

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



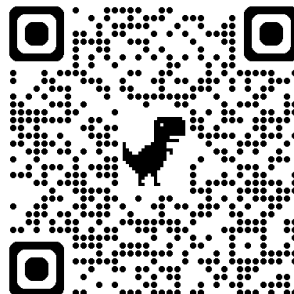
College of Marin offers online and on-campus tutoring for reading and writing in any subject in the Reading and Writing Lab (RWL) and the Online Writing Center (OWC). Students can get help from English instructors and professional tutors with:

- 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: Kentfield Campus, CSS 312 (3<sup>rd</sup> floor) - No appointment necessary!**
  - Monday/Thursday: 8am – 5pm
  - Tuesday/Wednesday: 8am – 8pm
  - Friday: 9am – 2 pm
- **RWL - Zoom appointment** with a tutor or English instructor (View times in Canvas)
- **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:**



## Detailed RWL and OWC instructions (also available on 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. Log in to MyCOM and click on "ConexEd."
2. Click the blue "Reading and Writing Lab" button on the right-hand side of the screen.
3. Click on "Click here to schedule a 25-minute appointment." (You may need to scroll up to see this.)
4. Select a meeting date and click on "Video Meeting." Select an available time slot.
5. Click "Schedule Appointment" in the pop-up box.
6. Your appointment is scheduled! You will receive a confirmation e-mail with a Zoom link.
7. At the time of the appointment, **join the online meeting using the Zoom link**. The instructor may ask you to share your screen with your draft or e-mail your draft to them.
8. Please **cancel the appointment** if unable to attend. To cancel:
  - Log into MyCOM and click on ConexEd.
  - Click on "View Meetings" on the left-hand side of the screen.
  - Click on "Office meetings."
  - You will see your appointment. Click on the red "Cancel" button at the bottom.

### To request tutoring on the Online Writing Center:

1. On the Canvas RWL/OWC page, click on "OWC Tutoring Request."
2. Click **Submit OWC Tutoring Request** and complete the form (You may need to log in again.)
3. If submitting a file, upload a Word document at the bottom. Click on "Upload" and "Submit."
4. You will receive an email confirmation of your submission in your MyCOM email.

### 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**.
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](mailto:esheofsky@marin.edu).