**How to sign up for a face-to-face tutoring session:**

(face-to-face tutoring sessions must be made **24 hours in advance**)

1. Go to [www.shepherd.edu](http://www.shepherd.edu)
2. Click on **Current Students**, click on **Academic Support Center** and click on **Schedule a tutor**
3. If you don’t have an account, click on **Register for an Account** and follow the instructions
4. **Log in** and to make an appointment, click on the **dropdown menu** to select your subject.
5. The **white spaces** mean that tutors are available
6. Click on a **time** that fits your schedule and fill out the form, and get ready to attend your appointment in the ASC (lower level of the library)

**How to sign up for an online writing tutoring session:**

(online submissions must be made **72 hours in advance**)

1. **Save** your essay in doc, docx, pdf or rtf formatting (Pages--Mac people--does not work on Sakai) and make sure the **first page** of your essay contains either the assignment sheet or a description of the assignment along with your concerns about the essay.
2. If you already have ShepOWL on Sakai, log into **Sakai** and go to **Assignments**. If you did not yet add ShepOWL to your Sakai site, see the section below on how to add ShepOWL to your Sakai site..
3. After clicking on Assignments, find and click on **today’s date**
4. Read the instructions and **attach your file.**
5. You should get an **email** confirming your submission.
6. **Check your email** within 72 hours to see when the tutor has released your essay with feedback.
7. Once you get that email, go back to **Sakai**, click on the **date you submitted** your essay and click on your **Turnitin icon**.
8. **Turnitin** should load and you need to click on the **second button** on the top right hand corner to view the commentary.

**How to add ShepOWL to your Sakai site:**

1. Log onto **Sakai** and click on “**My Workspace**” (top left hand side)
2. On the **Tool Navigation Menu** (top left), click on “**Membership**“
3. . Click on “**Joinable Sites**” on the top
4. . Select “**201630-ENGL-999:01**“
5. Click on “**My Sites**” on the top right hand corner
6. Find and click on “**201630-ENGL-999:01**” under **PROJECTS** to enter ShepOWL

**For updates, check us out on** [**facebook**](https://www.facebook.com/ShepUwritingtutors/) **or** [**Instagram**](https://www.instagram.com/shepherd_univ_writing_tutors/?hl=en)

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