

OWL Tutor Procedures

Owl Coordinator: Laura Richardson

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MSN: lelaisghetto@hotmail.com (yes, I thought up a silly screen name when I was 13 and it has haunted me ever since.)

Phone: 510-396-5094

Check your email inbox several times a day.

Student papers submitted through the Online Tutoring form will be dispatched to tutors by the OWL Coordinator. The email header will be *FW: OWL Submission*.

1. Read the submission message, which contains all the info submitted by student.
2. Save the attached document to your local drive.
3. Check for virus/macro:
 - a. Scan the attached file with an up-to-date anti-virus program. If file has a virus, notify me immediately (and indicate if file was fixed or removed/quarantined).
 - b. Open document -- if it prompts to run a macro, click *cancel* or *no*, close it, delete it, and notify me immediately.
4. Rename document for commented version. Do a *Save As* after opening doc and edit name by adding *-owl* and *your initials* at the end of it. For example, you would save a file named *myessay.doc* as *myessay-owl-lr.doc*. Also, put the date at the beginning, such as *jan11-myessay-owl-lr.doc*. It makes it a little longer, but it makes it very easy to organize your folder with past essays. This is the version you will comment on and send back to the student.
5. Read and respond to student paper within 48 hours. Time starts with date/time that we receive student submission. I would greatly appreciate papers to be done within the 24 hour mark, but there is the extra 24 hour buffer if needed. See Owl guidelines for specific tips for grading essays.
6. For introductory, end, and between paragraph comments, use blue colored text.

7. For marginal comments for specific passages, use Word's Insert Comments feature. Use track changes *only* for minor punctuation changes or other minor corrections that would not be seen in blue text.
8. When you're finished commenting and checking it over, do the following:
 - a. Bring up the student's submission in your email box.
 - b. Select *Forward*.
 - c. Copy/paste student's horizon email from message into *To* field. (The only valid email address is for a CSUEB Horizon address.)
 - d. CC onlinescaa@csueastbay.edu. Please don't forget!**
 - e. Clear out current attachment file.
 - f. Attach the commented document. Be sure you have the correct file. Double check before sending. Make sure to uncheck the original document so that only the graded essay is sent.
 - g. Add a brief line, such as: *Attached is your paper with my comments.*
Thanks!
 - h. Send email.

Other duties/responsibilities:

- Please notify Laura when you're not available to accept a paper for any reason.