

SUBMIT A PAPER, PROJECT, OR QUESTION

GUIDE FOR STUDENTS

**SCREENSHOTS ARE EXAMPLES AND MAY APPEAR DIFFERENT IN YOUR BROWSER*

The Paper/Project Review and Q&A service is **not** a live meeting; you do not need to be present to receive a paper or project review or an answer to a question.

- Feedback is sent to your Purdue Global student email account.
- Feedback is sent within two hours of the time you select on the submission form.
- **If your feedback does not arrive, check your email account Spam folder.**
- Paper Review submissions without attached papers will be cancelled.

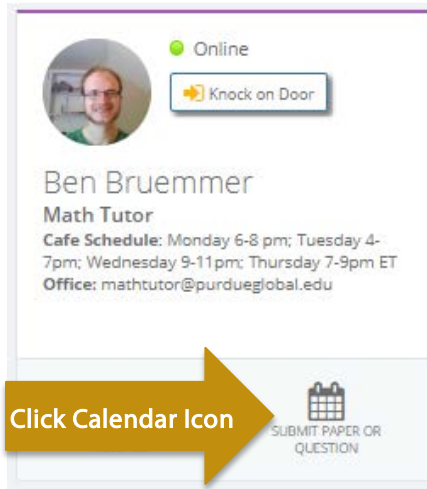
1. LOCATE THE PAPER REVIEW AND Q&A SERVICE.



On the Academic Success Center (ASC) homepage, click **Ask a Tutor**.

Next, on the Ask a Tutor page, select the desired center's tutors.

Then, on the Tutors' page, select any tutor's café card, and **click the calendar icon**.



Click **Calendar Icon**

On any tutor's café card, **click the calendar icon**.

A tutor does not need to be online for you to submit a paper, project, or question.

Next, complete the scheduler and submission form.

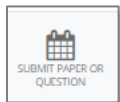


Or, on each center's homepage, select the **Submit Paper/Project, or Question link**.

Next, complete the scheduler and submission form.

All centers have Q&A. Writing, Math, & Science Centers also have Paper/Project Review.

2. COMPLETE THE SCHEDULER AND SUBMISSION FORM



After clicking the **Submit link** on the center's homepage or clicking the **Calendar icon** on a tutor's café card, the scheduler will open. Complete the scheduler form:

1. **Meeting Location.** Select paper or project review if you want a tutor to review a paper or project; select Q&A if you have a question to ask a tutor.

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- Reason for Meeting.** The reason for the meeting blocks the right amount of time for the tutor to review your submission. Reasons are different for each academic center.
- Meeting Date.** Select the first available date.
- Available Time Slots.** Select first available time slot. All available tutors' times show up here. Your paper, project, or question will be reviewed and sent to your Purdue Global student email account **within 2 hours** of this scheduled time.

The screenshot shows a web interface for selecting a meeting. It is divided into four numbered sections:

- 1 SELECT A MEETING LOCATION:** A dropdown menu is open, showing "Writing Center Paper Review and QA" as the selected option.
- 2 SELECT A REASON FOR MEETING:** Several radio button options are visible, including "Graduate Student Paper (10 pages or more of content not counting reference pages) (60 minute meeting)", "Paper Review (4-12 pages) (30 minute meeting)", "Graduate Student Paper (4-9 pages) Fewer than 4 pages. Use Quick Review. (45 minute meeting)", "Question (5 minute meeting)", "Paper Review (13 pages or more) (60 minute meeting)", and "Quick Review (1-3 pages only) (15 minute meeting)".
- 3 SELECT A MEETING DATE:** A date picker is open, showing "Thursday, 09/13/2018" as the selected date. Other dates like "Friday, 09/14/2018" and "Saturday, 09/15/2018" are also visible.
- 4 AVAILABLE TIME SLOTS:** A grid of time slots is shown for Thursday, 09/13/2018. Slots include "10:30 AM to 11:00 AM", "12:00 PM to 12:30 PM", "10:30 AM to 11:00 AM", "6:35 PM to 7:05 PM", "11:30 AM to 12:00 PM", and "7:05 PM to 7:35 PM".

Next, the submission form will pop up. This form is unique for each academic center but generally requires the following information:

- Provide your full name (first and last).
- Provide your course number (the course the paper, project, or question is for).
- Write your question or concerns.
- Are you attaching a file? Select Yes or No.
- Attach your paper or project file.
 - Attachments are not expected with Q&A.
 - Paper or Project Review submissions without a paper attached will be cancelled.
- Click Schedule Appointment to submit the form.

The screenshot shows the "Writing Center Paper Review and Q & A Service" submission form. It includes the following elements:

- 1 Full Name ***: A text input field for the student's full name.
- 2 Course Number ***: A text input field for the course number, with a note: "Course numbers typically have this form: CM107".
- 3 Ask a question or enter your questions and concerns about your paper. ***: A large text area for the student's question or concerns.
- 4 Are you attaching a paper? ***: Radio button options for "Yes, I have attached my paper." and "No, I am asking a question only. I am not attaching a paper."
- 5 Attach File**: A button to upload a file.
- 6 Schedule Appointment**: A blue button to submit the form.

3. CHECK YOUR PURDUE GLOBAL STUDENT EMAIL.

You will receive three email messages at your Purdue Global student email account.

- If you do not receive any messages in your Inbox, check your spam folder.***

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Email 1: **Submission Confirmation.** This email confirms your submission immediately after you schedule your review. It will be from your tutor at noreply@craniumcafe.com.

Email 2: **Meeting Review Form.** This is the email with your feedback. This email will arrive within 2 hours of your scheduled submission. The email will be from Purdue Global ASC at noreply@craniumcafe.com.

- Click the link in the email message to download the attached file with your feedback.
- Writing Center paper review: Click the second link to open the video feedback.
- Writing Center paper reviews may also include a survey.

Email 3: **End of Meeting Survey.** This email provides a link to a general Academic Success Center survey. Your experience is important to us! Please complete the survey to help us better serve you.

FAQ

Q. What if I submit a paper and then revise it and instead want the revised paper reviewed?

A. Tutors review the draft that is attached to your original scheduled submission. Revisions are not accepted by email. If you make significant revisions right after submitting, please cancel your original appointment and schedule a new appointment for the revised draft.

Q. Where is my reviewed paper?

A. Paper and Project Reviews, as well as Q&A responses, are emailed to your Purdue Global student email account (yourname@student.purdueglobal.edu) within 2 hours of the time you scheduled for your submission. If you do not see the reply in your Inbox, check your Spam folder. Be sure to click the link in the email reply to open your reviewed paper.