

# Submitting Your Work to the NLC OWL



## Step One: Uploading Your Work for Review

- Click on the button—**Submit and Retrieve Your Work** - to upload any and all files you wish to submit to the tutors.
- Please be sure to first save your file in a compatible file format: Word Document (.doc) or Rich Text Format (.rtf).
- If you are unsure how to accomplish this task, please click on the link below for instructions.

**Step Two:** Click on "**Send File**" not "**Add File**" to upload a document to the NLC OWL.

**NOTE:** You must click on "**SEND FILE**" in order to correctly upload the file for review.

In the **File Information** area, include the following information:

- your **first** and **last name** in the **Name** area.
- your **File** saved and uploaded file as either a Word document (.doc) or as Rich Text Format (.rtf) file
- your specific **Comments** about your writing, your assignment, or about a particular grammar issue. Please feel free to write these questions in the **Comments** area of the submission. The tutors will be happy to address those issues when they return your paper.

A screenshot of a web form. The top section is titled "1 File Information" and contains three fields: "Name" with the text "Ulanda Forbess", "File" with the text "I:\UForbessComplaint Letter.doc" and a "Browse..." button, and "Comments" with the text "Please review my complaint letter assignment for correct letter formatting, word choice, and clarity of message." and a "REC" button with a checkmark. The bottom section is titled "2 Submit" and contains the text "Click **Submit** to finish. Click **Cancel** to quit." and two buttons: "Cancel" and "Submit".

## Step Three: The Final Message

- If you have successfully uploaded your file, you will receive a **Receipt: Success** message
- If you do not receive this message, go back and make sure you have selected "**SEND FILE.**" Otherwise, the tutors will not receive your assignment.
- **For online submissions, please allow roughly 48 hours turnaround time (excluding Sundays and holidays).**