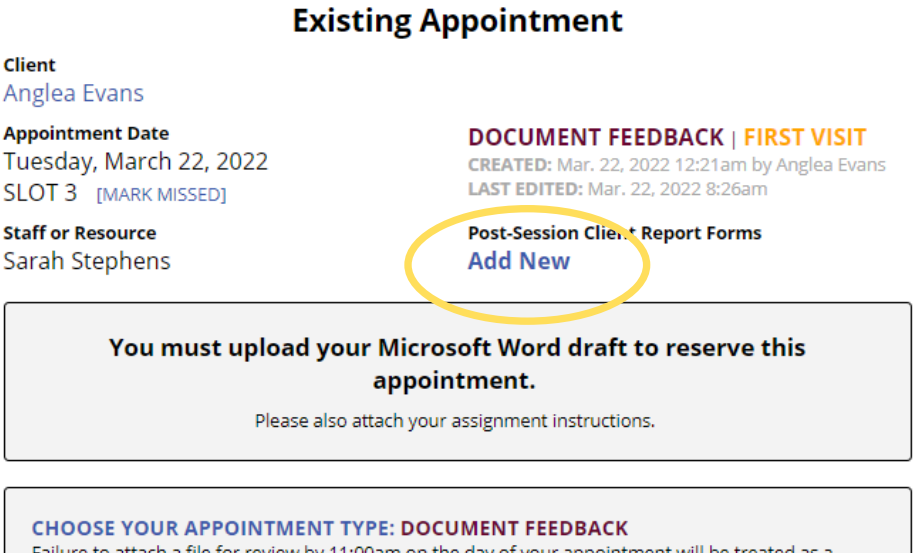
- Scroll to the bottom of the appointment form that you are editing and click “Browse Computer.”
- Find the correct file to attach. Make sure you are careful about this. It’s not always the last one downloaded or the only one saved as that student’s name.
- On the appointment form, type “Tutor Comments” under “Document Title” and choose “Yes and Attach” from the drop-down menu under “Notify Client?”
- Keep “Email Student” checked, and click “Save Changes.”



## COMPLETING CLIENT REPORT FORMS

After attaching the tutor comments to the appointment form for the student, you should fill out a Client Report Form (CRF).

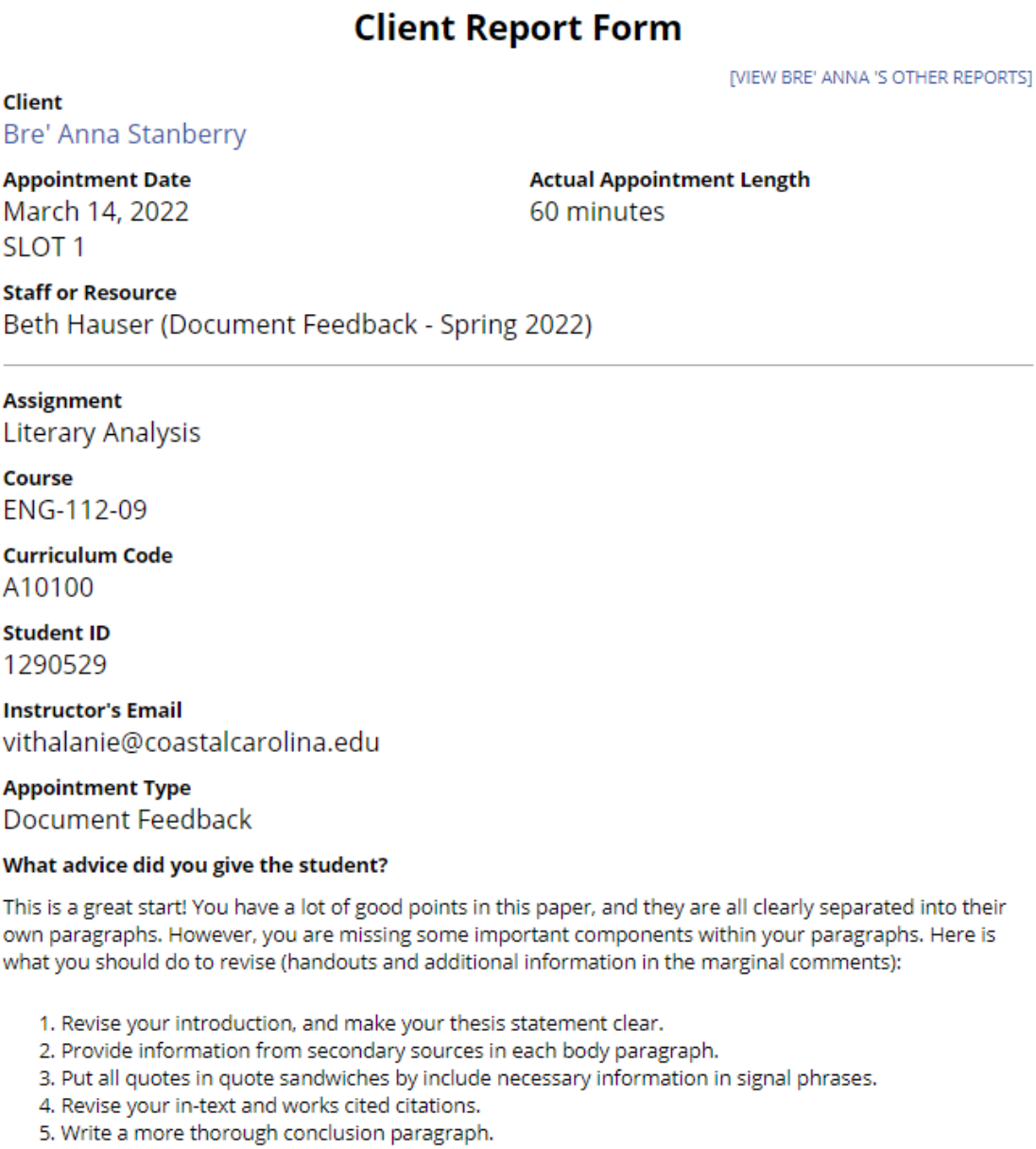
- Open the appointment form, and click “Add New” below “Post-Session Client Report Forms” in the top right corner.




- Fill out the assignment and course with the information listed on the appointment form.
- Fill out the student’s curriculum code and ID with the information found by clicking the student’s name on the CRF.

- Include the instructor's full email address.
- Select the type of appointment  from the drop-down menu.
- In the textbox, explain what you worked on during the session. If it was a video or online tutoring session, you may copy and paste your end note from your tutor comments.
- Skip email and file attachment options.
- Click “Save Report”

## Complete Client Report Form



### Client Report Form

[VIEW BRE' ANNA 'S OTHER REPORTS]

**Client**
Bre' Anna Stanberry

**Appointment Date**
March 14, 2022
SLOT 1

**Actual Appointment Length**
60 minutes

**Staff or Resource**
Beth Hauser (Document Feedback - Spring 2022)

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**Assignment**
Literary Analysis

**Course**
ENG-112-09

**Curriculum Code**
A10100

**Student ID**
1290529

**Instructor's Email**
vithalanie@coastalcarolina.edu

**Appointment Type**
Document Feedback

**What advice did you give the student?**

This is a great start! You have a lot of good points in this paper, and they are all clearly separated into their own paragraphs. However, you are missing some important components within your paragraphs. Here is what you should do to revise (handouts and additional information in the marginal comments):

1. Revise your introduction, and make your thesis statement clear.
2. Provide information from secondary sources in each body paragraph.
3. Put all quotes in quote sandwiches by include necessary information in signal phrases.
4. Revise your in-text and works cited citations.
5. Write a more thorough conclusion paragraph.

## ACCESSING INSTRUCTORS' ASSIGNMENTS IN SHAREPOINT

If the student has not attached their instructor's assignment directions, you should look for them in SharePoint prior to the appointment.

### Follow these steps to access the correct folder:

- Go to your MyCCCC portal
- Click the Office365 icon
- Click the SharePoint icon
- Search and click "English Teams" (follow or star this for the future)
- Click "Documents"
- Open the "Writer's Center" folder
- Open the "Writer's Center Assignments" folder

The folders are organized alphabetically by the instructor's last name (this includes non-English instructors), and each instructor has separate folders for each class they teach.

If you do not see an assignment that matches the assignment name on the appointment form, contact the receptionist or coordinator for help.

### For easier access, bookmark this link on your computer:

https://coastalcarolina0.sharepoint.com/:f:/s/English_Division/Eh4yPw1PWGJIjrwzSxhOmUIBHDHOfsHJsMhDBwAt4PWZ6Q?e=cwxjNR

Or click the three dots … beside "Download" to add a shortcut to your OneDrive.