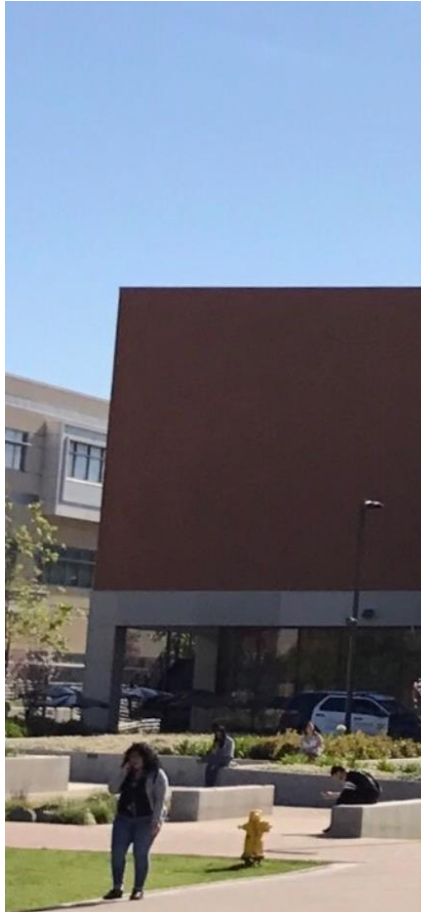


Dropping off your paper

Reading and Writing Center

Step 1: Click the “Drop off your paper” button



 Start Online Tutoring

Begin your Online Tutoring Session or Online Workshop Here! Click the “Start Online Tutoring” button if you have or do not have an Online Tutoring Appointment. The Reading and Writing Center now uses Zoom.us to provide online tutoring services. If you are trying to get help without an appointment, please keep in mind that we provide online tutoring services on a first come and first serve bases, so you may have to wait an extended period before you get seen.

Need help with the process, [click here for a quick tutorial](#).

Can't see or access our chat system on the right side of the screen after clicking the “Start Online Tutoring” button? [Click here for a legacy version of our services](#). If you have any problems or questions during business hours, please call or text us at (323) 405-4385.

 Make an Appointment

Description of ELAC Reading and Writing Center's Online Tutoring Service: Using Zoom.us the Writing Center now provides students with face to face tutoring without cutting back on what is essential for good tutoring: face to face interaction. Make an appointment now to take advantage of this service.

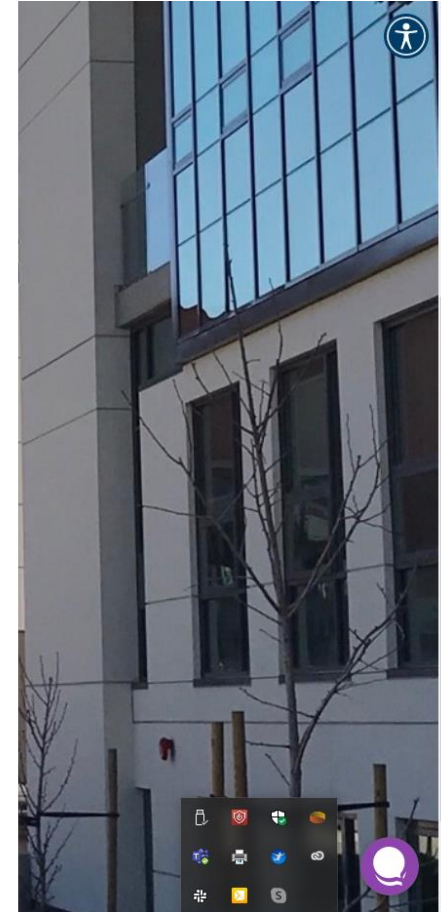
Need help making an appointment? [Watch this quick tutorial video](#).

 Drop off your paper

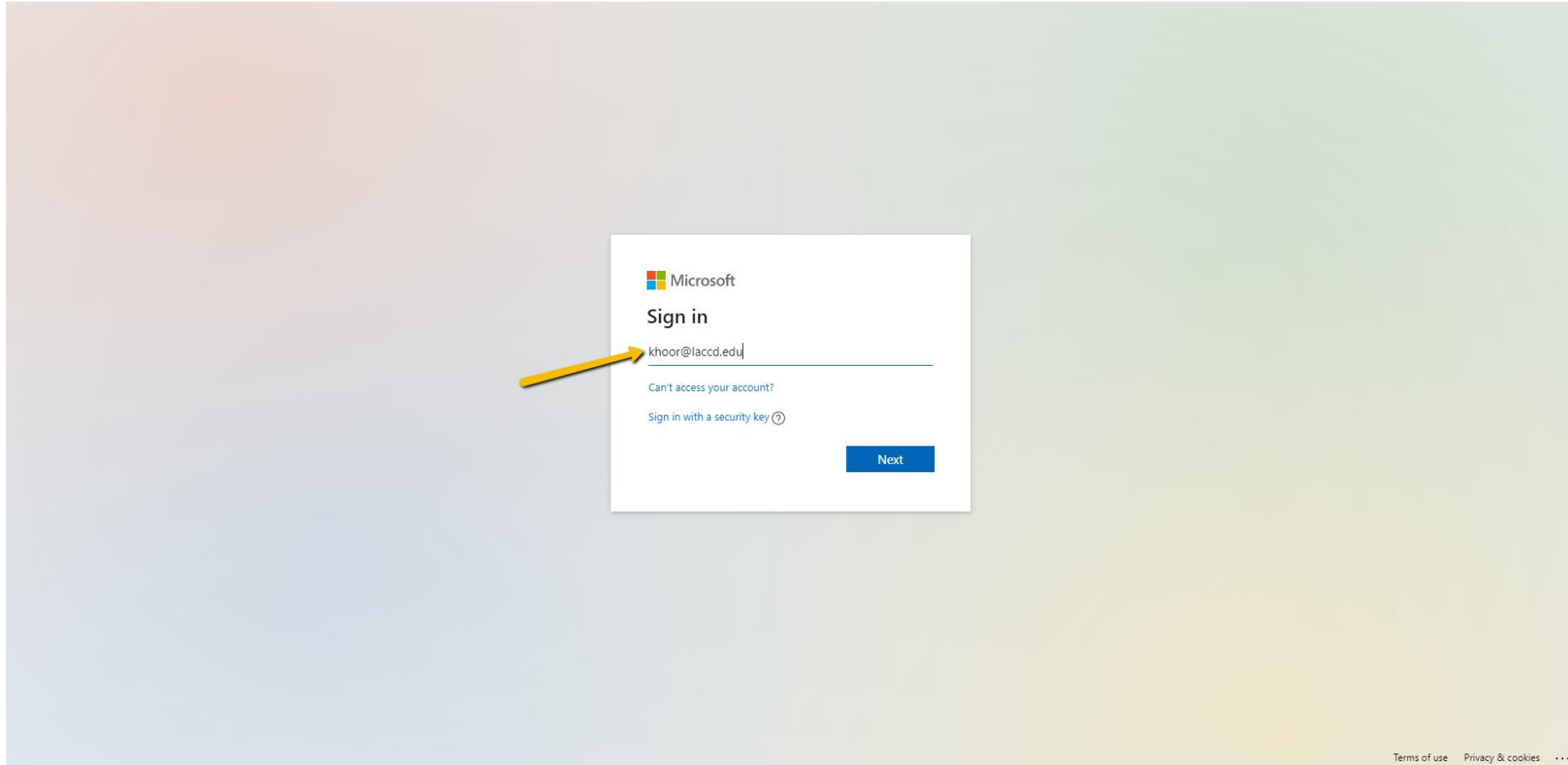
Description of ELAC Reading and Writing Center's Essay Drop Off Service: Don't have time to meet with us? Use our drop off your paper option. **You must** give staff at least 2 full working days to complete the review of the paper. After the paper is reviewed, you will receive an email with comments on your paper.

 Online Tutoring Assistance

Online Tutoring Platform Tutorials: Need help getting started? Review Zoom.us' video tutorial on how to meet with someone online. *FYI: You will be receiving an email from your tutor within 24 hours of your made appointment. That email will provide you the link to meet with your tutor.*



Step 2: Enter your LACCD Email



Step 3: Enter your LACCD Email credentials



The image shows a screenshot of the LACCD login page. On the left, a blue sidebar lists the campuses: CITY, EAST, HARBOR, MISSION, PIERCE, SOUTHWEST, TRADE-TECH, VALLEY, and WEST. On the right, the Los Angeles Community College District logo is at the top. Below it, a box contains the text: "Fall 2020 Starts on Monday, 8/31/20! To enroll in ANY class after the semester starts, students will need to request a permission number from the instructor. View the guides below to help you get started. - Guide to finding the instructor's email address - Guide for Canvas resources and training videos." Below this is the text "Sign in with your organizational account". There are two input fields: the first contains "khour@laccd.edu" and the second contains ".....". A blue "Sign in" button is below the password field. At the bottom right, there are links: "1st time signing in?", "Forget your password?", and "New Microsoft forget your password?". Three yellow arrows point to the email field, the password field, and the "Sign in" button.

CITY
EAST
HARBOR
MISSION
PIERCE
SOUTHWEST
TRADE-TECH
VALLEY
WEST



Fall 2020 Starts on Monday, 8/31/20!
To enroll in ANY class after the semester starts, students will need to request a permission number from the instructor. View the guides below to help you get started.
- Guide to finding the instructor's email address
- Guide for Canvas resources and training videos.

Sign in with your organizational account

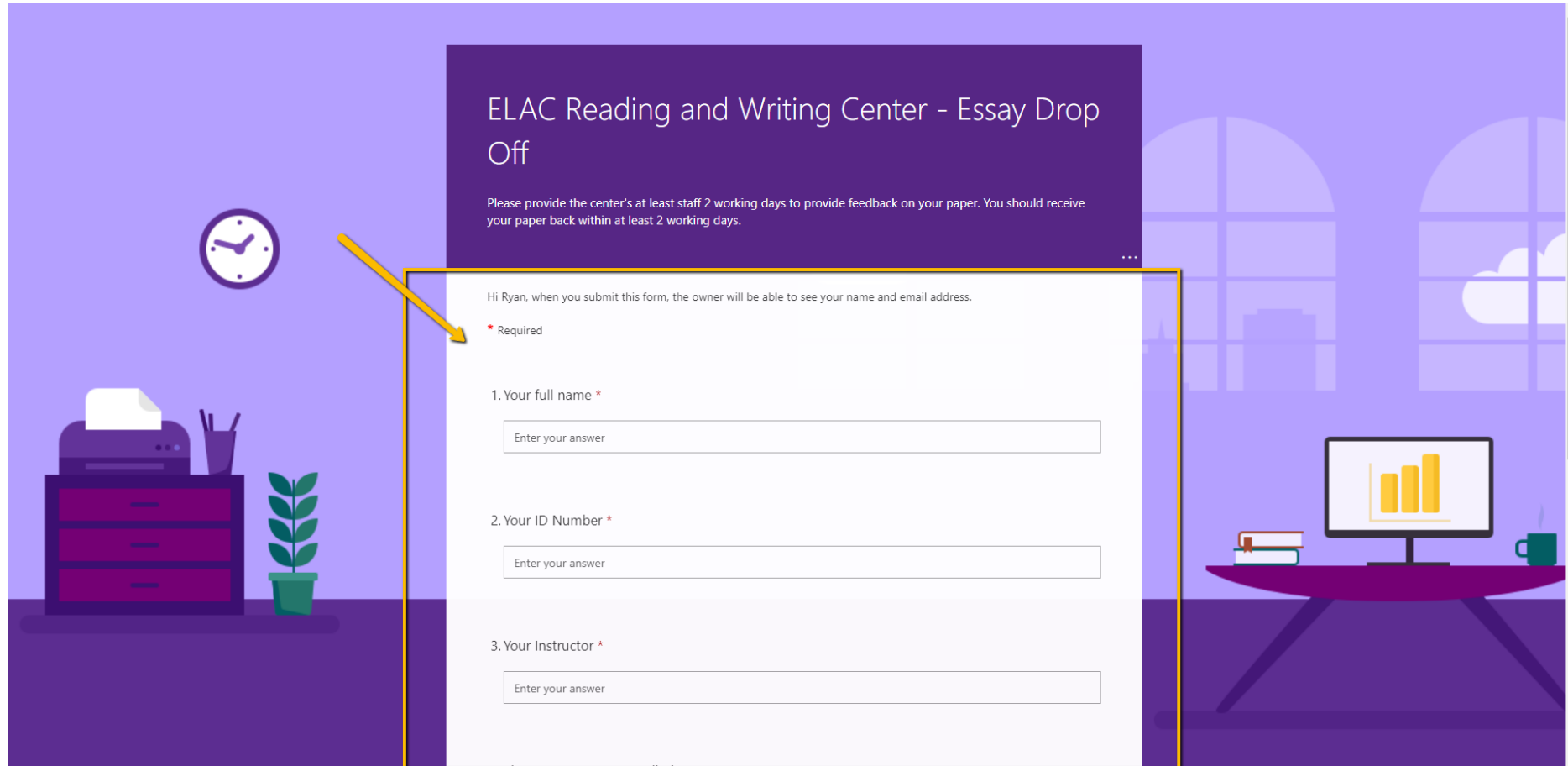
khour@laccd.edu

.....

Sign in

1st time signing in?
Forget your password?
New Microsoft forget your password?

Step 4: Fully and completely fill out the form



ELAC Reading and Writing Center - Essay Drop Off

Please provide the center's at least staff 2 working days to provide feedback on your paper. You should receive your paper back within at least 2 working days.

Hi Ryan, when you submit this form, the owner will be able to see your name and email address.

* Required

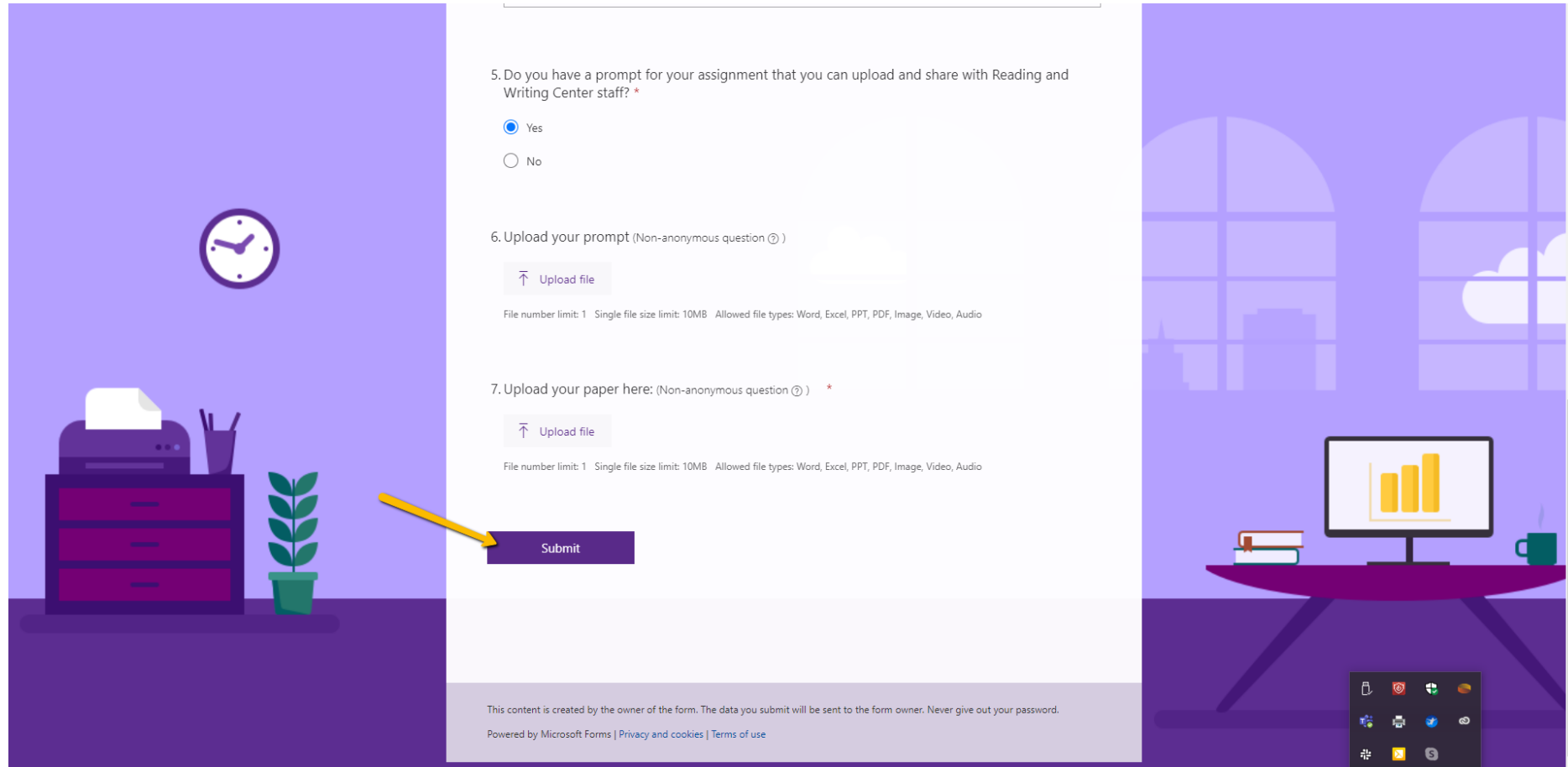
1. Your full name *

2. Your ID Number *

3. Your Instructor *

The image shows a digital form interface for an 'Essay Drop Off' at the ELAC Reading and Writing Center. The form is set against a purple background with a desk illustration. A yellow box highlights the three required input fields: 'Your full name', 'Your ID Number', and 'Your Instructor'. A yellow arrow points to the first field. The form includes a disclaimer about data visibility and a 2-day feedback timeline.

Step 5: Finally, click submit



5. Do you have a prompt for your assignment that you can upload and share with Reading and Writing Center staff? *

Yes

No

6. Upload your prompt (Non-anonymous question ⓘ)

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

7. Upload your paper here: (Non-anonymous question ⓘ) *

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

This content is created by the owner of the form. The data you submit will be sent to the form owner. Never give out your password.
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