

Online **W**riting **C**enter and Reading and **W**riting **L**ab



College of Marin offers online and on-campus tutoring for reading and writing in any subject in the Reading and Writing Lab (RWL) and the Online Writing Center (OWC). Students can get help from English instructors and professional tutors with:

- Understanding assignments and readings
- Writing assignments for all college subjects
- Brainstorming, essay and paragraph organization, idea development, research, and grammar
- Transfer and scholarship essays, resumes, and cover letters

Three ways to work with a tutor:

- **RWL** – Drop in - No appointment necessary!
 - Kentfield Campus, Bldg. PV4: Mon-Thurs: 10:30am – 3pm; Closed Fridays
- **RWL - Zoom appointment** with a tutor or English instructor, at various times
- **OWC** - Submit your work/receive a written response within 36 hours. Open 7 days a week!

Scan this code to access the RWL/OWC in Canvas:



To enroll in the RWL/OWC Canvas course:

1. Use the QR code above OR, in Canvas, click the **Student Support** icon on the main navigation menu OR click on the **COM Online Tutoring/Labs** link in the course navigation bar in the left-hand column within your course.
2. Click the **Reading/Writing Lab & OWC** link.
3. Click the **Enroll in course** button. You now have the RWL/OWC on your Canvas dashboard.

To schedule a Zoom RWL appointment:

1. On the Canvas page (or on your MyCOM portal), click on the “RWL Appointments” button.
2. Click on “Make Appointment.” Select the date/times and click on “Find Appointments.”
3. Select a day and time. On the next page, confirm your e-mail address. Click “Continue.”
4. Once scheduled, you and the instructor will receive a confirmation email with a Zoom link.
5. At the time of the appointment, join the online meeting via the Zoom link.
6. The instructor may ask you to share your screen with your draft or e-mail your draft.
7. Please cancel the appointment if you are unable to attend. You can cancel on the first “RWL Appointments” page (see step 1).

To request tutoring on the Online Writing Center:

1. On the Canvas RWL/OWC page, click on “OWC Tutoring Request.”
2. Review the OWC Tutoring Student Guidelines.
3. Click on **Submit OWC Tutoring Request**. You will be directed to complete a form on the COM website (You may be required to re-enter your MyCOM login information.)
4. If submitting a file, upload a Word document at the end of the form. Click on “Upload” and “Submit.”
5. You will receive an email confirmation of your submission in your MyCOM email. The email will be from the Service Desk.

Viewing your OWC feedback from your tutor:

1. You can find your feedback by logging in to the [Service Desk](#). To do this:
 - a. Log into MyCOM,
 - b. Click on “Service Desk.”
 - c. Click on “Submit a Ticket.” You will be able to view any tickets you have submitted.
2. In addition, an email from the tutor will be sent to your MyCOM email address (NOT your Canvas mail). The email will come from (Tutor’s name) <Service Desk@marin.edu> Re: **Online Writing Center**. You can reply to the tutor directly from your MyCOM email.
3. The tutor will close the ticket once they have responded to your request; if you have another question, please submit a new request.

Questions? Please e-mail the RWL/OWC Coordinator, Beth Sheofsky, at esheofsky@marin.edu.