



The University of Alabama Writing Center

Information for Distance Learners

The Writing Center offers support for all distance learners at UA. Distance tutoring is conducted via our online system, accessible at ua.mywconline.com

E-TUTORING

Our distance learning, or E-tutoring service, is asynchronous; it can be done at your convenience by uploading your draft so that a consultant can read it, insert comments, and send feedback to you. Distance learning appointments must be made at least one day in advance. Consultants can normally look at up to 10 pages per session.

To use eTutoring:

- Please wait until your draft is ready for review before making an appointment (you can attach a new draft later if you revise your work before your appointment time).
- From the UA Writing Center page, click on the “make an appointment” link.
- Use the drop-down arrow to **choose the distance learning schedule** and log in with your Crimson ID and password.
- Click on an available appointment (a white square) to select.
- On the appointment form, explain what you want your tutor to look for. (Example: “I want feedback on my thesis statement and organization.”)
- Attach your assignment sheet as well as any rubrics or instructions from your professor. You are welcome to insert questions into the draft (using the “comments” function) to ask questions about specific parts of your paper.
- The system will prompt you to upload your paper.
- After you’ve made the appointment, you can edit it or attach an updated paper by clicking on the yellow folder in the top left-hand corner of the UAMYWC site. This feature allows you to edit existing appointments.
- Your tutor will comment on your draft and upload it to the appointment form by the end of the session. [Tutors do not changes to the text itself.]. The tutor will also fill out a client report form summarizing their advice.
- **Note: you do not need to be present during the session, and you may access the feedback at your convenience.**
- You can access your feedback in two ways: it will be e-mailed to you at the end of your appointment hour, and you can also log in to our system to retrieve it.
- To access your feedback and client report form via the online system, log in to UA MYWC ONLINE and click on your original appointment. (Arrow through the schedule to return to appointments from prior weeks).
- If you cannot see the comments, try downloading the document before viewing.

Still have questions? E-mail us at writingcenter@ua.edu.