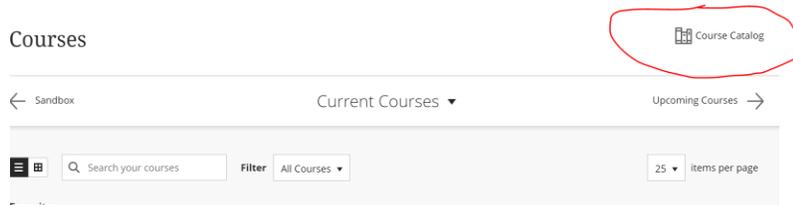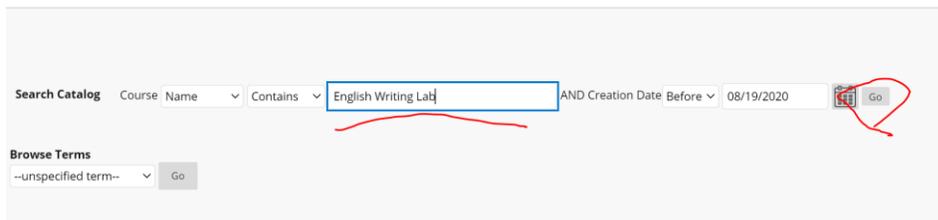# Online Writing Lab Instructions:

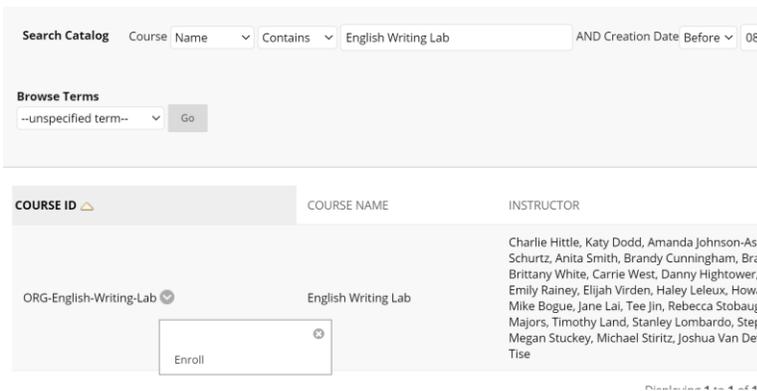## How to Use the Online Writing Lab and Schedule a Virtual Writing Lab Tutoring Session:

1) Go to your Blackboard homepage and click on Course Catalog in the top right-hand corner.



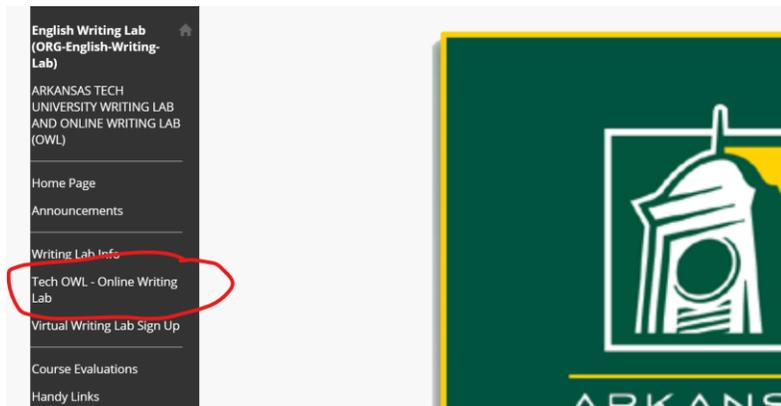2) In the search catalog box, type in 'English Writing Lab' and click Go.



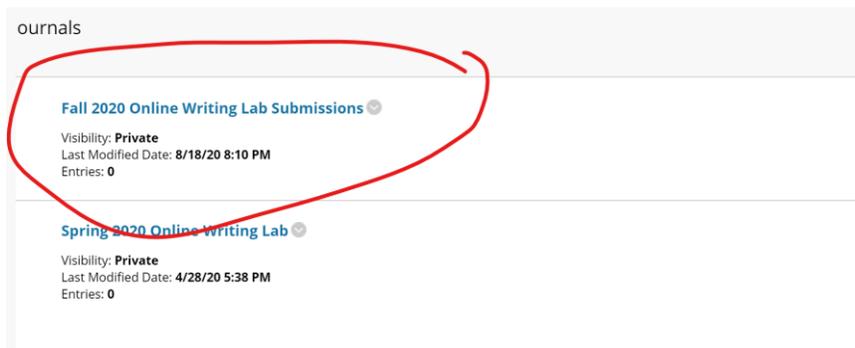3) Click on the arrow beside ORG-English-Writing-Lab and then click Enroll.



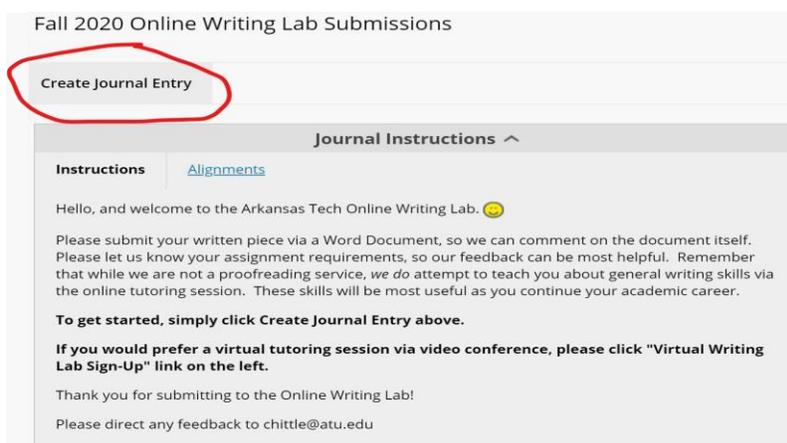4) In the Access Code box, type in bb9-enroll and then click Submit.

5) Go back to your Courses on your Blackboard homepage, and then click on the English Writing Lab blackboard page, which appears the same way as the rest of your courses.

6) Go to the side-bar and click on Tech Owl – Online Writing Lab



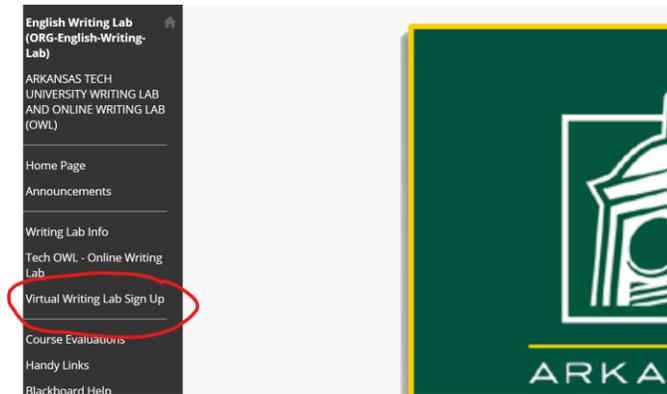7) Click on your semester's Online Writing Lab (Fall 2020). Sometimes this takes a minute to load.



8) Click on Create Journal Entry



9) Upload your essay as a Word Document and, if you are able, your essay prompt.

10) Click Post Entry, and you're done! Your paper will be read and revised by and English Grad Student.

All you have to do now is check back for a response on your post.

# How to Request a Virtual Writing Lab Meeting

1. If you have not already, follow steps 1-5 above to enroll in the English Writing Lab Blackboard.

2. Go to the English Writing Lab Blackboard page from your listed courses.

3. Click on 'Virtual Writing Lab Sign-Up in the side-bar.



4. Complete the Sign-Up Form by filling out of the requested info. You will select an hour window in which you are available to meet (meetings do not usually last longer than about 15 minutes, but the window allows us to schedule longer for meetings that go over that time).



5. A Writing lab tutor will send you an email with a Webex meeting link for a time within your selected window, and will ask you to send along your piece of writing and the prompt for the piece. Then you will meet!
If you do not already have Webex Meetings downloaded, visit the site below. Once downloaded, you will sign in with your ATU email & password.
https://www.webex.com/downloads.html