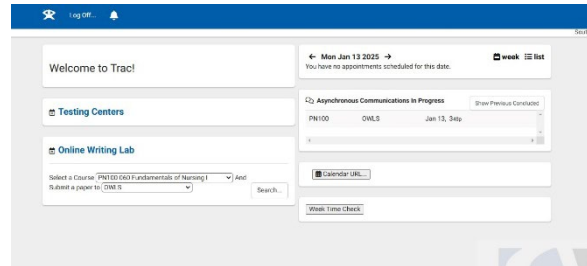


Success Center

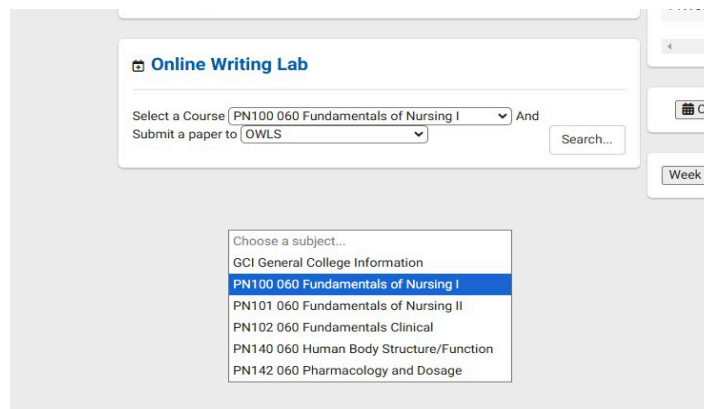
Accessing the OWL (Online Writing Lab)

The Success Center OWL (Online Writing Lab) is an online resource where students can submit papers to get feedback from Success Center tutors.

1. Start by following the link: swic.edu/owl. This should take you right to the OWL homepage on traccloud.

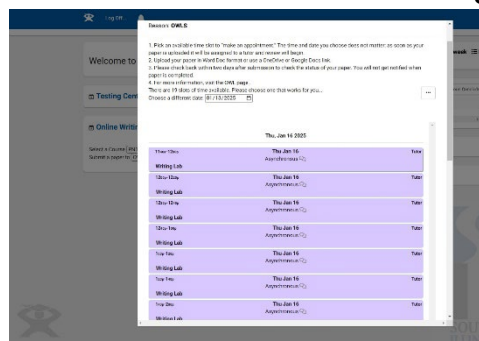


2. Select the course your paper is for.

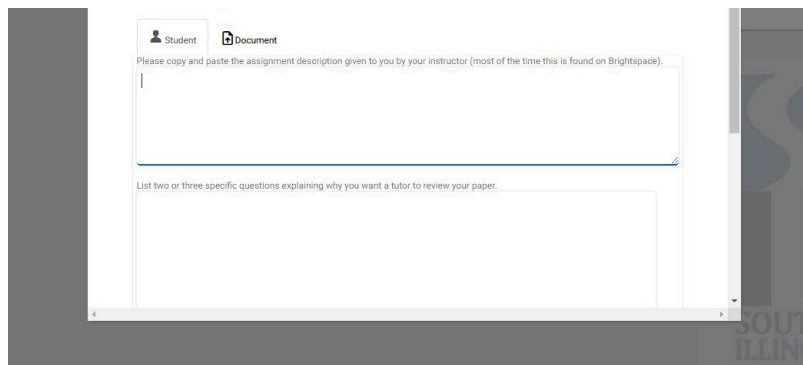


3. Click search.

4. Read the instructions given. You will “make an appointment,” but the time and date do not matter. As soon as your paper is submitted, it will be assigned to a tutor a review will begin.



5. Once you make an appointment, you will be prompted to answer two questions. One asks for you to copy and paste the assignment description given to you by your instructor. This helps us know exactly what you are working on and allows us to notify you if you are not meeting the assignment requirements.
The other question asks for two to three specific questions. Try not to ask questions about spelling and grammar. The Success Center is not an editing service, so we focus on your ideas, formatting, and organization. However, we will bring up the common error patterns we see in your paper and give you tips on how to avoid those mistakes in the future.



A screenshot of a web form for a student appointment. The form has two tabs: "Student" (selected) and "Document". The first text area is labeled "Please copy and paste the assignment description given to you by your instructor (most of the time this is found on Brightspace)." and is currently empty. The second text area is labeled "List two or three specific questions explaining why you want a tutor to review your paper." and is also empty. The form is set against a dark background with a faint "SOUTH ILLINOIS" logo on the right.

6. You have to confirm the appointment in order to upload your document.
7. Click on the “Document” tab.
8. Click “New.”

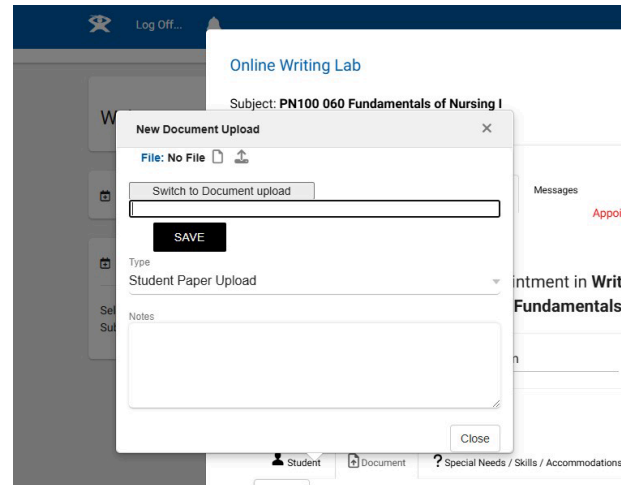
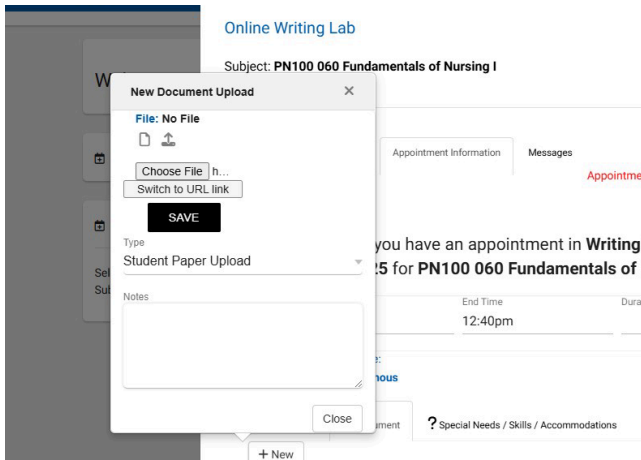


A screenshot of an appointment confirmation form. The title is "January 16th 2025 for PN100 060 Fundamentals of Nursing I OWLS". It features a table for scheduling details:

Start Time	End Time	Duration (Hr:Min)
12:20pm	12:40pm	

Below the table, the "Meeting Type" is set to "Asynchronous". At the bottom, there are three tabs: "Student" (selected), "Document", and "Special Needs / Skills / Accommodations". A "+ New" button is located at the bottom left of the form.

9. There are two options for uploading your paper: a file off of your computer or a link from Google Docs or your OneDrive. Choose one of these options, upload your paper, and hit save.



10. You will get an email once your paper is uploaded and another email once the tutor uploaded their feedback. On the homepage of traccloud, you should see a “Asynchronous Communications In Progress” where you can access your OWLs. You will see a red dot if there are any unopened communications from your tutor.

