

Online **W**riting **C**enter



The Online Writing Center (OWC) is available for free to all registered COM students and faculty in all courses!

The OWC is open 24/7 to help students with writing assignments for all college subjects. Students can get help with idea development, organization, and grammar, as well as with research. You can work with an Instructional Specialist (tutor), as well as access self-help materials and library guides. The OWC also assists students with transfer, scholarship, and job applications, including resumes and cover letters.

The OWC is just a click away.

Students and faculty can access the OWC in Canvas by using the link in the OWC block under the Services tab in the portal or by following these instructions:

1. Click the **Canvas** link located in the *Quick Links* menu on the left side of the screen.
2. In Canvas, click the **Help** icon (the question mark) on the main navigation menu.
3. Click the **Online Writing Center** link.
4. Click the **Enroll in Course** button.

How to Post

- From the College of Marin Writing Center home page on Canvas, click on “OWC Discussions.”
- Click on “+Discussion” on the top right-hand side of the screen.
- In the “Topic Title,” please include 1) your name, 2) the class and instructor that your draft is for, and 3) the title of the assignment. For example: “John Smith, English 150, Trine Miller, Happy essay.”
- In the text box, please paste the relevant passage(s) from your paper and assignment specifications into the message window. If you attach a file, you may also paste the paper in the window since Instructional Specialists sometimes have a difficult time opening some files. Word docs saved in RTF (Rich Text Format) are most easily opened.
- Ask for specific kinds of help, limiting your needs to 1 or 2 items per post, such as help with thesis and help with topic sentences, or help with development of a paragraph, or help with analyzing evidence, etc.
- An IS will initially respond to your post to let you know when they will be sending a longer response that answers your questions. You should receive an e-mail notification from Canvas when an IS initially responds to you.
- Please check back within 24-36 hours after your initial post to see the IS’s response. **Once the IS has responded to your post, he/she will move it to the “Closed for Comments” section, so please check there.** This is where it is really important that you write your name in the subject line when you post your question or draft, as it will be much easier for you to find your response if your name is the first thing in the subject line.
- We ask that students post no more than once per day about the same assignment, and no more than 4 times per week. If you need additional support, please visit the face-to-face Writing Center in LC 120 on the Kentfield Campus.
- Posts and responses will be saved for 3 weeks; due to limited space on our server, all posts over three weeks old will be deleted, so be sure to check the discussion forum for a tutor's response to your post as soon as possible!

You can find all of these instructions on the COM Writing Center page on Canvas. If you have additional questions, you can speak with an instructor in the Writing Center (LC120, Kentfield campus) or post in the “Have a technical question about the OWC?” forum.

We look forward to working with you on the OWC!